

The logo features a stylized cross with a vertical bar extending downwards from its center, resembling a church steeple or a specific religious symbol.

**S. BRUNO**  
**PARISH SCHOOL**

*Student/Parent Handbook*  
*2017-2018*

## TABLE OF CONTENTS 2017-2018

EXPECTATIONS	3
ACCIDENTS	4
ACTIVITIES	4
DRAMA CLUB	4
ACCREDITATION	5
ADMINISTRATION	5
ADMISSIONS	5
ASBESTOS	6
ASSEMBLIES	6
ASSESSMENT	6
ATTENDANCE	7
CHANGE OF INFORMATION	8
CHILD ABUSE	8
CHILD NEGLECT	8
COMMITTEES OF THE SCHOOL	8
ATHLETICS	8
COMMUNICATION	10
CURRICULUM	11
DISCIPLINE-(including dress code)	11
ACCEPTABLE USE OF TECHNOLOGY	12
PERSONAL ELECTRONIC DEVICES	13
SCHOOL RULES	14
EMERGENCY MANAGEMENT PLAN	18
FIELD TRIPS	19
FUNDRAISING	19
GRADUATION	20
HEALTH	20
HOMEWORK	21
LIBRARY	22
LUNCH/SNACKS	22
MONEY AND PAYMENTS	22
PERSONAL POSSESSIONS	23
PERSONNEL STANDARDS	23
PHYSICAL EDUCATION	23
POSTED INFORMATION	23
PRIVACY	23
PROHIBITED ARTICLES	24
REGISTRATION AND CLASS SIZE	24
RELIGIOUS EDUCATION	24
SAFEGUARDING ALL GOD'S CHILDREN	24
SPIRITUAL REVERENCE	25
STUDENT DIRECTORY	25
STUDENT PHONE CALLS	25
STUDENT RECORDS	25
STUDENT SOCIAL ACTIVITIES	26
SUPPLIES	26
TEXTBOOKS	26
TIME SCHEDULE	26
TRANSPORTATION	27
TUITION AND FEES	27
VISITORS	27
VOLUNTEER HOURS	28
WEISSENBORN AWARD/ YOUNG AWARD	28
WITHDRAWL OR TRANSFER	28
St. Bruno Extended Care Program	28
SCHOOL GOALS	29
SIGNATURE PAGE	30
ACCEPTABLE USE POLICY	31
STUDENT TAKE HOME USER AGREEMENT	36

## **ST. BRUNO PARISH SCHOOL**

### **EXPECTATIONS OF ST. BRUNO PARISH SCHOOL MINISTRY**

#### **PARISH MISSION**

St. Bruno Parish is a community of people sharing a common Faith in the teachings of the Catholic Tradition. We come together to worship God and to spread the Good News that Jesus gave us. Through celebrating Christian unity, we provide emotional support and practice the Works of Mercy.

#### **SCHOOL MISSION**

St. Bruno Parish School Inspires Academic Excellence and Instills Catholic Values with-in a Faith Filled Community and Beyond.

#### **VISION**

St. Bruno Parish School is the Catholic School of choice in Western Waukesha County, continually pursuing excellence in Faith, Academics, Catholic/Christian Morals and Virtues. The school is recognized for:

- Superior learning environment that inspires both students and faculty to achieve their potential
- Outstanding teachers who are committed to Catholic morals and virtues
- Collaboration among local schools
- Proactive involvement of students and faculty in community activities
- Enhancement and support of the ministries of St. Bruno Parish.

#### **PHILOSOPHY**

We are dedicated to assisting students in acquiring an appreciation of the on-going quest for knowledge, learning, and practicing their faith. The success of each student is foremost within his or her abilities. Each student at St. Bruno Parish School is encouraged to respect him/herself and others. By incorporating cooperative group skills, the students experience self-worth and learn to appreciate the diversity of others. The Christian faith is used as the basis for developing moral ethics, instilling a universal sense of the common good and forming one's commitment to social and global responsibilities. St. Bruno Parish School provides an environment in which competency-based skills are achieved for a lifelong learning experience. Our goal is to develop a well-rounded individual with the talents and faith to excel in future endeavors. Our mission will be accomplished through our message, community, service, and worship.

#### **MESSAGE**

- To develop life-long involvement of Christian morality, Catholic traditions and strength in faith.
- To understand the Gospel Message and how it applies to our own lives and our interactions with others.

#### **COMMUNITY**

- To develop an understanding that all of God's people and creation need love and respect.
- To exhibit Christ-like attitudes and actions, thereby creating a willingness to help others in the growth of our Catholic community.
- To practice our Catholic values within our many communities in which we live.

#### **SERVICE**

- To motivate children to responsibly live a Christian life of service and love.
- To develop an awareness of our community through servicing the needs of others.

#### **WORSHIP**

- To share Scripture through school liturgy, prayer services and classroom instruction in a way which children can understand and practice.
- To provide a nurturing environment where God is an integral part of our day.

## **NONDISCRIMINATORY STATEMENT**

- St. Bruno does not discriminate in its educational programs, activities, or staff on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, military or veteran status, generic information, or any other character that is protected under applicable federal, state, or local law.

## **Purpose of Handbook and Right to Amend**

This handbook is designed as a guide for school families. It is not a comprehensive compilation of all the policies under which and by which the school operates under the policies of the Archdiocese of Milwaukee.

This is an ongoing document and the school administration reserves the right to amend this handbook. Any changes to the handbook will be published through the school newsletter. The handbook is an agreement between the school and the families, and is not a contract.

## **ACCIDENTS**

For the protection of students and teachers, every accident on the grounds or at an athletic event will be reported immediately to the person in charge. The person in charge or an appointee will notify the school office immediately. The office will contact parents/guardians using the emergency numbers listed at registration. When emergency transport to the hospital is needed, parents/guardians will be informed where to meet the student and medical personnel.

## **ACTIVITIES**

The principal is responsible for the entire curricular program. The pastor and the athletic association are responsible for the parish athletic program. All outside activities are to be coordinated through the school office. All leaders of after-school activities are responsible for all members of their group. They may not leave the school grounds until all students have left the premises.

### **Athletic activities available to the students:**

Basketball Grades 5-8

Volleyball - Grades 5-8

Track Grades 5-8

Cross-Country Grades 5-8

### **Additional Activities**

Academic Night

Instrumental Music

Advent and Lenten Programs

Sacramental Preparation

Boys and Girls Scouts

LEGO Engineering Team

Celebration of Catholic Schools Week

Picnic at the End of the Year

Classroom Awards

Service Projects

Open Gym

Special Liturgies

Choir

Spring Concert

Christmas Program

Student Council

Drama Club

Talent Show

General School Assemblies

Weekly Liturgies

Innovation Fair

## **DRAMA CLUB**

Drama Club will be offered as an after school activity to be coordinated by Mr. Phillips and will begin in the spring. Emphasis will be placed upon preparing for a spring production to present to the entire school and the general public. Meetings will be one day per week and will increase in frequency as show time approaches. Opportunities will include cast positions, set development, costume design, and general stage crew jobs. Drama Club is open to grades 5 through 8 with cast positions reserved for, but not limited to, 8<sup>th</sup> grade students.

### **Restriction of Activities:**

**Extracurricular activities are valued, but education has a higher priority.** The school reserves the right to determine students' eligibility for activities and athletics, based on: **Grades, Behavior, Attitude, Work effort, and Attendance.**

On a case-by case basis, the Principal may temporarily suspend or terminate a student's participation. In the event of a decision to restrict a student's participation in some way for a period of time, the parents and the director/coordinator of the activity will be notified in writing. The decision of the Principal would be final. If there is a collateral consequences such as forfeiting games, etc. that consequence would be considered the responsibility of that particular student.

- **Grades:** restriction would be considered if lack of attention to academics, or participation in the activities, is a direct cause of a D or lower, or incomplete grades. Note: if a low grade represents expected progress for a child, as with a learning disability, there would be no suspension or termination of privileges.
- **Behavior:** restriction would be considered following a behavior-related suspension.
- **Attitude:** restriction would be considered for any student whose attitude toward adults (staff, volunteers, coaches/leaders, parents), or other students is consistently disrespectful.
- **Work Effort:** restriction will be considered for a school student who has so many missing/late assignments that it causes a significant drop in the child's grades.
- **Attendance:** restriction will be considered for a student who is tardy more than 15 days in one quarter without valid reason, or if a student's absence rate reaches more than 15 days in one quarter with no reasonable explanation.

### **ACCREDITATION PROCESS**

St. Bruno Parish School is involved in an ongoing accreditation process by the Archdiocese of Milwaukee and the Wisconsin Independent and Religious School Association. We are currently in year one of the seven year accreditation process and have been successfully Accredited in June 2015.

### **ADMINISTRATION/SCHOOL GOVERNING BODY**

The pastor is the chief administrator of the school. Our school is governed by our Parish priest, Father Dan Volkert. He assumes responsibility for all aspects of the school organization.

- The specific direction of the school is delegated to the principal.
- The specific direction of the classroom is delegated to the teacher.
- If a question regarding classroom instruction or procedures should arise,
  1. consult the teacher involved
  2. consult the principal only if, after reasonable time, further assistance is deemed necessary.

### **ADMISSIONS**

St. Bruno Parish School maintains an open admission policy regardless of religious affiliation or ethnic background. Catholic families are to be registered members of the St. Bruno Parish or a neighboring parish. New families are to register at the parish office before registering their children in school. Parishioners must have a pledge card on file at the rectory. Non-parishioners are accepted when there is room in the school.

Proper procedures are in place and will be followed to determine if admission and attendance at St. Bruno Parish School is in the best educational interest of special needs students. The final determination is up to the school principal. St. Bruno Parish School does not guarantee that we can meet all the educational needs of students with special needs, although we do strive for an inclusive learning environment and attempt to meet the needs of all learners.

(Archdiocesan policy 5110)

### **Early Admission**

A child must be five years old before September 1st of that year to enter kindergarten. A child must be four years old before September 1<sup>st</sup> to enter K4. A child must be three years old and **independently toilet trained** before September 1<sup>st</sup> to attend K-3.

