

**SAINT KILIAN SCHOOL  
FAMILY HANDBOOK  
TABLE OF CONTENTS  
2011 - 2012**

Parish Mission Statement .....	1
School Mission Statement .....	1
Educational Philosophy .....	3
Educational Goals .....	3
Accreditation .....	3
Admissions Policy .....	3
Asbestos .....	4
Athletics .....	4
Attendance .....	5
Books and Supplies .....	7
Calendar .....	8
Cell Phones .....	8
Cheating .....	8
Child Abuse .....	8
Child Custody .....	4
Child Neglect .....	8
Communication .....	9
Curriculum .....	9
Discipline .....	9
Dress Code .....	13
Elective Class-Band .....	15
Emergency Management Plans .....	15
Endowment .....	16
Family Directory .....	16
Field Trips .....	16
Governance .....	17
Grievance Procedures .....	17
Homework .....	18
Homework Hot Line .....	18
Hours of School .....	18
Illness .....	19
Injuries .....	20
Lunch .....	20
Medication .....	20
Parent Involvement Program .....	21
Parish Relationship .....	22
Personnel Standards .....	22
Plagiarism .....	23
Playground Rules .....	23
Privacy .....	24
Religious Education .....	25
School Committee .....	25
Screenings .....	25
\$crip Program .....	26
Special Needs .....	26
Student Assessment .....	26
Student Records .....	27
Transportation Policies .....	28
Tuition and Fees .....	29
Acceptable Use Policy .....	31

Video Camera on School Bus .....	33
Emergency Management Plan.....	34
Emergency Response Plan .....	35
Cell Phone Permission Form .....	38
Wellness Policy.....	39
School Personnel Listing .....	Tab A
School Calendar .....	Tab B
Hot Lunch Costs .....	Tab C

**Archdiocesan Policy**

Saint Kilian School is an Archdiocesan School of the Archdiocese of Milwaukee and as such, is subject to and follows Archdiocesan Policy. The policy handbook of the Archdiocese is available in the Principal/Administrator's office.

**Right To Amend**

The Principal/Administrator is the final recourse and reserves the right to amend the Handbook. Parents/Guardians will be given prompt notice.

**ST. KILIAN PARISH MISSION STATEMENT**

We, the members of the Catholic Parish in Hartford and Erin called St. Kilian, part of the Universal Church, acknowledge God as our Father, Jesus as Lord and Brother, and the Spirit as our Guide.

As a people of God, adults and children, we gather as a community:

***To pray, worship and be nourished by Word and Sacrament;***

***To educate and be educated according to the Gospel;***

***To be motivated and strengthened in our outreach to those beyond ourselves;***

***To offer, as Stewards, our time, talent, and treasure to meet the needs of all God's people;***

***To cherish all God's gifts from seeds of earth to seeds of life;***

We are called, by our Baptism, to create through ministry, an atmosphere which nurtures spiritual growth and a sense of Christian Community. As a Parish, we are challenged to conduct our relations with a commitment to integrity, honesty, and respect.

## **ST. KILIAN SCHOOL MISSION STATEMENT**

We believe that St. Kilian School is a child-centered, caring, Catholic, community of learners dedicated to the Christian valued education of the whole person, spiritually, intellectually, physically, socially and emotionally. The educational staff recognizes the individual God-given talents and capabilities of each student.

## **ST. KILIAN EDUCATIONAL PHILOSOPHY**

St. Kilian School:

- Is centered on the Good News of the Scriptures.
- Develops a positive attitude toward prayer.
- Develops a positive attitude toward worship and liturgy.
- Encourages various types of prayer experiences.
- Reflects the life of Jesus through service to the local community.
- Provides academic experiences through independent study, cooperative learning, and through small group and whole group presentations.
- Fosters an atmosphere of active intellectual pursuit in a self-disciplined environment.

## **ST. KILIAN EDUCATIONAL GOALS**

The staff and students of St. Kilian School will develop:

- A life long love for God.
- An active, responsive and receptive faith life rooted in Christian values.
- A life long love for learning.
- A high standard of excellence.
- A positive sense of self, physically, socially and emotionally.
- A sense of self-discipline, respect, trust and cooperation toward others.
- A positive, safe environment where children can flourish.
- An educational program that builds on the family, the parish and the community.

# **ST. KILIAN SCHOOL POLICIES**

## **ACCREDITATION PROCESS**

St. Kilian School is involved in an ongoing accreditation process. We are currently in year three of a seven year process and will have an on-site visit this school year. St. Kilian is accredited by the Wisconsin Religious and Independent School Accrediting Association and the Archdiocese of Milwaukee. All accreditation activities follow the Archdiocese Planning and Accreditation Process and Archdiocesan Policy 6181.

## **ADMISSIONS**

St. Kilian School maintains an open admission policy regardless of religious affiliation or ethnic background. Every effort will be made to accommodate the learning styles of every student. Proper procedures are in place and will be followed to determine if admission and attendance at St. Kilian is in the best educational interest of special needs students. All admissions programs will follow Archdiocesan Policy 5110.

### **Early Admission**

A child must be five years old by September first of that year to enter the 5K program. Special allowances for early entrance are made only for those students who have passed the screening process and would be allowed early entrance into the public school program. A copy of the early admission policy of the Hartford Joint One district is available from the school office.

### **Immunization Records**

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

### **Child Custody**

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

## **ASBESTOS**

St. Kilian School is required by law to notify all parents that there is asbestos in this school. St. Kilian School is in compliance with state and federal regulations concerning the inspection and maintenance of all asbestos. The Asbestos Management Plan is on file in the school office and is available to any parent for inspection in the school office upon written request. The plan may not be removed from the school office.

## **ATHLETICS**

Athletics is an important part of the development of a child. Athletics teaches sportsmanship, team work and self discipline. St. Kilian School has a parish-based Athletic Program. St. Kilian School Students and St. Kilian School Religious Education Students in grades five through eight are encouraged to become involved in extra-

curricular athletic activities. All students who choose to participate in athletics and their parents must meet all the specifications listed in the Athletic Agreement. Students must also meet academic and behavioral standards and continue to demonstrate positive behavior and good sportsmanship to remain in the athletic program. A copy of the athletic agreement is found at the end of this handbook. Parents must give informed consent to the Risk Acknowledgement Form and the Consent to Participate Form. Each child must have a physical and a physical examination form must be completed every two years beginning with the first year of involvement in the sports program. The school must also have on file the medical information and emergency consent form. A driver's volunteer information sheet and a copy of the front of your automobile insurance policy verifying that you are carrying liability insurance must be on file in the school office if you will be transporting children other than your own child to and from athletic activities.

### **St. Kilian Athletic Association**

This association is a volunteer organization made up of parents and coaches whose primary purpose is to coordinate a school sports program for St. Kilian Parish. The Association works closely with the Principal and the Staff in implementing the Athletic Agreement that all players must follow. Athletic activities are as follows:

Volleyball	(girls and boys)	Grades 5-8
Basketball	(girls and boys)	Grades 5-8
Cheerleading	(girls)	Grades 5-8

An activity will only be made available if there are two adult (over age 21) volunteers willing to coach and/or supervise the activity. All athletic activities will be in compliance with Archdiocesan regulations and Policy 6145.

