

TABLE OF CONTENTS

WELCOME	4
PHILOSOPHY.....	5
MISSION STATEMENT	5
OBJECTIVES.....	5
GOALS FOR 2006 – 2007	6
SAINT ROMAN PARISH SCHOOL CALENDAR 2006-07.....	7
FACULTY AND STAFF 2006 - 2007	8
ADMISSION.....	9
Equal Opportunity	9
Kindergarten Admission.....	9
First Grade Admission	9
Middle School Admission.....	9
Admission Policy.....	9
ATTENDANCE.....	10
Arrival and Dismissal.....	10
Absences	10
Attendance at Extra-Curricular Activities.....	10
Tardiness	10
Appointments and Early Dismissal for Illness	11
Planned Early Dismissal	11
Vacations	11
Truancy	11
Emergency School Closing.....	11
CALENDAR	12
CENTERS.....	12
Resource Center.....	12
CHILD ABUSE	12
CHILD CUSTODY.....	12
CURRICULUM.....	12
Alcohol and Drug Resistance Education.....	13
Standardized Testing Program	13
Textbooks	13
Project Lead The Way.....	13
Project Start S.M.A.R.T.....	13
Religious Formation	13
DAMAGES	14
DISCIPLINE	14
REVERENCE.....	14
RESPECT	15
RESPONSIBILITY.....	15
Parent Communication:.....	16
CELEBRATING THE SUCCESSFUL ROMAN RS STUDENT.....	16
CONSEQUENCES FOR NON-COMPLIANCE OF THE ROMAN RS DISCIPLINE CODE	17
ADDITIONAL POLICY REGARDING STUDENT BEHAVIOR AND CONDUCT	17
Detention.....	17
Probation:.....	17
In-School Suspension:	17
Out-Of-School Suspension:	17
Expulsion	18

Expulsion Procedures	18
Appeal	19
Parent Grievance Procedure.....	19
DISTRIBUTION OF FLYERS, LETTERS, ADS, ETC.....	19
DRESS CODE	19
Grooming	19
DRESS CODE FOR K4 STUDENTS.....	20
DRESS CODE FOR UNIFORM DAYS	21
DRESS CODE FOR SPECIAL DAYS.....	22
DRESS CODE FOR PHYSICAL EDUCATION.....	22
P.E. Medical Excuse	23
DRUGS	23
ELECTRONIC DEVICES	23
EMERGENCY CARD.....	23
EMERGENCY PROCEDURES	23
EXCEPTIONAL/SPECIAL NEEDS OF STUDENTS.....	24
EXTRA-CURRICULAR ACTIVITIES.....	24
Athletics	24
Band.....	24
St. Roman School and Parish Choir	24
Scout Programs	24
Student Council.....	25
Student Council Membership.....	25
FAMILY COMMITMENT	25
FEES/FINANCIAL CONCERNS	25
Registration.....	25
Tuition for the 2006 – 2007 School Year:.....	26
Payment Options	26
Non-Payment of Tuition	26
Need-based Scholarships.....	26
Parish Stewardship	26
Graduation Fees	27
FIELD TRIPS	27
FUND RAISING	27
GANG ACTIVITY	27
HARASSMENT	27
HEALTH AND WELLNESS POLICY	28
Nutrition Education.....	28
Physical Activity	28
Other School-Based Activities.....	28
Parties in School	28
Parties Outside of School	29
HEALTH AND SAFETY	29
Asbestos Report	29
Communicable Diseases	29
Health Examinations and Immunization.....	29
HOMEWORK.....	30
Homework For Absentees	30
HOT LUNCH/FOOD SERVICE.....	30
Students with Allergies.....	31
Lunch Room Rules and Expectations.....	31

LOST AND FOUND	31
MEDICATIONS	31
Non-Prescription Drugs.....	32
PARKING LOT PROCEDURES FOR ARRIVAL AND DISMISSAL.....	32
BEFORE SCHOOL ARRIVAL PROCEDURE.....	32
AFTER SCHOOL ARRIVAL PROCEDURE.....	33
PETS IN SCHOOL.....	34
PLAYGROUND RULES AND EXPECTATIONS	34
PLANNING and ACCREDITATION PROCESS.....	34
PROMOTION and RETENTION	35
REPORT CARDS	35
Marking System	35
Honor Roll.....	36
Academic Requirements for Participation in Athletics (5 th through 8 th Grades)	36
SAFETY PROCEDURES.....	36
Fire and Tornado Drills.....	36
SCHOOL DAY	36
Extended Care Program	37
TECHNOLOGY USE	37
TELEPHONE	37
VISITORS TO SCHOOL.....	37
VOLUNTEER OPPORTUNITIES AT ST. ROMAN PARISH SCHOOL	38
SAINT ROMAN PARISH SCHOOL ADVISORY COMMITTEE BY-LAWS	39
ST. ROMAN PARISH SCHOOL - HOME AND SCHOOL ASSOCIATION	42
HOME AND SCHOOL BY-LAWS	43
DUTIES OF HOME AND SCHOOL OFFICERS	44

WELCOME

Welcome to St. Roman Parish School. Within the walls of this beloved building, we offer an academic program that is Wisconsin and Archdiocesan standards-based and also Christian values-driven.

IT'S ALL HERE!

Here, our teachers educate with enthusiastic commitment and dedication...

Here, our students strive to study and learn to the best of their ability and to their full God-given potential...

Here, our parents patiently, happily, and generously volunteer...

Here, our support staff cooks and serves, cleans and repairs out of love for our children...

ALL FOR THE GLORY OF GOD!

Please use the information offered in this handbook as a reference and guide to the many questions you may have during the school year. Should any issues develop that are not covered in our handbook, we will reference the Archdiocesan Policy Handbook.

As your principal, I will rely on you, our parent-partners in the education of your children, to bring any questions or concerns that you cannot resolve to my attention. If I am not immediately available to help, I will respond as soon as possible; or, I will direct an appropriate teacher or other staff member follow up with you.

I am very proud of the teaching staff, **all** licensed professionals, who work at our school. I am equally proud of our students, your children, and the work they accomplish at our school. I am indeed grateful for the generous support of our parish, enabling us to offer this standards-based and values-driven educational opportunity for its children.

Please continue your enthusiastic support of our school as well as your active participation in and financial support of our parish.

I eagerly anticipate all the promises, the hopes, the dreams, and yes, even the challenges, that await us in the coming school year!

Blessings,

Cheryl Sanford
Principal

ST. ROMAN PARISH SCHOOL

PHILOSOPHY

We believe that St. Roman Parish School exists to assist parents, as primary educators, in the continuing spiritual, moral, intellectual, social, and physical development of their children. Our aim is the formation of Christian citizens and leaders in this world and children of God who have earned eternal happiness with the Creator in heaven.

MISSION STATEMENT

We, at St. Roman Parish School, are a faith-sharing, prayer-connected teaching and learning community centered on the Lord's commandment to "Love one another as I have loved you."

- ❖ We all share in the commitment to educate the *whole* child to the best of his/her God-given talents: spiritually, morally, intellectually, socially, and physically.
- ❖ We foster an environment rich in the Catholic traditions of liturgy, sacraments, and prayer.
- ❖ We, with the help of our faculty and staff, provide our students a values-enriched and standards based curriculum.
- ❖ We offer opportunities for Christian witness and service to others through in-school and outreach activities.

As members of our parish school community, we aim to inspire others to follow the path of Jesus.

OBJECTIVES

- ❖ We will witness the gospel values of faith, hope, love, peace, and justice through respectful interactions with all of God's creation.
- ❖ Our entire teaching-learning community will strive to offer an academic program that encourages each student to perform at his/her personal best. We will employ a strong sequential core curriculum that is values-driven and standards-based.
- ❖ We will enhance our core curriculum with support from current technology, foreign language instruction, numerous opportunities for physical development, and multiple offerings in music and art.
- ❖ We will strive to make Christ present within and beyond our school community by promoting generous service to others.

Revised: 7/06

St. Roman Parish School is accredited by the Archdiocese of Milwaukee and the Wisconsin Coalition of Religious and Independent Schools.

GOALS FOR 2007 – 2008
(New goals for the year are in bold font.)

1. **To develop and expand the faith life of our school by:**
 - a) Integrating Gospel values into all subjects
 - b) Continue making justice-based choices when ordering uniform, sport, athletic, or spirit wear (<http://www.archmil.org/aboutus/Show>) Resource and by continuing the 7th grade “That’s not fair” program.
 - c) Nurturing understanding of Catholic Social Teaching across the curriculum including the “Clean Clothes Campaign” curriculum in middle school
 - d) **Encouraging participation in the Parish Children’s Choir**
 - e) **Promoting student involvement in liturgy with prayer, lectoring, music, and liturgical dance**

2. **To continue developing a more positive, peaceful, and nurturing learning environment by:**
 - a) Promoting the buddy system in all grades
 - b) Continuing peer tutoring for all grade levels
 - c) Supporting community-building activities initiated by Student Council
 - d) Improving communication between Parish office and School staff
 - e) **Initiating the “Buddies Not Bullies” (BNB Club) local No-Bullying program**
 - f) **Consistently executing the new *Roman Rs Discipline Program* on all grade levels**
 - g) **Offering more extracurricular opportunities for all students especially those in middle school**

3. **To further develop and improve our educational program by:**
 - a) Continuing to designate *Walk-a-Thon* proceeds to enhance technology and art
 - b) Continuing to appreciate and celebrate the ethnic and cultural diversity of our school
 - c) Focusing on the responsible use of available technology
 - d) Aligning math, religion, social studies, and science curriculum with Archdiocesan guidelines
 - e) Incorporating alternative assessment strategies in all areas of the curriculum
 - f) **Improving spelling performance on all grade levels**
 - g) **Develop writing tools to model and improve basic, advanced, and proficient writing skills**
 - h) **Further implementing *Project Lead the Way* on the middle school level**
 - i) **continuing the new *Project Start S.M.A.R.T* to strengthen reading, math, and science on the primary and intermediate levels**
 - j) **Researching and implementing effective reading strategies in grades 1 – 5**
 - k) **Offering parent access to the *Webgrader* on-line reporting system**

4. **To further Professional Development for the faculty by:**
 - a) Collaborating with the faculty from St. Charles Borromeo and Our Lady Queen of Peace
 - b) **Promoting and supporting Professional Development Plans**
 - c) **Ongoing development of Professional Teaching Standards using Portfolios**
 - d) **Reviewing 6 + 1 Traits of Writing and Student Portfolio methods and procedures**

5. **To promote parent involvement in all ways possible by:**
 - a) Encouraging more participation at Home and School Association Meetings
 - b) Continuing the search for more Third Source Funding (i.e. grants)
 - c) **Expanding opportunities for parents and others to volunteer at the school**
 - d) **Monitoring mandatory volunteer activity requirements**
 - e) **Establishing the parent component to the “Buddies Not Bullies” program**
 - f) **Offering as much communication for parents as possible on our website**

