



Christ
Child
Academy

Making Faith Part of Everyday Life.

www.christchildacademy.com

2019 - 2020
**FAMILY
HANDBOOK**

Revised August 2019

**Christ Child Academy
2722 Henry St.
Sheboygan, WI 53081
920-459-2660**

www.ChristChildAcademy.com

More than any other program of education sponsored by the Church, the Catholic school has the opportunity and obligation to be unique, contemporary, and oriented to Christian service:

Unique because it is distinguished by its commitment to the threefold purpose of Christian education and by its total design and operation which foster the integration of religion with the rest of learning and living.

Contemporary because it enables students to address with Christian insight the multiple problems which face individuals and society today.

Oriented to Christian service because it helps students acquire skills, virtues, and habits of heart and mind required for effective service to others.

All those involved in Catholic school-- parents, pastors, teachers, administrators, and students--must earnestly desire to make it a community of faith which is indeed "living, conscious, and active."

To Teach As Jesus Did

CHRIST CHILD ACADEMY MISSION STATEMENT

Christ Child Academy, a ministry of St. Peter Claver, Immaculate Conception and Ss. Cyril and Methodius parishes, is a Catholic education community coming together to celebrate and demonstrate Christ's love. Our school provides a comprehensive curriculum in the areas of spiritual, academic, character, and social growth. Our students are God's own children. Each is infinitely valuable and lovable. By studying, learning and sharing the teachings of Christ, we inspire our students to develop their potential in a loving, caring atmosphere.

CHRIST CHILD ACADEMY SCHOOL PHILOSOPHY

At Christ Child Academy, we believe that . . .

We are created, loved and saved by God . . .
Christian education is a loving, growing, living,
and changing experience . . .

Children have the right to discover the truth about themselves
and the world around them in a Christian atmosphere . . .

A sense of Christian community makes possible an attitude
of sharing and service woven into our everyday lives . . .

Students, given the opportunity to make decisions and guided
by the possible consequences, become responsible for
their own growth . . .

Every person has the right and ability to become a caring, knowledgeable
and loving human being . . .

Self-esteem comes from a healthy self-concept . . .

A good self-concept is developed by growing in the acceptance
and respect of ourselves and each other . . .

We, as a community, will work together to reach our goals.



Christ Child Academy Graduate Profile

Graduates of Christ Child Academy will strive to become models of their faith, excel academically, bolster the community, and foster an exemplary character.

1. Spiritual

- Have developed a potential for a life - long relationship with God
- Live and promote Catholic values
- Look beyond his or herself for opportunities to provide service to others
- Have a strong moral and ethical conscience

2. Academic

- Excel academically / prepared for the challenges of high school and college
- Be a creative and independent thinker
- Use technology proficiently and responsibly
- Be driven to succeed in life, faith, and community

3. Social/Community Service

- Demonstrate empathy in daily life
- Respect others and his or herself
- Be a responsible and contributing member of the community
- Have begun to develop a global perspective

4. Character Development

- Be respectful of others
- Take pride in themselves, family and school
- Take responsibility for their actions
- Develop positive leadership skills
- Exhibit integrity and honesty

Christ Child Academy
Family Handbook
2019-2020
Challenging Children to Achieve

This handbook has been compiled for your convenience and frequent use during the school year. It should provide a ready source of information about school policies, regulations and procedures.

Please keep in mind that the policies and procedures contained within this handbook were designed for the safety, high-quality education, and convenience of all our students, parents/guardians, faculty and staff. Exceptions may be made to policy in special circumstances by the administration.

Christ Child Academy is a Catholic school serving Pre-school through 8th Grade. It is the result of the consolidation of St. Peter Claver and Immaculate Conception Schools that took place in 1986. CCA is now supported by the parishes of St. Peter Claver, Immaculate Conception, and St. Cyril and Methodius.

Christ Child Academy is accredited by the Archdiocese of Milwaukee and by WRISA (Wisconsin Religious and Independent Schools Accreditation). This accreditation and planning process is ongoing and is evaluated every seven years. The last school accreditation was completed in June 2014. Christ Child Academy was awarded Exemplary Status in Catholic Identity in June 2014. Our school will be going through an accreditation self-study during the 2019-2020 school in preparation for the accreditation team visit in the fall of 2020. This intensive reflective process will involve all stakeholders and will chart the road map for school improvement over the next seven years.

All teachers are accredited through the Department of Public Instruction and are required to have Religious Certification.

Textbook and curriculum review is an ongoing process. A schedule has been established so that students are using texts and methodology that is up to date. In general, each text and related curricula are evaluated every seven years.

Christ Child Academy has a **Governance Board** that sets and evaluates school policy and is responsible for personnel and financial matters of the school. This group works according to established by-laws. The board is made up of representatives from St. Peter Claver, St. Cyril and Methodius, and Immaculate Conception parishes. The board meets on the third Tuesday of each month (except July) at 6:30 pm in the IC church meeting room. Committees reporting to the Governance Board are the Development, Finance, Recruitment, and Marketing (Recruitment & Communication) committees.

A **Development Committee** has been established to identify sources of, solicit, and secure third-party funding for the school. This is accomplished through the efforts of the Annual Fund Appeal, Grant Writing, Special Events and the Endowment Fund.

An **Endowment Fund** has been established for Christ Child Academy. A separate set of by-laws governs this group and the money placed therein. There is an Endowment Fund Board of Directors that meets regularly to regulate this fund. If you would like to contribute to the Endowment Fund, please contact the school office.

A **Finance Committee** has been established to review the budgets and examine the financial condition of all programs and committees. A school financial report will be shared with all stakeholders each May.

The **Marketing Committee** includes the Recruitment and Communication Committees.

A **Recruitment Committee** has been established to actively seek and retain students and families to become members of our school family.

A **Communications Committee** has been established to provide a means by which all the standing committees and subcommittees communicate to the larger community issues, ideas, and events, as they deem necessary.

In addition, there are two committees that report directly to the Principal:

The **Home & School Committee** provides service for all school activities and functions. CCA school families automatically become members of this group. The Home and School Committee often works on projects in partnership with development efforts. It affirms the commitment of parent volunteers and staff to the mission of the school. It enhances the school's development efforts.

The **Athletic Association** has been established with a philosophy to teach and develop not only the fundamentals of sports, but also leadership, teamwork, discipline, quickness of mind, physical well-being, moral as well as physical courage. To instill the knowledge that dedication, hard work and perseverance many times can compensate for limited natural ability. The Athletic Committee functions according to a separate set of by-laws and services volleyball, cross country, and basketball activities for the school. This committee also reports directly to the principal.

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models in your child's life. "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (Gravissimum Educationis, 1965, para. 3).

CODE OF CONDUCT FOR A PARENT, GUARDIAN, CAREGIVER, VOLUNTEER, AND VISITOR

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community.

In living out the Gospel values, we strive to create a safe environment for all stakeholders developing:

- An inclusive and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- An open, positive and honest communication
- The ability to work civilly with other people
- Trusting relationships
- Responsible actions

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Support in words and actions the philosophy of Catholic Education
- Respect the decisions made by the administration, even if you disagree with them
- Work in trust with the school for the common goal of achieving what is best for all
- Communicate with the school in a supportive manner, which does not interfere with the administrative functioning of the school
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Model flexibility – encourage healthy problem solving
- Help your child/ren to understand that 'giving of your very best' is what matters rather than comparing yourself against the capabilities or achievements of others
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents and teachers work together for the benefit of the child/ren
- Observe the school's policies, as outlined in the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards
- Follow specified protocol for communication with faculty/staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Refrain from engaging in gossip and hearsay by communicating with the school and always model good manners for your child/ren
- Sustain a positive and cooperative attitude and interact positively with other parents and community members
- Encourage community building with other parents and community members

- Value the school community and its reputation especially when engaging with social media
- Do not use offensive language on school premises

RIGHTS OF A PARENT, GUARDIAN, CAREGIVER, VOLUNTEER, AND VISITOR

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 48 hours
- To be treated with professionalism by all faculty/staff members

SPECIFIC GUIDELINES FOR A PARENT, GUARDIAN, CAREGIVER, VOLUNTEER, AND VISITOR

- Value and advocate for your school and its reputation.
- Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications, especially social media and tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front them regarding the school
- On excursions, helping in class or on campus, parents must follow the instructions and directions of the teacher.
- A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events

Deliberate breaches and inability to respect the Christ Child Academy Code of Conduct and/or Specific Guidelines for Parents, Guardians, Caregivers, Volunteers, and Visitors may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from the school, and/or possible termination of enrollment of their child/ren.

Parents, Guardians, and/or Caregivers, when signing off on acknowledging the school's policies in the Parent/Student Handbook, and by the act of accepting enrollment at Christ Child Academy, are accepting of the Code of Conduct and Specific Guidelines in their entirety.

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The rules and regulations in this Handbook are subject to change. These rules and regulations are not all-inclusive. It is the right of the administration to make final decisions about an issue/incident that may not be specifically stated in these pages.

ACADEMIC STRUCTURE

We, at Christ Child Academy, strive to provide the best education possible for our students through varied curricula. It is our hope to broaden the knowledge of our students through experience in the areas of spirituality, academics, fine arts, physical education and extra-curricular activities. We will, to the best of our ability, provide access to the needed resources, whether in school or in the community.

Christ Child Academy's professional staff will strive to help the students acquire needed information to succeed in the 21st Century. Guided by the Archdiocese's policies, the curriculum is structured to facilitate content mastery from different subject areas, teach values and their role in life situations, set goals, make decisions, and to build community.