### **ATTENDANCE**

Student attendance is an important factor to the success of the educational program at St. Kilian. **Regular attendance at school is expected and is essential for children. Parents are urged to enforce and support this expectation. When a child is absent from school, more than just assignments are missed –namely, the actual instruction and class work on which the assignments are based. Frequent absences interrupt the continuity of the educational process and can lead to undesirable habits and poor grades. For this reason, students should only be absent due to illness or some other reasonable cause. Slight irritations (e.g. sniffing) should not keep a child from attending school. On the other hand, children who are genuinely ill should not be sent to school, as they are unable to concentrate on their studies and may spread their illness to others. Children should be free of a fever for 24 hours before returning to school, and they should generally be ready to participate fully in school activities. Students absent from school part or all of that day may not participate in extra-curricular activities after school (e.g. Scouts, Athletics, Dances, etc.). The only exception to this is absence for a funeral.** The only excused absence from school is for illness **or a death in the family**. St. Kilian School will follow all Archdiocesan Policies for absences and tardiness (policy numbers 5113, 5115, and 5117).

## **Excused Absences**

When a student is going to be absent due to illness a parent must:

- Notify the school by telephone (extension 117) or by written note prior to 8:30 a.m. on the morning of the absence or by 12:00 p.m. for afternoon students. An attempt will be made by the school to contact families of absent students who have not called the school by 8:30 a.m.
- Send a note to the school on the day of the child's return explaining the reason for the absence. These notes will be dated, signed and include the name of the teacher to whom the note is addressed. These notes are necessary because they are kept on file to verify absences recorded on the report card.
- Notify the school concerning any communicable diseases or parasitic infestation that does or does not result in an absence.
- Remain in contact with the school during a prolonged absence due to illness.

Homework for an excused absence can be sent home with a sibling or a neighbor as requested by the parent. Homework can also be picked up in the school office between 3:00 p.m. and 3:30 p.m. Students are responsible for making up any lessons or work missed as the result of an illness. The situation can be adjusted on a case by case basis between the parent and the teacher when an illness is chronic or long term.

## **Unexcused Absences**

There are events where a parent may need to remove a child from school for some reason other than an illness. These are considered unexcused absences but may be necessary due to family situations. These may include but are not limited to: family vacations, medical or dental appointments, sports or recreation activities, or family emergencies. **The school discourages taking students out for vacations during the regular school year. The school calendar provides times for families to share these experiences without disrupting the flow of education.**

When removing a child for all or part of a school day parents must:

- When possible, contact the school in writing in advance of the event.
- For early dismissal, come to the High Street West entrance (by the flagpole) and sign the child out from the office. No child will be released to anyone but a custodial parent or an adult who has been given written consent by the parent for that adult to remove that child. The school reserves the right to ask for identification and confirm any adult's right to pick up a child.
- Follow the procedures recorded for excused absences.

Missed school work will be given to the child upon his or her return to school.

**Teachers are not required to assign homework in advance for trips.** It is the responsibility of the child to make up missing work within the time line set up by the teacher.

## **Tardiness**

Children are admitted to the school building at 7:55 a.m. Children are expected to be in their classrooms and ready for class by 8:05 a.m. for morning classes. Those who have not yet arrived in their rooms by this time will be marked tardy. Only late arrivals are considered tardy and tardiness does become a part of the child's permanent record.

**Habitual tardiness is a serious problem and will require a conference including the student, parent, teacher, and principal to resolve issues that may be causing this problem. Continued excessive tardiness may result in consequences such as becoming ineligible for extracurricular activities, field trips, and other special activities.**

### **Extended or Excessive Absences**

**In the event of frequent absences, conferencing with the family may be necessary. Students absent 3 or more consecutive days must have a doctor's excuse upon returning to school. In addition, patterns of routine absences for illness (more than 10 days per semester) will result in a need to submit medical documentation in order to be considered as excused absences. The school will enforce state and Archdiocesan policy with respect to unusually frequent absences, which may include referral to the local school system officers (public school Central Office), social service representatives, or the police department.**

### **Truancy**

Truancy is defined by state law as “absence from school for one or more days where the school has not been notified by the parent of the student or intermittent consistent absences that have the appearance of attempting to circumvent the compulsory attendance law”. St. Kilian School will attempt to contact parents concerning an unreported absence or when a pattern of absence is observed. St. Kilian School will comply with the truancy policy of county social services where the family resides.

### **Partial Absences**

Students who are gone from class for more than one hour but less than three hours in any one day will be marked absent for half a day. Students who are gone for more than three hours in any one day will be marked absent for the whole day. No absence will be counted for children who are gone for less than an hour, but a child can still be marked tardy depending on the circumstances. **Students absent from school part or all of that day may not participate in extra-curricular activities after school (e.g. Scouts, Athletics, Dances, etc.).**

### **BOOKS AND SUPPLIES**

St. Kilian School will supply all the textbooks and workbooks needed to meet the educational standards of each grade level's curriculum. All student textbooks and workbooks remain the property of St. Kilian School throughout the school year. Textbooks can cost between two and sixty dollars per book and are the largest portion of St. Kilian's supply budget. Children have the responsibility to respect their textbooks and to take care of them.

### **Non-Consumable Textbooks**

All non-consumable textbooks (books that are not written in and are used for several years) that travel between home and school must be covered in heavy paper (grocery bags or covers provided by the school) within the first week of school. The name of the textbook and the name of the child may be written on the front paper cover with a marker that will not bleed through the paper, but no other writing or drawings will be allowed. Covers will be replaced as they become torn or worn out. Textbooks that are damaged intentionally or unintentionally by the child will be replaced by the parents at replacement costs. Missing or lost books will be replaced by parents at replacement costs.

## **Consumable Textbooks**

Those textbooks used by one child for only one year and are written in by the child are considered consumable textbooks. Consumable textbooks often have paper covers which become ripped even with normal use. Consumable textbooks which travel between home and school should be covered with thick paper (grocery bags or provided covers) within one week of coming home. Missing or lost books will be replaced by the parents at replacement costs. Books damaged to the point they can no longer be used will be replaced by parents at replacement costs. It is left to the classroom teacher to determine when a consumable textbook can no longer be used as an effective teaching instrument and must be replaced.

## **Supplies**

Students are responsible for having their basic school supplies with them each day. School supplies should never go home. Parents are provided with a classroom supply list and are responsible for supplying these materials and for replacing them throughout the school year. Parents will be contacted by the teacher when supply items are running low. Items should be replaced as soon as possible.

## **CALENDAR**

The school calendar is contained in Tab B. Because of changes, please keep up with your “Please Remember” weekly for any changes that might occur.

## **CELL PHONES**

The school is responsible for monitoring communication between the child and persons outside of the school. For this reason, **cell phones for students are not permitted in school.** Parents can opt to send a cell phone with a child on a school related activity with the understanding that the parent is responsible for any use or misuse of that cell phone. If a student will be going to a school-related event directly from school and must bring the cell phone to school, it must be checked in the office and held there while the student is in class. **THE SCHOOL ASSUMES NO LIABILITY FOR LOSS OR DAMAGE TO CELL PHONES.** Parents will need to fill out a “Cell Phone Permission Slip” for students who will bring a cell phone to school for use after the school day is over.