### **Transfer Students**

All new students enter the school on a one-year probation. Upon transferring from another school, the principal will request complete records from the school last attended. Transfer students are expected to spend a day in school as a component of the acceptance process.

## **Immunization Records**

All students must have proper and up-to-date immunization records or a government dispensation from immunizations on file in the school office by the first day of classes. St. Bruno Parish School will comply with all government regulations for notification and reporting the lack of proper immunization records.

## **Child Custody**

A copy of the child custody documents must be on file in the school office for every child where parents are separated or divorced. St. Bruno Parish School will remain strictly neutral on all custody issues unless there is a copy of a court order against one parent on file in the school office. All family information, custody documents and restraining orders are kept confidential.

## **Archdiocese of Milwaukee**

St. Bruno Parish School is an integral part of St. Bruno Parish. The parish staff supports the school staff in many varied aspects such as mass planning, religion instruction and music support.

St. Bruno Parish School is a part of the Archdiocese of Milwaukee and follows all policies and procedures mandated by the Archdiocese of Milwaukee. The school is accredited every 7 years as part of the School Planning and Accreditation plan.

## **ASBESTOS**

St. Bruno Parish School is required by law to notify all families that there is asbestos in the school. The parish school is in compliance with all state and federal regulations concerning the inspection and maintenance of all asbestos. The Asbestos Management Plan is on file at the school and is available to any parent for inspection upon request.

## **ASSEMBLIES**

Assemblies are a scheduled part of the curriculum and are designed to be educational, as well as, entertaining experiences. These are opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

## **ASSESSMENT**

### **Daily Assessment**

Students are assessed on a daily basis through classroom participation, daily work, homework, quizzes on lessons and tests on units. All academic grades are objective in nature. \*St. Bruno is in a Pilot for a new 3K-5K Reporting System.

<b>Achievement Grade (Gr. 1-3)</b>	<b>Range</b>	<b>Achievement Grade (Gr. 4-8)</b>	<b>Percentage Range</b>
S: Secure – Demonstrate a complete understanding and application	90-100	A	93-100
P: Progressing – Demonstrates a general understanding	80-89	B	85-92
N: Needs Improvement – Demonstrates an inconsistent understanding	70-79	C	77-84
Not assessed at this time		D	70-76
		U	0-69

## **Conferences**

Parent-teacher-student conferences are scheduled at the end of the first quarter and as needed following the third quarter. Conferences are mandatory for all families and students. Optional conferences after the third quarter are held at the request of the teacher or parent/guardian. Students will attend these scheduled conferences. Special conferences may be requested at other times by the teacher or parent/guardian at any time throughout the school year. These appointments may be made by means of a note or a call to the school office.

## Report cards

Students in K3 and K4 will receive report cards in the 2<sup>nd</sup> and 4<sup>th</sup> quarters only. In grades K5 through 4, report cards are sent home after the end of each of the 4 quarters. Parents of Middle School Students in grade 5 through 8 can check grades by logging into Power School. Parents who forget their access code for Grade book may contact the school office for assistance. The report card envelope should be signed, dated and returned the following school day.

## Promotion/Retention

Pupils will usually be placed on a grade level with other children of similar chronological age and will usually progress annually from level to level. Exceptions may be made in particular cases, when in the judgment of the professional staff; a retention is in the best educational interest of the pupil involved. When retention seems likely, the following procedure will be recommended:

1. The homeroom teacher will request a conference with the student's parents/guardians within a week of the distribution date of the second quarter report card...
2. All subject teachers of the student and the principal must be present at the conference
3. The final decision for recommendation for retention will be left to the discretion of school authorities.

## PROMOTION REQUIREMENTS FOR STUDENTS PROMOTED FROM FOURTH GRADE TO FIFTH GRADE AND FROM EIGHTH GRADE TO NINTH GRADE:

The following is the school's fourth and eighth grade promotion requirements administrative policy as adopted by the Education Commission on 1-21-10:

1. Beginning in the year 2010 and thereafter, students who are promoted from fourth to fifth and eighth grade to ninth grade will be required to meet at least one of the three criteria:
  - a. Criterion #1 – Academic performance is defined as proficiency levels in reading, writing, English/language arts, mathematics, science and social studies that are measured and defined by classroom assessment based on the Wisconsin State Curriculum Standards/Core Curriculum Standards.
  - b. Criterion #2 – Test results are a proficiency level of basic or above, which is measured and defined by the Wisconsin Knowledge and Concepts Exam, in reading, writing, English/language arts, mathematics, science and social studies.
  - c. Criterion #3 – Recommendations of teachers shall be determined by a school-based team that includes the classroom teachers(s), learning specialist and principal. The areas of performance reviewed will be expanded to include student readiness to meet the curriculum and social challenges of the next grade level. This will be determined by observations of their organizational skills, social skills and emotional readiness at the current grade level.
2. The criteria must be met in the following manner:
  - a. Criterion #1 will be considered first.
  - b. When a student meets Criterion #1, Criterion #2 and Criterion #3 are not considered.
  - c. When a student does not meet Criterion #1, then either Criterion #2 or Criterion #3 must be met.

**NOTE:** Based on Milwaukee Archdiocese policy, the school cannot deny promotion to a student twice in his/her attendance from K5 to 8<sup>th</sup> grade.

## ATTENDANCE

Attendance is an important factor in the success of the educational program at St. Bruno Parish School. St. Bruno Parish School will be in compliance for absences and tardiness as outlined in Archdiocesan Policies 5113, 5115 and 5117.

## Excused Absences

It is the responsibility of the parent or guardian to call the school office (965-2291) before 8:30 a.m. giving the child's name, grade, and reason for absence. An absence is considered an excused absence if the child is unable to attend school because of illness. Students are permitted to leave school before the regular dismissal in the event of illness or written parental request. **Students missing more than 3 consecutive schools days, including weekends, will be required to have a written doctor's note.** Written requests should be sent to the classroom teacher who will then inform the office. Parents are to pick up their children in the school office. If a parent wants to pick up missed homework, please contact the

office by noon to make arrangements. Homework must be picked up after school. The homework may be adjusted by the classroom teacher in the event of a prolonged absence due to chronic or long term illnesses. A half day absence will be counted for children missing more than two but less than four hours of school.

There are events where a parent may need to remove a child from school for some reason other than illnesses. These may include but are not limited to family vacations, medical or dental appointments, sports or recreational activities, or family emergencies. When possible, parents are asked to contact the school in advance of these events.

Missed school work will be made up by the child upon his or her return. It is the responsibility of the family to be sure missed work is made up within the time line set by the classroom teacher. All absences, excused or unexcused, become part of a child's permanent record.

### **Tardiness**

Tardiness occurs if a child is not in the classroom by 8:35 a.m. Tardiness applies only to late arrivals and does become a part of a child's permanent record.

### **Truancy**

Truancy is defined by state law as "absence from school for one or more days where the school has not been notified by the parent of the student or intermittent consistent absences that have the appearance of attempting to circumvent the compulsory attendance law." St. Bruno Parish School will attempt to contact parents concerning unreported absences or when a pattern of absence is observed. St. Bruno Parish School will comply with county and state regulations regarding truancy from school.

### **CHANGE OF INFORMATION**

It is extremely important, in the event of an emergency, that we are able to contact parents within a short period of time. Valuable time can be wasted if emergency information becomes outdated during the school year. Please inform the school office if you are moving, changing your address, or changing your telephone or cell phone number. This includes changes in your business address and telephone number as well.

### **CHILD ABUSE**

All educational personnel are required by law to report any cases of suspected child abuse. This includes but is not limited to physical abuse, sexual abuse, and emotional abuse. Suspected child abuse cases will be reported to County Social Services. St. Bruno Parish School Staff will cooperate with social services, law enforcement officials and Archdiocesan Policy 5140 in all investigations involving minors.

### **CHILD NEGLECT**

All educational personnel are required by law to report any cases of suspected child neglect. Suspected child neglect cases will be reported to County Social Services. St. Bruno Parish School Staff will cooperate with social services, law enforcement officials and Archdiocesan Policy 5140 in all investigations involving minors.

## **COMMITTEES OF THE SCHOOL**

### **ATHLETICS**

The athletic association is the governing body responsible for establishing a functional athletic program for the students of St. Bruno Parish School. Interscholastic athletics established by the athletic association will be in accord with the policies set forth by the Archdiocesan Policy #6145.2.

Athletics will provide:

1. A positive learning experience;
2. A positive base for Christian development;
3. An understanding of competition, emphasizing sportsmanship and teamwork;
4. An opportunity for all participants to develop and share knowledge and skills appropriate to their age and ability
5. A supplement to the school's physical education program.



St. Bruno Parish School will provide, first, a program of physical education for all children; second, an intramural sports program for all who desire some participation in competitive sports; and finally, an athletic program of competition in the skill sports.

It is the policy of St. Bruno Parish School to encourage the students to participate in the athletic program of the school. The programs are an important part of the complete education process of the school. Participation in athletics serves to develop fine school spirit, thereby serving the entire school. Sports, as all other extra-curricular activities, are secondary to academics. Coaches, team members and spectators are expected to exemplify Christian attitudes.

Since our athletic programs are open to all St. Bruno Parish students, archdiocesan policy states that the pastor or his designee has the ultimate responsibility for all extra-curricular activities. The immediate supervision of a program may be delegated to qualified, competent adults. Parents and others, who serve as coaches and aides, must constantly recognize the authority of the pastor or his designee in all school related activities.

A student-athlete **may** participate with a non-archdiocesan team in the same sport during the season provided that the student's priority and commitment is with the parish/school team, and the student maintains the eligibility requirements established by the school administration and published locally.

Archdiocesan Policy 6145.2

### **Home and School Association**

This is a parent organization whose purpose is to:

1. support the spiritual and education forces of the home and school in a program of Catholic, Christian child training.
2. offer through well-planned programs, information of interest to parents and parent education program.
3. offer, through well-planned projects, service which benefits the school.
4. encourage the maintenance of high standards of family life.
5. create a greater appreciation of Catholic, Christian education.
6. promote cooperation and provide a communication media among all approve archdiocesan organizations working for the advance of Catholic, Christian education in Waukesha County.