Revised:
2-2003
6-2004
6-2005
7-2006
6-2007

SAINT ROMAN PARISH SCHOOL CALENDAR 2006-07

August 22, 23, 24, 25	Faculty In-service Days
August 28	ORIENTATION FOR ALL STUDENTS 12:00-3:00 P.M. and 4:00-6:00 P.M.
August 29	NOON DISMISSAL
	First Day of School – Grades K4-8
	Grades K4-8 – Begin wearing uniforms
August 30	Full Day of School – Hot Lunch begins
August 31	All School Blessing at 9 A.M.
	Candy Pick-up 2:30 – 5:30 P.M.
September 1	NO CLASSES
September 4	Labor Day – NO CLASSES
September 11	BACK TO SCHOOL NIGHT FOR GRADES K4 -5th GRADES – Adamski Hall, 7 P.M.
September 13	BACK TO SCHOOL NIGHT FOR MIDDLE SCHOOL ONLY – Adamski Hall, 7:00 P.M.
September 14	Candy Sale Ends
September 15	Faculty Meeting – NOON DISMISSAL
September 18	Culver Day
October 6	Memory Book Pictures – Grades K4 – 7 th
October 11	Home/School Meeting – 7 P.M.
October 19, 20	Teachers' Convention – NO CLASSES
November 3	End of First Quarter
November 8	NOON DISMISSAL – P/T/S/ Conferences 1-7 P.M.
November 9	P/T/S/ Conferences 8 A.M. – Noon and 4 – 7 P.M.
November 10	In-service for Teachers – NO CLASSES
November 22	NOON DISMISSAL
November 23, 24	Thanksgiving Break
December 7, 8	Secret Santa
December 15	NOON DISMISSAL – Faculty Meeting
December 21	Christmas Program 1 and 7 P.M.
December 22	NO CLASSES – Christmas Vacation begins
January 3, 2007	CLASSES RESUME
January 10	Home/School Meeting – 7 P.M.
January 18	End of Second Quarter
January 19	In-service – No Classes
January 26	NOON DISMISSAL - P/T/S/ Conferences
January 28-February 2	Catholic Schools Week
February 1	Open House – 6-8 P.M.
February 2	Teacher In-service – NO CLASSES
February 12	Culver Day
February 16	NOON DISMISSAL – Faculty Meeting
February 20	“Bury Alleluias” – 2 P.M. - Church
March 16	NOON DISMISSAL – Faculty Meeting
March 22	End of the Third Quarter
March 23	Archdiocesan Curriculum Day – NO SCHOOL
March 30	Living Stations – 1 and 7 P.M.
April 5	Easter Vacation Begins with 12:00 Noon Dismissal
April 16	Classes Resume
April 18	Home/School Meeting at 7 P.M.
May 18	NOON DISMISSAL – Faculty Meeting
May 25	Orientation for new Students 9-10 A.M.
May 28	Memorial Day – NO SCHOOL
May 31	Fun Day
June 1	8 th Grade Graduation Dinner
June 2	Graduation Liturgy
June 4	Kindergarten Closing Ceremony at 1 P.M.
	K5 Students off in the morning
June 4	Last morning for K4
June 5	Awards Program – 1 P.M.
June 7	9:45 A.M. Dismissal – Last Day of School

**ST. ROMAN PARISH SCHOOL
FACULTY AND STAFF 2007 - 2008**

Pastor
Associate Pastor
Principal

Rev. Bill Burkert
Rev. John Pulice
Mrs. Cheryl Sanford

Administrative Assistant
Secretary

Ms. Sonja Wachowiak
Mrs. Cindy Balistreri

K4 (Room 201)
K5 (Room 207)

Mrs. Lori Fote
Mrs. Mary Pat Gawrysiak

Grade One (Room 202)
Grade Two (Room 204)
Grade Three (Room 203)

Ms. Judy Kozup
Mrs. Laurie Merk
Mrs. Kaye Michaels

Grade Four (Room 213)
Grade Five (Room 211)

Mrs. Kathy Ann Arnold
Mrs. Kathy Homa

Grade Six (Room 208)
Grade Six (Room 214)
Grade Seven (Room J1)
Grade Seven (Room J2)
Grade Eight (Room J4)
Grade Eight (Room J3)

Mr. Dennis Wimmer
Mrs. Patricia VanDerWal
Mrs. Sally Zubarik
Mrs. Rosemary Karnowski
Mr. Ron Behlendorf
Mrs. Nathalie Jasinski

Math/Science Specialist (Room 210)
Resource Teacher
Music
Physical Education
Spanish
Computer
Band/Orchestra
K4/K5 Aid

Mrs. Patty Kozik
Mrs. Shelly Kosewski
Mr. Fred Bach
Mrs. Kim Martinez
Mrs. Cristina Grieben
Ms. To Be Announced
Mr. Bob Hudy
Mrs. Julia Fons

Maintenance

Mr. Jerry Tarkowski
Mr. Jim Stanislawski
Mr. Jim Wielgosz

Food Service

Mrs. Cheryl Hofer
Mrs. Paula Klug

ADMISSION

Equal Opportunity

St. Roman Parish School, guided by the Milwaukee Archdiocesan Policy on admission, “respects the dignity of the child and his right to an education in a Catholic school.” Neither race, sex, color, national origin, nor other form of discrimination will prevent a child from being accepted at St. Roman School.

Kindergarten Admission

Children entering at the K4 level shall be four by September 1. Additionally, children entering at the K5 level shall be five by September 1. According to Archdiocesan Policy, “children who have reached the age requirements are given priority for admittance into kindergarten before consideration is given to underage children.”

The following guidelines will be used as criteria for acceptance of underage K children:

1. The child’s fourth or fifth birthday falls between September 1st and September 15th.
2. The child has some preschool or four-year-old Kindergarten experience.
3. A letter is presented from a certified teacher recommending early age admission.
4. The child has been tested individually by school personnel using one of the tests recommended by the Archdiocesan Office of Schools.

At the time of registration, a birth certificate and baptismal certificate must be presented.

First Grade Admission

In compliance with Wisconsin state law, “No child may be admitted to the first grade unless he/she is six years old on or before September 1st in the year he/she proposes to enter school...”

Middle School Admission

Administrative discretion is used in admitting 7th or 8th grade Middle School students. The Principal reserves the right to grant admission to students in these grades.

Admission Policy

In order to maintain the quality, Christian education characteristic of St. Roman School, the following local policy will apply:

(Based on the Milwaukee Archdiocese Admission General Policy #5110.)

1. Priority registration for currently enrolled students and their siblings takes place on or before the last week in January.
2. Open enrollment for Milwaukee Parental Choice Program (*Choice*) students takes place the 1st through the 20th of each month except July.
3. Registration for students under P.A.V.E. follows the Department of Public Instruction regulations.
4. Parents of students entering Kindergarten and first grade as well as parents of new students are required to attend an orientation session.

All new students are on probation during the first year of attendance at a Catholic school. Students will be tested by a supportive consultant during the first month of school to determine placement or to determine if the school is able to meet any special needs the student may require.

ATTENDANCE

Arrival and Dismissal

The school doors open at 7:45 AM and students are considered tardy at 7:55 A.M. Classes begin promptly at 8 A.M. In the interest of safety, students should not report to school before 7:40 A.M. since there is no supervision before that time.

The school day hours are from 7:55 A.M. until 2:45 PM for all students.

Dismissal is at 2:45 P.M., and dismissal supervision ends at 3:00 PM. If a child's ride is not available at that time, he/she **must** report to the school office so that parent contact can be made, or the student will be escorted to the Extended Care Program.

Absences

It is the shared responsibility of the school and the home to assist students in developing the life skills of punctuality and attendance. Students are expected to attend school regularly, complying with compulsory attendance laws. All absences, even those that are necessary due to illness, death in the family, a doctor or dental appointment, or an absence considered in the best interest of the student by the principal, must be recorded in the legal attendance records.

If a student must be absent from school, parents/guardians **must** call the school office (282-7970) between 8:00 and 9:00 AM each day of absence and state the reason for the absence. A student cannot call him/herself in to report the absence.

If a phone call has not been received by 9 A.M., school personnel will phone the home or workplace to inquire about the student.

Each time a child misses school, he/she should bring a note *written and dated by a parent* explaining the cause of the absence. The note should be given to the homeroom teacher on the day of return.

Students absent **3** or more days due to illness must present a doctor's statement on returning to school.

A doctor's excuse is **required** in order for a child to remain indoors at recess time. Revised 6-2005

Attendance at Extra-Curricular Activities

A student who has been absent from school during the day due to illness cannot attend any social or extracurricular event in the afternoon or evening (scouts, athletics, etc.).

Tardiness

If a student will be late for school in the morning, the parent or guardian must call the school office. If it is due to a doctor or dentist appointment, a note may be sent with the student the day before the appointment. On arrival, the student **must** report to the office for a late slip.

Tardiness is not responsible behavior on the part of the student or the parent. It disrupts the classroom environment. Continued unexcused tardiness **for any reason** (4 or more in one quarter) will result in detention. Each subsequent tardy will result in additional detentions.

Any student arriving during the first 1 ½ hours of the AM or PM session will be marked as “Tardy.” A later arrival will be marked as ½ day absent. Additionally, any student missing more than 1 ½ hours total in either the AM or PM will be considered a ½ day absent. Revised 7-2006

Appointments and Early Dismissal for Illness

Students will not be permitted to leave school before the regular dismissal time except in cases of illness or emergency. Parents or guardians will be notified of these events.

Parents/guardians must write and send in a written request to the school office the morning of an appointment for the dentist or doctor stating the time of pick-up and return to school. The child must be signed out by the parent or guardian when the student is taken from school for any reason. All absences, excused or unexcused, **must be recorded** in the legal attendance records. (Archdiocese of Milwaukee Policies and Regulations Manual, Policy #5113)

Whenever possible, parents are encouraged to schedule dentist and doctor appointments on non-school days and times.

In the event of a serious accident or illness during the school day, the student must be called for by the parent or the authorized person as designated on the emergency card.

Emergency care will be provided until the student can be picked up or until the responsibility is assumed by medical authorities.

Planned Early Dismissal

Some Fridays (only one per month) are reserved for scheduled teacher planning and in-service. Other vacation days may begin at the half-way mark of the regular school day. On these days, all students will be dismissed at 12 Noon. These dates are listed on the school calendar.

Vacations

Although this practice is strongly discouraged, it may be necessary for parents to schedule vacations during school days. Parents must notify the Principal and the student’s teachers prior to the departure date.

Teachers are **not** required to supply lesson plans or student work prior to the vacation. The student will be required to complete missed work on a timely basis, usually allowing 1 make-up day for each day of classes missed.

Revised 7 – 2006

Truancy

Section 118.16 of the Wisconsin Statutes defines “truancy” as any absence of one or more days in which the school has not been notified by the parent or guardian of the legitimate cause for the absence. Truancy can also refer to the intermittent absence (that is, absence for any part of the school day) carried on for the purposes of defeating the intent of the Compulsory Attendance Laws. In the case of apparent truancy, contact will be made with the parent or guardian. The student will be expected to make up the lost day/days.

Emergency School Closing

In the case of severe weather which would require the cancellation of classes, please tune in to one of the following radio stations for emergency school closing information:

WTMJ (620) WISN (1130) WOKY (920) WEMP (1250)

IF MILWAUKEE PUBLIC SCHOOLS ARE CLOSED, ST. ROMAN WILL BE CLOSED.

If it is necessary to dismiss school during the day due to some emergency situation such as fire, the breaking of a water pipe, etc., please make arrangements so that your child will know where to go in the event you will not be at home.

If there is a need to evacuate the school for any reason, students will walk to Lowell School and remain there until they can safely return to school or can be picked up by parents or guardians.