## **CHEATING**

To cheat is to intentionally obtain a grade on an assignment or test by trickery or deception. Cheating would include but not be limited to: copying answers or information from one person’s paper to another, viewing notes, using a textbook during a test, asking another person for test answers or information, or plagiarism (see Plagiarism in this handbook). Students who cheat on a test or assignment will be given a failing grade on the assignment or test. Teachers may opt to allow the child to repeat the test or assignment, to do a make-up assignment, or let the failing grade stand.

## **CHILD ABUSE**

All educational personnel are required by law to report any cases of suspected child abuse. This includes but is not limited to physical abuse, sexual abuse and emotional abuse. Suspected child abuse cases will be reported to the Washington County or Dodge County Department of Social Services depending upon the residence of the family. St. Kilian Staff will cooperate with social services and with law enforcement

officials in all investigations involving St. Kilian students. St. Kilian School will also be in compliance with Archdiocesan Policy 5140 concerning child abuse.

### **CHILD NEGLECT**

All educational personnel are required by law to report cases of suspected child neglect. Suspected child neglect cases will be reported to the Washington County or Dodge County Department of Social Services depending on the residence of the family. St. Kilian staff will cooperate with social services and with law enforcement officials in all investigations involving St. Kilian students. St. Kilian School will also be in compliance with Archdiocesan Policy 5140 concerning child neglect.

### **CLASS SIZE**

Class size guidelines are as follows:

3K	10	
4K	16	
5K	20	
1	20	
2	20	
3	20	
4	24	36 with a full time aide
5	24	36 with a full time aide
6	24	36 with a full time aide
7	24	36 with a full time aide
8	24	36 with a full time aide

### **COMMUNICATION**

Frequent communication between the school and home is a very important part of the educational success of St. Kilian School. Many of our teachers send home a weekly newsletter with the activities of the week listed. Others use the assignment notebook as a method of communication. Each evening the classroom teachers in fourth through eighth grade will list the daily assignments on the homework hotline. Parents are welcome to contact the teacher through notes, telephone calls and conferences. Positive communication is as important as communicating concerns.

### **CURRICULUM**

#### **Subjects**

St. Kilian School has subject area curriculums for each subject area that is reflective of the mission of St. Kilian School and the Archdiocese of Milwaukee. Our curriculum is a Standards Based Curriculum in line with the Standards of Education established by the State of Wisconsin and with the Archdiocese of Milwaukee.

#### **Enhanced Programs**

St. Kilian School participates in many activities designed to enhance the core curriculum. These special programs are sometimes held during the school day as part of classroom activities and sometimes held after school or as part of community activities. Some are restricted to certain children based on age. These programs include student band, Accelerated Reader, forensics, D.A.R.E., Student Council, basketball, volleyball, and cheerleading.

## **DISCIPLINE**

St. Kilian School discipline is based on our Catholic beliefs as well as respect for others. The goal of any discipline plan is to lead the student to achieve self-discipline. Our goal is to develop within each student a sense of responsibility for her/his actions. A positive learning environment within this school requires that all persons involved follow acceptable standards of behavior. The involvement of the parents and the principal is an important part of the discipline plan. All discipline policies are in line with Archdiocesan Policy 5411.

### **Bullying**

Bullying will not be tolerated at St. Kilian School. Students need to tell a teacher or other staff member if they are bullied or if they are aware of someone being bullied.

### **Classroom Behavior**

Each teacher has a discipline plan which outlines the general standards of behavior within the classroom and the resulting consequences. The teacher will explain the discipline plan to the students at the beginning of the year and review it frequently.

### **Behavior outside the Classroom**

Behavior outside the classroom, such as on the playground, in the bathroom, in the lunchroom, and in the hall will also be discussed with the students. These behavior expectations are designed to promote the safety and welfare of all the students and are enforced with all students.

### **Detention**

Detaining a student is an effective method of discipline and may be used by any teacher as part of a classroom or out of classroom discipline plan. The building principal will also make use of detention as a disciplinary action. Detentions will be issued by the teacher or principal at the principal's discretion upon referral by school personnel who have witnessed the display of inappropriate behavior. Detentions will be served at lunch and lunch recess and will be 45 minutes in length. A child may receive multiple detentions depending on the severity of the issue. Parents will be informed when their child has served a detention. A "discipline notice" form will be sent home and the teacher or principal may contact the parent by phone. Parents are asked to discuss the matter with their child and to follow through with a consequence of their own at home. Parents are also asked to sign and return the discipline notice that was sent home. Detention is recommended for repetitive behavior that has not been corrected by other means. Depending on the severity of the behavior, detention may be given for the first offense. Below are some behaviors that will result in detention upon the first offense:

- Inappropriate language
- Defiance or disrespect to an adult
- Destruction or stealing of another's property
- Threats against other individuals and/or fighting
- Immoral behavior
- Harassment
- Anything deemed of a grave or repetitive nature by school personnel.

The principal reserves the right to issue this consequence and the times during which it will be served.

### **In-School Suspension**

Suspension is a very serious consequence reserved for the most serious of behaviors or for repetitive behavior that has not been corrected through other means. When, in the judgment of the teacher and the principal, it becomes necessary to remove a disruptive, disrespectful, or non-cooperative student from a classroom, the student shall become subject to immediate in-school suspension. In-School Suspension will also be used as a consequence for more severe behavioral violations. The policy of in-school suspension shall be as follows:

1. The student shall spend the day in the principal's office or a room specified by the principal and supervised by an adult.
2. The student is responsible for all assignments given that day.
3. Parents shall be notified by telephone and in writing concerning the in-school suspension.
4. The suspended student shall return to regular classes the following day.
5. The suspended student will be suspended from any extra curricular activities held that day.

### **Out of School Suspension**

Out of School Suspension is a temporary termination of attendance until specific conditions for returning to school are met. The responsibility for out of school suspension resides totally with the building principal. A meeting with the parents and the child is part of the suspension process. The conditions will be put in writing and signed by the principal, the parents and the student. The student will not be readmitted into the school until all the conditions have been met and proof has been provided to the building principal that the conditions have been met.

### **Probation**

Whenever a student's behavior in school deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of the child and/or others, action will be taken to restrict his/her privileges and rights of school attendance. Probation is defined as conditional school attendance during a trial period. The conditions of continued attendance will be handled on a case by case basis by the building principal in consultation with the teacher(s), and will involve a face to face meeting with the parents or legal guardians, the teacher and the child. The conditions will be written out and signed by the principal, the teacher, the parents, and the student.