The core program includes: Religion, Language Arts, Mathematics, Science and Social Studies. The curriculum is continually revised to reflect current research and standards.

ACADEMIC HONOR ROLL

An academic honor roll is calculated quarterly for the middle school grades. Each grade will be computed on its own merit:

A=4 B=3 C=2 D=1 F=0

Art, Music, Physical Education, Health, and Spanish will count as a separate grade, the same as Math, Science, etc. Certificates will be awarded to middle school students who earn a grade point average of 3.5 or higher.

BAND PROGRAM

LESSONS: Instrumental music is offered to students in grades 4-8. These lessons are paid for on an individual basis with the school providing release time for the lessons during the school day. The group lessons occur after school on Mondays and Wednesdays at Seton Catholic School from September through December to prepare for the band concert in December. Beginning in January, the group lessons will be held at CCA where the spring concert is held in May.

SHEBOYGAN CATHOLIC SCHOOLS BAND: This band incorporates all area Catholic schools and performs concert music. There is a Beginner Band level (Grades 4 and 5) and an Advanced Band level (Grades 6 thru 8).

EXTRA-CURRICULAR ACTIVITIES

There are a variety of extra-curricular activities that students may become involved in at Christ Child Academy. Extra-curricular activities play an important part in the social development of the student. We encourage all students to participate. Activities include:

- | | |
|-------------------------------|---|
| 1) Acolytes/Readers | 5) Student Service Council |
| 2) Band | (5 th , 6 th , 7 th , 8 th Grade) |
| 3) Basketball (5-8 grades) | 6) Volleyball (5-8 grades) |
| 3) Cross Country (5-8 grades) | |
| 4) Scouting | |

Those students who participate in the athletic program will be given a copy of the CCA Athletic Handbook for additional policies and procedures.

STUDENT SERVICE COUNCIL

Student Service Council also has policies dictating membership in that group. Student Service Council will be open to all students in grades 5-8. Student Service Council officers will be elected by members of the student body. Members may not have more than three (3) unexcused absences from scheduled council meetings. All members must participate in assigned duties/activities such as dance decorations. Additional responsibilities are listed in the Student Service Council By-Laws.

GRADING SCALES:

PreK-K-1-2

S = Secure

P = Progressing

N = Needs improvement

Grades 3-4-5-6-7-8

A = Excellent

B = Very Good

C = Satisfactory

D = Needs to Improve

F = Unsatisfactory

Students are expected to meet course requirements and pass each course. "F" at the quarter means the student has not met course requirements. Standards follow the Archdiocese of Milwaukee and the Department of Public Instruction, State of Wisconsin. Retention may be the result of failures in several academic areas. In addition, graduation certificates and graduation activities may not be allowed if the student's grade point average is less than passing (1.6 being passing). Incompletes must be made up within a time limit designated by the teacher. Incompletes after the time limit result in a zero grade. It is the responsibility of the student to make up work missed due to absence.

PHYSICAL EDUCATION/HEALTH

Physical Education is an important part of our school curriculum and we expect students to learn the value of sound bodies through exercise and team sports. All students must participate in P.E. unless they have a note from a doctor indicating a health issue. All students are required to wear tennis shoes (no black soles). Children in Kindergarten through 5th Grade do not change clothes for physical education classes. Sixth through eighth grade boys and girls are required to wear uniforms purchased through the school. Shoes and uniforms should be marked with the student's name. All programs of education for children/youth in the Archdiocese shall provide instruction on Acquired Immune Deficiency Syndrome (AIDS) in accordance with the philosophy of the Catholic Church.

POWERSCHOOL

PowerSchool is a web-based student information system that provides full range of features needed by administration at the school level to manage student information, a portal for teachers to enter classroom-specific data, and portals to foster communication between the school and parents and students. Using PowerSchool, teachers can record grades and attendance for parents and students to view at home. Through PowerSchool, parents can monitor their child's academic performance. Students in grades 4-8 will have their grades accessible online. Parents of students in grades 4-8 can access the PowerSchool login page via our school website at www.christchildacademy.com. Students/parents should be taking an active role in monitoring the grades online.

PROMOTION/RETENTION

Christ Child Academy follows the guidelines for promotion/retention (5123a) of the Archdiocese of Milwaukee. The procedures for promotion/retention (5123b) are also considered after contacts with parents by student's teachers and Principal.

REPORT CARDS AND CONFERENCES

Report cards for students in grades 1-8 will be issued at the end of every quarter. Preschool and Kindergarten will be issued following the 2nd and 4th quarters. Mid-quarter reports may be viewed online for grades 4-8. An email notification will be sent to parents when these reports are ready to be viewed. Conferences will be conducted twice a year for constructive discussion regarding the child's rate of progress in school and other matters of mutual concern. Parents are welcome to arrange for a conference at any time throughout the school year when a need arises.

RESOURCE CENTER

We have excellent collections of fiction and non-fiction, as well as reference books, and periodicals. Resource center materials may be checked out. Books are also available in respective classrooms. Students are responsible for the proper care and use of materials and must pay for damages and losses. Students may lose the privilege of checking out books if they persist in having overdue books.

SACRAMENTAL PREPARATION

Parents are the most important religious educators that their children will ever have. The Sacraments are joyful moments, full of grace, celebrated within the Catholic worshipping community.

Immediate preparation for the students' first reception of the *Sacrament of the Eucharist* and the *Sacrament of Reconciliation* takes place during specially scheduled sessions organized by the Christian Formation Departments at St. Peter Claver, Immaculate Conception, and Ss. Cyril and Methodius parishes. The dates and times of these sessions will be published in the parish bulletin and in the school carrier. Special sessions for parent formation will help fulfill your role as the primary religious educator of your child.

Readiness of each child for the sacraments is another priority of our parishes. Thus, the celebration of these sacraments will be appreciated, not as a "class requirement" that the student must complete in second grade but as a gift received from God when they are intellectually, emotionally, and spiritually ready. Parents make this determination as the primary religious educators of their children. Religion classes at Christ Child Academy augment and enrich but can never take the place of what the children learn at home and in their Parish community of faith.

If your child is seven years of age or older, and has never been baptized, the parishes of St. Peter Claver, Immaculate Conception, and Ss. Cyril and Methodius, offer a collaborative "Rite of Christian Initiation for Children." It is a parish-based program of extensive formation for both the child and the rest of the family. Through the RCIC, a non-baptized child will be prepared to receive Baptism, Confirmation, and Eucharist. For more information, you can contact your own parish.

SCHOLASTIC READING COUNTS

The school library, as well as the individual classrooms, use Scholastic Reading Counts. SRC is an independent reading program for Grades K–8 which combines reading practice and software-based reading assessment. Instructionally flexible, mastery focused, and professionally written to develop reading skills, help raise test scores, and motivate students to achieve reading success. This program combines the best in children’s literature with computer software to test reading comprehension and track reading performance.

SPECIAL COURSES

Art, music, physical education, and Spanish are taught K-8 and are integrated parts of the curriculum. These offerings afford avenues for personal expressions and elicit talents in children that other curricular areas do not. For all students, these areas are essential for a well-rounded education.

SPIRITUALITY

Community and individual prayer are essential for every follower of Jesus. Weekly Masses, prayer services, and reconciliation services are planned for each grade and for the whole school throughout the year. Parents are encouraged to share in these spiritual services. Daily classroom prayer and other opportunities to share in prayer touch each student. Students and parents are expected to be active members of their parish to reinforce the values and beliefs taught at school. Parents play a vital role in the religious education of the child through their own example. Students attend Mass every Tuesday (8:25 am) and on Holy Days and begin the week with Monday Morning Prayer as an entire student body.

STANDARDIZED TESTING

The standardized tests offer educators a diagnostic look at how their students are progressing in key academic areas and offer diagnostic data that can be used to create intervention groups and to drive curricular decisions.

WI-Forward Exam is a high quality, research-based, and affordable assessment that meets Wisconsin’s expectations. It is a customized assessment with innovative item types that includes test items reviewed and approved by Wisconsin educators. This exam is designed to gauge how well students are doing in relation to the Wisconsin Academic Standards. These standards outline what students should know and be able to do in order to be college and career ready. The Forward Exam is administered online in the spring of each school year at:

grades 3-8 in English Language Arts (ELA) and mathematics,

grades 4 and 8 in Science and,

grades 4 and 8 in Social Studies.

Reports are sent home to communicate the child’s academic status and growth following these tests the following August.

MAP (Measure of Academic Progress) is a computerized adaptive test. In September, all students in grades K-8 will participate in MAP testing sessions to assess Reading and Math. Students in grades 5-8 will also be assessed on Language Arts. Students in grades K-2 will also be taking this assessment in January and May. When taking the MAP test, the difficulty of each question is based on how well a student answers the previous question. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become easier. These tests are designed to continually assess student progress and adapt learning as needed. Reports are sent home to communicate the child's academic status and growth following these tests.

STANDARDS FOR GRADUATION

Students at Christ Child Academy are expected to perform at academic, behavioral, and Christian levels that enable them to be good, successful young people not only academically, but also morally. We pride ourselves at Christ Child Academy in being different and unique; therefore, we set high expectations.

1. Students in grades 6-8 must maintain a cumulative grade point average of C- (77%). A grade point average of 1.66 is equal to a C-. All grades will be averaged at the end of each quarter. A grade point of 1.66 or below will constitute notification to the parent that the student is falling below the expected level.
2. The student must maintain a 1.66 average throughout the 6, 7, and 8th grade. Those who do not meet this requirement will not be allowed to participate in any 8th grade special activities.
3. Failing to maintain a cumulative 1.66 GPA will also result in a letter of attendance rather than a certificate of graduation.
4. Students will NOT be allowed to participate in the graduation Mass or the social afterwards.
5. Behavior student performance slips (SPS) may affect participation in class trips and graduation activities.