**All parents of St. Bruno Parish School students are automatically members. There are no dues. Monthly meetings are held. All members are welcome to attend the monthly executive board meetings.**

### **School Committee**

The School Committee is an advisory committee accountable to the Parish Council through Christian Formation. It will counsel, confer with, and support the pastor of the parish and the principal concerning the operations of the school in areas of development, public relations, physical plant, tuition, budget and activities. The School Committee assists in the local implementation of the policies of the Milwaukee Archdiocese. Meetings are open to all parents, teachers, parishioners and community members unless specified otherwise. Individuals or groups wishing to speak during a School Committee Meeting are asked to complete

The School Committee shall be a maximum of 15 members:

1. Eight at-large positions shall be open to any person who is a parent/guardian (two may be non-parish members) of a St. Bruno Parish School student at the time of discernment. This includes a chairperson, vice-chair, and secretary.
2. Two positions shall be open to non-school family members of the parish
3. One teacher
4. The Principal
5. The Pastor
6. The liaison from Parish Council
7. A representative from the St. Bruno Parish Home and School Association

8. Members shall be discerned to a two-year term. The chairperson must have served for at least one year prior to being chair.
9. Members may discern for a second term.
10. No member shall serve more than two consecutive terms.
11. After serving two consecutive terms members must sit out for one year and may discern for a new term the following year.

## COMMUNICATION

Frequent and effective communication between the school and the home and between the home and the school is a very important part of the educational success of St. Bruno Parish School. Many of our teachers will send home a weekly newsletter with activities of the week listed. Others will use assignment notebooks as a means of communication. Teachers will also make use of scheduled conferences and will be happy to meet with parents and students whenever necessary. We also make use of quarterly written reports.

Every Wednesday (when school is in session), school business information will be sent home with the oldest child in each family in the Family Folder. Parents are asked to read all the material being sent home, return what needs to be sent back, and sign the folder. Your signature guarantees that the material was received and read. Folders should be returned within 2-3 days after receiving them.

Each family should feel welcome to address any concerns or comments they have about their child's academic achievements to the classroom teacher whenever necessary. Parents are also welcome to address concerns through the grievance procedure located below.

**Grievance Procedure:** Archdiocesan Policy 1312 (a)

Any parent who has a concern in the school:

**Step 1:** Consult the teacher or staff member who is directly involved with the situation.

**Step 2:** If after the initial consultation with the staff member or teacher the parent is not satisfied, they may put their concern in writing and submit their concern to the school principal within 10 school days.

**The letter must contain the following:**

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

**The principal will meet with the parent within 10 working days of receiving the written notice.**

**Step 3:** After meeting with the principal, if the parent is not satisfied, they may contact the pastor within 5 working days of meeting with the principal. **The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him or he may decide on his own.**

**Step 4:** If there is no resolution through the previous steps, the parent(s)/guardians can request writing 10 working days a written appeal to the Office of Schools.

### Timely Responses

Daily communication between teachers and parents is facilitated through students' daily folders. Students are expected to bring daily folders home every day to enhance current communication. Any item requiring a response from the family must be returned on or before the return date indicated on the communication. If any fees are required for the response, these should be submitted at the same time.

## **CURRICULUM**

Curriculum is based on the educational standards of the Archdiocese of Milwaukee which are aligned with the standards established by the Wisconsin Department of Public Instruction. Our goal is to work with families in a partnership to increase each student's spiritual, intellectual, social, emotional and physical growth. Our curriculum is differentiated to meet the varying needs of students. Learning experiences are sequentially planned.

The center of our program is religion, and emphasis is placed on Christian living and the life of Jesus. Teachers will promote daily prayer in their respective classrooms in a way that is both reverent and imaginative for their particular grade level. The children will participate in school liturgies for the entire student body.

The following is a listing of the texts used in our curriculum:

Religion	K-8	Loyola	2002
Math	K-6	Saxon	2012
Math	7	Saxon	2012
Algebra	8	Saxon	2012
Spelling	1-5	Rigby	2013
Language Arts	K-5	Rigby	2013
Language Arts	6-8	McDougal Littell	2001
Phonics Grs.	1-4	Rigby	2013
Reading	K-5	Rigby	2013
Literature	6-8	McDougal Littell	2002
Science	K-5	McGraw Hill	2002
Science	6-8	Prentice Hall	2004
Social Studies	K-5	Pearson (myWorld)	2012
Social Studies	6-8	Pearson (myWorld)	2012
Penmanship		Zaner Bloser	2003
Music		Holt	2004
Human Growth &Development		Benziger	2001

Chrome Books (located on the school computer cart), Desktop Computers and printers, located in the computer lab, have been incorporated into the curriculum in grades 3K through 8. There are also computers in all classrooms. Each student will be given the opportunity to gain computer literacy sufficient to operate a computer specific to each grade level and will gain awareness of the computer's impact on society.

### **ACADEMIC STANDARDS and TESTING**

The school has adopted the academic standards and curriculum of the Archdiocese of Milwaukee. Specific grade level exit expectations that outline what students must know and be able to do in each subject area are available on the Archdiocese of Milwaukee website at the following link: <http://schools.archmil.org/schools/about/curriculum.htm>

Our 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> graders participate in the Archdiocesan sponsored Iowa test that takes place in spring.

All students enrolled through the Wisconsin Parental Choice Program will be required to take the state and federal assessments in grades 3 – 8 (this will be the Wisconsin Forward Exam for the 2017-2018 school year).

### **DISCIPLINE SYSTEM AT ST. BRUNO PARISH SCHOOL**

The goal of any discipline plan in school is to provide all children with a safe, nurturing and consistent environment and to provide students with the opportunities to learn self-discipline and self-control. Behavior expectations are set in place, explained to the children and enforced by school staff and by parents. Each teacher has a set of class rules and a discipline system to be observed while in that room. These expectations will be explained to students on the first day of class and sent home to families on the first day of school. These expectations will include rewards and consequences.

There will also be a set of rules for the common areas of the building such as the church, bathrooms and hallways. These rules are found in this handbook. These rules will also have a series of rewards and consequences that are located in this handbook.

## **DRESS CODE**

Visit [stbrunoparishschool.com](http://stbrunoparishschool.com) or contact the office at 262-965-2291 for complete Dress Code and Casual Day policies.

### **Respect and Responsibility**

1. Students will follow the directions of an adult supervisor the first time the directions are given.
2. Students will keep hands and feet to themselves.
3. Students will keep objects to themselves.
4. Students will keep words that hurt to themselves.
5. Students will walk in the school building.
6. Students will respect the learning environment when in the hallways and restrooms.
7. Students will demonstrate respect to staff and adult supervisors.
8. Students will demonstrate respect to other students.
9. Students will respect the school property.
10. Students will practice good hygiene when using the restrooms.
11. Students will demonstrate reverence in the church environment.

### **ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS—See Acceptable Use Policy and St. Bruno Parish School Student Take Home User Agreement (for Grades 6, 7 & 8)**

The use of computers and the Internet provides great educational benefits to students. Network and Internet access is provided to further the legitimate educational goals of this institution. Access to the Internet and the use of the computer network is given as a privilege to students. All students and their parents or guardians are required to read, accept, and sign the following rules for acceptable online behavior—**STUDENT ACCEPTABLE USE POLICY Form 6161.2 (a)**.

#### **Rules for Acceptable Use:**

1. Students accept responsibility to act in a moral and ethical manner when using the computer system and Internet. General school rules for behavior and communication apply.
2. Network storage areas and school issued devices (including Chrome Books) may be treated like school lockers or desks. Administrators may review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
3. Students may not use school technology including property issued under the Chrome Book 1:1 distribution for improper uses. **The following are not permitted:**
  - a. Sending or displaying offensive message or pictures.
  - b. Using obscene language
  - c. Harassing, insulting or attacking others
  - d. Tampering with or damaging computers, computer systems or networks
  - e. Violating copyright laws
  - f. Using another's password
  - g. Trespassing in another's folders, work or files
  - h. Wasting limited resources
  - i. Employing the network for personal, commercial, or non-academic purposes
  - j. Circumventing security measures on school/parish or remote computers or networks
  - k. Revealing the personal address or phone number of yourself or any other person without the appropriate prior approval
  - l. Cyberbullying—as defined next page.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator regarding inappropriate use of social media is final.

## **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained

## **Chrome Book Warranty Information**

All laptops are covered by the manufacturer's warranty for malfunction due to manufacturing or non-performance issues. The warranty does not cover damage that is determined to be accidental, the result of negligent use or treatment; nor does it cover outright loss or damage of the laptop, power cord, or batteries through inattention or negligence. Negligence Warranty coverage does not cover damages that are determined to be caused by negligent use/treatment, violation of policy, nor does it cover the power cord, battery, or laptop bag.

- When the administration determines that damage was caused by negligent actions, the student or parent/guardian will be responsible for all costs.
- Loss of Equipment Students that lose a laptop bag, battery, or power cord will be responsible for all replacement costs.
- Reporting Procedure Damage must be reported immediately to the school.
- If the damage is determined to be accidental, a damage claim will be processed and an invoice will be sent to the parents. A spare laptop will be provided until the student's laptop is repaired.

## **Privacy and Monitoring**

Users of the system shall have no expectation of privacy with respect to such use. Consequently, all software, email, voicemail, files, digital communications, and other information or documents used, generated, transmitted or received over school data, voice or video networks, or stored on school equipment, are the property of the school. The school retains the right to review, monitor, audit, intercept, access and disclose all messages or information created, received or sent over school data, voice or video networks, or stored on its equipment. External electronic storage devices are subject to monitoring if used with school resources.

## **Personal Information**

Personal information such as home and school addresses, telephone numbers and full name should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable

## **Personal Electronic Devices**

A personal electronic communication device means any device that a student, staff member, or volunteer is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text or other information.

It is the user's responsibility to:

- View Internet sites that are allowed at school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff, or other person during any school activity.
- Make sure no unauthorized copyrighted materials enter the network.

- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes, but is not limited to the following:

- Possessing, viewing, sending, or sharing video or audio information having sexual, violent or threatening content on school grounds, at school events or on school busses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

The user of a personal electronic device shall accept sole responsibility for its preservation and care. Users understand:

- The parish/school is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when such devices are being used in violation of the law and/or parish/school rules.

## **SCHOOL RULES**

### **Rules for the Lunchroom**

1. Students will use a quiet voice to talk.
2. Students will follow the directions of the lunch supervisor the first time they are given
3. Students will ask for permission to go outside or to use the restroom.
4. Students will pick up all wrappers and food scraps.
5. Students will put lunch bags and lunchboxes in class baskets.
6. Students will bring healthy foods and drinks.
7. Students will walk in the gym. (Students will eat in their classrooms if there is a funeral luncheon in the gym.)

### **Rules for Playground**

1. Students will keep hands, feet, objects that hurt, and words that hurt to themselves
2. Students will follow the directions of the playground supervisor the first time they are given.
3. Students will use equipment properly and return classroom equipment to its proper place.
4. Students will demonstrate good sportsmanship
5. Students will keep the playground free of litter. Broken glass and sharp objects must be reported to the playground supervisor. Do not pick up sharp objects.
6. Students will keep snow and ice on the ground.
7. Students will respect the personal property of others.
8. Students will play away from the parked cars, streets, trees and the storage building.
9. Students will stay in an area where the supervisor can see you.
10. Students will stay away from strangers who are parked or standing on or near the playground.
11. Students will report all accidents immediately to the supervisor on duty.
12. Students will line up quickly and quietly when the bell rings
13. Students will stay outside unless the supervisor gives permission to enter the building.
14. Skateboards, roller blades or other dangerous equipment is not allowed.
15. Outside equipment will be shared.

16. Only flag or two-hand-touch football is allowed (no tackling).
17. Boots are to be worn in the snow. Students without them will be permitted on the blacktop only.

### **Rules for Playground Equipment**

1. Slide
  - Only one person may go down the slide at a time.
  - When sliding, go feet first.
  - Be sure the person in front of you is off the slide, before you slide.
  - Use the slide ladder to climb up the slide
2. Tire swing
  - Only two people at a time on each swing.
  - Swing away from the posts
  - Spinning is permitted
3. Monkey bars
  - Hang by hands only
  - One person at a time crossing the monkey bars
  - Stay out from under the monkey bars when students are crossing
4. Leave the wood chips and sticks on the ground.
5. Move carefully around the equipment.
6. Walk on all equipment.
7. Use the equipment when it is dry.
8. Equipment must be shared

### **Discipline Policy**

Serious behavioral problems are defined as repeated interruption of the educational process, or behavior that could result in injury to students, property or others, or any action that is a flagrant violation of school rules.

In the event of a serious behavioral problem or if a particular situation warrants more immediate attention, one of the following actions will occur:

#### **Teacher – Student Conference**

Teacher and student meet to discuss the problem and complete a plan of action. A copy is sent to the principal and a copy sent home with the student for parent signature.

#### **OR: Teacher – Student – Principal Conference**

Teacher, student and principal meet to discuss the previous and current problems. A plan of action is completed.

#### **OR: Student – Principal – Parents Conference** (Teachers may also be present.)

Students, principal and parents meet to discuss the previous and current problems. A plan of action may be written and parents may be asked to sign form indicating their support for a plan of action. Students and parents are informed of possible suspension and expulsion if chronic misbehavior continues.

#### **OR: Short – term Suspension**

If serious behavior occurs parents will be called and the student may be sent home that day and may be asked to remain there for the following day(s). Counseling or assessment, at the parent's expense, may be recommended/required by the principal. A conference is required between principal, parent(s), and student before student is allowed to return to school.

#### **OR: Long-term Suspension**

Continued non-compliance will result in suspension for no less than 3 school days. Parents will be notified by phone and/or in writing. Counseling or assessment, at the parent's expense, may be recommended/required by the principal. A conference is required between principal, parent(s) and student, before student is allowed to return to school. Parents

sign plan of action indicating their support. Upon return, the student will complete a 30 school days probationary period. A letter, outlining the conditions of the probation, will be given to parents.

### **Homework Policy for Long or Short Term Suspension**

- All assignments due during the suspension must be made up and will be marked late and graded according to the individual teacher’s late homework policy.
- Students must take all books home with them upon suspension.
- It is the student’s responsibility to get assignments from another student.
- Days to turn in work = number of school days out plus one extra day.

### **OR: Expulsion**

Parents notified by phone and/or registered letter.

The Disciplinary process generally follows a defined order of events, unless the offense is so serious it necessitates immediate probation or expulsion:

1. Conference
2. Parent Involvement
3. Probation
4. Expulsion

PLEASE NOTE: Any student accused of a serious offense committed inside the school or in the local community may be put on a home-study program until the case is resolved. If a student is convicted of a crime, he/she will not be allowed to continue attending St. Bruno Catholic School.

### **Persistent Non-Compliance**

Students who are persistently non-compliant with school rules and expectations can be suspended or expelled without any major violations. The principal and pastor will meet with the parents and write a probationary contract with the parents and student before this is put into effect.

### **Harassment/Bullying Policy**

**5144(b)**

St. Bruno Catholic School firmly believes that all students, staff, and faculty must have a work environment that is free from intimidation, bullying, and harassment because of sex, color, religion, handicap, national origin, new-student status, or physical attributes. The school prohibits all harassment and bullying, whatever the reason.

Students should report any type of harassment to his/her teacher or any other staff member. All complaints brought to the principal’s attention will be promptly and fairly investigated. Appropriate disciplinary action will be taken if harassment is found to have occurred. No one will be retaliated against for reporting questionable conduct.

Conduct is viewed as harassment when it affects or interferes with a person’s right to dignity, respect, positive school performance, or when it creates an intimidating, unwelcome or hostile environment at school or during school/parish events.

Examples of harassment include but are not limited to:

- Suggestive, explicit, or rude inappropriate remarks, gestures, jokes or comments about another person or his/her appearance.
- Derogatory descriptions of or comments to a person such as unwelcome touching, pinching, brushing, etc.
- Displaying illicit illustrations in any form at school/parish events.
- Describing or inquiring about personal, private details, or experiences of another student’s life.
- Hazing, pranks, or other disrespectful behavior directed at a student.
- **Cyberbullying**



## **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained

Parents will be notified if/when incidents of bullying occur. Repeat incidents of bully type behavior will result in a team meeting of parent/s, school staff members, and administration to design a plan of action to curb inappropriate behaviors.

## **Continued behavior that is unacceptable or behavior that endangers the child, another child or adult**

Behavior Examples: Threats of physical violence  
Uncontrolled rage at an adult or child  
Having tobacco products on parish grounds  
Fighting

Consequences: Probation/Suspension or Expulsion

Probation is defined as conditional school attendance during a trial period. The conditions of continued attendance will be outlined in the behavior plan during the trial period.

## **Behavior that injures the child, another child or an adult**

Behavior Examples: Carrying weapons  
Threatening with a weapon  
Physical violence that injures another child

Results: Required meeting between the parents, students, and principal. Meeting will be documented and signed by all parties in attendance.

Potential Consequences: Expulsion

## **Illegal Activity**

Behavior Examples: Smoking on parish grounds  
Illegal Drugs  
Alcohol on parish grounds

Results: Expulsion

As a definition, expulsion is considered a termination of enrollment permanently or for an extended period of time. Expulsion results from repeated disruptive behavior, a refusal to obey school rules or from conduct which endangers the health, safety, or property of others and is deemed to be in the best interest of the school. **AN EXTREMELY SERIOUS SINGLE OFFENSE MAY ALSO BE CAUSE FOR EXPULSION.** Students asked not to return the following year for behavior reasons are considered to be expelled.

## **Expulsion Procedure**

Arch Policy 5144

- 1) Parents will be informed in writing of their child's expulsion.
- 2) Parents have the right to an expulsion hearing and must notify the principal in writing within 3 school days of receiving the letter if they wish for a hearing.
- 3) The parents have a right to a hearing within 5 school days of notifying the school principal with an Expulsion Hearing Committee.
- 4) The Expulsion Hearing Committee is composed of 3-4 people from various parts of the parish community.
- 5) The Pastor is not the chair this committee.
- 6) No attorneys may be present during the hearing.
- 7) The committee gives a recommendation to the pastor and the pastor can accept the recommendation, take part of the recommendation, or reject the recommendation. The pastor has the final responsibility for the decision to expel or not.
- 8) Parents may withdraw their child at any time in this process.

## **Blood borne Pathogens**

Events in school that involve the exchange of body fluids or the possible exchange of body fluids carry special circumstances. These events would include but not be limited to biting; injury that causes an exchange of blood, spitting that gets into the eyes or mouth of another individual and other such events accidental or intentional. Families of all individuals involved in an exchange of body fluid and will be made aware of their rights under the Bloodborne Pathogens Policy.

## **EMERGENCY MANAGEMENT PLAN**

### **Building Evacuation**

In case of fire, the building will be evacuated according to the evacuation plan posted in each classroom. Students will be taken to a safe location and parents will be contacted to pick up their child from that location. Fire drills are practiced once each month. In the winter drills are held on a day when the temperature goes close to thirty-two degrees. Other circumstances that will require a building evacuation include but are not limited to bomb threats or gas leaks. In these circumstances the fire bells will not be used as an evacuation method. Any adult visiting the building at the time of the evacuation will be required to evacuate the building as well.

### **Building Security**

The school building is kept locked during the school day to prevent unwanted entry, and parents/volunteers will be required to sign in when entering the building. Please do not pick your child up in the hallway after school; they will be walked out to the back parking lot by the classroom teacher. A student sign out is required if he or she is leaving the school day before the last bell.