### **Expulsion**

Expulsion is the termination of enrollment permanently or for the rest of the school year. Expulsion will be used only in the most extreme situations and after all other options have been exhausted. Expulsion procedures follow the requirements of the Archdiocese of Milwaukee contained in Archdiocesan Policy/Regulation 5144, and are: As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion. Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

### **Expulsion Procedures**

1. The actions and procedures for probations, suspension or expulsion shall be published in the school handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to insure objectivity and procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the elementary school pastor. The recommendation will be to:
  - expel
  - suggest other disciplinary actions in lieu of expulsion
  - exonerate the student of any wrong doing
5. Before the hearing is held the parents and 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 to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

### **Appeal**

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

### **Procedural Guidelines for Expulsion Hearings in Elementary and Middle Schools**

- Insure that elements of the Suspension Policy and Expulsion Policy as outlined in P&R 5144 have been followed. The local disciplinary code and policies need to be consistent with those of the Archdiocese.
- The Expulsion Hearing Committee is composed of 3-4 people. Choose members from various sources within the parish - former trustees or parish council members, parents of former students, at-large parishioners who have certain skills/backgrounds that would be a good "fit" for the situation. One of these hearing committee members needs to chair/facilitate the hearing, not the pastor.
- **An expulsion hearing is not a legal proceeding; therefore neither party may have an attorney present during the hearing.**
- The pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school is represented by the principal, along with any teachers if appropriate. The school gets a certain amount of time (say up to maximum of 30 minutes) to present the chronology of events that lead up to the initiation of the expulsion process along with the supportive documentation & rationale as to why the expulsion is being sought.

- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time.

Representatives of the two sides are not to interrupt the other during their respective presentations.

- A brief amount of time (5-7 minutes) is given to both sides for questions, responses and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended and the school representatives and the student/parents leave. The hearing committee weighs the facts & issues that were presented and gives the pastor a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date & time by which the expulsion becomes official are also indicated in the letter. Parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s).
- Be sure the right to appeal to the Superintendent of Schools is noted in the letter to the family if proceeding with expulsion (as per the expulsion process outlined in P & R 5144).

### **Discipline System**

When a child exhibits inappropriate behaviors, he/she will be given a “discipline notice”. As stated above, this form will be sent home to parents. Below is the procedure that will be followed to handle disciplinary situations:

- After three discipline notices, a face to face meeting will occur between the parents of the student, the student, and the principal. Teachers may also be included in this meeting.
- The fourth discipline notice will result in one day of in-school suspension.
- The fifth discipline notice will result in out of school suspension.

**Fighting will result in an automatic in-school suspension.**

## **DRESS CODE**

Student dress will be appropriate for a Catholic School setting and be in accordance with the Christian ideals St. Kilian School wishes to foster. A neat and clean appearance will be required and the standard for appearance will be determined by the school staff in consultation with the building principal. A neat and clean appearance of the student body is also a factor in creating the proper learning atmosphere and promoting personal dignity and a mutual respect toward one another. It is the dual responsibility of the parent and the student to be dressed properly for school. Dress code violations will be handled through a consequence system that is outlined in the dress code guidelines. Parents will be kept informed of dress code violations. Shorts are not permitted when a child has liturgy, but children may bring shorts to change into at their first recess. In order to assist you and your child(ren) in the decision-making process, the following guidelines have been established:

### **ST. KILIAN SCHOOL DRESS CODE GUIDELINES K5-8**

#### **◇SHIRTS**

- ◇Must have sleeves that cover shoulders
- ◇No bare midriffs
- ◇No shirts that expose the backside when moving
- ◇No cleavage showing

#### **◇PANTS**

- ◇No writing or pictures of any kind on the back side of pants including inside labels (this does not refer to labels and brand names)
- ◇Exposed undergarments of any type are prohibited
- ◇No skin tight pants of any kind
- ◇Leggings are appropriate under skirts or mid-thigh length shirts

#### **◇SKIRTS AND DRESSES**

- ◇No mini skirts
- ◇No bare shoulders
- ◇Skirts and dresses must reach the top of the knee
- ◇No writing or pictures of any kind on the back side of skirts/dresses including inside labels (this does not refer to labels and brand names)

#### **◇SHORTS**

- ◇Permitted August, September, May and June
- ◇No spandex or biker shorts unless under a skirt
- ◇Shorts must reach the top of the knee
- ◇**Not permitted for liturgies**
- ◇No writing or pictures of any kind on the back side of shorts including inside labels (this does not refer to labels and brand names)

#### **◇FOOTWEAR**

- ◇Socks must be worn at all times
- ◇Boots must be worn grades 5K through grade 6 while there is snow on the ground
- ◇Grades seven and eight may wear shoes outside through the winter but must have boots and snow pants if they wish to play in the snow.
- ◇Backless shoes are not allowed. This includes sandals without backs, tennis shoes without backs, and flip-flops

#### **◇ACCESSORIES**

- ◇No caps or hats may be worn in the building
- ◇Caps must be worn with the bills facing forward

◇No body piercing other than ears

#### ◇PHYSICAL EDUCATION CLASS

- ◇Students 5K to grade 8 need athletic shoes with non-marking soles for gym class
- ◇Students grades five through eight are required to wear alternate clothing for physical education classes. Shorts are allowed for gym class year-round, but must reach mid-thigh
- ◇No tank tops may be worn in gym class per the no bare shoulders rule.

#### ◇REMINDER

- ◇No messages or pictures supporting alcohol, tobacco products, negative attitudes, slang, or subjects contrary to Christian Values are allowed on any piece of clothing or accessory
- ◇No oversized or undersized clothing
- ◇All clothing must be clean and in good repair
- ◇Ripped, frayed or tattered clothing is not permitted
- ◇No changes to the students physical appearance that are distracting, unsafe, or unhealthy i.e. unnatural hair color, or hair styles such as Mohawks
- ◇It is recommended that girls in primary grades wear shorts under skirts or dresses due to the nature of play on the playground and physical education class
- ◇Exposed undergarments of any type are prohibited

#### MASS DRESS

- No jeans, sweatshirts, athletic pants, t-shirts (long or short sleeve) or hoodies.
- Appropriate attire would be collared shirts, polos (long or short sleeve) dress pants, khaki pants, appropriate length skirts, dresses and sweaters
- No sport jerseys at Mass
- Students will be given the opportunity to change clothes after Mass
- If students are not dressed appropriately for church, the student will be calling home for appropriate clothing to be brought to school for Mass.

The dress code will be strictly enforced collectively by the school staff to ensure that we are upholding the values of our Catholic environment. Below are the consequences that will occur for dress code violations.

#### Dress Code Violation Consequences

- 1<sup>st</sup> Offense – The student will receive a written warning that will be sent home. The warning needs to be signed by a parent and returned to school. The student will also be asked to change into something more appropriate that is provided by the school.
- 2<sup>nd</sup> Offense - The student will receive another written warning that will be sent home to be signed and returned. The student will also be asked to change into something more appropriate that is provided by the school. **The student will receive an after school detention**
- 3<sup>rd</sup> Offense- The parents of the student will again be contacted and the student will change clothes. **The student will receive two after school detentions.**

Continued offenses will be dealt with on a case by case basis by the school principal.

## **ELECTIVE CLASSES--BAND**

Fifth through eighth grade students are offered an elective class in band. Students who take this elective may choose to drop out at the end of the first semester only during their introductory year of band. Students in their second, third or fourth year of band must participate in these electives for the entire school year. Students may drop band prior to the start of the next school year. Parents must contact the band teacher personally in order to withdraw a student from an elective. Exceptions to this policy will be discussed on a case by case basis.