CALENDAR

The calendar for the present school year can be found at the beginning of this handbook. Should a change occur, it will be announced in the weekly information folder sent home to each family on Wednesdays. Please be sure to check for these updates.

CENTERS

Resource Center

At times, small groups of students are sent to the resource center for support or enrichment especially in the areas of math, reading, and study skills. Generally, students benefit from working in small groups covering the same material taught in the classroom, re-teaching of a lesson, tutoring or enrichment for a particular concept. The resource specialist works with the classroom teachers sharing strategies and concepts related to the core curriculum.

CHILD ABUSE

Under Wisconsin Statute #48.981 and Archdiocesan Policy #5142.2, pastoral and school personnel who reasonably believe that a student has been or will be abused must report the fact and circumstances as soon as possible by telephone or personal visit to the local County Child Welfare Agency or the County Sheriff or City Police Department.

The term “abuse” includes physical, emotional or sexual injury. Archdiocesan Policy will be followed if such a case is found to occur.

CHILD CUSTODY

Parents or guardians who maintain primary physical placement of a child must submit a copy of the court decree to the school office upon receiving such an order or upon admission.

When the court has issued an order affecting the placement of a child pursuant to Wisconsin Statute 767.24 (or a similar statute of another state) copies of the student progress report (report cards) should be issued to both parents or guardians in conformity with Wisconsin Statute 118.125(2) (a) **unless** one parent or guardian has been denied periods of physical placement with the child by the court under Wisconsin Statute 767.24(4). In this case, no student information will be provided to the parent or guardian who has been denied periods of physical placement, following Wisconsin Statute 118.125(2) (m).

(Archdiocese of Milwaukee POLICIES and REGULATIONS Manual, Policy #5124.2)

CURRICULUM

St. Roman Parish School provides a standards-based academic program guided by the course of instruction set forth by the Superintendent of the Archdiocese of Milwaukee as well as the Wisconsin Department of Public Instruction. The sequential curriculum offers the basic core subjects of Religion, Reading, English, Math, Science, and Social Studies with integration of Gospel values whenever possible and appropriate. The academic program is enhanced with Physical Education, Music, Art, Computer, and Spanish classes. The Parish liturgist and the Directors of Child and Youth Formation regularly offer their expertise and assistance to our faculty.

Parents and guardians may visit the school office to view the written curriculum for our school.

Alcohol and Drug Resistance Education

This information, pending yearly funding, is presented to the fifth grade students. It prepares them on how to say “no” to negative pressures they will face throughout life and also helps them to develop strong and positive self-esteem.

Standardized Testing Program

Consistent with the recommendations of the Archdiocese of Milwaukee, students in grades 3, 5, and 7 participate in the complete battery of the Iowa Test of Basic Skills and the Cognitive Ability Test in spring. Students in grades 4 and 8 participate in the Wisconsin Knowledge and Concepts Exam in the fall.

Textbooks

The delivery of our instructional program includes a variety of methods, strategies, experiences and teaching tools. These will promote the skills, attitudes, and values necessary to develop the whole child.

The textbook part of this instructional delivery includes:

Religion – K4, Pflaum Gospel: Silver, Burdette, Ginn, 2005, Primary, Intermediate, Middle School

English- Wright Group, 1999, Primary: McGraw/Hill, 2001, Intermediate: McDougal Littel, 2000, Middle School

Reading - Houghton Mifflin, 2001, Kinder., Primary, Intermediate: McDougal Littel, 1989, Mid. School.

Spelling – 2004, Zaner-Bloser, Primary, Intermediate, Middle School

Math – Scott Foresman, 1999, Primary & Intermediate: Prentice Hall, 1999, Middle School

Science – McGraw/Hill, 2003, Kindergarten, Primary, and Intermediate: Glencoe & PLTW, Middle School

Social Studies - Scott Foresman, 2005, Primary, Intermediate: McDougal Littel, 2005, Middle School

Computer Technology – St. Roman School Archdiocesan Technology Plan

Art – State of Wisconsin and Archdiocese of Milwaukee Curriculum for Art

Spanish – EMC Paradigm, 2002, Middle School

Family Life – Silver Burdette Ginn, 1996

Music – Macmillan, 1995, Kinder., Primary, Intermediate: Silver Burdette Ginn, 2001, Middle School

Phy. Ed. – State of Wisconsin and Archdiocese of Milwaukee Curriculum for Physical Education

Project Lead The Way

This middle school program, funded by a grant from the Kern’s Family Foundation and an anonymous donor, integrates the studies of math, science, and technology to help students prepare for high school. It also introduces students to the field of engineering. The program feeds into the PLTW program at some area high schools and can ultimately help students earn college credit while in high school. Faculty has been specially trained to administer this program.

Project Start S.M.A.R.T.

Because we at St. Roman Parish School believe that a strong start in the areas of reading and math are fundamental to a student’s present and future success in school, we promote small learning groups for these subjects on the primary level. The small groups are made possible by additional professional staff and the homeroom teacher. Further, we believe that a strong science program on the intermediate level will prepare our students to take full advantage of our PLTW Middle School Program.

Religious Formation

Following our philosophy and mission statement, the spiritual growth of our students is of major importance. In addition to weekly liturgies and religion classes, many opportunities for prayer and celebrating our faith are offered at our school. These include the School Blessing, the Bible

Ceremony, the DARE graduation ceremony, the student-performed Stations of the Cross, and others.

To develop moral formation, our school community participates in numerous service activities both at school and for the wider community. (Breast cancer, servicemen, food pantries, etc.)

The Sacramental Program for Reconciliation and Holy Eucharist is a parish-based program. Students in second grade as well as those in older grades that express an interest in receiving these sacraments participate.

DAMAGES

Our students are expected to care for all school property respectfully and properly.

When a book is lost or damaged, the student is expected to reimburse the school. Students are also expected to care for school property including furniture, supplies, materials, and equipment. They will be held responsible for deliberate or careless defacing or damage of school property.

DISCIPLINE

ST. ROMAN PARISH SCHOOL DISCIPLINE CODE

At St. Roman Parish School, we believe that the primary responsibility for the development of the values of **Reverence, Respect, and Responsibility** rests with our parents, the primary educators of their children.

At the school, in cooperation with the parents, we strive to offer a Christ-centered, values-based curriculum. We further wish to offer everyone in the school community a safe and productive place to teach and learn.

To insure that all of our students are allowed to do their personal best everyday, they are expected to develop, with age and maturity, the three important areas of **Reverence, Respect, and Responsibility: The Roman Rs.**

REVERENCE

Reverence is essential to our school community and to the development of our students because it fosters a personal love for God through efforts "to live one's faith" and through meaningful participation in all Catholic, Christian activities.

Expectations of a reverent student would include but not be limited to

- Using all names referring to God and Jesus with a voice of honor.
- Participating in all liturgies, paraliturgies, and other celebrations of our faith with a thankful heart and a prayerful voice.
- Volunteering to participate in classroom-planned liturgies.
- Practicing and singing liturgical music *willingly, meaningfully, and joyfully*.
- Participating in service projects regularly and to the best of one's ability.
- Treating the symbols of the church in a reverent manner.
- Studying religion lessons regularly and with enthusiasm.

Behaviors that are inconsistent with reverence might include

- Using any name referring to God or Jesus inappropriately.
- Refusing to participate in or volunteer for liturgies or prayer services with a *prayerful, willing* attitude.

- Inappropriate behaviors or disrespectful attitude in a prayer or classroom setting.
- Weak participation in liturgical song and prayer responses.
- Disrespect for symbols of the church.
- Other.

RESPECT

Respect is central to our school community and the development of our students. It fosters special regard and esteem for God, self, others, and all of God's creation.

Expectations of a respectful student while on campus or in other environments would include but are not limited to

- Addressing all school personnel in a respectful manner: faculty, staff, parents, other students, and visitors.
- Giving courteous, quiet attention in class while others are speaking.
- Respecting all physical property of the school including the building, furniture, books and equipment as well as the property of others.
- Keeping hands, feet, and objects to oneself.
- Recognizing the rights of all members of the school community to be treated fairly and equally.
- Not endangering the health or safety of others.
- Not engaging in activities that might endanger one's own health or detract from personal appearance.
- Avoiding the disturbance of other classes while passing through the halls.
- Demonstrating pride in our school by keeping it clean indoors and outdoors.
- Trying to resolve differences and mistakes peacefully.
- Following the lessons and strategies of the ***Buddies Not Bullies*** program to protect the dignity of all.

Behaviors that are inconsistent with respect might include

- Defiance.
- Physical or verbal abuse.
- Inattention and willful disruption in class.
- Damage to another's property.
- Violating another's privacy.
- Destruction of school property.
- Lying, cheating, stealing, and plagiarizing.
- Inappropriate written or oral language.
- Bullying and/or harassment of other students.
- Threatening another student.
- Inappropriate behaviors in the lunchroom, computer lab, halls, playground, bathrooms, or locker rooms.
- Willful misbehavior of any kind.
- Other.

RESPONSIBILITY

Responsibility is central to our school community and important to the development of all students because it fosters self-discipline and self-control so that students can become successful and contributing members of the school community.

Expectations of a responsible student would include

- Arriving on time, ready to learn.
- Knowing and obeying school and class rules.
- Obeying lunch room, computer lab, playground, bathroom, and locker room rules.
- Having all necessary books and materials for class and uniforms for P.E.
- Paying quiet attention and participating appropriately in the class room.
- Completing homework and projects by the assigned dates using one's best effort.
- Developing **regular** study habits to include reviewing for tests and quizzes.
- Following directions the first time given.
- Returning tests, required notes, permission slips, and other communications on time.
- Identifying all work and tests missed due to absence and completing them in a timely manner agreed upon with the teacher.
- Following the uniform policy as it appears in the handbook.
- Using the assignment notebook daily and appropriately.
- Making good use of time at all times.
- Keeping personal belongings in order.

Behaviors that are inconsistent with responsibility might include

- Tardiness.
- Academic misconduct including cheating, forgery, and plagiarism.
- Disobeying school or classroom rules.
- Not completing homework or projects on time.
- Not following the uniform policy as it appears in the handbook.
- Not arriving at class with the required materials.
- Other.

Parent Communication:

We believe that parents who are the primary educators of their children have a need to know when behaviors that are inconsistent with the **Roman Rs Policy** occur. A **Roman Rs Report** will be sent home with your child as soon after the misbehavior as possible **requiring** a parent/guardian signature. It must be **returned** the **next school day** to avoid further reports.

NOTE: Our earliest learners (K4, K5, and Grade 1) are on a *Modified Roman Rs Plan*, shared with parents during the first weeks of school, since they are just learning about our expectations in these areas.

CELEBRATING THE SUCCESSFUL ROMAN RS STUDENT

We believe that recognizing each student's growth in the areas of ***Reverence, Respect, and Responsibility*** is an effective way to promote continued development in these areas. Therefore, each quarter, students who have earned **no detentions or suspensions**, and **less than 4 Roman Rs Reports** home with **no more than 2 for behavior** and no more than **2 for missed assignments** will be invited to a celebration of their achievement. Some examples of rewards might be a special snack, extra recess, game afternoon, movie, pizza lunch, free dress pass, etc.

A certificate, **The Roman Rs Achievement Award**, will be awarded at report card time to inform parents of this special award.