This policy will be reviewed with middle school students at the beginning of the school year. It must be taken home, dated and signed by the parent and student, and returned to school. (Approved August 1998)

ADMISSION POLICIES

Christ Child Academy is a parochial school in the Archdiocese of Milwaukee. Christ Child Academy admits students of any race, color, nationality and ethnic origin to all the rights, programs, and activities made available to all students in attendance. It does not discriminate based on its educational policies or any administered programs.

1. Enrollment at Christ Child Academy will be limited to:
 - 15 students in 3K (with an adult assistant)
 - 20 students in 4K (an adult assistant will be provided when enrollment reaches 13+)
 - 25 students in Kindergarten through 8th grade.

Exceptions to this policy may be made at the discretion of the Principal/ Governance Board.

2. Consideration for enrollment will be as follows:
 - a) Existing school families in 3K – 8th grades are guaranteed enrollment until the second Friday of April, provided their tuition payments are up to date for the current year.
 - b) After the second Friday of April, enrollment is open to the public, as well as existing CCA families, and will be accepted on a first-come, first-served basis. All applications will have the date and time recorded as they are received.
 - c) Once a class is filled, applicants will be placed on a waiting list. Applicants on the waiting list will be notified no later than May 20th of their enrollment status for the next school year. Applicants on the waiting list may opt to remain on the list for placement after May 20th until the school year begins.
3. Tuition shall be prorated daily for students who enter or leave Christ Child Academy during the school year.
4. New students applying for entrance to Christ Child Academy must meet the following criteria:
 - a) Students must meet all Wisconsin State Health Requirements.
 - b) Non-Catholic students will be accepted on the condition they take part in the regular religious instruction and activities except the actual reception of the sacraments.
 - c) Acceptance of a student outside of the regular registration period (during the school year) is at the discretion of the Principal with non- acceptance subject to Governance Board approval.
 - d) Parents must complete a release of school records form.
5. All new students are on probation for the first semester. The probation may be revoked at the discretion of the principal. The probationary period may be extended for one additional semester if written notice is given to the parent prior to the end of the first probationary period.
6. When a grade level has more than one class, class assignments will be made by the principal and staff.
7. Christ Child Academy respects the dignity of the child and the right to an education in a Catholic school.

ADMISSION TO PRESCHOOL, KINDERGARTEN and FIRST GRADE:

1. No child may be admitted to 3-year-old preschool unless he/she is three years old on or before September 1st in the year he/she proposes to enter school.
2. No child may be admitted to 4-year-old preschool unless he/she is four years old on or before September 1st in the year he/she proposes to enter school.
3. No child may be admitted to Kindergarten unless he/she is five years old on or before September 1st in the year he/she proposes to enter school.
4. No child may be admitted to First Grade unless he/she is six years old on or before September 1st in the year he/she proposes to enter school.

PARENT INDEMNITY

Christ Child Academy may enroll a child with a serious health condition requiring specific testing or health monitoring and requiring administration of subcutaneous or invasive medication on a scheduled basis or on an emergency basis if the following criteria are met:

1. Christ Child Academy's staff is trained to execute physician health monitoring and medication orders as needed.
2. Parents of child and the child's physician are willing to provide training to designated staff.
3. Parents of child must sign a Parent/Legal Guardian Indemnity Agreement eliminating their legal remedies against Christ Child Academy in the case of an incident involving the child's medical condition and Christ Child Academy's actions about the child's medical condition.

SCHOOL DISCIPLINE

DISCIPLINE POLICY

Discipline is a necessary ingredient of any school program if the teaching and learning process is to be an effective and fruitful one. Basically, it is a matter of good order resulting from observance of the necessary rules and regulations established by the school. Discipline begins with self-control and includes practice of the Christian virtues of respect and concern for others during ordinary interaction of the school day. A student who violates any rule or policy of Christ Child Academy shall, in the sole and absolute discretion of the principal, be subject to one or more of the following disciplinary/remedial measures:

- Warning: a verbal or written reminder communicated to the student and/or the student's parents.
- Student Performance Slip (SPS): issued by the teachers for minor behavior and academic offenses and are cumulative by quarter.
- Detention: student will serve a 30-minute detention on a specified day.
- Parent Conference: a conference among the student, the student's parent(s)/guardian(s), one or more teachers, and the principal.
- Loss of Privileges: denial of a student to attend field trips, school dances, school socials, or other extracurricular activities.
- In-School Suspension: separation of a student from classmates during school hours, requiring that the student perform all assigned work outside the normal classroom environment and/or excluding the student from participation in school activities.
- Out-of-School Suspension: denial of a student to attend school, requiring that the student perform all assigned work at home and/or excluding that student from participation in school activities.
- Expulsion/Dismissal: permanent expulsion/dismissal of a student from the school.
- Restitution: requiring a student to pay school the value of any property damaged or destroyed by that student.

The SPS form, a communication tool, is made up of four identical sheets. One sheet is for the student to take home, the second sheet is the parent's copy, the third sheet is sent to the school principal, and the fourth sheet is kept by the teacher who issued the SPS form. It is the responsibility of the student who receives an SPS form to take the SPS home to his/her parent(s) and to have it signed. On the form, the teacher will indicate the reason the form was issued. The purpose of issuing an SPS form is to inform you, the student, your parent(s) and the principal, of positive performance, or the need for academic/behavior improvement.

Be mindful that participation in INCENTIVE DAY activities, class trips, serving detentions, and a loss of privileges is affected by the receipt of SPS forms.

STUDENT PERFORMANCE SLIP (SPS) BEHAVIOR

SPS's may be issued for MINOR OFFENSES including but not limited to:

- Dress Code Violations
- Gum Chewing
- Inappropriate behavior in class, in Church, or during an assembly.
- Uncooperative behavior
- Infractions of classroom or school rules
- Interruption of the educational process within the classroom.

A Student Performance Slip will be issued to a student after each violation. The SPS is written communication between the teacher and parents. A parent must sign the slip as acknowledgement of receipt, and the student must return the slip by the end of homeroom period (8:20 am) the next school morning. Any student who does not return the signed SPS will serve a 30-minute lunch detention on that day.

After receiving four behavior SPS's during a quarter, the student will be issued a detention and parents will be notified by the principal. Detentions are held from 11:20-11:55 am during lunch/recess.

The following OFFENSES will result in an immediate detention:

1. Continual disruptive behavior in school.
 2. Disruptive behavior in Church or during school assemblies.
 3. Forging another's name.
 4. Showing disrespect by word or action toward school personnel or fellow students.
 5. Language/behavior unbecoming a Christian
 6. Cheating/plagiarism
 7. Failure to report to detention
 8. Defacing school property, including books
 9. Visible or audible cell phone during the school day
 10. Receiving four behavior SPS's during a quarter
 11. Controlled substances
 12. Weapons
 13. Stealing
 14. Bullying / Cyber Bullying
 15. Extreme and continued rough play, fighting.
 16. Failure to return an issued SPS on the next day.
 17. Inappropriate comments, racial slurs.
 18. Inappropriate Chromebook usage or damage.
- After three behavior detentions, the next infraction will result in a one-half day in-school suspension with parent notification.
 - After each additional three detentions, the next infraction will result in a one full day in-school suspension with parent notification.
 - Three in-school suspensions, whether detention-related, could necessitate expulsion.

CCA MIDDLE SCHOOL HOMEWORK POLICY

It is the responsibility of all CCA middle school students to complete assignments and to hand them in on the date specified by the teacher. Assignments handed in LATE or incomplete will result in the student receiving a "Student Performance Slip" (SPS)

The Assignment Notebook/Daily Planner is a valuable tool that helps each student organize and record their daily assignments and important notes for the day. The student is required to bring it to each class along with the required class materials. Developing organizational skills is an important part of being a successful student. Therefore, if students do not bring their Assignment Notebook/Daily Planner to each class and/or are not bringing the required materials to each class, an "SPS" form may be issued.

A Student Performance Slip will be issued to a student after each homework violation. The homework SPS is written communication between the teacher and parents. A parent must sign the slip as acknowledgement of receipt, and the student must return the slip by the end of homeroom period (8:20 am) the next school morning. Any student who does not return the signed homework SPS will serve a 30-minute lunch detention on that day.

After receiving four homework SPS's during a quarter, the student will be issued a detention and parents will be notified by the principal. Detentions are held during lunch from 11:20-11:55 am.

The student, staff, parent, and principal will work together to help the student evaluate his/her behavior and review the school's expectations.

Any illegal violations will automatically be referred to the Sheboygan Police. Restitution will be made for acts of vandalism. Reprimands, removal of privileges, suspensions, and expulsions may be the result of violations. Prior to the first referral the classroom teacher will issue a verbal warning and will contact the parents for non-serious offenses.

PROBATION, SUSPENSION, AND EXPULSION

All disciplinary actions are based on the premise that the purpose of discipline is training which develops self-control and character, encourages self-discipline, and sets attitudes and values which will affect life decisions. Whenever a student's conduct is such that it endangers the property, health, or safety of others or disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance.

1. **Probation** - A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The Principal's decisions are final. All new students to Christ Child Academy enter on a one semester probationary status. See **Admission Policies** for details.
2. **Suspension** - Suspension is justified only in unusual circumstances and is normally an in-school suspension. Prior to the suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

In-School Suspension (ISS) can be directed for varying lengths of time, but shall not exceed five days. ISS conditions are to be determined by the building Principal. ISS students remain the responsibility of the school.