### **Hold and Secure**

In the event of a severe thunderstorm watch, teachers will be notified of the situation but there will be no change in the school procedure or routine. In the event of a severe thunderstorm warning or a tornado watch, teachers will be informed that the school is in a hold situation. A hold situation keeps all students together and with an adult supervisor at all times. Students will not be allowed to individually go to the bathroom or any other area of the building alone. All recesses and outdoor activities will be cancelled but classroom activities will continue as scheduled. In the event of a tornado warning, all students and adults will be moved to the center hallway of the building after the first grade classroom. In the event of a tornado and serious damage to the building, it will be important for parents to know where to direct rescue. Any adult visiting the building at the time of the secure will be required to move to the central hall in the building as well.

### **Weather Related Closings**

We will concur with the Kettle Moraine Public School District in the matter of emergency school closing on snow days. When Kettle Moraine Public Schools close, St. Bruno Parish School will close.

Any morning that the weather is such as to cause you to question whether or not school will be in session, please tune your radio to WTMJ-620AM or your television to TMJ-4 or WISN-12. You can also check out the TMJ-4 or the WISN-12 websites for the most up-to-date information on school closings. We ask that you do not call the parish office or the school office about possible school closing. The radio announcement is to be considered the official announcement.

### **Emergency Early Dismissal**

If a snow emergency arises during the day, WTMJ-620 radio, TMJ-4 television, and WISN-12 television will be contacted to make the announcement. We ask, also, that you set up your own weather emergency plans in the event that there may be, at some time, a need to dismiss the children during the school day because of severe weather conditions, heating problems, etc. If parents/guardians are not home, children should have the assurance of a place to go in the event of a midday school closing. We ask that you do not call the school or the rectory to confirm an early closing. The television or radio announcement is to be considered the official announcement.

### **Late Openings**

If weather conditions support schools opening late, parents need to shift the school start time the number of hours broadcast in the late opening. A one hour delay means students should not arrive until 9:30 and a two hour delay means students should not arrive until 10:30. Teachers and support staff will not be available to supervise students until the late

times. Parents should be aware that delays can become closings within the time period and should continue to monitor weather conditions on local radio and television stations.

### **Poor Conditions**

If a parent feels that weather conditions are too dangerous for a child to come to school or remain in school, parents may keep a child home or pick up a child from school and it will not count as an unexcused absence. When weather is inclement, that is, rainy or with a wind-chill factor of zero or below, all students will remain indoors. However, we ask that the children be dressed properly for outside conditions during each season.

### **Emergency Forms**

The emergency form is one of the most important records requested by the school. Current information is vital to the proper care of your child in case of illness or injury. We ask that you update this card whenever any information changes. The emergency form is different from the athletic forms or other requested records. A new emergency form is to be filled out at the start of each school year and updated when information changes. The emergency reference should be someone in your area who is available with transportation during the school day.

### **FIELD TRIPS**

Field trips will be educational in nature and will be directly related to a curriculum area. Transportation of pupils for field trips will be by a licensed public carrier or private car. The trips will be arranged by the teacher with the consent of the principal. The cost will be defrayed by asking each child's family to pay the child's way. In the event that a family is unable to pay a child's way, arrangements will be made with the principal. If a child, for any reason, is unable to be part of the field trip, that student will be sent to another room to study and do class work. This is a required day of attendance for students who do not participate. Permission is always obtained in writing from the parents/guardians for these activities. Generally volunteer chaperones are recruited from the parents/guardians of the specific group. If a sufficient number of chaperones cannot be had, the trip cannot be taken. Chaperones may need to provide their own transportation. Parents should notify the school two days before the field trip if they wish to be chaperones. If a private car is used for transportation to and from a school sponsored field trip, the drivers will be required to provide the school with proof of insurance with minimum liability coverage of \$100,000.00/\$300,000.00. All drivers must be over 21 years of age and hold a valid Wisconsin driver's license. Drivers will also need to be safeguard trained per the Archdioceses of Milwaukee.

### **Car Seats**

If a van or other vehicle accommodating nine passengers plus the driver is used for transportation of pupils, seat belts or child booster seats must be used by all passengers as appropriate and required by law. Archdiocesan Policy 3541

### **FOOD ALLERGIES**

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (refer to Form 5140.2d).

The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction. The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats that do not contain the allergen. The school will provide an allergy controlled table in the lunchroom for students with severe food allergies.

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

Archdiocesan Policy 5140(d)

### **FUNDRAISING**

All school families are asked to support the special fund-raising events to the best of their ability. These events help defray the various costs of schooling, help purchase extra materials for the students, and to replace worn out or dated materials. Fund raisers involving the sale of food are not allowed before or during lunch.

## **GRADUATION**

Pupils graduating from the elementary schools of the Archdiocese of Milwaukee receive the official diploma issued by the Office of Schools. Public ceremonies for graduation are to be kept simple. The principal is responsible for coordinating the graduation with the cooperation of the homeroom teacher. Parental suggestions are welcome. Simplicity and modesty should be the guiding factors in matters of dress for graduation.

## **HEALTH**

### **Screenings**

The Waukesha County Department of Health extends its services to St. Bruno Parish School. The school will be in compliance with all screening programs and children are expected to participate in all screenings unless parents provide written confirmation that the screening was done elsewhere.

### **Health Records**

Health records are maintained in the school office. All health records are confidential

### **Illness During School**

If a child is unable to return to the classroom, the parents are contacted immediately. Any child who vomits in school or has a fever that is rising must go home even if the child claims to be feeling well. Emergency services are called when necessary. If an individual is unable to stand and is disoriented, has a fever of 103.5, or passes out, emergency medical technicians will be called. Members of the staff will be receiving training in cardio-pulmonary resuscitation and first aid.

### **Injury During School**

When a child is injured at school, the office will do what it can to provide basic treatment or parents will be called for more extensive treatments or to check out an injury that may be more serious. Basic first aid will be provided for minor cuts and scrapes. Ice will be provided for bumps, bruises and bee stings. It will be left to the discretion of the school office about contacting parents for minor injuries. School staff will not be responsible for the removal of foreign objects such as slivers that are imbedded in the skin. The wound will be covered and parents will be contacted. School staff will not be responsible for removing loose teeth but will provide treatment with water and ice for a child who has lost a tooth in school. Parents will be contacted for a facial injury even if the injury is minor. St. Bruno Parish School reserves the right to contact emergency medical assistance for any child that is judged to be in a life threatening situation.

### **Limited Participation**

If a child is not well enough to participate in outdoor activities, physical education or recess, a parental note will be honored for ONE DAY. A note from the child's physician is required if more than one day of inactivity is necessary. The number of days recommended for this lower level of involvement must be stated by the doctor. If a child is healthy enough to come to school, then he or she is considered healthy enough to participate in all school activities.

### **Immunizations**

Wisconsin state law requires that ALL STUDENTS attending public, private and parochial schools must meet the minimum immunization requirements for the current school year. If you are in doubt about which immunizations are required for your child, please call the school office.

### **Communicable Diseases**

Whenever a child is sent home with a suspected communicable disease, the local health department is notified by the principal. A release card from the health department or a communication from the family physician is necessary for re-admittance to school. School families will be notified via letter from the principal when a student has been diagnosed with a serious communicable disease by his/her physician. Parents are asked to notify the school if their child is diagnosed with a communicable disease where other students may have been exposed.

### **Parasitic Infestations**

If a child becomes infested with head lice or head lice are found on a child, parents will be called to pick up the child immediately. Other families will be notified that there is a case of head lice in the building and how to check and treat

children. Families who have questions about head lice can check with the building principal who is an expert on this issue. There are also many web sites with head lice information. Any child who has been treated for head lice must be checked by the building principal before being allowed to return to class. Any child still infested with nits will not be permitted in class. Parents are strongly encouraged to check children for head lice on a regular basis.

If a tick is found on a child, parents will be contacted to come to school to remove the tick. Teachers and support staff will not remove a tick because of the risk of infection at the removal site and the child's right to privacy. The student will be allowed to return to class once the tick is removed and the child is checked by the parent for other ticks. Parents should be aware of the dangers of Lyme Disease with deer ticks. Parents are strongly urged to check children for ticks after being in tick environments. Other forms of parasitic infestations such as ring worm will be handled on a case by case basis as advised by county health services. To the best of our ability we will try to keep all information on parasitic infestations confidential.

### **Medication Policy**

In accordance with archdiocesan policy, no medication will be administered by school personnel without the Medication Consent Form and the Physician's Order for Medication Administration filled out and returned to the school office. All medication will be kept in the school office for administering.

1. Students are discouraged from bringing medication to school unless absolutely necessary.
2. Students are not permitted to keep prescriptive or over-the-counter medication in their desks, back pack, or on themselves. An inhaler may be carried by the student only if a consent form signed by a parent is on file in the school office.
3. The container for medication must be plainly labeled with the STUDENT'S NAME, NAME OF DRUG AND DOSAGE, AND TIME TO BE GIVEN.
4. Written parental request must be received with written doctor's orders stating: Name of medication, dosage, time to be taken and if for emergency situations or under what circumstances it is to be given. Forms are available in the school office.
5. Do not send full prescriptions - only the dosage to be taken during the school day.
6. School personnel are not permitted to dispense any prescribed medication to students unless the proper medication form is filled out and signed by all concerned.
7. School personnel may dispense aspirin or other non-prescribed medicine to students with written authorization from the student's physician and/or parents.

The office is responsible for distributing oral medications only. Any other form of medication must be administered by a parent.

### **Hygiene**

Children are expected to practice proper hygiene by maintaining a neat appearance. Hands will be washed after using the restroom and before lunch

### **HOMEWORK**

Whenever homework is given, it will supplement, complement, or reinforce classroom teaching. The purpose of homework is to improve the learning process, to aid in mastery of skills, and to create and stimulate interest on the part of the student. Homework time may vary depending on where teachers are in the curriculum.

The suggested time for homework is:

Pre-K – K: **0-15 minutes**  
Primary: **15-30 minutes**  
Upper Elementary: **30-60 minutes**  
Middle School: **60-90 minutes**

- 1) **Homework Policy for absent students (1 day)** - Homework will be collected by the teachers and placed on the "bookshelf" by 3:00 P.M. on the day the student was absent. Parents may collect the work after 3:00 P.M. If parents choose not to collect the student's absent work it will be made up when the student returns. The work will be due within the number of days missed plus one.