CONSEQUENCES FOR NON-COMPLIANCE OF THE ROMAN RS DISCIPLINE CODE

While students are learning to be *Reverent, Respectful,* and *Responsible,* they will undoubtedly make some mistakes. Just as it is very important to celebrate our students' successes in these areas, it is equally important for them to learn when their conduct and behavior breaks the **Roman Rs** code.

Inappropriate behaviors will be addressed by teachers and/or the principal regardless of where they might take place: church, school, field trips, on the bus, etc.

To address failures, consequences have been developed. Parents will be notified by a note which will **require** a parent or guardian **signature** and must be returned the **next day**.

ADDITIONAL POLICY REGARDING STUDENT BEHAVIOR AND CONDUCT

In addition to the St. Roman Parish School Discipline Code (the **Roman Rs**), whenever a student's behavior in school advances far beyond what is acceptable or endangers the health, safety, or property of self, others or the school, or consistently disrupts the learning environment, action may be taken to restrict the student's privileges or rights of school attendance. This action may include the following:

Detention

Detention is the after-school holding of a student (first semester grade 3 through grade 8; second semester and on grade 2 through grade 8) from **2:50 to 3:30** under the supervision of a classroom teacher. Some infractions of school regulations which may earn a detention or other serious consequences are

- **4** behavior notes, **4** missing assignments, **OR 4 unexcused** tardies in a quarter
- **Each successive incident** after 4 of the above will earn a detention.
- Cheating, forgery, theft.
- Defiance.
- Vandalism.
- Violence or inappropriate behavior: physical, verbal, emotional, or psychological.

Probation:

A student may be placed on probation for a trial period by the school principal. The principal will set the conditions for release from probation after conferences are held with the student's parent(s) or guardian and relevant school personnel. The principal's decisions are final.

In-School Suspension:

This is a temporary restriction of activities, privileges, and interaction with other students for a specified length of time. The conditions of the suspension and the length of time are determined by the principal but should not exceed 5 days. In-school suspension students remain the responsibility of the school.

Out-Of-School Suspension:

This is a temporary termination of enrollment until specified conditions are met and is the responsibility of the principal. State law directs that a maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. The principal may apply an out-of-school suspension immediately following a serious disciplinary offense. Such a suspension would be for investigative purposes.

Examples of conduct that could lead to a suspension:

1. Use or possession of smoking materials.
2. Indecent touching.
3. Playing with fire.
4. Stealing.
5. Writing or graffiti on one's body or on school property.
6. Vandalism of school, parish, or personal property.
7. Fighting and violence of any kind.
8. Inappropriate behavior determined to be unacceptable by the staff or principal.

Expulsion

Expulsion is considered a termination of enrollment for an extended period of time or permanently. It should be considered a rarity and is used as a very last measure.

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

Expulsion Procedures

The Archdiocesan Superintendent of Schools/Designee is to be informed before any action leading to expulsion is to take place.

1. The procedures for probation, suspension, or expulsion shall be published in the handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures and be supported by defensible records.
3. Expulsion can only take place after an expulsion hearing has been held. Parents or legal guardians must be notified in writing at least five days before the hearing is to take place. This notification period may be waived by mutual consent of the parents/guardian and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to insure objectivity. The committee will include members from within and without the school community. Procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the secondary school principal/elementary school pastor. The recommendation will be to
 - expel
 - suggest other disciplinary actions in lieu of expulsion
 - exonerate the student of any wrongdoing
5. Before the hearing is held, the parents and the student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
6. If the decision is made to expel the student, parents are notified in writing of the action. The right to appeal is made known to the parent.

Examples of conduct that could lead to expulsion:

1. Possession of dangerous weapons on school property: guns, knives, blades, explosives, sharp tools, etc.
2. Possession of, selling, and/or use of drugs including alcohol, on school property.

3. Arriving at school intoxicated.
4. Striking and/or abusing any school personnel.
5. Sexual offense.
6. Deliberately setting fire on school or parish property.
7. A deliberate act of endangering the safety or life of another.
8. Inappropriate behavior determined to be unacceptable by the staff or principal.
(Archdiocese of Milwaukee POLICIES and REGULATIONS Manual, Regulation #5144)

Appeal

The student, parent, or guardian may appeal to the Superintendent of Schools in writing with rationale for appeal within five school days following the notification of the expulsion. 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/secondary school with a recommendation regarding that aspect of the procedure which needs to be further processed.

Parent Grievance Procedure

Parental concerns are to be addressed directly and initially to the classroom teacher. The principal is to be contacted in matters which are determined to be of a **serious** nature. The procedure for grievance communication is

1. Teacher
2. Principal
3. School Advisory Committee
4. Pastor

DISTRIBUTION OF FLYERS, LETTERS, ADS, ETC.

Please consult the school office for the correct procedure before sending any communication to the families of the school.

No one may distribute the above without the prior consent and approval of the school office and the principal.

DRESS CODE

Students at St. Roman Parish School wear uniforms because they eliminate distractions and competition while promoting a positive learning environment. They also help keep down the cost of clothing our students. The success of the dress code depends largely on the cooperation of parents and guardians.

Students are expected to report to school neat, clean, and appropriately dressed. Decisions and consequences for students arriving inappropriately dressed will be at the discretion of school personnel.

Grooming

In general, shirt tails and blouses should be tucked in. Students are expected to be well-groomed with NO unusual hairstyles, hair colors, or adornments. Anything distracting to the educational program is not allowed and is subject to administrative discretion. Inappropriate appearance may result in disciplinary action and/or a phone call home for an immediate change of clothes. Continued violations will result in a parent conference and further disciplinary action.

Revised 6-2005

The school uniform may be purchased from the following suppliers: Target, Kohl's, Sears, and Penneys.

The girls' skirts and jumpers may **only** be purchased at **Sunrise Clothiers** in South Milwaukee.

DRESS CODE FOR K4 STUDENTS

The dress code for K4 students is the same as for the rest of the school but allowing elastic waisted pants if needed.

DRESS CODE FOR UNIFORM DAYS

	GIRLS	BOYS	NO
Jumpers	K5 – 4 th grade St. Roman Plaid	Not applicable	No higher than 2" above the knee
Skirts	Grades 5 – 8 St. Roman Plaid	Not applicable	No higher than 2" above the knee Not rolled up at the waist
Blouse/Shirt	Button front with collar Polo style with color Turtle neck Navy, white, or light blue Must be tucked in/"under" shirts must be white	Same as Girls	Insignias or logos See-through fabrics
Shorts/Skorts	April 15 – October 15 Solid Dark Navy Uniform Only uniform brands purchased from uniform stores or suppliers such as: SunriseClothiers/Kohl's/Sears/Penneys/Target Check with school office if unsure No higher than 2" above the knee	April 15 – October 15 Solid Dark Navy Uniform Only uniform brands purchased from uniform stores or suppliers such as: SunriseClothiers/Kohl's/Sears/Penneys/Target Check with school office if unsure No higher than 2" above the knee	Denim/Jeans Cargo/Knit Nylon Decorative Trim: Studs, Extra zippers Extra pockets Torn/baggy Tight/Fringed
Pants	Grades K5 – 8 Solid Dark Navy Uniform Only uniform brands purchased from uniform stores or suppliers such as: Sunrise/Kohl's/Sears/Penneys/Target Check with school office if unsure *Not to be worn WITH a jumper or skirt	Grades K5 – 8 Solid Dark Navy Uniform Only uniform brands purchased from uniform stores or suppliers such as: Sunrise /Kohl's/Sears/Penneys/Target Check with school office if unsure	Denim/Jeans Cargo/Knit Nylon Decorative Trim: Studs, Extra zippers Extra pockets Torn/baggy Too tight
Sweaters	Cardigan or pullover Collared uniform shirt underneath Navy or White	Cardigan or pullover Collared uniform shirt underneath Navy or White	Oversized Emblems/ Decorations
Sweatshirts	Navy with St. Roman Logo – OR – Red or Black with Athletic Association Logo Worn with uniform shirt underneath	Navy with St. Roman Logo – OR – Red or Black with Athletic Association Logo Worn with uniform shirt underneath	Oversized NO hoods
Shoes	Dress/athletic In good condition	Dress/athletic In good condition	No open backs/flip flops jellies/ <i>wheelies</i> open-toes/ clogs platforms or untied
Socks/Tights	Must be worn at all times White or navy only		No leggings
Jewelry	One/ or two pair of posts permitted	No earrings permitted	Tattoos/body art/rubber bands/ Sweat bands/ Large chain necklaces/ Caps/chains
Makeup			Excessive Extreme styles or colors for hair Fake nails

DRESS CODE FOR SPECIAL DAYS

	GIRLS	BOYS	NOT ALLOWED
Spirit Days	St. Roman School T-shirt, sweatshirt, or team shirt OR Solid white, blue, black or red shirt suggested Long sleeve or short sleeve Uniform pants/ cargo pants/ jeans/ khakis/capris Shorts out of these materials permitted April 15 – October 15	St. Roman School T-shirt, sweatshirt, or team shirt OR Solid white, blue, black or red shirt Long sleeve or short sleeve Uniform pants/ cargo pants/ jeans/ khakis Shorts out of these materials permitted April 15 – October 15	Nylon/Spandex/ Sweat/ Wind Pants Decorative Trim/ Extra zippers Studs or any camouflage Torn/overly tight /overly baggy pants See-through fabrics/Tank tops/ Spaghetti straps Halter tops Bare midribs
Dress Down Days	Uniform pants OR Jeans, Khakis, Capris, Cords Cargoes/ Shorts and skirts (2 " above knee only) Short or long sleeve shirts	Uniform pants Jeans, Khakis, Cords/Cargoes Shorts (2" above knee only) Short or long sleeve shirts	Same as Spirit Days Styles or ads/ gestures/ language/ messages that are offensive or inappropriate for our Christian environment
Dress-Up Days	"Sunday Best" Good clothes Uniform	"Sunday Best" Good clothes Uniform	Same as Spirit Days No jeans No t-shirts Skirts no higher than 2" above knee
Scouting Days/Events	Scouting attire may be worn on meeting or special scouting event days	Scouting attire may be worn on meeting or special scouting event days	

DRESS CODE FOR PHYSICAL EDUCATION

In the interest of safety and optimum performance in physical education class, all students will be expected to come properly prepared for class.

K4 – 3rd Grade P.E. Uniform	<ul style="list-style-type: none"> ▪ School Uniforms will be worn ▪ Non-marking Athletic Shoes ▪ No stacked heels or open-back slip-ons ▪ Girls wearing jumpers should wear pants or shorts underneath to class
4th – 8th grade P.E. Uniform <p style="text-align: center;">NOTE: This PE Uniform must be different from what is worn in school that day.</p>	<p>Shirts</p> <ul style="list-style-type: none"> ▪ T-shirts or sweatshirts with no inappropriate words or designs ▪ No crop tops or tank tops ▪ Must have sleeves <p>Shorts</p> <ul style="list-style-type: none"> ▪ Shorts, wind pants, or sweat pants ▪ No jeans or jean shorts ▪ Elastic or tied waist ▪ No zippers, snaps, or buttons <p>Shoes</p> <ul style="list-style-type: none"> ▪ Non-marking athletic shoes ▪ Shoestrings must be visibly and securely tied ▪ No high or stacked heels or slip-ons

Students in grades 4 – 8 will be using locker rooms for changing and must follow all locker room rules. All students should have a separate bag for their PE uniform and should have deodorant to use. Students are not allowed to have aerosol sprays in the locker rooms including spray deodorants, hair spray, cologne or perfume.