Out-of-School Suspension is considered a rarity and is the responsibility of the Principal. State Law directs that a maximum of three days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of seven consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the Principal/or designate immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

3. **Expulsion** - As a definition is considered a termination of enrollment, permanently or for an extended period. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered expelled.

Expulsion Procedures:

1. The actions and procedures for probation, suspensions or expulsions shall be published in the family handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures, supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held, and Parents/Legal Guardians shall be notified in writing at least five days before the hearing is to take place. The hearing committee should be such as to insure objectivity, and procedures should be clearly identified in the family handbook.
4. The hearing committee makes a recommendation to the pastor/priest.

The recommendation will be to:

- a) Not Expel (disciplinary suggestions should accompany this recommendation)
 - b) Voluntary Withdrawal (allow the student to voluntarily withdraw in lieu of expulsion)
 - c) Expel
5. Before the hearing is held, the parents and student are informed of the possible recommendations of the committee and once the hearing is in progress, the student may not have the right to voluntarily withdraw, in lieu of expulsion, unless that is the recommendation of the committee.
 6. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

Appeal

The student, or his/her parent or guardian, may within five (5) school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish with a recommendation about which step needs to be further processed.

Christ Child Academy will follow the most recent policies for discipline as stated in the **Archdiocese of Milwaukee Policies and Regulations Handbook**.

ANTI-BULLYING POLICY AND DISCIPLINE GUIDELINES (Revised 4/2017)

Christ Child Academy teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student or school personnel at Christ Child Academy is strictly prohibited. Such conduct may result in disciplinary action, including suspension, or expulsion from school. Intent to harass, intimidate, injure, threaten, ridicule or humiliate is not allowed. These behaviors are prohibited:

- In the classroom
- On school property
- Immediately adjacent to school grounds
- From any computer or electronic device on school property
- At any school-sponsored activity
- On school provided transportation
- At any official school bus stops

According to the Wisconsin Department of Public Instruction in order to be considered bullying, the behavior must be aggressive, include an imbalance of power, and be repetitive. The definition of harassment, intimidation or bullying means any intentional written, verbal, graphic, electronically transmitted (i.e., internet, cell phone, or wireless hand-held device), or physical act, that a student, group of students, school employees, or volunteers exhibit toward others.

Types of bullying:

Physical bullying- using physical force to purposely hurt another student by behavior that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal money.

Verbal bullying- directing words at another student with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs, and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.

Relational bullying (also referred to as social/emotional at CCA)- when a student influences other students' friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumors, whispering about them, giving the silent treatment, ostracizing or scape-goading. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

Cyber bullying- the use of cell phones, text messages, e-mails, instant messaging, web blogs and posting to bully another student in any of the ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social networking sites, forwarding to others a private e-mail or text message that was meant for a single individual, and spreading hurtful rumors.

(Information found at <https://www.stopbullying.gov/>)

Procedure for the alleged victim:

1. Communicate to the harasser that the individual expects the behavior to stop
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, principal and/or counselor; and/or
 - Write down exactly what happened, keep a copy and give a copy to the teacher, principal and/or counselor.

Reporting and follow through:

- Christ Child Academy expects students and staff to report incidents of bullying.
- Staff members are expected to immediately intervene when they see a bullying incident occur.
- Bullying reports cannot be submitted anonymously.
- Once a report is made, the teacher, principal and/or counselor, will gather information and review the situation and facts to determine steps based on the bullying guidelines if the report is well founded.
- While confidentiality cannot be always guaranteed, bullying reports will be reviewed and responded to in a confidential manner whenever possible.
- Skills necessary for positive relationships will be taught throughout the school year.
- Re-teaching will be done to reinforce the information originally presented. Re-teaching will also be done on an individual basis when bullying concerns arise.
- The counselor and/or teacher will reteach with practice to achieve expected behaviors.
- Retaliation for reporting a bullying incident will not be tolerated and will be dealt with following disciplinary procedures.

The bullying disciplinary procedures are guidelines only and steps in the process may be skipped if deemed appropriate by school administration. If the investigation of the incident finds that bullying has occurred, the following disciplinary guidelines shall be considered in determining appropriate disciplinary actions.

Procedure for the alleged aggressor:

Grades 6-8

1. For the first incident in an academic year, the student is required to meet with the principal or a staff member designated by the principal. Middle School students will be issued a warning Student Performance Slip (SPS). The bullying policy will be re-taught to make sure the student comprehends it.
2. For additional incidents in the academic year, a detention will be issued and parents will be contacted.

Grades K-5

1. For the first incident in an academic year, the classroom teacher will meet with the student and address the situation and review the expectations of students regarding the bullying policy. The bullying policy will be re-taught to make sure the student comprehends it.
2. For additional incidents in the academic year, a loss of recess will be issued and parents will be contacted.

Christ Child Academy has an anti-bullying pledge that every student is taught, then reads aloud, gets a copy of, and signs in agreement to uphold what the pledge stands for. In addition to the pledge, the students participate in anti-bullying classroom lessons throughout the year.

Christ Child Academy’s Anti-Bullying Pledge

We the students of Christ Child Academy agree to stop bullying at our school. We believe that everybody should enjoy our school equally, feel safe, secure and accepted.

We the students of CCA agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Report honestly and immediately all incidents of bullying to a teacher, principal, and/or counselor.
4. Be a good role model for my classmates and other students.

I acknowledge that I will not be a bully to other students and I will help stop any bullying that I see at my school. _____ (Student’s Name)

Bullying and Harassment According the Archdiocese of Milwaukee:

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following:

1. Physical assaults, hitting or punching, kicking, theft, threatening behavior.
2. Verbal threats or intimidating language, teasing or name-calling, racist remarks.
3. Indirect threats, spreading cruel rumors, intimidation through gestures, social exclusion.
4. Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet.

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

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

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

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. (Archdiocese Policy 5131.1)

SCHOOL MANAGEMENT

OFFICE HOURS: Monday through Friday 7:45 am - 3:30 pm

Teachers: To contact a teacher, call 459-2660 and follow the voice prompts to leave a message or email the respective teacher. The teacher will return your call or e-mail within 24 hours.

Principal: To contact the Principal, call 459-2660 and follow the voice prompts or e-mail him directly. CCA has an “open door” policy. You are always welcome to contact/meet with the Principal. If the Principal is in a conference or meeting, your call or email will be handled as soon as possible.

Mr. Mark Ruedinger **Email:** mruedinger@christchildacademy.com **Phone:** 459-2660

SCHOOL DAY

Preschool

3K: Monday - Friday (EDP Site)	8:10 am to 11:15 am
4K: Monday - Friday	8:00 am to 11:15 am

Kindergarten through 4th Grade: Enter through Main School Entrance

8:00	First Bell - Students enter building
8:10	Students are to be at their desks ready to begin
8:15	Announcements, Prayer & Pledge of Allegiance
11:20	Lunch (Wednesday 11:15 am)
11:40	Recess (Wednesday 11:35 am)
12:00	Classes Resume (Wednesday 11:55 am)
3:00	Dismissal (Wednesday 2:20 pm)

5th Grade through 8th Grade: Enter through Gym Entrance

8:00	First Bell - Students enter building
8:10	Homeroom
8:15	Announcements, Prayer & Pledge of Allegiance
8:20	First period begins
11:20	Recess (Wednesday 11:15 am)
11:40	Lunch (Wednesday 11:35 am)
12:00	Classes Resume (Wednesday 11:55 am)
3:05	Dismissal (Wednesday 2:25 pm)

The school is not open to students before 8:00 am, and the entrances are not supervised until 7:50 am. Please drop your children off at that time. During inclement weather, the children will be allowed to enter the building at 7:50 am otherwise; a teacher is on duty until the first bell rings at 8:00 am. **The SCHOOL OFFICE is open to parents at 7:45 am.** Parents wishing to see a teacher before the start of school, without an appointment, must report to the school office first.

The Staff Workroom is open to parents involved in various CCA Committees. Please use the hallway door to enter and exit this workroom. Do not enter through the School Office. Students are not allowed in this workroom during the school day. The Health Room is part of the school and designated for healthcare use only.

Staff E-Mail Addresses – 2019-2020

Banie, Judy	christchildacademyoffice@gmail.com	School Secretary
Ebert, Susan	sebert@christchildacademy.com	4 th Grade
Fliss, Fr. Paul	Fr.Paul@catholicsouthside.com	Tri-Parish Pastor
Gould, Erika	egould@christchildacademy.com	Kindergarten
Halbach, Shawna	shalbach@christchildacademy.com	2 nd Grade
Hamm, Jacob	jhamm@christchildacademy.com	3 rd Grade
Harder, Paula	pharder@christchildacademy.com	Band & Music
Hutton, Erin	ccalunchlady@gmail.com	School Cook
Hylen, Laurie	lhylen@christchildacademy.com	Phy Ed (M-W-F)
Lampe, Veronica	lampeveronica@gmail.com	Counselor (Tues. & Wed.)
Landgraf, Sarah	slandgraf@gmail.com	Resource Center
Lynch, Dawn	dlynch@christchildacademy.com	4K Preschool Teacher
Meyer, Terri	tmeyer@christchildacademy.com	6 th Grade Homeroom
Murray, Meghan	mmurray@christchildacademy.com	3K Preschool Teacher
Mutsch, Diane	ccaedp@gmail.com	4K Preschool Assistant/ Extended Day Program Director
Oehldrich, Molly	molly.oehldrich@gmail.com	Asst. Development Director
Parra, Jodi	jparra@christchildacademy.com	1 st Grade
Parra, Joe	joeparra@christchildacademy.com	Maintenance
Raff, Melissa	mraff@christchildacademy.com	7 th Grade Homeroom
Reinl, Nick	nick.reinl@larrysco.com	Athletic Director
Richter, Sarah	srichter@christchildacademy.com	3K Preschool Assistant
Ritmiller, Lori	lritmiller@christchildacademy.com	Art (Tues., Thurs., Fri.)
Ruedinger, Mark	mruedinger@christchildacademy.com	Principal
Sanders, Thomas	tsanders@christchildacademy.com	Spanish/M.S. Health
Scharenbroch, Julie	jscharenbroch@christchildacademy.com	8 th Grade Homeroom
Schmahl, Kerrie	kschmahl@christchildacademy.com	5 th Grade
Schulze, Nancy	nschulze@christchildacademy.com	Business Manager

ASBESTOS MANAGEMENT PLAN

There is an asbestos management plan on file in each parish administration office. Any person is welcome to view the plan during parish office hours.