## **EMERGENCY MANAGEMENT PLANS**

### **Fire**

St. Kilian School has a fire evacuation plan and will conduct regular practices beginning the second week of school. Any individuals in the school building for any reason will be required to follow the evacuation plan. This evacuation plan will be used any time the building needs to be evacuated. St. Kilian will follow the directions of the local police and fire departments in the release of students into the custody of their parents following a building evacuation. Each family will receive a detailed Emergency Plan as part of this handbook.

### **Tornado**

St. Kilian School has a tornado plan for moving students to a safe location within the building in the event of a tornado warning, and will conduct regular practices each year. In the event of major structural damage to the building, the children and teachers will be located on the lowest level in the hallway off the cafeteria, in the media center office, and in the hallway by the Head Start Center. St. Kilian will follow the directives of local police and fire departments in the release of students into the custody of their parents following a natural disaster. No child will be released at the end of a school day while the area remains under a tornado warning.

### **Building Security**

St. Kilian School is kept locked during the school day except when children are on the playground for recess. Access can only be gained by the High Street West Entrance (by the flagpole) and visitors must be buzzed in before or after school. Each classroom can also be locked from the outside by the teacher inside the room. Every effort will be made to protect the students from random acts of violence without alarming the students or surrendering our ability to provide a public ministry.

### **Snow Days/Heat Index Days**

In the event that schools are closed for the day due to weather conditions, parents will not be contacted individually. Parents are encouraged to listen to local radio and television stations for weather related announcements. St. Kilian will follow closing procedures of the local public schools. If it is announced that "Hartford Area Schools are closing..." or "Hartford Joint One schools are closing..." it means St. Kilian will be closing as well. It is the right of a parent to keep a child home from school if that parent feels that weather conditions are unsafe for travel. School may be in session during days of high heat indexes. While St. Kilian does not have central air conditioning, there are certain rooms that are air conditioned. A child showing symptoms of heat related illness will be removed to an air conditioned location and treated. It is the right of a parent to keep a child home from school or to pick up a child early from school if that parent feels that the heat index is unsafe for children to be in school.

## **Early Closure**

In the event of early school closings, parent contact procedures will be followed. Parents must listen to local radio and television announcements concerning early closings. Students will be transported home using regular transportation methods. Parents should work out a plan of action with the child in the event a child arrives home to an empty house because of an early closing. At least one staff member will remain on site until all children have left the building.

## **ENDOWMENT**

St. Kilian Congregation currently holds an endowment trust dedicated to Catholic Education for St. Kilian Parish. An Advisory Board appointed by the School Committee and the Religious Education Committee assist the Board of Directors in determining investment opportunities for the Endowment Trust. All investments must be approved by the parish trustees and the Archdiocese of Milwaukee. All procedures for the Endowment Trust will be in compliance with Archdiocesan Policy 3280.1.

## **FAMILY DIRECTORY**

A family directory of students including family name, address and telephone number is issued to each family during the first quarter. Information for the directory is collected from the back of the emergency form. The directory allows for good communication among the parents of the school and is a vital resource for school staff and parent committees. If you do not wish to be included in the directory you must indicate this on the emergency form. In the event that a child lives at two residences, the primary residence should be used for the directory. Parents can request that both residences be listed in the directory.

## **FIELD TRIPS**

Educational field trips are chosen by the teacher. Two out of town trips are allowed each year. All field trips will have an educational objective. Written parent permission is required before a child may participate in the trip. All fees must be paid in advance for a child to participate in a trip. Students who turn in permission slips without full payment will not be permitted to attend the field trip. All permission slips and fees must be submitted in the school office by the date given on the permission slip. Only the approved Archdiocesan permission form will be accepted for permission. St. Kilian School will follow Archdiocesan Policy 6153 for all field trips. Parents are often asked to act as chaperones for field trips in order to provide additional supervision of children. While we try to provide chaperones with free service, the nature of the trip may require chaperones to pay certain fees as well. Due to the safety requirements in the supervision of school age children, chaperones are not permitted to bring any other children on school field trips. This includes siblings of St. Kilian School students.

## **Transportation for School Events**

Parents must provide transportation for students involved in special events such as athletic competitions, forensics competitions and middle school dances. Parents who transport children other than their own to or from any school event must complete the Volunteer Driver Information Sheet, and provide the school office with a copy of the front of their Automobile Insurance Policy, showing proof of liability insurance.

## **GOVERNANCE**

St. Kilian Catholic School is part of the educational ministry of St. Kilian Parish and supports and enforces the policies of St. Kilian Parish. The school is also part of the Archdiocese of Milwaukee and supports and enforces the policies of the Archdiocese of Milwaukee. This school supports and enforces those public school policies that apply to the students of St. Kilian School concerning busing, federal title services and the federally funded hot lunch program, unless those policies are in conflict with the policies of St. Kilian Parish and/or the Archdiocese of Milwaukee.

## **GRIEVANCE PROCEDURES**

The Pastor is the chief administrator of the school.

The specific direction of the school is delegated to the principal.

The specific direction of the classroom is delegated to the teacher.

The specific direction for outside activities, lunch, and playground supervision is delegated to the principal. If a question regarding procedures should arise:

- **First:** Consult the person involved. This will occur in a face to face meeting between the two parties
- **Second:** Consult the principal only if the concern remains. This will occur face to face and as soon as possible after consulting the person involved. The person with the grievance must be able to state clearly the nature of the grievance and present a solution to the principal. Anonymous grievances will be discarded.
- **Third:** Consult the Pastor only if the concern persists. The consult to the pastor must be submitted in writing within ten business days of completing the second step. The document must contain the following material:
  - 1. The nature of the grievance.
  - 2. Against whom the grievance is directed.
  - 3. Factual data including dates and times of all situations involved in the grievance.
  - 4. A recommendation for resolution.
  - 5. The complete name and signature of the person filing the grievance.Unsigned grievances will be ignored.

## **HOMEWORK**

Home study is an important part of the daily curriculum and is an extension of the structured class period into the home life. Incomplete homework is most frequently the cause for unacceptable grades on mid-quarter reports and quarterly report cards. Homework will not be excused. Homework can be postponed or adjusted for an excused absence. All homework must be made up for an unexcused absence. All make up work must be in by the date set by the teacher to receive credit. If you notice that your child is bringing home an excessive amount of homework, please speak with your child's teacher. Homework, except for make-up work, is generally not given over extended school vacations. Homework for absent students can be sent home with siblings or neighbors as requested by the parents. Homework for absent students can also be picked up in the school office between 3:00 p.m. and 3:30 p.m.

## **HOMEWORK HOTLINE**

The St. Kilian homework hotline is available for grades 4-8 by calling the school at 673-3081 and entering the telephone extension of your child's teacher. Faculty extensions are listed at the front of this handbook. The homework hotline operates evenings and weekends for your convenience.