P.E. Medical Excuse

Parents or guardians must send a written excuse if a student is unable to participate in class. If a student is not able to participate in PE class due to illness or injury, that student will not be allowed to practice or participate in an after-school sport on that same day. If the inactivity will be for an extended time, a doctor's excuse is required.

Revised: 7 – 2006

DRUGS

School personnel reserve the legal right to inspect personal belongings if students exhibit erratic or impaired behaviors or are believed to be intoxicated or under the influence of drugs.

- First offense: 3 day suspension and counseling
- Second offense: Expulsion

Revised: 6 - 2005

ELECTRONIC DEVICES

Electronic devices including radios, pagers, cell phones, 2-way walkie-talkies, CD players, headphones, ipods, MP3s, or electronic games are not considered appropriate for our teaching-learning environment. These items should **not** be brought to school.

Generally, cell phones and pagers **should not be brought to school**. The school will take no responsibility for their loss, theft, or damage. Consideration will be given

- When family circumstances dictate a need to bring such a device to school, and the parent or guardian writes a note to that effect to the teacher and principal, it should be kept turned off in the student's backpack from arrival until dismissal.
- Violation of this policy will result in confiscation of the device which will be handed over to the principal until dismissal.
- Repeated violations will be dealt with on an individual basis.

EMERGENCY CARD

If an emergency situation involving your child occurs at school, every effort will be made to contact the student's parents or guardian.

At the beginning of each school year, every family will receive an emergency card which will require the signature of the parent or guardian authorizing any necessary medical/hospital services in the event that the parent or guardian cannot be contacted in an emergency. The home and business telephone numbers must be listed to assist the school in contacting you. A third person must also be listed in the event that parent or guardian cannot be reached. The card must be completed and returned to the school as soon as possible.

For the safety of your child/ren, please communicate new telephone numbers and addresses (personal, business, and doctor) to the school office as soon as possible.

EMERGENCY PROCEDURES

An Emergency Plan has been developed for our school should there be an emergency due to weather, fire, threats, or other unexpected crises. Every teacher and staff member has a copy of the plan. Any parent interested in the plan is welcome to stop by the school to examine it.

If the school must close before regular dismissal time, parents and guardians will be notified.

EXCEPTIONAL/SPECIAL NEEDS OF STUDENTS

When students display special needs (academic, behavioral, social, or emotional) and further data is needed, a local referral process has been established to address these concerns as soon as possible.

Options that **may** be considered to address special needs include:

- Using the resource teacher for testing and help when available.
- Teachers collaborating with the resource teacher when appropriate to monitor students with special needs.
- Tutoring during school hours by volunteers.
- Teacher-directed tutoring after school.
- Other interventions and accommodations based on student needs.
- Further testing not available at St. Roman Parish School at child's neighborhood school which would include MPS and others.
- Developing a communication plan between home and school.

If the special needs of the student cannot be adequately met, alternate placement in a school which can better meet those needs may be recommended.

Students with special needs in speech may attend the nearby public school for remediation.

EXTRA-CURRICULAR ACTIVITIES

Our students at St. Roman are encouraged to participate in the many opportunities offered for extra-curricular activities. We do believe, however, that our academic program should be the most important consideration for students and parents alike. To insure that the academic growth of our students is not interfered with by extra-curricular activities, participation in the various activities comes with guidelines for participation. Please consult the Athletic Association Handbook as well as the various activity coordinators for the specifics concerning participation.

Athletics

All registered parish youth, presently enrolled in St. Roman Parish School who are actively participating on the parish Religious Education program, are eligible to participate in all athletic programs regardless of skill or sex. Academic ineligibility is detailed in the Athletic Association Handbook.

Band/Orchestra

Band and orchestra lessons are offered to students in grades 4 – 8 in a pull-out and after school lesson program. The fees are set by the band/orchestra director.

St. Roman School and Parish Choir

An opportunity is made available for students from both the school and parish to participate in this choir by learning and singing liturgical music and providing the music for various liturgies throughout the year. Students in grades 3 - 8 are encouraged to sign up for this activity at the beginning of the school year. Practices take place once weekly after school.

Scout Programs

Scout Programs are available for both boys and girls. Registration for the school year typically takes place when school begins in the fall. The programs are open to students registered in the parish school as well as the parish religious education program.

Student Council

Student Council at St. Roman Parish School is an organization for students that fosters democratic Christian leadership. Some of its functions include

- Providing students with meaningful learning activities in self-government by offering practical application of citizenship and democracy.
- Aiding in the development of the total Christian with an emphasis on leadership and responsibility.
- Linking administration, faculty, and students.
- Helping to develop and improve school programs.
- Generating school spirit, promoting service, and developing positive attitudes toward school.

Student Council Membership

Student Council membership is considered a privilege requiring responsibility to the entire school. Officers must maintain an overall average of a B (88) with no grade in any subject below a B-. Because modeling Christian behavior to the rest of the student body is essential, detentions are unacceptable. Further, Council Representatives may receive no grade below a C in all subjects. Students campaigning for membership must demonstrate reliability and dependability.

Each homeroom from grades K4 – 8 shall have one member as a representative. Homerooms in grades K4 – 3 shall elect a student from grades 7 or 8 to serve as their representative.

FAMILY COMMITMENT

The Catholic Education offered at our school is a cooperative effort of parish, school, and home. A family commitment form is signed at the beginning of each new school year by parents or guardians

- To acknowledge their membership in the parish and school communities.
- To support the mission and activities of the school and parish communities.
- To faithfully attend weekend liturgies with their children.
- To financially support the parish through sacrificial giving as well as contributing their time and talent.
- To pay tuition promptly.
- To make every effort to attend the Home and School General Association meetings and to participate in the mandatory fundraisers.
- To participate in two service activities to the school.
- To adhere to the policies, guidelines and procedures as written in the school handbook.
- To pray for the success of one another as we grow in love while working together.

FEES/FINANCIAL CONCERNS

The School Advisory Committee along with the Parish Council Finance Committee determines the tuition amount for each school year. All financial obligations must be satisfied before requesting a transfer to another school.

Registration

Registration for school takes place beginning with Open House during Catholic Schools Week and continues throughout the spring of the school year. At other times, registration may be completed at the discretion of the principal.

The process includes a registration form. Additionally, a Baptismal certificate will be required of all students who were not baptized at St. Roman Parish, and a birth certificate will be required of

all new enrollees. Arrangements can be made through the Religious Education Office for students who have not yet been baptized on an individual basis.

Tuition for the 2007 – 2008 School Year:

One student (Grade K4 – 8)	\$ 2280.00
Two students (Grade K4 – 8)	\$ 4120.00
Three students (Grade K4 – 8)	\$ 5982.00
Four or more students (Grade K4 – 8)	\$ 5982.00
Non-parishioner	\$ 5068.00

Because of our budgeting restrictions, it is important at St. Roman to know that tuition will be paid on a regular schedule. In April of the school year, parents will receive a letter of intent regarding payment of tuition. There are two options for payment.

Payment Options

1. All tuition is paid in full on or before mid-June of the previous school year.
2. A down payment may be made by mid-June. The balance may be financed with **SMART TUITION** over a 10 month period beginning with August 1st.

Non-Payment of Tuition

All fees must be paid according to your agreement. Final report cards, records, and diplomas are withheld at the end of the school year for those students whose families have outstanding debts for tuition, hot lunch, library, HSA mandatory fundraisers, etc. These students will not be accepted back to St. Roman Parish School until an invoice for the debts has been satisfied. Further, eighth grade students found in this position will not be allowed to participate in any graduation exercises or activities, nor will the report card be released to any high school.

If for some reason, you anticipate a problem with meeting your tuition or other obligations to the school, **please**, contact the Pastor or Business Manager of St. Roman Parish as early as possible. An arrangement can be made to adjust the date of meeting your financial obligations. If no contact is made, the above consequences of not meeting your obligations will take effect.

Need-based Scholarships

Options for financial aid to attend St. Roman School include *The Milwaukee Parental Choice Program (CHOICE)*, *PAVE*, *St. Gerard Scholarship*, *Sr. Lucy Ann Meyer Scholarship*, and the *Mary Alice Yakich Educational Foundation Scholarship*. The scholarships are awarded on an annual basis and **must** be applied for annually. Application and notification for the scholarships are made available in the spring. For information concerning eligibility for *CHOICE* and *PAVE*, contact the school administrative assistant.

Parish Stewardship

ALL members of St. Roman Parish are asked to financially support the Parish with a suggested minimum giving amount of \$500.00 at the time of Parish enrollment. This suggested minimum giving amount applies to all members of the parish sending their children to St. Roman Parish School as well. It is anticipated that all those who receive the Parish subsidized tuition honor that commitment.

Graduation Fees

Many events are planned to celebrate Eighth Grade Graduation. Extra expenses should be anticipated including the graduation gown rental, the diplomas, the class trip and transportation, etc. Please be advised of these extra charges for our eighth grade students and plan for them.

FIELD TRIPS

Field trips are an integral part of our educational program. The cost of the trip varies with the length and location of the trip. Prior to the trip, a permission slip with a fee request is sent home to the parent or guardian for a signature and fee payment. The signed permission slip must be returned to the teacher **before** the trip. Phone call permission cannot be allowed.

Field trip days are school days, and students are expected to attend or be marked absent. A student who has been a constant discipline problem or has neglected to do his/her work may be denied the privilege of attending a field trip. The decision to deny attendance on a field trip rests with the Principal and the teacher(s) involved.

Parents are invited to accompany their child's class on field trips as **chaperones**, but due to the nature of their supervision responsibilities, younger siblings **will not be allowed** to go on field trips. Students are held accountable to parent chaperones for compliance to the rules of conduct established by the teacher for the trip.

FUND RAISING

The Home and School Association provides financial support to the school through **two mandatory** fund raisers: one in the fall, usually the candy sale, and one in the spring, usually the tuition raffle. Families are **required** to sell a designated amount of candy or raffle tickets or may exercise a **buy-out** option for cash. As the major support organization to the school, the Home and School Association also sponsors additional activities and events for suggested but optional participation.

GANG ACTIVITY

Gangs typically represent standards and values that are contrary to our Christian faith. Students who demonstrate gang activity by way of physical appearance, behavior, etc. will be subject to a conference with their parents or guardians. Further offenses may lead to a suspension and consideration for expulsion.

HARASSMENT

Broadly defined, harassment is a single incident or a pattern of behavior for the purpose of creating an offensive, intimidating, or hostile environment. It includes a broad range of physical or verbal behavior that can include, but is not limited to, the following :

- Racial insults
- Derogatory ethnic slurs
- Threats or threatening behavior
- Sexual comments, jokes, or gestures
- Unwelcome sexual advances or touching
- Physical or mental abuse

Any member of the St. Roman teaching/learning community who feels he/she is undergoing harassment should contact the principal or pastor immediately. All available efforts will be made to resolve the problem. If it cannot be resolved at the school level, consultation with the Office for Schools at the Archdiocese of Milwaukee will occur.

HEALTH AND WELLNESS POLICY

As required by law, all schools that participate in programs under the “National School Lunch Act” or the “Child Nutrition Act” must implement a local school wellness policy which incorporates goals for *nutrition education, physical activity, and other school-based activities* in order to promote student health and wellness. Further, *school nutrition guidelines* must be provided for all foods and beverages made available on school campuses.