- 2) **Homework Policy for absent students due to vacation** – Parents will be required to send notification of absence due to vacation in a timely fashion (at least 1 week) and if possible, should be planned as to not interfere with a student’s school attendance and education. It will not be possible for all the schoolwork to be prepared ahead of time. Some work may be difficult to complete outside the classroom. Work will be provided by the discretion of each individual teacher based on instructional needs at the time and is expected to be completed upon return to school.
- 3) **Homework that is not turned in the day that it is due for grades 5-8 will be assigned a zero. Late work will not be collected.**

## **LIBRARY**

Reasonable silence is to be observed at all times in the library. Books are loaned for one week and may be renewed for an additional week. When selecting a book from the shelf, take special note from where it was taken. It should be replaced in the same position. In signing the book card, the first name, initial of the last name, and grade of student is recorded. If a book is damaged, report it to the librarian. If a book needs mending, tell the librarian. Never use scotch tape to mend torn pages. Overdue books are to be brought to the library.

The limit for checkout is 2 books. Reference books may not be taken out of the library. Payment will be made for the replacement cost for lost or damaged books. Final report cards will be held for missing, lost or damaged books until the replacement cost is paid.

## **LUNCH/SNACKS**

### **Hot Lunch**

St. Bruno Parish School is part of the Federal Milk program for the 2017-2018 school year. You pay for your student’s entire year of milk at the beginning of the school year. There will be no refunds on milk if your child is absent.

Hot lunch is provided through Kettle Moraine Food Service. All payment is handled through KM (DO NOT SEND TO SCHOOL). Payments are made online via the Kettle Moraine Infinite Campus Portal. Students who are already enrolled do not need to complete a new form every year. New students need to complete a Portal Request Form which is available in the School Office. Students will make their lunch choice daily at school. If you are experiencing concerns with your Infinite Campus Account, please contact *Sue Faust* by phone at **262-968-6300 x5324** or email at [suef@kmsd.edu](mailto:suef@kmsd.edu)

### **Cold Lunch**

Children may bring their own lunches. Cold lunch from home should also promote nutrition so soda and sugary sports drinks are not permitted in the lunchroom. Milk, water, and natural fruit juices are acceptable.

### **Snacks**

Research has shown that a child’s diet has a strong impact on their behavior as well as their capacity to learn. All students will have a designated snack time during the school day during which the students can eat a snack if they choose to do so in order to fuel their bodies and their brains during the day. We ask that parents send a nutritious snack that can be eaten as finger food without being too messy. Suggestions might include: fruits, veggies, popcorn, yogurt, string cheese, or nuts and seeds. Students choosing dessert items will be asked to save those for their lunch. No gum is allowed at school.

## **MONEY AND PAYMENTS**

When sending money or checks to school with the children, please enclose it in a sealed envelope marked with the following information:

1. Child's Name

2. Grade
3. Purpose (milk, field trip etc.)
4. Amount Enclosed. Very little if any cash money is kept in the school office. Whenever sending cash, please enclose the exact amount.

## **BUSING**

There will be no parking at any time next to the south entrance of the school building due to bus traffic before and after school.

## **PERSONAL POSSESSIONS**

Parents are asked to mark articles of clothing, which could get lost or mixed up with other students' clothing. Lunch bags and lunch boxes also should be labeled. Lost articles can be claimed in the office. Parents should check with the office on a regular basis for lost items. Items which are not claimed by the end of the year will be donated to charity. St. Bruno Parish School is not responsible for personal items that are lost or stolen.

## **PERSONNEL STANDARDS**

Teachers and administrators of St. Bruno Parish School are held to a high degree of professionalism. All teachers are certified by the State of Wisconsin in the subject area they are teaching or are in the process of receiving their state license. Teachers are required to maintain that certification by taking six graduate school credits every five years or have a Professional Development Plan. All teachers are required to have Religious Certification with the Archdiocese of Milwaukee. They must maintain that certification with annual workshops (Sustaining the Mission). Teachers of Religion are required to achieve Advanced Certification in Religious Instruction through the Archdiocese of Milwaukee. All teachers are required to take Safeguarding All God's Children training. Teachers are held to a strict code of ethical conduct both on site and in the community. Thorough background checks are required on all new employees and re-checked every five years.

Personal information about staff members will not be given out to the general public without the written permission of that staff member.

## **PHYSICAL EDUCATION**

All students are required to participate in the physical education program. Students will not be excused from physical education classes for more than one day unless they present a doctor's excuse. (See Health) Tennis shoes are required for all physical education classes. A second pair is not necessary for grades 5-8. Grades K-4 should have an extra pair. For grades 5-8, clothes appropriate for gym class include the following: shorts, T-shirts, sweat socks. Comfortable clothing for lower grades is suitable. When the weather is favorable, the students have gym class outdoors. A sweatshirt would be needed if it is cool. Please provide your children with some kind of carrying case for gym clothes. Gym clothes are to be taken home after physical education classes.

## **PLAGIARISM**

Any student who is caught plagiarizing will receive an automatic F for their project. They will then need to redo the assignment. Failure to redo the assignment will result in an F for the entire quarter.

## **POSTED INFORMATION**

Notices posted in or around the school must be approved by the principal. Some notices will also require pastor approval.

## **PRIVACY**

Student desks are the property of St. Bruno Parish. There is no expectation of privacy for desks or any items stored in the desks. There is no expectation of privacy with notebooks, textbooks, journals or diaries when they are on parish grounds. The principal and school staff reserves the right to check and read any written material that is on school grounds. There is no expectation of privacy with computer hardware and software. School personnel reserve the right to check and read any data input located within the school. Students are not permitted to send or receive e-mail correspondence from the school nor receive e-mail correspondence to the school unless such correspondence is associated with a particular subject and is supervised by the classroom teacher. The school personnel reserve the right to check all the web sites that the child has

entered while on a school computer. Teachers and school personnel are not permitted to conduct searches of a child's person. If there is a question about an item that a child might be carrying, the child will be brought to the office and parents will be called.

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

Archdiocesan Policy 5145

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

Archdiocesan Policy 5145.2

### **PREGNANT STUDENTS**

The school has an obligation to assist a pregnant student and her parents/guardians in the continuation of her education by supporting regular attendance in classes and involvement in related activities.

If a pregnant student wishes to withdraw from regular attendance, the school has an obligation to offer a tutorial program or other education alternatives.

Archdiocesan Policy 5238

### **PROHIBITED ARTICLES**

Any articles which are or may be hazardous to the safety of oneself or others are not permitted on the school premises. Examples of such items would include but are not limited to: knives or other sharpened objects, guns or projectile objects, toy guns, water pistols, bean shooters, hard balls, etc. If these articles are brought to school, they will be impounded and returned to the parent or guardian at his/her request. Personal radios, cell phones, and iPods are not allowed. Parents need to be aware of these prohibited articles if they are part of a costume.

It shall be unlawful for any individual, other than members of on duty law enforcement personnel, to knowingly 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 \$5,000.00, imprisoned for not more than 5 years, or both.

### **REGISTRATION AND CLASS SIZE**

Registration of new pupils for the next school year will begin once a balanced budget has been achieved and will be announced in the parish bulletin. Families with students in the school will be given seven days advanced notice of enrollment. Enrollment will be opened to new families after seven days.

The standard class size at St. Bruno Parish School is not to exceed 20 students per classroom. Admission beyond the established limit of 20 may be allowed due to extenuating circumstances, and it is to be determined by the administration as each case arises. If these students are unable to be enrolled the year they apply, their names will be maintained on a waiting list up to the following registration, at which time re-application must be made.

### **RELIGIOUS EDUCATION**

St. Bruno Parish School is first and foremost a ministry for Religious Education. Religion is taught as a subject daily. Each secular subject is taught with a focus on spiritual as well as academic development. Students attend weekly liturgy each Wednesday. Morning prayer and closing prayer will be all school. Classroom prayer will include but not be limited to meal prayers and the study of Scripture. Articles that remind our staff and students of their Catholic Identity will be located in every room.

### **SAFEGUARDING ALL GOD'S CHILDREN**

All school employees and volunteers must attend the Archdiocesan training on Safeguarding All God's Children before they work with children at a school or parish sponsored event. The Archdiocesan website has a variety of monthly locations where the training is offered. Parents are strongly encouraged to attend this prior to the start of school.



## **SPIRITUAL REVERENCE**

### **Liturgy**

Spiritual reverence is expected at all times when in church. When entering church, make the Sign of the Cross, using Holy Water and genuflect before entering the pew. Students will genuflect and use holy water with the Sign of the Cross when leaving the church. Children will use proper posture when kneeling, standing or sitting in church. A respectful silence should be maintained before during and after the liturgy. Students are expected to participate in the liturgy by paying attention, responding to prayers, and singing the hymns. Proper dress for church is required. Note dress code.

### **Daily Prayer**

Daily prayer will be offered at the beginning of the school day as a whole school, and at the end of the school day by the classroom teachers.

### **Continuous Prayer Time**

Teachers will make use of scripture and prayer anytime during the school day.

## **STUDENT DIRECTORY**

All school families will receive a school directory which contains the names, addresses and phone numbers of all school families. The directory will be distributed within the first three-five weeks of the new school year. Any family who does not want to have their address or phone number in the directory must contact the school in writing within the first week of school.

## **STUDENT PHONE CALLS**

Parents/guardians are asked to help ease the problem arising from the need of students to make phone calls during the school day for after school arrangements. A brief check in the morning to assure the day's needs are met could lessen the number of calls made for forgotten items. Students needing to call home will come to the school office. The office staff will determine the need for using the phone and contact the parent. Children will not be allowed to use the school telephone to make social arrangements.

## **CELLULAR PHONES**

Cellular phones are not allowed to be used by students during the school day. If a student has a cellular phone with them in the school building, it must put away in a secure location—for example, locked within a student's locker. St. Bruno Parish School is not responsible for lost or stolen cellular phones.