## **HOURS OF SCHOOL**

3K students attend a half day program two days a week from 8:45 a.m. – 11:10 a.m. 4K students attend a half day program three times each week. Morning class begins at 8:05 a.m. and ends at 11:10 a.m. while afternoon class begins at 12:05 p.m. and ends at 2:55 p.m. 5K students may attend a full time program with the same hours as 1-8 or they may attend a half day program which begins at 8:05 a.m. and ends at 11:10 a.m. All grade school students begin their day at 8:05 a.m. and are dismissed at 2:55 p.m. Students are admitted to the building at 7:55 a.m. All students attend school for 180 days. First through third grade students have morning recess from 9:45 a.m. to 10:00 a.m., lunch and noon recess from 11:30 a.m. to 12:15 p.m., and an afternoon recess from 1:45 p.m. to 2:00 p.m. They have 1,675 educational minutes per five day week. The fourth grade follows the same schedule, except lunch and recess is from 11:45 a.m. to 12:30 p.m. and there is no afternoon recess break. The students have 1,750 educational minutes per five day week. The fifth and sixth grade students have their lunch and recess from 11:45 a.m. to 12:30 p.m. They have no morning or afternoon recess. The seventh and eighth grade students have lunch and recess from 12:00 p.m. to 12:45 p.m. They have no morning or afternoon recess. Fifth through eighth grade students have 1,825 educational minutes per five day week.

## **ILLNESS**

It is important that a child stay home from school when the child is ill. A child cannot participate fully in the school day and can spread illness to other children by being in school while sick. Illness includes fever, vomiting, diarrhea, or a communicable disease or rash. A child is also kept home for parasitic infestations. Children who become ill during the school day will be brought to the school office and parents will be contacted. Parents will make every effort to arrange for the child to be picked up from school. No child will be permitted to walk home. Students who are ill and absent for all or part of a school day will not be allowed to participate in any after school activities that day.

## **School Participation**

Children who are in school are expected to participate in the day's activities unless there is an excuse from the family doctor. Children are not exempt from recess, physical education or any other activity if they are in school.

## **Head Lice**

Head lice are a parasitic infestation of an insect in human hair. It is easily transmitted from child to child. Children discovered with head lice will be brought to the school office and parents will be called to pick up the child. Parents are responsible for treatment of the infestation. St. Kilian has a "no nit" policy. This means that children are not permitted to return to school until all the lice and the eggs have been removed. School personnel are available to help with head checks in order to teach families what to look for and how to treat the infestation. Children who have been sent home with a case of head lice will not be permitted to return until all lice and nits are removed. The

child will be checked by the school principal before returning to class. Parents are on the honor system for informing the school of an infestation and notifying us when the child is nit free. All families will be informed in writing when there has been a case of head lice reported to the office. As much as possible, the names of children and families who are dealing with an infestation will be kept confidential.

## **INJURIES**

School staff will follow proper procedure when dealing with an injured child. Parents will be contacted if necessary.

### **Slight Injuries**

Bumps, bruises, small cuts, and scrapes will be treated by school personnel. An accident report will be completed. The care providers will determine if parents need to be contacted and/or the child needs to be picked up. Parents are notified if the injury occurs to the child's face.

### **Serious Injuries**

Parents will be contacted if it is determined by the care provider that an injury is serious, but not life threatening. Serious injury may require additional medical attention as determined by the parent.

### **Life Threatening Injuries**

The staff of St. Kilian reserves the right to summon immediate medical assistance for any child that is judged to be in a life threatening situation without contacting parents prior to summoning medical assistance. Parents will be contacted as soon as possible after contacting emergency medical assistance.

### **Unconsciousness**

Any situation where a child is rendered unconscious will be treated as a life threatening emergency.

### **Emergency Records**

It is extremely important that all emergency numbers be kept up-to-date with the school office. Any change in medical emergency information will be communicated to the school office in writing as soon as that change is made. This includes but is not limited to: change of work numbers or extensions for one or both parents, change of the person to contact in an emergency or in their telephone numbers, and/or change of doctors. Please be sure that the name of an alternate person that we can contact in an emergency is aware that you have submitted their name to the school.

## **LUNCH**

St. Kilian School offers a complete student lunch program funded by parents and subsidized by the State of Wisconsin and the federal government. The lunch program will always be in compliance with state and federal requirements for portion sizes and nutritional requirements. We use Lunchminder, a computerized lunch ticket system. Lunch money should be sent in an envelope with the child's name clearly marked. Money sent will be entered into each child's lunch account. Each child will have a lunch identification card that is scanned when they go through the lunch line. Parents will receive a letter when their child's lunch account is low. Hot Lunch Costs are contained in Tab C.

### **Limited School Lunch**

St. Kilian School has the option of providing a limited lunch to families who are significantly behind in paying for their daily lunch. Each lunch credit situation will be handled on a case by case basis and parents will be notified in writing when the school is exercising its option to serve a limited lunch. A limited lunch meets the basic nutritional guidelines of the state for the school lunch program.

### **Free and Reduced Lunch**

Federally funded free and reduced lunches are available to those families who qualify. Information is available in the August Packet or through the school office all year. Any change in the economic status of your family could qualify your family for this program at any time in the school year. Please read over this information and apply if you qualify. The school receives many more federal and state benefits based on the percentage of students who qualify for the federal program. While children are encouraged to eat the food that they take, children are not forced to finish all their food. Adults do monitor food consumption and parents will be contacted if a child demonstrates poor nutritional habits or symptoms of an eating disorder.

### **MEDICATION**

It is against school policy for medication of any kind to be dispensed to a student of St. Kilian School without the written permission of the parent/guardian and a medical doctor. No staff person will administer any form of medication unless the proper forms are on file in the school office. **There are no exceptions to this policy.**

### **Prescription Medication**

Both sides of the medication form must be filled out before the school can administer prescription medication. The medication must be sent to school in its original container and labeled by the pharmacist. Students who receive prescription medication on a regular basis (i.e. Ritalin) need only send one medication form unless the prescription changes. Special forms are available in the school office for those parents who wish a child to keep an asthma inhaler with him/her at all times. Parents are encouraged to keep three dose antibiotics at home and administer them before the child comes to school, when the child comes home and before the child goes to bed. It is not necessary to give three dose antibiotics at meal time unless specified on the prescription label. This policy applies to oral medications only. Parents will be responsible for administering medication by any other method.

### **Nonprescription Medication**

The parent side of the medication form must be complete before the school can administer any medication, with the exception of cough drops. All medication will be kept in the school office and administered by the school secretary or the building principal. This policy applies to oral medications only. Parents will be responsible for administering medication by any other method.

## **PARENT INVOLVEMENT PROGRAM**

The Parent Involvement Program is a volunteer program that enriches our children's lives by providing school volunteers to programs that are educationally and socially enriching. The Parent Involvement Information is included in the family packet and needs to be returned to the school within the first two weeks. **Parents must comply with the parent involvement policy as outlined in the Parent Involvement Handbook.**

1. **Each family with students in 5k-8<sup>th</sup> grade**, agrees to work at **one Fish Fry or Pancake breakfast**, as well as **two other committees or programs throughout the year**. We want every family to have some input and be involved in the continued success of our school and their children's education. We also need volunteers to help with various projects in the school in an effort to keep our tuition costs as low as possible. Failure to fulfill service requirements will result in a financial assessment of **\$100.00**. Outstanding funds will be treated as non-payment of tuition as outlined in policy 3240.2<sup>1</sup>. This money will be put in the St. Kilian Tuition Assistance Fund.
2. **Each family with only 3K or 4K students**, agrees to work at one Fish Fry or Pancake breakfast, **OR** one committee/program. Failure to fulfill service requirements will result in a financial assessment of **\$50.00**. Outstanding funds will be treated as non-payment of tuition as outlined in policy 3240.2<sup>2</sup>. This money will be put in the St. Kilian Tuition Assistance Fund.
3. **Volunteer service year** period begins on May 1<sup>st</sup> and ends April 31<sup>st</sup>.
4. Each family will be responsible for returning their completed **volunteer service** sheets to the school office. Volunteer Service sheets should be turned in each quarter, by July 31<sup>st</sup>, October 31<sup>st</sup>, January 31<sup>st</sup> and April 30<sup>th</sup>. Forms can be found on the school website.
5. Summer activities (May 1<sup>st</sup> to August 31<sup>st</sup>) will be reported at the beginning of the next school year.
6. **Volunteer services** accrued exceeding the required yearly amount cannot be carried over to the following school year.