ATHLETICS

There is very active participation in the Athletic Program. Sports are divided into seasons and only one sport per season is allowed. All policies, schedules, and lists of activities can be found in the "Athletic Handbook" or on the school website. Each athlete will receive a copy.

ATTENDANCE

In accordance with state law, all students are held to regular and punctual attendance. All absentees must be reported to the school office before 8:30 a.m. The office will notify the teacher. If we have not received a call by that time, parents/guardian will be contacted by telephone. Parents may also email both the office and teacher in place of phone call. Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school secretary to record whether the excuse is to be considered excused or unexcused (truant).

Planned Absences (appointments)

Every effort to schedule doctor, dental, and other appointments **outside of school hours** is recommended. If parents choose to have their children released from school, you must send a note to their homeroom teacher who will inform the office. Children will be waiting in the office for parent pick-up. Students are to notify the office before leaving and upon their return to school.

Extended Absences

If you plan on taking your child out of school for any reason (vacation, funeral, out-of-town, etc.) please follow the procedure for Family Vacation (homework make-up).

Tardy

Please make every effort to see that your child is on time for school. **A student is considered tardy if the student is not in their classroom when the second bell rings at 8:10 am.** If a student is tardy three times in a quarter, a letter is sent home to the parents. After being tardy six times, the student will remain inside for lunch recess and each time they are tardy thereafter. Should the student be tardy ten times, the student will serve a lunch detention from 11:20-11:55 am and subsequently for each tardy after that (per quarter).

BUS TRANSPORTATION

Bus service is provided by the Prigge Bus Company at no charge for those students who are eligible according to the guidelines outlined by the Sheboygan Area School District. Please contact the school office or Prigge Bus directly at 459-2961.

The Sheboygan Transit System also provides bus service, for a fee, when public schools are open during the regular school year. These buses are open to the regular public; they stop at regular bus stops, charge standard transit fares and display route signs. Students may purchase a 10-ride punch ticket directly from the driver. Prior to the beginning of school, bus routes will be published in the Sheboygan Press and Tripper Service Guides are available by calling the Sheboygan Transit System at 459-3281.

Students must behave on the bus. Failure to behave may result in a loss of bus privileges or detention. Early release days, parents will be informed of the available bussing through the newsletter.

The following rules have been established to ensure the safety of all students who ride the busses:

1. Cooperate with the bus driver at all times.
2. Keep hands, feet, and objects to yourself and out of the aisles.
3. No pushing, shoving, or fighting.
4. Keep all parts of the body and objects inside the bus. Bus windows may open only if authorized by the bus driver.
5. No swearing, rude gestures, or teasing anyone.
6. Talk in a quiet voice-no shouting.
7. Use only the bus stop assigned. Orderly behavior is expected at each stop.
8. Remain seated when the bus is in motion.
9. Refrain from throwing anything on the bus, out of the bus, or while waiting for the bus.
10. Be quiet when the bus is crossing railroad tracks.
11. No food or drink allowed once entering the bus.

Infractions of the above rules will be brought to the attention of the parents and school. Home/school cooperation is important in providing safe and efficient transportation. When student misconduct occurs on a bus, the driver shall report the specific behavior on an Unsatisfactory Bus Conduct Report, which shall be turned in to the principal within one school day. The principal shall review the report and take appropriate disciplinary action. For extreme cases, the driver may notify the police or sheriff and have a student removed from the bus.

Disciplinary Procedures:

1. On the first instance of misconduct on a bus, the principal speaks with the student and the parents are notified.
2. On any instance of misconduct on a bus that endangers others or causes property damage, or on repeated instances of other misconduct, a student may be denied bus transportation for 1 or more days. Parents are expected to provide other transportation to school for students suspended from the bus due to misconduct.

The above rules are formulated by Sheboygan Area School District. It is our duty to abide by them. Depending on the severity of the infraction, school policies regarding discipline will be followed.

CARRIER / DIGITAL NEWSLETTER

The Carrier / Digital Newsletter are forms of communication between home and school weekly. This year, we will be sending home fewer weekly carriers and utilizing the digital newsletter more often. When we do send carriers home, there is one carrier per family taken home by the youngest child in grades Kindergarten through 8th.

Carriers need to be signed, dated and returned to the school the next day to the classroom/homeroom teacher.

CHANGE OF ADDRESS

Please inform the school office immediately if there is a change in the following: Address, Cell Phone, Email Address, Telephone (home or business), and Emergency Contact.

CHILD ABUSE (Physical, Sexual, or Emotional)

We are legally obligated to report child abuse suspicions to authorities. It is the responsibility of educators (all faculty and staff members) as mandatory reporters to report suspected child abuse cases to authorities.

CHILD CUSTODY DISCLOSURE

When Christ Child Academy is informed about a court decree a request will be made for a copy of the court decree to be placed in the student's file. The order will be followed as to release of student records, release of student, and parent entrance to the school. Also, a copy of the Confidential Family/Student Information form (5124.2) will need to be filled out and filed.

CLASSROOM VISITS

Parents wishing to visit a classroom for an observation must first speak to the Principal and/or teacher before the visit. On the day of your visit, please check in at the office before proceeding to the classroom. Anyone entering the building, including volunteers in classrooms and the library, gymnasium, or wherever, must check in at the front office. CCA alumni wishing to visit a classroom must check in at the office for approval from the teacher they wish to see. Parents are not to be in classrooms without the teacher present.

COMMUNICATION - Between School & Home

Communication between school and home is key to the success of every child. Christ Child Academy will work toward achieving this common goal for our children. Effective communication is knowing to whom one goes when a concern must be addressed. Please use the following order:

1. Student → Teacher → Principal → Governance Board
2. Parent → Teacher → Principal → Governance Board

If you need to communicate with a teacher, please send a note or e-mail the teacher. Teachers will respond to all parent communications in a prompt manner. Teachers and students will not be called to the telephone during school hours. In case of emergencies, you may leave a message with the office. Teachers are responsible for the safety of their students at the beginning and end of the school day. Notes regarding transportation changes are to be submitted to the teacher in written form. If something unforeseen occurs, please telephone the school office by Noon so that messages can be delivered.

Each week, parents will receive an email communication or digital newsletter to communicate upcoming school events and happening within the school.

At times during the year, the Principal will send a text/email through **Remind** to all families who have signed themselves up for this service. Backpack delivery of school and classroom information and materials will be sent home via your child when necessary.

It is recommended that all families check the Christ Child Academy website, www.ChristChildAcademy.com. Calendar dates, events, documents, and teacher web pages can change daily.

COMPUTERS AND TELECOMMUNICATION

Any person wishing to use school computers and/or telecommunications equipment is to sign an Acceptable Use Policy before being permitted to use such equipment.

COUNSELING SERVICES

Services are available through our onsite counselor. Services are available after a parent or teacher referral has been made. A student may see the counselor one time without parent permission. The counselor also leads our character education and anti-bullying program. Our counselor is at Christ Child Academy on Tuesdays and Wednesdays.

COURTESY

Students are expected to be on time, to have assigned duties finished in a conscientious manner, to be attentive and respectful, to treat other students and teachers with dignity and respect, and to assist in keeping the classroom in order and the school clean.

Students are expected to show respect to all members of the staff - priests, principal, teachers, secretaries, custodians, lunchroom personnel, playground supervisors and coaches. A spirit of cooperation should reflect this attitude to all that pertains to school life.

DRESS CODE *(effective 2017-2018 school year)*

Clothing worn to school will reflect the seriousness and the importance of the learning environment at Christ Child Academy. The way a student is dressed can add or detract from the learning environment at school. Clothing, jewelry, cosmetics, and hair is to be neat, clean, modest and in good taste.

The cooperation of both parents and students is necessary in observing the dress code. The administration and/or faculty will make the final determination on appropriateness of clothing worn. What we wear reflects the image our school portrays. Pride, self- image, and respect are values we strive to represent in our strength based, Christian educational setting. To further these values, the following dress code has been put into place at Christ Child Academy.

MASS DAYS AND OFF-SITE TRIPS

All students in 4K through Eighth grade will be dressed following the guidelines below for all Mass Days and off-site trips. This is optional for 3K. Off-site permission slips will specify if CCA Mass day and off-site attire will be worn or will be excused for the specific trip.

Land's End is the provider for Mass day and field trip **shirts** at Christ Child Academy. **Pants and skirts** may be purchased anywhere but must comply with the guidelines outlined below. To maximize instructional time and lessen disruptions, students are to remain in their church attire for Mass Days and will not be given the opportunity to change into regular school clothes after Mass.