## **STUDENT RECORDS**

Academic, behavioral, and health records are kept on every student in the school. Special needs files are kept in a separate location than the standard files. All student records can be accessed by a parent or a former student over the age of eighteen. Parents and former students over the age of eighteen can make a visual inspection of or ask for photocopies of the child's records by contacting the school principal. No items can be removed from the school records by a parent, child or school. Parents and children over eighteen are permitted to add written statements to the permanent records and to have these statements attached to specific documents. Records may not leave the school office and the building principal will be present when records are examined to offer explanations of the contents as needed. No adult is permitted to look at records of any child other than those they have legal custody for. Parents are not permitted to remove school records when a child transfers to another school. Only school to school records transfers are permitted. St. Bruno Parish School will be in compliance with Archdiocesan policies 5115, 5125 and 5125.31 concerning student records.

## **STUDENT RECORDS: CONFIDENTIALITY**

### *Policy 5125*

The school has the responsibility to keep educational records for each student which will reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development. Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it. After the student has graduated, transferred or terminated his/her education, the permanent record should be maintained for 65 years. Thereafter the permanent records may be offered to the parish for the archives.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall upon request, be provided with a copy of the records. Schools will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility. An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree they may add a written statement of disagreement to the file. No one but school personnel, adult students and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

### **STUDENT SOCIAL ACTIVITIES**

Parents are responsible for the social activities of their elementary school children. Often mixed parties, dances, and similar functions are held at the school, but are not sponsored by the school.

### **SUPPLIES**

Students are responsible for having their basic school supplies with them each day. Parents are provided with a classroom supply list and are responsible for supplying the materials listed and for replacement of these materials throughout the school year. Parents will be contacted by the homeroom teacher when supply items are running low or when a child consistently is without the proper supplies. Discrete funding is available for any family unable to afford the standard school supplies.

### **TEXTBOOKS**

St. Bruno Parish School will provide all the textbooks and workbooks needed to meet the educational standards of each grade curriculum. All student textbooks and workbooks remain the property of St. Bruno Parish School throughout the school year. Textbooks and workbooks can cost between three and seventy dollars per book for new or replacement books and are the largest portion of the school's supply budget. Students have the responsibility to respect their textbooks and workbooks and to take care of them.

### **NON-CONSUMABLE TEXTBOOKS**

All non-consumable textbooks (books that are not written in and are used for several years) that travel between school and home can be covered with heavy paper such as a grocery bag. Put the name of the book and the name of the child on the front cover with a marker that will not bleed through the paper. Textbooks that are damaged or ruined must be replaced by the parents at replacement costs. Missing or lost books must be replaced by the parents at replacement costs. Final report cards will be held for non-payment.

### **CONSUMABLE TEXTBOOKS**

Those textbooks used by only one child for one year and are written in by the child are considered consumable textbooks. Consumable textbooks often have paper covers that become ripped even with normal use. These books can also be covered with heavy paper. Missing or lost books must be replaced by parents at the replacement cost. Books damaged to the point that they can no longer be used will be replaced by the parents at replacement cost. It is left to the classroom teacher and the administrator to determine when a textbook is damaged to the point that it no longer functions as an effective teaching instrument.

### **TIME SCHEDULE**

8:30 --Bell rings to admit students inside the building.

8:35--Instruction begins. Students who are not in the classroom at this time are considered tardy.

11:35-12:25—Recess/Lunch

12:30--Instruction resumes

1:50-2:05--3K-4 Recess

3:30 --Dismissal. Students still left on the school premises after 3:50 will be brought to the school office to wait for their parents or sent to the After School Care room.

## **HALF DAYS**

1:00 PM Dismissal. Lunch will be provided. Parents are required to complete a Half Day Transportation Form for every Half Day in order for the School to know what method of transportation will be used on those days.

## **ALL SCHOOL LITURGIES**

8:45 - All-school Liturgies will be each Wednesdays. Any changes will be made on the school calendar

## **TRANSPORTATION**

### **Bus**

Bus transportation is provided through the Kettle Moraine School District. If you have any questions regarding bus transportation, please call Dousman Transport Co., 965-2214.

Bus riders will enter and exit the building from the southeast door.

Respectful behavior is expected of the children for continued service. The following rules apply to anyone riding the bus:

1. Children are to walk to and from the buses.
2. Children are to be seated at all times.
3. Quiet conversation is permitted.
4. Loud, disruptive behavior is not permitted.
5. Eating is not permitted.

In the event of a case of misbehavior on the bus:

1. The bus company will contact the building principal.
2. The principal will confer with the child.
3. The principal will communicate with the parents/guardians concerning the misbehavior.
4. Should the misbehavior recur, bus riding will be denied the pupil.

If a pupil wishes to get off the bus at a different location than usual, a note to that effect, signed by the parent/guardian is to be presented to the school office and the driver.

If a regular bus rider is being picked up by car, a note to the school office is required.

### **Walkers**

Students who walk to and from school will need to be mindful of buses and cars. Walkers should stay on the left side of the road and facing traffic since there are no sidewalks. Walkers will cross the street only at intersections.

## **TUITION AND FEES**

### **Payment**

The operating budget for St. Bruno Parish School is based upon three sources of income, tuition, parish subsidy, and fundraisers. The success of our operation is dependent on our reliability to meet our expenses. St. Bruno Parish School will work very hard to remain fiscally responsible to the parents and parishioners who provide our greatest sources of income. Consequently, we operate under a budget that requires regular and consistent tuition payments from our families. Payments can be made through the school or through the Parish Administrative Office. Final report cards and records transfers will be held for non-payment of tuition.

### **Tuition Assistance**

No child will be refused a Catholic education because of a family's inability to pay full tuition. Tuition assistance is available by contacting the pastor or parish business manager. All information involving tuition assistance will be kept confidential.

## **VISITORS**

Visitors are always welcome at our school. In order to provide a quality focused learning experience, we ask all visitors to register in the school office and get a visitor's pass.

- All visitors are required to use the main school entrance.
- Students are not allowed to open locked entry doors for visitors.
- Visitors may be asked to present a photo ID for the purpose of verifying their identity.

- All visitors to classrooms must schedule appointments with teachers in advance.
- Visitors, parents/guardians and family members working with students in any capacity are required to meet the requirements of the Milwaukee Archdiocesan Safeguarding God's Family Program.

### **VOLUNTEER HOURS**

Families at St. Bruno Parish School are asked to serve 30 hours of volunteer time each year. Volunteer time can be served in a wide variety of ways. Volunteer time can be served for various school and parish entities including, but not limited to, Home and School, School Committee, Athletics, Parish Turkey Dinner, and Parish Fall/Spring Clean up.

School Administration will coordinate an effort with Parish and School entities to create a Master List of Volunteer Opportunities. This Volunteer List will be posted in multiple places within the Parish and School so you have ready access to the knowledge. Volunteer time served outside of the master options will still count toward your 30 hour goal. For instance, if you help with the School Auction or Parish Turkey Dinner these opportunities would be from our master list. If you helped with a special project, such as a class field trip or party that did not make it on the Master List that time would still count.

Volunteer Time Sheets (available through the school office and on the website) should be turned into the St. Bruno Parish School Office prior to the end of each quarter of the school year. Families are welcome to turn in Time Sheets more frequently, if it is convenient, but we ask that a minimum of one return take place per quarter. Each quarter of the school year, family volunteer hour reports will be issued at the same time report cards go out. This will help you to check that your turned in hours were correctly accounted for.

### **WEISSENBORN AWARD**

The Weissenborn Award is an annual citizenship award given in the spring. An 8<sup>th</sup> grade student will be nominated by the staff and principal for well-rounded involvement in the school and community.

### **WITHDRAWL OR TRANSFER**

There are times when a family feels it is necessary to withdraw or transfer a child from St. Bruno Parish School. It is important that the school is informed when a student is being withdrawn or transferred.

The procedure for withdrawal or transfer is:

1. The parent/guardian informs the principal of the pending withdrawal.
2. All school-owned material, textbooks, library books, athletic uniforms, etc. are returned or the school has been reimbursed for the replacement cost of missing material.
3. Tuition must be paid in full before the release of the final report card or student records.

### **YOUNG AWARD**

A \$500.00 scholarship is awarded to an eighth grader who has demonstrated outstanding academics in middle school science. Students are nominated and selected by the middle school teachers.

### **EXTENDED CARE PROGRAM**

St. Bruno Parish School offers an extended care program for all students 3K-8<sup>th</sup> grade. The program functions as a before and after school program. The before school program begins at 7:30AM and concludes at 8:20AM. The aftercare program begins at the end of the school day (3:30PM) and concludes at 6:30PM. A registration form must be completed prior to a student attending the St. Bruno extended care program. Fees are charged on a ½ hour basis with a minimum of 1 hour for the first hour. Bills are distributed to families on a monthly basis. The fees are broken down as follows:

First Child = \$4.00 per hour  
 Second Child = \$3.50 per hour  
 Third Child = \$3.00 per hour  
 Fourth Child = \$3.00 per hour

# SCHOOL GOALS

Staff at St. Bruno works to set or review school-wide goals each year. Some goals span 3-4 years, while others only a few months. St. Bruno's long-range goals:

**Catholic Identity:** Students will display more reverence and respect at Mass and demonstrate a better connection of their faith life to their school life which will ultimately lead to a better school climate and enriched spiritual growth.

**Student Achievement:** Students will increase overall achievement in literacy (reading and writing) through a balanced literacy and workshop model approach that will be demonstrated consistently on IOWAS and internal assessments.

**Technology:** St. Bruno will leverage technology resources to raise student achievement, strengthen relationships with stakeholders, and improve operational efficiency.