A *School Wellness Policy* has been developed for the Archdiocese of Milwaukee Schools (Policy 5140.4 a,b,c) and in summary includes the following components which are implemented on our campus:

Nutrition Education

We will promote education curricula to help influence students’ healthy eating choices and to foster lifelong healthy eating.

- Nutrition education messages will be consistently delivered to our students in the classroom, in the lunchroom and through messages sent home to parents.
- Nutrition education will be integrated into our health education program as well as other core curricula whenever possible.
- Food service staff and faculty will collaborate to offer nutrition education in the lunchroom and the classroom whenever possible.

Physical Activity

We will continue to provide opportunities for our students to develop the skills for specific physical activities, to maintain their own physical fitness, to ensure their regular participation in those activities and to teach the benefits of a physically active lifestyle.

- Physical education classes are offered in compliance with the State Department of Public Instruction guidelines.
- Daily recess is offered with opportunities for physical activity.
- Teachers are encouraged to incorporate some physical activity into the academic curriculum.
- Opportunities for after-school physical activities are offered through our extensive athletics program.
- Through newsletters, parents are encouraged along with teachers to be physically active role models at home as well as at school.

Other School-Based Activities

Our school goal is centered on creating a total environment that promotes healthy eating and encourages students to be physically active.

- A clean, safe, pleasant lunch room environment will be provided.
- Allowing enough time to eat will be a priority.
- The faculty, food service staff, and administration will provide lunch times appropriate to the age level of the student and the demands of the curriculum.
- All drinking fountains are operative and available to students at all times.
- Opportunities for professional development for food service staff and teachers will be researched and made available.
- Students, teachers, parents and volunteers all are encouraged to be role models for healthy eating in the dining area.

Parties in School

At times, teachers may schedule a party to celebrate a holiday or an earned reward. Parents may be asked to supply treats for the class and students may be asked to provide their own

drinks. If a student wishes to celebrate his/her birthday with the class, he/she must bring a treat for all classmates. Examples of appropriate nutritious treats are shared by food service personnel and the teachers at the beginning of the school year. If a parent is uncertain, please check with the classroom teacher.

Parties Outside of School

When celebration and fun are scheduled outside of school hours, we request that invitations to parties be distributed away from the school grounds when just **some** of the students will be invited. This avoids hurt feelings on the part of those not invited. Thank you.

HEALTH AND SAFETY

Asbestos Report

At St. Roman School, asbestos is limited to the ceilings in the original classrooms and hallways. It has been encapsulated for the safety of all according to state and federal guidelines. Every three years, a required inspection of these areas is conducted by an outside agency. The results of these inspections are available in the school office during normal business hours. The last inspection was conducted during the 2005 – 2006 school year, and all concerns that were reported have been corrected. (Address any concerns to Jerry Tarkowski, Asbestos Designee)

Communicable Diseases

It is important to notify the school when your child has a communicable disease, including chicken pox and scarlet fever. Contagious diseases must be reported to the City of Milwaukee Health Department. A written release is required in order for the child to return to school. Contact your local health department for policies and regulations concerning this release. Typically, the policy concerning re-admission to school following an absence due to a contagious disease is:

- A written release slip must be obtained and presented to the office when the child returns to school.
- The release may be obtained from the doctor who attended the child during the illness or from a Health Department nurse.

Health Examinations and Immunization

- Physical Examinations as prescribed by the Department of Health are required immediately prior or upon entrance into Kindergarten and forms for this exam are available at the time of registration. Current physical and dental examinations for all incoming Kindergarten and first grade students as well as any out-of-state students are required.
- All students are required to fulfill The Wisconsin Immunization Laws when entering school. It is the duty of the parent to see that the child has been immunized when the child enters school. In cases where the child is not up to date with immunizations, the parent will be contacted, and the child may be asked to stay at home until the immunizations are up-to-date.

HOMEWORK

The ultimate responsibility for homework lies with the student. It is generally an expansion of classroom lessons and is used as a valuable tool for applying what has been learned, reinforcing facts, preparing for the next day's lessons, and enrichment. Since all students do not work at the same speed, at times it will be necessary for some to complete class work at home as well.

A parent or guardian's role in the completion of homework includes:

- Providing the appropriate atmosphere, place, and **time** for studying at home.
- Discussing the work assigned with the student.
- Supporting and encouraging the student's efforts; but, **not doing his/her work for him/her.**
- Helping your student understand that homework not completed or handed in incomplete may affect the student's grade in a particular subject.
- Checking with the teacher immediately if you have concerns about too much or too little homework.

Homework time should be free from television, music, or other distractions. Should your student report that he/she has no homework, parents should suggest and encourage:

- Reading books, magazines, newspapers, especially on topics being covered in class.
- Reviewing class notes, math processes, spelling, or grammar.
- Researching for long-term assignments on social studies, science, religion, etc.
- Talking about the events of the day in school.

Suggested guidelines for homework/study at home:

Kindergarten:	10 – 20 minutes
Grades 1 – 3	30 – 45 minutes
Grades 4 – 5	45 – 60 minutes
Grades 6 - 8	60 – 90 minutes

Homework For Absentees

A parent or guardian wishing homework for an absent child may notify the secretary when calling to report the absence. The school secretary will pass on this request to the teacher(s) . Every effort will be made to have the homework available in the school office at the **end** of the school day.

Students are responsible for obtaining any missed assignments and should work out a plan to make up missed work, quizzes, and tests with their teacher(s). Generally, one day for each absence will be allowed to make up work assigned or accomplished during a student's time out of school.

HOT LUNCH/FOOD SERVICE

St. Roman School participates in the federally funded hot lunch program. Lunch meals are available at free or reduced rates for families that qualify. Registration materials for free or reduced lunches are available in the school office. Hot lunches are offered every day except the days of noon dismissal.

The Hot Lunch Tickets may be purchased in Adamski Hall before the start of the school day. Students are also allowed to provide their own bag lunches. We strongly discourage **soda, excessive candy, or fast food.** Parents should be aware of their child's appetite and nutritional needs and pack a lunch that is well-balanced and sufficient.

Hot lunch program meals will be well-balanced and nutritious to the best of our ability and following the local health and wellness policy.

Students with Allergies

Parents are required to notify the school office, food service personnel, and classroom teachers in writing at the beginning of each school year if their students have food or other allergies. All concerned will work with the family for the protection of the student.

Lunch Room Rules and Expectations

1. Respect all lunch room personnel.
2. Follow directions the first time given.
3. Talk in a quiet manner.
4. Walk at all times.
5. Finish meal and dispose of garbage properly.
6. Clean floor and table area before leaving.
7. Do not play with or throw food.
8. If a funeral is in progress, maintain quiet around the church entrances, both inside and outside.
9. Request permission to use the bathroom.
10. Obey bathroom rules.

LOST AND FOUND

If students misplace school supplies or personal items, they are asked to check the “lost and found” outside the school office. Items that have been turned in and not claimed are kept for an entire quarter before they are donated to the St. Vincent de Paul Society or another needy program.

MEDICATIONS

Two forms must be filled out in order for school personnel to administer prescription drugs.

1. The **Physician’s Order for Medication Administration Form** – This form is available in the school office. When your child has an appointment with a physician and you expect a prescription will be given, please take this form with you.
2. The **Parent/Guardian Medical Consent Form** – This form authorizes school personnel to administer the prescription.

Both of these forms are required by Archdiocesan policy. Without these forms, parents will be responsible for administering the medication themselves during the school day.

It is the responsibility of the student, when age-appropriate, to come to the school office to get the medication at the designated time. We will keep the medication refrigerated if needed. Students with asthma may carry an inhaler with them.

Medication should be sent to the office, labeled with the child's name, the name of the drug and dosage, the time to be given, and the physician's name.

Non-Prescription Drugs

Non-prescription drugs may not be taken by a student during the school day without the permission from a parent or guardian. Students needing cough drops need a dated and signed note from a parent requesting that the student be allowed to use them. Pills and all other types of medication should be brought to the office for safekeeping accompanied by a note stating the dosage and time at which the medication may be taken.

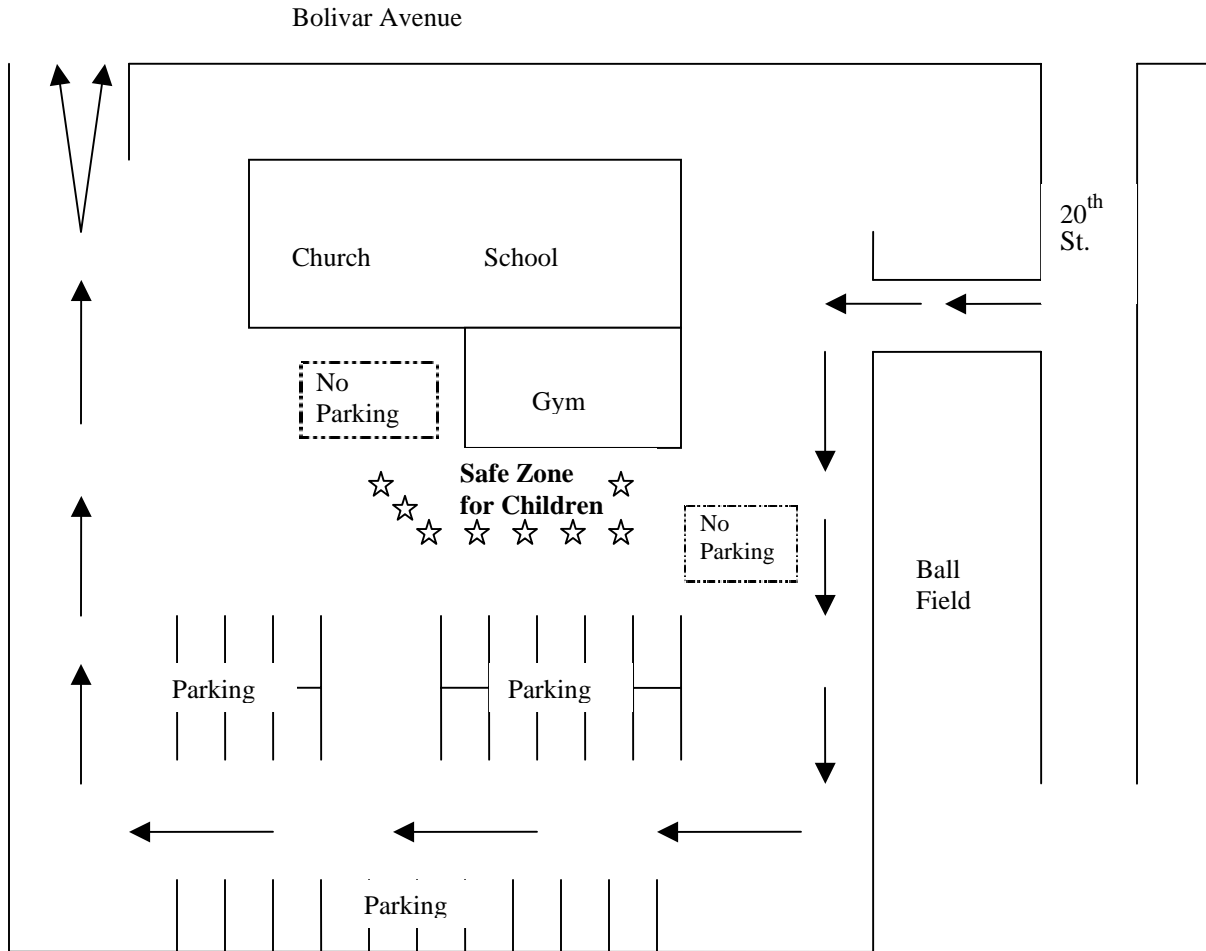
PARKING LOT PROCEDURES FOR ARRIVAL AND DISMISSAL

The safety of our students is the shared responsibility and concern of all St. Roman Parish School families.