BOYS - - Grades 4K-8

- Polo – Short or long sleeve. CCA logo **required** on all polo shirts and apparel.
Colors: White, Black, or Red.
 - Long sleeved shirts may be worn under a logo polo (White, Black or Red)
 - Additional approved clothing options are available on the website.
- Pants – Dress or khaki pants
 - Colored denim jeans are **not** permitted.

GIRLS - - Grades 4K-8

- Polo – Short or long sleeve. CCA logo **required** on all polo shirts and apparel.
Colors: White, Black, or Red.
 - Long sleeved shirts may be worn under a logo polo (White, Black or Red)
 - Additional approved clothing options are available on the website.
- Skirts – Dress skirts (Length: hands at side, feet flat on the ground, should cover up to the longest fingertip)
 - Solid color ankle length leggings or tights may be worn under a skirt
- Pants – Dress or khaki pants
 - Colored denim jeans are **not** permitted.

NON-MASS Days

- Jeans, athletic, or yoga pants (shirts or skirts must cover the buttocks)
- Dresses, skirts, or tunic style shirt. (Length: hands at side, feet flat on the ground, should cover up to the longest fingertip)
 - Leggings or tights may be worn under.
- T-shirts, collared shirts, regular or hooded sweatshirts, fleece or sweaters.
- Shorts - Acceptable to wear: May 1 – October 31. (Length: hands at side, feet flat on the ground, should cover up to the longest fingertip)
- ALL shirts must have sleeves
- Any of the above Mass Day attire mentioned may also be worn on non-Mass days.

ACCESSORIES

- Jewelry and hair accessories will be simple and tasteful.
- Earrings are not permitted on boys.
- Clothing or accessories intended for outdoor use (e.g. Hats, caps, scarves, bandannas, sunglasses, coat, etc.) are not allowed in the classroom, unless specified for a Spirit Day.

SHOES AND FOOT APPAREL

- Shoes, sandals with a back strap, boots and tennis shoes are acceptable.
 - Appropriate sandals may only be worn May 1 – October 31.
- Heels (greater than 1 inch), flip flops, clogs, sandals without a back strap, and slippers are not acceptable.

OTHER DRESS AND APPEARANCE GUIDELINES

- Students, in all grade levels, are to have their shirts tucked in during Mass.
- Camouflage attire is **not** acceptable.
- Clothing with inappropriate messages that depict violence or suggestive messages is **not** acceptable.
- Clothing will be clean, in good shape and not be ripped, frayed, or torn.
- Hair coloring is not permitted except for special spirit days.

CORRECTIVE PROCEDURES

Failure to comply with the clothing guidelines will result in the following disciplinary actions:

Grades K4-4

- Parent contact and the student must change into appropriate clothing provided by either the school office or a parent.

Grades 5-8

- 1st offense – Parent contact and the student must change into appropriate clothing provided by either the school office or by a parent.
- 2nd offense and additional offenses – Parent contact and the student must change into appropriate clothing provided by either the school office or a parent. Student would also receive a Student Performance Slip.

Please know, the enforcement of the appropriateness of clothing, hairstyles, and other dress code concerns will be at the discretion of the Principal and staff. The Governance Board will not revisit the dress code or decision to require uniforms in the dress code for 5 years. (2021-2022 school year)

ELECTRONIC DEVICES

Students will not be allowed to carry cell phones or any electronic device including I-pods or I-pads in the school building. All devices must be turned in to the homeroom teacher for safe keeping during the school day. All wearable devices must be kept in “airplane mode” or left with the homeroom teacher during the school day. Failure to follow this policy may result in the wearable being confiscated. Any wearable devices may be collected by the teacher during testing or other independent work times. Any other device that is brought into school must be turned into the homeroom teacher for safe keeping during the school day. Please be advised that any cell phone or electronic device that is not given to the homeroom teacher will be confiscated and parents will be called to pick up the phone or device in the school office. Electronic devices or cell phones will not be returned directly to the student. **Note: the Principal has the right to access any content of a cell phone confiscated from a student.** During special units of study, teachers may allow students, within their class, to use their own device for educational purposes. Devices would then be stored and returned by the teacher at the end of the school day.

EXCEPTIONAL EDUCATIONAL NEEDS

Not all Catholic schools in the Archdiocese are able to offer Special Education Programs for children with Exceptional Educational Needs. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Education Act (IDEA). The admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the Learning Support Team. A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student’s special needs. Whenever the local plan for the identification and intervention of special needs students indicates that a child may have an Exceptional Educational Need, the child should be referred to the local public school to determine whether the child is eligible for services. (Archdiocesan Policy 5111.2)

Student Support - A battery of psychological, academic and behavioral tests may be given if a student is referred as having an Exceptional Educational Need. Parents or staff may initiate a referral. Any student whose academic performance is below their appropriate grade level may be a candidate for a referral. If the referral is made by the parent, the parent needs to contact the Parochial Liaison at the Sheboygan Public Schools central office to initiate the referral.

1. Teacher/Parent referral on a student is made.
2. Principal/Classroom Teacher and/or Supportive Consultant gather for staffing on the student.
3. Parent is informed of referral and consent form is sent home.
4. Determine whether academic testing is in order (testing is provided for grades K-8 in all academic areas).
5. Principal/Supportive Consultant staffing on test results.
6. Principal/Classroom Teacher/Supportive Consultant staffing for educational intervention.
7. Principal/Parent or Guardian and/or Supportive Consultant conference on test results and possible home and classroom intervention.

The Sheboygan Area School District provides additional evaluative services for special needs if the school deems necessary, (i.e., speech/language, learning disabilities, etc.). The goal of Christ Child Academy is to try to provide all educational programs for the students within our educational structure. At times, there are mitigating circumstances when we need to refer students outside of Christ Child Academy.

FAMILY PARTICIPATION POLICY

The purpose of this policy is to promote the welfare of Christ Child Academy. All parents with students enrolled in grades 3K through 8th grade agree to serve **twenty hours (20)** of commitment time during the school year. Christ Child Academy operates as a more efficient school when ALL families share their time and God given talents in a caring way. When you, as a parent, exercise the privilege of sending your child to Christ Child Academy, you also become a member of our school community. To log your hours during the school year, please email your completed hours with proper description to: **ccaworkhours@gmail.com**

FIELD TRIPS

Teachers are encouraged to plan educational class trips with their students. We believe learning occurs everywhere, not just in the classroom. If a financial problem exists, contact the Principal and the school will try to provide the help needed. All field trips are approved in writing by the administrator. Justification will be based on objective, desired outcomes, cost, and curriculum relation of the trip. Any large expenditure, whether paid by Home & School or student paid, will need the Principal's approval. A Safeguarding All God's Family session must be completed and on file in the school office prior to parents/grandparents accompanying or supervising field trips. CCA polos are expected to be worn on all field trips unless stated in prior communication home.

FUND RAISING

No fund raising will be allowed inside the school buildings that is not sponsored by CCA. (i.e. scouts, sport teams, trips, personal/professional gain). The CCA name is not to be used in marketing unless CCA sponsored. No flyers for personal/professional gain will be allowed in the carrier. No advertising for personal/professional gain will be printed in the newsletter.

HOMEWORK

Homework is a necessary part of learning. The purpose of homework is to enrich what is happening at school as well as reinforce and practice skills which have been taught. It is an extension of the learning that takes place in school. Homework can provide opportunities for independent study, research and creative thinking. It is not limited to pencil tasks and will attempt to integrate several learning options. **READING** (silently or aloud depending upon the age of your child) is encouraged as a vital family practice each evening. Also, parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

Students in grades one through three may be assigned 20-30 minutes of home study; those in grades four and five may be assigned 45-60 minutes of home study; students in grades six through eight may be assigned 60–90 minutes of home study if the teachers feel it is necessary. Please note that this is merely a **GUIDELINE**. Since learning is an individual experience for each of us and study skills vary from student to student, the task at hand may require more or less time. Feel free to confer with your child's teacher relative to the homework policy if any questions arise. Note that if your child is spending longer than the recommended time, you may want to set some clear limits and confer with your child's teacher(s) for assistance in study skills and organization for your child.

HOMEWORK - MAKE-UP

Parents of students who are absent must call the school office before 8:30 am and request homework for the student. The teacher (or homework buddy for middle school students) will gather assignments during the day. The assignments and books may be picked up at the school office after 3:10 pm. Parents of students absent for a long period of time should e-mail the teacher or call the school and talk to the teacher about assignments.

All work missed during a student's absence must be made up. It is the responsibility of the student/parent to find out what work has been missed and to see that it is completed within the time limits set by the teacher.

Middle School Procedures: The student will have one day to make up homework for each day's absence.

Family Vacations: Vacations taken during school time are discouraged as these interrupt the educational process. However, if vacations are taken, parents should give the Principal, school office, and homeroom teacher written notification of the child's impending absence. In grades K-5, students may be provided homework prior to the absence at the parents request with one week's notice. Students in grades 6-8 will **NOT** be given homework prior to the absence. **After the vacation**, the student should set up an appointment with the teacher to obtain all make-up work. Students are responsible for the mastery of material presented during their absence.

Assignments will not be given prior to the vacation in grades 6-8. Chromebooks for students in grades 4-8 may be checked out for an extended vacation to remain current on their homework. A deposit of \$250 along with a signed Chromebook Waiver Form must be submitted to the office prior to leaving.