Parents involved in the school on a regular basis will be required to submit to a criminal background check and are required to attend VIRTUS Training.

## **PARISH RELATIONSHIP**

St. Kilian School is part of St. Kilian Congregation and is directly accountable to the pastor and to the Archdiocese of Milwaukee. The principal is part of the parish staff attends parish staff meetings. All school committees and sub-committees report to the School Committee, which is a sub-committee of the Parish Council.

## **Pastor Involvement**

The pastor is involved in the school on both the pastoral and administrative levels. He frequently walks through the school. As his schedule permits, he has lunch with groups of students and informally visits classrooms. He is always available upon a teacher's request. The pastor presides at the children's liturgies, sometimes instructs the children during them and regularly keeps classes after mass for grade level instruction. He also celebrates the Sacrament of Reconciliation with the children and youth in both the school and religious education programs. He's involved in the sacramental programs for first communion, first reconciliation and confirmation. He reviews the religion tests of every child and high-school student in the parish. This gives him the opportunity to comment upon the students' work and to monitor the effectiveness of our religious education program. He also monitors the religious instruction for teachers, catechists and administration to see that all maintain the religious education certification and continuing education required by the Parish and Archdiocese of Milwaukee.

## **PERSONNEL STANDARDS**

Teachers and administrators in Catholic Schools are held to a high degree of professionalism. All teachers are required to achieve and maintain Basic Certification in the teaching of Religion from the Archdiocese of Milwaukee. Teachers of Religion are required to achieve and maintain Advanced Certification in the teaching of Religion from the Archdiocese of Milwaukee. Teachers and administrators must hold and maintain appropriate certification through the Department of Public Instruction in the area they are teaching. All teachers and staff are required to have had VIRTUS Training and are subject to a thorough criminal background check every five years. Personal information about staff (i.e. home phone numbers and addresses) will not be given out to the general public without written permission from that staff person.

## **PLAGIARISM**

Plagiarism is defined as "stealing and passing off as one's own, the ideas, images, or writings of another." (Webster's Dictionary, 1961). Since plagiarism is an act of stealing, it is not accepted in any writing or speaking project turned in as an assignment by a student of St. Kilian School. Any partial or complete act of plagiarism found in an intermediate student's assignment will result in a reduction of the grade on that assignment. Any partial or complete act of plagiarism found in a middle school student's assignment will result in an immediate failure mark for that assignment. (A score of 0% to 68% would be left to the discretion of the teacher based upon the percentage of the assignment that is plagiarized.) Students in the intermediate grades who wish to use direct quotes or paraphrase another's ideas, images or writings must follow reference guidelines established by the classroom teacher. Students in grades seven and eight who wish to use direct quotes as part of a written or oral assignment must follow the American Psychological Association (APA) style for referencing a direct quote both in the text and on the reference page. Students in grades seven and eight who wish to paraphrase a passage must provide acknowledgement as an in-text citation according to the APA style.

## **PLAYGROUND RULES**

The welfare and safety of the children is of primary concern when students are engaged in outdoor activities at recess. The adult playground supervisor has full authority to set boundaries or discontinue activities not covered in this handbook if he/she feels that an activity has become dangerous or violent. The playground is

divided into play sections based upon grade for noon recess and students are expected to remain within their play area. The playground toys are shared by grades one through six on a rotating basis by grade. Students are not permitted on the playground equipment when it is not their grade's turn, unless they request special permission from the supervisor. Toys are not used by any child after the first snowfall until spring. No child in seventh and eighth grade is ever permitted on the playground toys. Each classroom is provided with balls, jump ropes and other playground equipment by the generous efforts of the Athletic Committee. It is the responsibility of the students in that classroom to return any equipment to the room at the end of recess. Balls that end up on the roof of the school are collected as the custodian has the time and returned to the classroom. Students may share toys with students from their classroom and students from other rooms may opt to play a game using shared toys, but students should not lend their classroom toys to other students when it is time for their class to return to the building. Allowing children to bring additional toys to school for recess is left to the discretion of the classroom teacher, the principal and the playground supervisor with the exception of the following toys:

1. Baseballs, softballs and bats.
2. Bicycles, skateboards, scooters, snow boards and roller blades.
3. Any motorized toys.
4. Trading cards or any game that allows one child to keep the toys of another child.
5. Hard balls or hard frisbees.

The school is not responsible for any personal toys that are lost, stolen, or broken during the school day.

### **Indoor Recess**

Indoor recess is held when weather conditions do not permit students to be outside, such as rain or extreme cold. Temperatures at or below zero and wind chills below zero are considered too cold to be outside. There is some flexibility in the wind chill taking into account the length of the recess and the temperature compared to the wind chill. During indoor recess, children remain in their classrooms for first and last recess. Primary children usually view a video during noon recess and older children remain in the cafeteria working on homework, playing board games and cards, or putting together a small puzzle. Our indoor recess program is always looking for donated board games, small jig-saw puzzles (100 pieces) and decks of cards.

### **Snow Play**

During or immediately after snowfall, children need to be dressed for conditions. Boots and snow pants are required for any student who wishes to play in the snow in and around the toys. Students in first through fourth grades must wear boots to play on the blacktop. Students in grades five through eight must have an additional pair of shoes for the blacktop so that they can change from wet shoes to dry shoes after recess. Dry socks are also highly recommended. This additional pair of shoes cannot be their inside shoes nor their gym shoes. It is suggested they bring an old worn pair of shoes for playing on the blacktop after it snows. Boots and old shoes are required even when the blacktop is dry because children are often chasing after balls into the areas of the playground that are snow covered. Students who do not have boots will be directed to a dry area by the playground supervisor and will have to remain in that area.

## **Socialization**

Recess is an important part of the school day because it allows students to practice positive social skills and the morals and values we teach here at St. Kilian. Because of this, certain behaviors are not permitted. These behaviors include:

1. Profanity
2. Physical aggression of any kind
3. Verbal aggression
4. Harassment in any form
5. Any behavior that is considered dangerous by the playground supervisor.
6. Disrespect of the playground supervisor.
7. Throwing hard objects such as a hard ball, a snowball, and chunks of ice or rocks.

## **Consequences**

The playground supervisor may place a child against the wall for behavior infractions or send the child(ren) to the principal's office as the situation warrants.