BEFORE SCHOOL ARRIVAL PROCEDURE

- All students must be dropped off in the back parking lot no earlier than 7:30 A.M.
- Vehicles **must** enter on 20th Street.
- Form a single line pulling up to the first pillar of the Church entrance.
- Do not pull away until your students have safely exited from your vehicle.
- Exit cautiously via the Bolivar Exit.
- Stop before the sidewalk for any students walking to school.
- Walkers may enter the school at the front door **after** the bell rings at 7:45 A.M.
- **Do not drop off students in the front of school.** This area is designated for walkers only.

AFTER SCHOOL ARRIVAL PROCEDURE



For the safety of the children, please observe the dismissal procedure and the map above.

- Follow the route indicated, entering on 20th Street
- Park only where the map says to park.
- Wait until the cadet or teacher waves the cars on to move.
- Do not call for your children. They will be dismissed to the cars when all traffic is stopped.
- If chatting with other parents please do so on the sidewalk and watch your children!
- Be a good model by obeying the rules.

PETS IN SCHOOL

For health and safety reasons, family/household pets are not allowed in the school building. This does not include classroom animals.

For special occasions such as the St. Francis Blessing of the Animals, High Interest or Career Days, or “Care for Critters,” the school administrator may grant exceptions.

Revised 6 – 2005

PLAYGROUND RULES AND EXPECTATIONS

Students are expected to obey the rules of good conduct on the playground when participating in recess.

Specific expectations for proper behavior on the playground include, but are not limited to, the following:

- Follow instructions given by the playground supervisors.
- Respect others, their clothing, and their property.
- Keep the grounds free of litter.
- Use appropriate language at all times.
- Be responsible for the care and return of playground equipment.
- Stay away from the garages and 20th Street.
- Report any injury or illness to the playground supervisor.
- Do not leave the playground area for any reason including to retrieve lost equipment.
- Stay off the field when covered with snow or overly muddy. (No snowballs, throwing snow, picking up snow, etc.)
- Do not chew gum or candy on the playground.
- Line up *quickly* and *quietly* when the bell rings.

Any inappropriate behavior on the playground will result in immediate removal from the playground to the school office. For serious offenses, parents may be notified. At times, a student will be required to write apology letters to the playground supervisor and other students involved. This letter will require a parent signature. If further consequences are thought necessary, students may be required to complete service at the discretion of the teacher or the principal.

PLANNING and ACCREDITATION PROCESS

Catholic schools are accredited through the Milwaukee Archdiocesan Office for Schools, Child and Youth Ministries and the Wisconsin Coalition of Religious and Independent Schools upon demonstration that specific outlined standards have been met.

The standards of the Office for Schools are based on the requirements for Catholic schools as they are stated in the policies, regulations, and statutes of the Wisconsin Catholic Conference of Bishops, as well as the policies and regulations of the Office for Schools, Child and Youth Ministries, and the Wisconsin Department of Public Instruction.

The planning process used by the Office for Schools of the Archdiocese of Milwaukee is designed to aid schools in their efforts toward providing the best possible instruction for students. Each school adapts its planning efforts to meet goals and objectives determined to best serve the local student population.

A formal seven-year planning process, School Planning and Accreditation (SPA), guides Archdiocesan schools in providing the sequential and developmental instruction offered to all students.

PROMOTION and RETENTION

St Roman Parish School follows the Milwaukee Archdiocesan Policy for the promotion or retention of students. (Archdiocese of Milwaukee POLICIES and REGULATIONS Manual, Policy # 5123 (a) (b))

Retention of a student will be done judiciously and as a final option considering the many factors affecting retention. If retention appears likely, parents are contacted several times during the school year according to policy.

Some factors that can serve as guidelines for retention include the student's chronological age, intellectual ability, physical size, present grade placement, siblings, peer relationships, and the student's attitude toward learning.

REPORT CARDS

In order to inform parents of their student's academic achievement as well as their social and emotional growth, **MILWAUKEE ARCHDIOCESAN STANDARDS-BASED REPORT CARDS** are issued four times per school year. Progress reports are issued in the middle of each grading period for intermediate and middle school students.

For those classes that are held once or twice weekly, (Spanish, Music, PE, Computer, Art) report cards will be issued at the end of each quarter; progress reports at mid-quarter will be issued only to those students who are not performing at a satisfactory level.

Students may not receive their report cards early due to illness or vacation. The reports may be picked up at the school office by parents, or they will be mailed on the same day as regular distribution.

All of these reports are to be signed by the parent or guardian and returned to school promptly.

Marking System

Grades K4 – K5

Progress Toward Personal/ Social Growth and Learner Behaviors

S = Secure: Student demonstrates age-appropriate behavior

P = Progressing: Student has shown progress with age-appropriate behavior

N = Needs Improvement: Student needs to develop age-appropriate behavior

Grades 1 – 2

Progress Toward Content Standards – Grade Level Exit Expectations

S = Secure: Student demonstrates a complete understanding and application

P = Progressing: Student demonstrates a general understanding

N = Needs Improvement: Student demonstrates a lack of understanding of key concepts and skills

Standards/Proficiency Key for State Standards/ Exit Expectations

***** = Advanced: Student demonstrates exemplary understanding and application

+ = Proficient: Student demonstrates consistent understanding and application

/ = Basic: Student demonstrates a general understanding, but an inconsistent application of the information

- = Minimal: Student demonstrates a lack of understanding of key concepts and skills

Grades 3 – 8

Achievement Grade Key:

A+	100 – 99	B+	92 – 91	C+	85 – 84	D+	77 - 76
A	98 – 95	B	90 – 88	C	83 – 80	D	75 - 72
A-	94 – 93	B-	87 – 86	C-	79 – 78	D-	71 – 70
						U	69 – below

Standards/Proficiency Key for State Standards/ Exit Expectations

*** = Advanced:** Student demonstrates exemplary understanding and application

+ = Proficient: Student demonstrates consistent understanding and application

/ = Basic: Student demonstrates a general understanding, but an inconsistent application of the information

- = Minimal: Student demonstrates a lack of understanding of key concepts and skills

Honor Roll

In order to give recognition to the academic achievement of our middle school students (grades 6 – 8) a HIGH HONORS (all A's on core academic subjects) and an HONORS (All A's and B's) Honor Roll is established. These accomplishments will be posted each semester and are based on student grades **and** personal/social growth and may not include detentions or suspensions.

We believe this system sets a very high standard for recognizing exemplary achievement and growth. No C's can be earned by students wishing to achieve Honor Roll status.

Academic Requirements for Participation in Athletics (5th through 8th Grades)

Any student who receives a "U" or 2 or more "D's" on the report card in achievement, effort, or conduct will not be permitted to participate in sports or cheerleading. Progress reports will be used to regain eligibility. Students may practice with their team but may not participate in games or sit on the bench. If, through the progress report, a student does not regain eligibility, he/she remains ineligible and can no longer participate in practices. For fall sports, grades from the last report card of the previous year will determine eligibility. A special 20-school-day progress report will be used to determine whether a student can regain eligibility.

A conference *may* be held with the student, homeroom teacher and/or principal in order to discuss the ineligibility status of the student. An action plan may be designed with and for the student. Parents and student will sign this plan.

In grades K – 4, students experiencing academic difficulty may participate in athletics at their parents' discretion.

SAFETY PROCEDURES

Fire and Tornado Drills

We conduct fire drills and tornado drills as we are required by Wisconsin law. The drills are documented and a report is sent to appropriate authorities prior to June 30 of every school year.

SCHOOL DAY

The school day begins at 7:55 A.M. with the school doors opening at 7:45 A.M.

Dismissal is at 2:45 P.M. Any students who are not picked up at the end of the school day by 3:00 P.M. will be sent to the office to call home or work for pick up. If it is deemed necessary to send the student to the Extended Care Program, a fee will be assessed.

Extended Care Program

St. Roman Parish School offers an Extended Care Program from 2:45 until 5:30 P.M. Further information on registration, fees, and other concerns is offered at the beginning of the school year by the program director, Kim Welch. You may also call the school office with questions.

TECHNOLOGY USE

At St. Roman School, we offer students access to computers and to the Internet. All students must obtain permission from parents or guardians in order to gain Internet access. At the beginning of each school year, we require a parent or guardian's signature on an Acceptable Use Policy form in order to grant permission for student use of the computers and the Internet. The policy further explains appropriate uses of the computers and the Internet. Our students are not allowed to use the computers until this permission is given. Using computers is a privilege offered at the school; this privilege will be denied if use is abused.

TELEPHONE

St. Roman students are not allowed to use the office telephone in the school office unless there is an emergency. Since Responsibility is one of the Roman Rs, we expect that all plans for after-school tutoring, the need for gym clothes, the due dates for field trip fees, etc. are taken care of when planning on the day before.

VISITORS TO SCHOOL

When visiting the school during the school day, **all** parents and visitors must check in at the office, sign the visitor registry, and pick up a visitor pass to be worn so all can identify you as a visitor.

Parents who have an issue or concern relative to their child/children must call the office to set up an appointment before or after the regular school day. A phone call may also be made to the office requesting a return call from the teacher when that teacher is available.

Parents who drop their child/children off at the classroom door in the morning are asked **not to expect** teachers to conference with them at that time. Our teachers are responsible for the supervision of their students and cannot conduct conferences at this time. If you have an urgent concern, please stop by the office to leave a message for the teacher with the secretary.

It will be necessary for parents who wish to "sit in" or visit a classroom to make arrangements for these visits with the classroom teacher. It is unreasonably disruptive to the teaching/learning environment to enter classrooms unannounced.

Students from other schools who wish to visit our school must receive permission from the principal **before the** day on which they wish to visit. Permission is at the discretion of the principal.

VOLUNTEER OPPORTUNITIES AT ST. ROMAN PARISH SCHOOL

St. Roman Parish School offers many opportunities for all parish members to help our children grow spiritually, intellectually, physically and socially. Throughout the school year, from August through May, there are numerous activities in need of volunteers. These include playground supervisors, library aides, lunchroom supervision, and chaperones for field trips as well as assisting teachers and staff, and sharing in our weekly liturgies. You can also support our fundraisers including the two mandatory HSA fundraisers as well as through SCRIP purchases, Market Day purchases and supporting the annual May Walk-a-Thon.

Our school tradition requires parents to participate as a volunteer for certain dated activities throughout the school year.

- First grade – helps with the Kindergarten Graduation.
- Seventh Grade – helps with the Eighth Grade Graduation Dinner and Dance.

Homeroom teachers and committee chairpersons will notify parents of these upcoming events.

There are also several committees that are involved in the educational and athletic programs at St. Roman Parish School. These committees include the School Advisory Committee, the Home and School Association, and the Athletic Association. Opportunities to work with these associations as officers or committee members are available as positions are vacated on these committees.

Parish community members are considered welcome members of St. Roman's School Community. The sharing of your time and talent is not only welcome but also a part of your stewardship as a Parish member. Please contact the school for further information.