Homework needs to be requested when excusing an ill child. Homework will be available for pick up at the end of the day. Please be sure the work is picked up in the school office after school or goes home with a sibling or friend. **Students will not be allowed back in the classroom after the teacher has left for the day and the classroom door is locked.** Office personnel and other teachers are not allowed to open classroom doors once the teachers have secured their own classrooms.

HOT LUNCH PROGRAM

Christ Child Academy prepares and serves meals within our kitchen by our school cook. These meals are prepared fresh each day and supplemented with a fruit and vegetable bar to provide a very tasty and nutritious meal. Each day there is a hot lunch entrée along with an alternative entrée to choose from. Milk is provided with each meal or may be purchased each day with their cold lunch. Hot lunches and milk purchases will be deducted from your previously funded lunch account within your Facts Tuition Management account at the end of each month. CCA hosts a special "Food Day" on a monthly basis as a fundraiser and offers pizza, subs, hamburgers, or hot dogs. Menus will be posted on our school website during the prior month.

Health & Wellness Policy

Classroom lessons teach students about good nutrition and the value of healthy food choices. Snack choices need to promote and practice healthy lifestyle principles, replacing unhealthy food offerings with healthy ones. Please consider healthy snacks when sending birthday treats or snacks to school with your child. Teachers will NOT hand out candy or unhealthy treats to the students to be eaten during the day. Recommended beverages include milk, bottled water, 100% fruit juice and low-fat yogurt beverages. Soda / candy is not allowed at lunch or snack time in the classroom.

Lunch

Lunch in the gym/lunchroom and the playground is supervised. Respect toward the lunchroom supervisors is expected of students always. Discipline issues will be handled by the supervisors and supported by the Principal. Students are not allowed to leave the playground during lunch.

LOCKERS

Each student in grades 6, 7, and 8 is assigned a locker which is to be kept neat and orderly. Each student will be assigned a lock for their hall locker and a lock for their gym locker. A fee will be assessed for locks not returned at the end of the school year. Students are encouraged to have their lockers locked at all times. Valuables should not be brought to school and should not be kept in the locker. The school is not responsible for missing items. Lockers and desks are owned and controlled by Christ Child Academy, for the use and benefit of the student. School officials may conduct a search of individual lockers if there are reasonable grounds for suspecting the search will turn up evidence that the student has violated either the law or the rules of the school.

MEDICATION

If a student is required to take any medication during the school day, the following procedure must be followed:

Prescription medication must be dispensed in the school office. Medicine must be in a pharmacy container labeled with the child's name, the name of the drug, dosage, dispensing time, and physician. Prescription medicine must be accompanied by the Parent Consent Form and/or the Physician Consent Form.

Non-Prescription medication must be dispensed in the school office. School personnel may dispense any oral, non-prescription medication with written consent from the student's parents. All non-prescription medication must be held in the school office for administration. No sharing of medication by students is allowed. Non-Prescription medicine is anything over the counter including cough drops. Cough drops must be approved in the office prior to use. Students may carry the drops throughout the day and take as needed. A written parent note is needed for students to have these at school.

Release Form for Emergency Medication Use Students may carry emergency medications (inhaler, epi-pen, etc.) during the school day, under the supervision of school personnel. Emergency medication should be kept near the student for immediate use. To carry emergency medication on their person, a copy of the **Release Form for Student Emergency Medication Use** must be on file in the school office.

Glucagon (low blood sugar medication), epinephrine (allergic reaction medication), or diazepam (anti-epileptic medication) can be administered by any non-certified staff member in case of a severe life or death medical emergency.

MONEY COLLECTION

Fees for milk, hot lunch, field trips and other special purposes will be billed to your Facts Tuition Management account. Do not send money to the school office unless specified for special occasions. Prices are subject to change every year.

PARENTAL INVOLVEMENT

The primary responsibility for the education of children belongs to parents. This responsibility is, however, shared with the school as a matter of practical necessity. The greatest single factor in building a child's intellectual, cultural, and moral attitude is the *example* provided in the home. For a successful spiritual and educational experience at Christ Child Academy, we need your help in the following ways:

1. Provide a good example in the practice of your faith and sincere prayer life.
2. Build religious celebrations and family prayer into your lifestyle by family attendance and participation in parish celebrations and activities.
3. Encourage development of your children's individual talents and interests. Expect your children to obey the principles and regulations of good behavior, noting their conduct and effort marks.
4. Provide proper facilities and time for students to complete all homework assignments in a conscientious manner.
5. Build positive relationships with teachers by contacting the *teachers* first when a problem or misunderstanding arises.
6. Fulfill the Family Commitment Hours pledge of 20 hours per year.
7. Support Winter Extravaganza to the best of your ability.
8. Follow the policies and requests stated in the CCA Family Handbook.
9. Create a positive school culture through social media.
10. Support our teachers, staff, and administration.

PARTY INVITATIONS

In the spirit of Christian charity, we ask that party invitations not be distributed at school unless they include everyone (or are gender specific) in the classroom.

PETS

The educational and therapeutic value of animals in the school setting is recognized. However, conditions must be maintained to insure the safety and well-being of students, staff and the animals. In an effort to provide a healthy and safe environment for all, the following applies:

- Live animals may be brought into the classroom only as a part of the written curriculum, and with the prior approval of the school principal.
- There should be a clear instructional purpose for keeping an animal in the classroom.

- School administrator/teacher must inform parents of students in a classroom when an animal is being introduced and/or maintained.
- Exposure to feathered and furred animals must be controlled, as they can exacerbate asthma and trigger other severe allergic reactions.
- Specific restrictions regarding reptiles, undomesticated animals, birds, stray animals apply.

In general, animals must be handled according to the recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health.

For health and safety reasons, family/household pets are not allowed in the school nor on school

grounds. This does not include classroom animals. The school administrator may grant exceptions for special events.

SAFEGUARDING ALL GOD’S FAMILY

In order to ensure a safe environment for all the children in the Archdiocese of Milwaukee, the Archdiocese asks that all paid employees and volunteers who interact with minors to participate in the following ways.

1. Attend Safeguarding Awareness Session
2. Participate in a Criminal Background Check
3. Read 2 Archdiocesan Documents (Code of Ethical Standards, Mandatory Reporting Responsibilities Policy)
4. Have a signature form on file to attest to having read these two documents
5. Participate in any appropriate “Safeguarding All God’s Family” additional training (required of all paid staff and volunteer staff serving in what is normally considered a paid position).
6. Please see the school office to complete the requirements.

SCHOOL CALENDAR

In general, our school calendar coincides with the calendar of the Sheboygan Area Schools and the other Catholic Schools in Sheboygan. Some in-service days may be different so check the calendar closely. The school calendar combines athletics, church, and school events and is found on our school website at www.ChristChildAcademy.com.

SCHOOL CLOSING

The Catholic schools of Sheboygan cooperate with the SASD in school closings in cases of weather emergency. This means that if the announcement is made that the Sheboygan Area School District will be closed, this automatically includes Christ Child Academy. If school is in session when a snow or other emergency arises, we may find it necessary to make our own closing announcement prior to the SASD Superintendent’s notice. Any time school is closed due to weather; all families will receive a text or email from Remind along with the notification being posted on our Facebook pages. This necessity may arise because of circumstances which are not a consideration for the public schools. We prefer not to have parents call the school in such emergencies, but rather wait for the notifications.

TWO-HOUR LATE START

When there is a two-hour late start due to weather or other circumstances, there are a few changes to remember. School will begin at 10:00 am. Preschool will be closed for the day. The buses will run but your child will be picked up two hours later than usual. Hot lunch will go on as scheduled and students will sign up in their homeroom when they arrive. The Extended Day Program will be open at 6:30 am to assist parents who are registered for this service.

Severe Weather Warning

If there is severe weather, students will go to the designated area. The following guidelines will be followed:

1. Our school is alerted of an impending hazard by phone.
2. All students and teachers will take cover in assigned areas.
3. Everyone will remain in these safe sheltered areas until the warning is lifted, even if this time exceeds the normal school dismissal time.
4. Parents are strongly urged to leave their children at school during a warning. By picking your child up and taking them home, you are subjecting both you and your child to a much greater risk of serious injury. If you insist on removing your child, you will be asked to sign a waiver form before leaving the school building. Under no circumstances will we release a child to anyone other than the parent or guardian.
5. Children will be released from sheltered areas when the "all-clear" signal is given.
6. If it is past the dismissal time, students will be dismissed for home after the all-clear has been issued.

SCHOOL PROPERTY

Students are expected to take care of school property. This includes equipment, textbooks, learning materials and lockers. Parents will be held responsible for the replacement cost of any school property which is lost and/or damaged because of careless use or vandalism. We emphasize respect for property. All hard-cover textbooks must be covered.

SCHOOL SAFETY

Providing a safe and secure learning environment for students is of great importance at Christ Child Academy. Our school has numerous practices, procedures and protocols in place each day to ensure a safe learning environment. The school has adopted the safety protocol called ALICE. ALICE is a protocol which enhances our previous lockdown procedures. The Wisconsin School Safety Coordinators Association, the U.S. Department of Education, U.S. Department of Homeland Security and other educational leadership and governmental agencies have recommended that school districts develop a protocol that provides options to students and staff when facing threat or harm from an intruder.

ALICE stands for **A**lert, **L**ockdown, **I**nform, **C**ounter, and **E**vacuate. ALICE empowers staff to exercise options in the event of such an incident, based on real-time information gathered during the incident. This enhanced protocol does not dictate to staff or students how they should react, but instead provides options for action in addition to the traditional lockdown.