***St. Bruno Parish School***  
***Student/Parent Handbook***  
***2017-2018***

**We have read, understand and agree to comply with the policies outlined in this handbook.**

**FAMILY NAME** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return to the school office within the first two weeks of school (Or receiving this form) or within two weeks of transfer if students were/are moved from another building.**



# Technology Resource Acceptable Use Guide for Students 2017 - 2018

## Receiving and Returning Chromebooks

### 1.1 Receiving a Chromebook

1. Each student will receive a Chromebook and AC charger.
2. Parents/guardians and students must sign and return the Chromebook User Agreement (Appendix A) before a Chromebook is issued to the student.
3. Chromebooks will be labeled in a manner specified by the St. Bruno Parish School; this will include the serial number. Labels may not be removed from the laptop. Personal customization of the device is prohibited.
4. The Chromebook is the property of St. Bruno Parish School and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook.
5. Students are not allowed to install other operating systems or alter the Chrome OS on the device. Students found breaking this rule may lose the rights to the device for a period of time. Students that persist in this may be reported to the assistant principals for further repercussions.
6. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.
7. The student must attend a Chromebook orientation prior to receiving the device. Parents will have an opportunity to learn more about the Chromebook at an information table at registration as well as an informational meeting during the months of September or October each year.
8. The school-provided Chromebook is the only device which is permitted to be used during the academic school day.

### 1.2 Returning a Chromebook

1. Chromebooks and all St. Bruno Parish School-owned accessories will be returned during the final week of the school year so they can be checked for serviceability.
2. Chromebooks must be returned immediately when a student transfers out, is suspended or expelled, or terminates enrollment for any reason from St. Bruno Parish School.

### 1.3 Fines Related to a Chromebook

1. Chromebooks and AC charger will be turned in to the school staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage.
2. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with local police.
3. Chromebooks that are damaged will be repaired for a fee. The first repair is provided free of charge to the student. The second repair for the student is \$25. The third and any additional repair is \$40 per incident. If the damage to the Chromebook is beyond repair, the student will be responsible for replacing the Chromebook at the full cost of the device.

# Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by St. Bruno Parish School. Chromebooks that are broken or fail to work properly must be given to the school staff to be turned in for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of the St. Bruno Parish School and all users will follow these procedures and the St. Bruno Parish School Acceptable Use Policy.

## 2.1 General Precautions

1. Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
2. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. Note: Chromebooks are never thirsty!
3. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
4. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the school staff.
5. Never throw or slide a Chromebook.
6. Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking.
7. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
8. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of St. Bruno Parish School.
9. Students are encouraged to purchase a padded, protective sleeve or laptop bag.
10. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
11. Chromebooks must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.
12. Chromebooks should be placed vertically on a locker shelf or in a backpack/book bag to avoid putting any pressure on the screen.
13. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
14. Chromebooks must be charged for school each day. **This is the student's responsibility.**
15. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
16. PLEASE DO NOT ATTEMPT TO CONTACT THE CHROMEBOOK MANUFACTURER DIRECTLY FOR SERVICE OR REPAIR QUESTIONS. PLEASE CONTACT ST. BRUNO PARISH SCHOOL.

## 2.2 Carrying Chromebooks

By purchasing a protective, padded cover, you will protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. It is recommended that the Chromebook be protected by a cover. Nylon drawstring bags are insufficient protection for the Chromebooks, and should not be used.

# Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

## 3.1 Chromebooks Left at Home



If a student leaves the Chromebook at home or comes to school with an insufficiently charged Chromebook, the student is responsible for getting his/her coursework completed as if the Chromebook were present.

### **3.2 Chromebook Undergoing Repair**

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school at no charge. A limited number of “loaner” Chromebooks are available, so having a “loaner” is not guaranteed.

### **3.3 Charging a Chromebook’s Battery**

1. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home. An additional charger may be purchased from the Computer Department.
2. In cases where the battery does run out, students may be able to connect their Chromebook to a power outlet in class at the teacher’s discretion.

### **3.4 Screensavers/Background photos**

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, political slogans, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

### **3.5 Sound, Music, Games, Apps**

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students should provide their own headsets/earbuds. Students without their own headsets/earbuds must mute their Chromebook to not disturb the academic setting of the classroom.
3. Music is only allowed on the Chromebook at the discretion of the teacher.
4. All software/apps must be provided by St. Bruno Parish School. Data storage will be through apps on the Chromebook, i.e., Google Docs, Gmail, etc. Flash media is not allowed at this time.

### **3.6 Printing**

Students will not have access to printers on their Chromebooks.

### **3.7 Using the Chromebook Camera**

The Chromebook comes equipped with both camera and video capacities. **THIS CAPABILITY HAS BEEN DISABLED ON ST. BRUNO PARISH SCHOOL DEVICES.**

### **3.8 Using the Google Apps Account**

The Google Apps account that each student is provided is the only account that should be utilized on the device.

## **St. Bruno Parish School Acceptable Use Policy (AUP) for School Computer Systems Information for Students and Parents**

St. Bruno Parish School provides all enrolled students usage of a Chromebook. Students are able to access information on both our local network and the Internet. This access is provided as a privilege to students—not as a right—to facilitate learning, to assist in conducting research, and to allow communication with others. Students must agree to act in a responsible, Christian manner when using these tools.

St. Bruno Parish School will use technology protection measures to block or filter content that is not safe, not educational, and not Christ-centered. St. Bruno Parish School reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. At any time, any of the computer administrators can review and/or delete any file from the network in order to maintain system integrity or to enforce this acceptable usage agreement. Users should have no expectation of privacy regarding their use of St. Bruno Parish School property, network, and/or Internet access or files, including email.

The following rules apply to all students who are allowed access to the computers and the computer network:

## ***When using the school's network, I will...***

### **1. PROTECT MY PASSWORD AND RESPECT OTHERS ACCOUNTS**

- I will not share my password for convenience with another student.
- I will not steal and use another student's password, a staff member's password, or a teacher's password to access the computer network, understanding that this could lead to disciplinary action.
- Any violation of this Acceptable Computer Use Agreement attributed to a student's username will result in disciplinary action being taken against that student.

### **2. RESPECT OTHERS PROPERTY AND FILES**

- I will not access or tamper with another student's files.
- I will not access or tamper with a faculty or staff member's files or hardware.
- I will not tamper with, damage or disrupt the school's network operating system files from on or off site, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion.
- I will not attempt to circumvent or successfully circumvent any of the security measures installed on the computers or network, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion.

### **3. CARE FOR ST BRUNO PARISH SCHOOL OWNED DEVICES AND PERIPHERALS**

- I will not dismantle, deface, or damage the computer or its various peripherals (mouse, keyboard, mousepad, etc.), understanding that if I do, I will be held responsible to pay the full price for a replacement product.
- I will not add, delete, or alter files or install programs without specific prior permission from one of the computer administrators.
- I will not download executable files on school computers.
- I will not change settings or preferences on the computer.

I understand that if I break any of these aforementioned rules, I can lose my computer and/or Chromebook usage for a period of time decided by the school principal.

## ***When using the computers to communicate inside and outside of St. Bruno Parish School, I will...***

### **1. USE GOOD CHRIST-CENTERED JUDGEMENT WHEN USING THE COMPUTER TO COMMUNICATE**

- When issued, I will be able to use the email provided from St. Bruno Parish School at any time to communicate both within St. Bruno Parish School as well as the outside world.
- I will remember that every letter on these e-mails should be Christ-centered. I will not use this e-mail to send abusive or offensive messages to people within or outside of St. Bruno Parish School.

### **2. UNDERSTAND THAT ALL COMMUNICATION IS MONITORED**

- I understand that all of the e-mails, messages, and posts that I send and read are monitored for appropriate content and can be forwarded to the assistant principals if the need arises.
- I understand that any e-mails that relate to illegal activities must, by law, be reported to the proper authorities.

## ***When using the Internet and resources on the Internet on the St. Bruno Parish School network, I will...***

### **1. GIVE CARE TO THE CONTENT THAT I BROWSE FOR AT SCHOOL**

- I understand that all my Internet requests are monitored, filtered, and documented and can be reviewed at any time by the computer administrators or school administration.
- I understand that computer administrators and school administration block access via the Internet to content that is considered not Christian or not educational. No permission will be given around this block at any time.
- I will not attempt or succeed at getting around the school's blocking software, understanding that even if I attempt it, the matter will be turned over to the assistant principals for review. This includes individuals that tether their devices to their cellular Internet plans onsite to avoid the school's blocking software.

**2. PUT MY FAITH AT THE FOREFRONT**

- I understand that even though St. Bruno Parish School aggressively blocks inappropriate sites, some material may be reached that is illegal, defamatory, inaccurate and blatantly sinful. Computer administrators will strive to block inappropriate sites when they are discovered.
- I will not search for inappropriate content on the Internet or post remarks on the internet that defame St. Bruno Parish School or my Savior, Jesus Christ.
- I will respect others' work and comply with Fair Use laws and other copyright regulations when accessing the internet.

*(Appendix A)*

**St. Bruno Parish School Chromebook User Agreement**

This agreement must be signed by the student AND parent/guardian before a using a Chromebook or before a Chromebook will be issued to the student (Grades 6, 7 & 8) to remove from the classroom and to take off of the St. Bruno Parish School campus.

As a user of a St. Bruno Parish School-owned Chromebook, I acknowledge receipt of and hereby agree to abide by all guidelines as laid out in the St. Bruno Parish School Acceptable Use Policy.

**Student Name (PRINT)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my student to be issued and be held responsible for a St. Bruno Parish School owned Chromebook. I understand that I may be held liable for usage violations and/or equipment damage to the Chromebook. I acknowledge receipt of and hereby agree to abide by all guidelines as laid out in the St. Bruno Parish School Acceptable Use Policy:

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Chromebook ID** \_\_\_\_\_

# St. Bruno Parish School Student Take Home User Agreement

## (Grades 6, 7 & 8)

This agreement must be signed by the student AND parent/guardian before a Chromebook will be issued to the student to remove from the classroom and to take off of St. Bruno Parish School's campus.

As a user of a St. Bruno Parish School-owned Chromebook, I acknowledge receipt of and hereby agree to abide by all guidelines as laid out in the St. Bruno Parish School Acceptable Use Policy.

**Student Name (PRINT)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

As the parent of the minor student signing above, I grant permission for my student to be issued and be held responsible for a St. Bruno Parish School owned Chromebook. I understand that I may be held liable for usage violations and/or equipment damage to the Chromebook. In addition, I acknowledge that the following guidelines apply to the devices that I register. I acknowledge receipt of and hereby agree to abide by all guidelines as laid out in the St. Bruno Parish School Use Policy:

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Chromebook Tag ID** \_\_\_\_\_