Criminal Background Checks and Other Requirements

As part of the Archdiocese of Milwaukee's Safe Environment Program, all teachers, staff, and volunteers must view and acknowledge that they have read the Archdiocesan Code of Ethical Standards for Church Leaders, and the Mandatory Reporting Responsibilities. They must also provide proof of VIRTUS training and be willing to submit to a Criminal Background Check

SAINT ROMAN PARISH SCHOOL ADVISORY COMMITTEE BY-LAWS

1. Name of Committee

This organization shall be known as the Saint Roman School Advisory Committee of Saint Roman Parish.

2. Authority and Relationship

The School Advisory Committee is a committee of the Parish Council and abides by the Constitution and by-laws in carrying out the educational/formational Mission of the Church and School. It is accountable to and receives its authority from the Parish Council.

3. Purpose/Goals

The primary purpose of the School Advisory is to develop within the entire parish community an understanding that all of us have the responsibility for promoting the education of the children who can be and are part of our school. We value the uniqueness of each child, and we are committed to the child's spiritual, intellectual, social, emotional and physical development.

The goals of the School Advisory Committee are to:

1. Assist in developing programs that are consistent with the educational/formational mission of the parish.
2. Formulate policies when necessary and recommend to the Parish Council the adoption of these policies for programs.
3. Promote the implementation of the policies and directives of the Archdiocese.
4. Foster communication among home, school, the faith community of St. Roman, the community at large, and the Archdiocese.

4. Functions and Responsibilities

The School Advisory Committee will:

1. Assist the school administration in publicizing education programs.
2. Review the budgets of the various educational programs and submit for revision when necessary and recommend adoption by the Parish Council.
3. Assist in the development of long-range plans for the various educational programs.
4. Assist the parish administration in interviewing, selecting, and evaluating educational Administration.

5. Membership

The Committee shall consist of 9 members, and such number may be altered from time to time by the amendment of these by-laws. Nine members will be selected from the school (or parish membership). Five members will be official members of the committee. Official members shall be the principal, a teacher representative, Home and School representative, Athletic Committee representative, and Parish Council representative.

The 9 members selected from a school or a process of discernment will select parish membership. While not required, the Committee shall attempt to have 7 members selected from school families, and 2 members selected from the parish at large.

The 9 members of the Committee shall serve for 3 years on the Committee. When the expiration of a Chairperson term coincides with the expiration of that same member's full

term of 3 years on the Committee, that member shall remain on the Committee for 1 additional year, and raise possible Committee membership to 15 for that year.

A Chairperson and Secretary will be elected from the Committee membership at the May meeting and serve terms of two years, or until his or her successors have been duly elected.

After two unexcused absences during one school year, a member will lose his/her position on the committee. Upon request of the Committee member, the chairperson may consider reinstatement.

Nominations

It shall be the duty of the entire School Advisory Committee, to invite at least one nominee for each expiring term and to invite nominees to a special discernment meeting.

Resignation of Committee Members

A committee member may resign at any time by filing a written resignation with the Secretary. The Chairperson shall appoint, subject to confirmation by the Committee, a successor to fill the vacancy. The person appointed and confirmed shall serve during the unexpired term of the vacated committee member.

Quorum

The attendance of a majority of the committee members shall constitute a quorum for the transaction of business by the Committee. All members of the committee have one vote with the exception of the five official members who do not have voting privileges. When voting, a majority of voting members present shall rule.

Parliamentary Authority

These rules contained in the current edition of Robert's Rules of Order Newly Revised shall be recognized as the authority governing the proceedings of the committee members.

Officers/Leaders

Officers will be elected for a year term by and from the School Advisory Committee membership of the May meeting.

Chairperson

1. Presides at all meetings of the School Advisory Committee.
2. Plans monthly meeting agenda in collaboration with the school principal and provides School Advisory Committee members with an agenda prior to meetings.
3. Coordinates and monitors interim activities and projects.
4. Reads and approves monthly minutes as submitted by the committee secretary and submit to school principal for final approval.
5. Establish yearly goals with the committee membership.

Secretary

1. Records minutes of all School Advisory Committee meetings.
2. Provides a copy of the minutes to chairperson and principal as soon as possible after the meeting.

6. Ad Hoc Sub-Committee

The Chairperson is empowered to appoint ad hoc sub-committees to assist the Committee. Membership on any ad hoc sub-committee shall **not** be limited to members of the committee. These sub-committees shall operate until their tasks are complete.

7. Ethics Code

Being a member of a School Advisory Committee involves new kinds of responsibilities and relationships. The information that is shared demands a professional ethic that should be understood by all. Committee members must be clear on how they will handle confidences, what posture they will take when dealing with complaints and how they will relate to their many publics. Policy and procedures will be discussed with new committee members and periodically reviewed by all concerned.

1. A committee member must base his/her personal decision upon all available facts in each situation, and realize that the welfare of the school children comes first in all decisions.
2. A committee member must keep all confidences shared with him/her during closed meetings of the committee.
3. A committee member must keep in mind that while the primary function of the Committee is to establish the policies that will give direction to the school, the administration of these policies is the function of the principal and school staff.

School Advisory Committee Officers for 2007-2008

Chairperson: Carol Beecher

Secretary: Shelly Steffen

Executive Board Members: (* indicates new member)

*Mary Conti

Patty Fortune

Cindy Frisch

*Julie Reikowski

*Ann Ritch

JoAnn Simmons

*Ann Wendt

ST. ROMAN PARISH SCHOOL - HOME AND SCHOOL ASSOCIATION

The Home and School Association is an important link between families and the school.

The purposes of the Association are:

1. Effective communication and cooperation between parents and educators.
 2. Provision of well-planned programs of information and interest to parents.
 3. Creation of a greater appreciation of Catholic Education.
 4. Encouragement of high standards of family life.
 5. Fundraising efforts to carry out these purposes and those of the total school program.
- All families are encouraged and invited to be actively involved in the many activities, committees, and projects undertaken in support of the Home and School Association.
 - Participating in the life of the School and Parish as a “volunteer” is an expected component of belonging to the St. Roman Parish School Community.
 - A minimum of two volunteer activities per year is the required of all registered families.

The Home and School Association sponsors the following events and activities:

- Back-to-School Luncheon for the teachers
- Teacher Appreciation Luncheon
- Hospitality for Back-to-School Night
- Home and School Program Speakers
- Hospitality for all General Meetings
- Sweet Heart Dance
- Catholic Schools Week Activities

The basic fundraising efforts by the Home and School Membership:

- Candy Sale - **mandatory**
- Tuition Raffle - **mandatory**
- Entertainment Books
- Scrip
- Market Day
- Secret Santa
- Box Tops for Education
- Target Rebate
- Pick ‘n Save Program
- *Scholastic* Book Fair

OFFICERS FOR THE 2007 – 2008 SCHOOL YEAR:

President	Cameo Gayan
Vice President	Jan Ellen Drzwiecki
Secretary	Karen Zima
Treasurer	Dennis Wimmer

HOME AND SCHOOL BY-LAWS

Article 1 - Name

The name of the association shall be **St. Roman Home and School Association** in the Archdiocese of Milwaukee.

Article II - Objectives

1. To devote some time of each meeting to shared prayer and reflection.
2. To coordinate the spiritual and educational forces of the home and school to create a greater appreciation of Catholic Education.
3. To promote a clearer understanding of the mutual educational responsibilities of parents and teachers.
4. To offer information of particular interest to parents through well-planned programs and speakers.
5. To plan and execute fund-raising efforts for the benefit of St. Roman School.

Article III - Policies

1. The programs of this Association shall be spiritual, educational, financial and/or social.
2. This Association shall respect the established policies and practices as set forth by the administrative team.

Article IV - Membership

1. Each family/ guardian with children enrolled at St. Roman School shall be considered a Member.

Article V – Officers, Elections and Meetings

1. The officers of this Association shall be a moderator (pastor), honorary president (Principal), president, vice president, secretary and treasurer. This group shall be referred to as the Executive Board.
2. These officers, with the exception of the moderator and honorary president, shall be elected by ballot at the annual meeting in April for a term of two years. No officer shall be eligible for the same office for more than two consecutive terms.
3. Each family shall be assessed ONE vote.
4. In the event of an office vacancy, unexpired term of president shall be filled by the vice president. Other offices are to be filled by majority ballot of the Executive Board.
5. All newly-elected officers shall become active members of the Executive Board immediately upon election, and take over full duties of their office by August 1st to facilitate the transfer of office and back-to-school functions.
6. The Association shall have regular meetings during the months of October, January and April. In addition, the Executive Board shall meet August, September, November, January, March and May. Association meetings shall be held in Adamski Hall. Executive Board meeting location shall be announced by the President at least one week prior to the meeting.
7. Special meetings may be called by the president with the consent of two other members.
8. Business may only be conducted when a quorum is present. Quorum for the Executive Board shall be two members. Quorum for the Association shall be 10% of the members.

9. Business and meetings of the Association shall be governed by Roberts Rules Of Order, Revised.

Article VI – Standing Committees

1. The following shall constitute the Association’s Standing Committees:
Executive, Scrip, Market Day, Major/ Required Fund Raiser, Sweet Heart Dance and Corporate Programs (ex; Box Tops).
2. The term of office of each committee chairperson and members shall expire at the end of the fund raiser or event.
3. The Chairperson of each committee shall be appointed by the Executive Board President. The Chairperson shall direct the functions of the committee and recruit as many volunteers as needed for its members.
4. Each committee is ultimately responsible to the Association for their actions and functions only within the authority delegated to it by the Executive Board.
5. Each committee is required to submit a summary report on their event/ program detailing the preparation, volunteers, operation and expense. This should be submitted to the Executive Committee within one month of completion of event or for ongoing committees, submission before the April Home and School meeting.

Article VII - Amendments

The by-laws may be amended after submission of changes in writing to the Association at least one month prior to the regular meeting at which it is to be voted upon. A two-thirds vote is needed to adopt the changes.

DUTIES OF HOME AND SCHOOL OFFICERS

President

- Preside at all meetings of the Association and the Board.
- Plan the meetings and activities assigned to them.
- Appoint the chairpersons of the Standing and Special Committees including but not limited to: Candy Sale, Scrip, Market Day, Sweet Heat Dance.
- Sign all documents and papers of the Association.
- Oversee the coordination of all fundraisers and events.
- Coordinate Fun Day Activities.

Vice-President

- Act as aid to the president and perform the duties of the President in absence of that officer.
- Be prepared to represent the Association upon the request of the President.
- Serve as a Program Committee Chairperson.
- Acquire a speaker for the October and January Association General Meetings.
- Attend School Advisory Committee meetings.
- Perform other duties as assigned by the President.

Secretary

- Keep an accurate record of proceedings of all Association and Board meetings.
- File all correspondence, records, and reports which pertain to the business of the Association, and pass them on to the next Secretary.
- Conduct correspondence of the Association, including but not limited to, the bulletin board, parish bulletin, and Gladiator Monthly article.
- Perform other duties as assigned by the President.

Treasurer

- Receive all funds of the Association and deposit them promptly in an authorized Home and School Account with the Parish Financial Office.
- Keep an accurate double entry accounting of all receipts and disbursements.
- Pay all expenses after they have been properly authorized.
- Present a report of the financial status at all meetings of the Association and Executive Board.
- Chair the Candy Sale.
- Maintain the soda machine operation.
- Perform other duties as assigned by the President.