The students practice safety drills each month to educate the students and staff in the event of an unfortunate event. Intruder drills are practiced twice per year, fire drills monthly, and tornado drills handled each spring in accordance with the State tornado drill.

We have implemented twelve security cameras which monitor entrances, hallways, and the gym. Each staff member has a two-way radio to communicate dangers that might arise or inform the staff of important notifications.

A key fob security system has been installed on five entry doors. In addition, shatter-proof safety film has been installed on all glass entry doors around the school.

STUDENT ILLNESS

In case of sudden illness in school, a child is sent to the office, the parent/guardian will be contacted, and the child will need to be taken home.

STUDENT IMMUNIZATIONS

Students entering kindergarten need to have additional immunizations upon entrance to school. Immunization requirements are available from the school office. All parents are expected to comply with the State of Wisconsin Immunization Laws. If the family fails to comply with these laws, legal notices are issued and the students may be dismissed from Christ Child Academy. Contagious diseases should be reported to the school office and the office in turn may report them to the Health Department.

SUPERVISION

The school is responsible for the supervision of the students during school hours and after school until students board the bus. The school cannot be responsible for children who are on the school grounds before 7:50 am in the morning or after school has been dismissed in the afternoon, even if they are attending school-sponsored activities such as scouting, athletics (games and practices), music lessons, etc. No child is to be left unattended or on their own at these times. Please plan for these special circumstances.

TECHNOLOGY

Chromebooks and laptops help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning, by providing portable devices for all students. This ensures that students can access what they need from wherever they are – every classroom and public area, anywhere with an internet connection in the school environment.

Christ Child Academy prepares students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever educational path they choose. Chromebooks/laptops further personalizes the way each student uses time, receives support to master essential skills, and deepens understanding of content. Using technology in the classroom is vital to preparing CCA students with the 21st Century skills they need to excel in our globally competitive world. Chromebooks allow us to weave technology easily and effectively into the curriculum.

All students in grades 4-8 are issued a Chromebook to use at school throughout the day. These Chromebooks are to remain at school and will be stored in the homeroom teacher's classroom. Further information regarding the policies and procedures for Chromebook use is contained in the CCA Chromebook Handbook. We also have two mobile Chromebook carts for teachers to checkout for students in grades 4K-3.

We currently have two wireless networks at CCA. The guest network is *"My Wireless Network B"* with a password of 9204592660. The other network is for staff use only.

Each classroom contains a Smart Board to enhance teaching effectiveness through hands on learning along with video capabilities. This technology allows our teachers to bring the world into the classroom and makes learning fun and exciting.

TELEPHONE

The school telephone is for business use only. Students may not make out-going calls except in emergencies or other official school-related business. Children will not be allowed to call home for homework, make after school plans, etc. This is the child's responsibility and should be taken care of before they reach school. Cell phones are not to be carried by the student during the school day (see Electronic Devices).

TUITION

Christ Child Academy utilizes a tuition management service called ***FACTS Management Company***. All families must enroll in FACTS to pay tuition. Parents may access information about their accounts or pay invoices at any time at online.factsmgt.com.

Hot Lunch & Milk

Hot lunch and milk will be on a pre-paid account. This account must be funded for lunch or milk to be taken; an email notification will be sent for a low balance reminder.

Incidentals

All incidentals such as Extended Day Program fees, field trips, sport fees, and any other fees will be on a separate invoice. All fees for a given month will be input into FACTS at the beginning of the following month.

FACTS Fee

Families pay \$50 for FACTS that have 3 or more tuition payments per year, the fee for 2 or less payments is \$20. This is determined when you sign up for Facts.

FACTS (FAQ) how do I contact FACTS?

The FACTS parent customer service line is 866-441-4637. You can call them anytime – 24 hours a day, 7 days a week, except for posted holidays. The customer service is fully staffed until 7pm; there may be a time after 7pm when you are asked to call back if the issue cannot be resolved at that time.

When should I call FACTS and when should I call the school office?

Most of the time, you should start with a call to FACTS. Questions about billing, invoices, changing contact information, and other general logistical questions can be handled by customer service. If they need more information, they will contact us to help answer your question. Questions about the amounts that you are billed may be directed to the school business manager, Nancy Schulze.

I prepaid the whole year of tuition already, why do I need an account?

All families are required to have an account, as this is how all our fees are billed including hot lunch, field trips, etc. It doubles the work of the office staff if we must keep track of FACTS and non-FACTS families.

How can I see what the extra charges on my monthly bill are?

If you go online at online.factsmgt.com, FACTS break down the amount you owe. Click on "View Details" under **Payment Plan & Billing**

When are payments due?

Payments for every family are due to FACTS by the 20th of each month.

How do I pay FACTS, and are there fees associated with any payment method?

Christ Child Academy prefers that all families sign up for Automatic Withdrawal through FACTS. You can choose automatic withdrawal from your checking account, debit card, or credit card. If you choose to pay by credit card, FACTS charge an extra 2.85%. Funds may also be mailed in by the due date.

Each family is required to complete and submit a registration form and register for FACTS, which CCA partners within the collections of all tuition and fees.

DELINQUENT TUITION

It is important that tuition payments be made according to the payment plan you selected. Non-payment of tuition may result in your child not returning to Christ Child Academy. If tuition is 60 days delinquent from the agreed upon payment schedule, the parent will be notified by a letter or email statement from FACTS and possibly the school if communication of an issue is not reported to the principal or business manager. If there continues to be an unresolved delinquent balance for Extended Day Program and/or lunch fees, Extended Day Program or lunch participation may be suspended until balances are current. Registration for the next school year will also not be accepted until accounts are current.

Once a family leaves Christ Child Academy, any remaining tuition, Extend Day Program or lunch balances will be referred to an outside collection agency unless payment arrangements are in place and followed.

TUITION ASSISTANCE

Financial assistance for tuition is available through Christ Child Academy. Please contact the school business manager for further information or go online at ChristChildAcademy.com

WITHDRAWAL

If you are changing schools and need to withdraw your child(ren) from Christ Child Academy, please request a records release form from the transferring school. This may be faxed to CCA. Records will be forwarded upon receipt of this form.

EXTENDED DAY PROGRAM

The Christ Child Academy Extended Day Program is available for registered students of Christ Child Academy. The EDP facility is located at 2705 South 14th Street. A brief description of our program follows. Please refer to the **CCA Extended Day Program Handbook** and registration packet for complete details regarding the Extended Day Program.

Philosophy

Christ Child Academy Extended Day Program is serving all children from the age of three years through grade 5. We offer before and/or after school care as well as an extended day program for 3K and 4K students. Along with Catholic values and prayers to help children grow spiritually, CCA Extended Day Program provides children with a safe, stable, loving environment where learning takes place through a variety of creative, fun and age appropriate activities taught in a variety of ways. We believe that children learn through play but not all children learn the same way. We strive to help children succeed to the best of their abilities.

In accordance with the CCA snow day policies, if CCA is closed because of inclement weather, the Extended Day Program will also be closed.

The Extended Day Program will be closed on the following holidays:

Labor Day
Thanksgiving Day and the day after
Christmas Break
New Year's Day
Good Friday
Spring Break
Memorial Day

Hours: Monday through Friday, 6:30 to 8:00 am and 11:15 am to 6:00 pm

Ages: 3 years of age through 5th grade

Tuition, Fees, and Schedules

A weekly or monthly schedule needs to be submitted to EDP. If you have an ongoing schedule that rarely changes, fill out or email a schedule form once and note the schedule as ongoing throughout the school year or until further notice. However, if your care needs vary ... a schedule form will need to be completed weekly and returned to EDP by the week prior to when the care is needed. Once monthly schedule form is completed, you may add or delete care by email ccaedp@gmail.com. **Please note:** *Before/After School Care (including 3K/4K) - to cancel and/or add care for the day -- parents/guardians need to email evening prior without a fee being applied to account.*

Fee for Extended Day Program is \$4.00 per hour for each child. Billed in ¼ hour increments. Daily minimum charge is ½ hour.

A late fee of \$1.00 per minute will be charged per child for pick up any time after 6:00 pm.

Unscheduled additional day: \$5.00 fee plus standard hourly charges.

"No – show" – a child who was scheduled but does not attend will be charge a \$8.00 to their account.

**School Parent Contract Form
Christ Child Academy
2019-2020**

I understand that Christ Child Academy is a Catholic School, established and subsidized by the members of St. Peter Claver, Immaculate Conception and Ss. Cyril & Methodius communities with the mission of assisting Catholic parents in fulfilling their primary responsibility to raise their children in the Catholic faith. This mission and commitment are described in the Family Handbook.

I also understand that as a parish member, I have made a commitment to my parish by agreeing to specific actions in Worship, Prayer, Growth in Faith, Giving, Service, and Witness.

I also understand that as a parent, I must be a Christian example for my child/children.

As a registered parish member, I agree:

1. To assist my child/children in growing in their faith.
2. To see that my child/children are part of regular public worship of God.
3. To contribute regularly toward my Stewardship commitment.

As a school parent, I further agree:

4. To participate in all parent conferences as requested.
5. To ensure that my child/children will complete assigned homework.
6. To give the teacher/staff whatever support necessary.
7. To support the disciplinary, dress code, and other policies as set forth in the Family Handbook.

I have received, read, and support the policies and practices of the Christ Child Academy Family Handbook, which is available on-line at www.ChristChildAcademy.com

Parent(s)/Guardians(s)

Signatures:

_____ Date _____

_____ Date _____

Parent Name(s): (Please Print)

Please sign and send back to school by Friday, September 6, 2019