## **Time Out**

Students who are given a time out for part or all of a recess must stand in one place as directed by the playground supervisors. They are not permitted to engage other students in conversation or in play.

## **PRIVACY**

The student lockers and the student desks are the property of St. Kilian Congregation. There is no expectation of privacy for the lockers, desks or any items stored in lockers and desks. Periodic inspections of lockers and desks will be conducted at any time by the principal or staff members without notice, parent consent or student consent.

Student lockers located in school hallways may not be locked at any time.

There is no expectation of privacy with lockers located in the school locker rooms.

Locks may be borrowed from the school for a \$4.00 deposit that is returned at the end of the school year. The Physical Education Teacher keeps a copy of these locker combinations. After the supply of locks at school is exhausted, students are permitted to bring a number combination lock from home as long as the combination to that lock is given to the Physical Education Teacher. Periodic inspections of these lockers will be conducted at any time by the principal or staff members without notice, parent consent or student consent. There is no expectation of privacy with notebooks, textbooks, journals or diaries when they are on school grounds. The principal and school staff reserves the right to check and read any written material that is located on school grounds. There is no expectation of privacy with computer hardware, computer software, or access to the internet. We reserve the right to check and read any data input located within the school. Students are not permitted to engage in e-mail correspondence on school computers. We reserve the right to check all web sites that the child has entered while on a school computer. If there is a question about an item a child might be carrying on their person, parents will be called.

## **RELIGIOUS EDUCATION**

St. Kilian School is first and foremost a center for Religious Education. Religion is taught as a subject each day. Each subject is taught with a focus on the spiritual development as well as the academic development of the child. Students attend weekly liturgy or prayer services either with their peers or with the whole school. All school liturgies and prayer services are most often held on Thursdays except for Holy

Days that fall on school days. Liturgy days are subject to change without notice. A prayer service can be substituted for a liturgy without notice. There is daily all school prayer at the beginning of the day and at the end of the day. In order to support the spiritual environment of the school prayer time, we ask that any adults in the building at the time of prayer pause in any activity they are engaged in, maintain a respectful silence, or better yet, join us in the prayer. Morning Prayer is about four minutes long and closing prayer lasts about one minute. Teachers lead a meal prayer in the middle of the day before lunch and half day classes end with a teacher-led prayer time at the end of their day. Articles that remind the children of their Catholic Identity are found in every classroom.

### **SCHOOL COMMITTEE**

“The School Committee is a standing committee of the Parish Council” and is primarily concerned with the “intellectual and spiritual development of the students”. Its primary function is to “develop policies that will enable the school to reach its agreed upon goals”. (Constitution of the St. Kilian School Committee) The committee consists of seven members who are chosen by discernment. There are three officers who chair the meetings. Meetings are held once each month. There are six standing sub-committees of the School Committee. They are Technology, Home and School, Endowment, Development, Marketing, and Athletic. Membership in these committees is always open to interested parents. The \$crip Committee functions as a sub-committee of the Parish Finance Committee.

### **SCREENINGS**

Vision and hearing screenings will be held in the early weeks of school under the direction of the Washington County Health Department. The Hepatitis B vaccination will no longer be offered at sixth grade because students should have already received this vaccination. Scoliosis screening for sixth and seventh grade girls and eighth grade boys will be conducted by the health department. Scoliosis screening does require a partial disrobing on the part of the child in order to have an unobstructed view of the complete spine. Parents will be notified in advance of screening dates. St. Kilian School will cooperate with all requirements of the Washington County Health Department.

### **\$CRIP PROGRAM**

The \$crip Program is one of our most effective fundraisers and is supported by many local grocery stores, retail stores, gas stations and restaurants. The \$crip Program raises funds that go directly to the school budget, which in turn helps to keep tuition costs at a reasonable rate. With \$crip, you purchase gift certificates for stores and use them as cash. You receive dollar for dollar for the certificates purchased, and our school makes a profit because we are able to purchase the certificates from the companies at a discounted rate. Through the Parent Participation Project (PPP), every family with children in the school is required to purchase enough \$crip to provide the \$crip Program with a \$100 profit. Families that have children in the K3/4 program ONLY are expected to earn a \$50.00 profit. This means purchasing approximately \$2,500 (\$1,250 K3/4) worth of \$crip. The \$crip PPP period runs from April 1<sup>st</sup> through March 31<sup>st</sup>. If a family does not make their PPP requirement of \$100 (\$50.00) or does not use \$crip at all, the difference is added directly to their tuition bill. For instance, if your family made \$50 in \$crip profit for the year, you would be charged \$50 (the difference) on your tuition bill. The PPP program is not optional. It is part of our tuition

and fees schedule. You can decide to buy out of using \$scrip by paying \$100 upfront, but you cannot opt out of the PPP program requirement. To reward families for using \$scrip, there is a \$scrip Credit Program. If you make over \$150 in profit for the \$scrip Program, you get a credit of \$50 that can be applied to your tuition bill or designated to a St. Kilian Fund. If you make over \$200 profit, you get a \$75 credit, and so on. More information can be found in the \$scrip packet.

### **SPECIAL NEEDS**

St. Kilian School offers programs geared to the needs of all students within the self-contained classroom. St. Kilian is limited in what can be offered to some special needs students in an inclusive, self-contained classroom. Students with special needs in academic development, physical development and/or emotional development are handled on a case by case basis.

### **STUDENT ASSESSMENT**

#### **Informal Contact**

Teachers are constantly involved in the student assessment process and are available to consult with parents whenever necessary at the request of the parents or the teacher. Parents are welcome to contact the teacher using the extensions listed in the front of the handbook. Please respect the learning environment of the classroom and call before or after classroom hours.

#### **Mid-Quarter Assessment**

A mid quarter report will be sent home with each child four times per year about half way through each quarter. Specialist teachers may elect to complete separate mid quarter reports or combine their results with those of the classroom teacher. Mid quarter reports are generally part of the student's permanent record and may be used as a reference when testing for special needs.

#### **Report Cards**

A written report card will come home with each student at the end of every quarter. The report card does become part of the child's permanent record. Parents must return the signed portion of the report card within two weeks after it is issued.

#### **Parent Conferences**

Formal parent conferences will be held with the regular classroom teacher or homeroom teacher at the end of the first quarter. An optional second parent conference will be held at the end of the second quarter. A parent or a teacher can request this second formal conference. Parents can request conferences with specialist teachers or specialist teachers can request parent conferences for one or both of the scheduled conference times. Parents may schedule informal conference times with teachers throughout the year at a time mutually agreed upon with the teacher. Students may be included in the conference at the request of the parent or the teacher.

#### **Testing**

Testing is an important part of student assessment. Testing allows a teacher to determine if the child has grasped the concepts of a particular chapter or unit. The tests consist of teacher made tests and those supplied by the textbook manufacturers. Tests are usually announced well in advance of the test date allowing a child to study

the information for the test. Some quizzes may be given without advanced announcement in order to check on spelling or mathematics skills.

### **Standardized Testing**

Students in grades three, five and seven are given the Iowa Test of Basic Skills in the spring of each school year. Standardized testing allows parents and children to see how the child is progressing when compared to other children locally and nationally. Standardized testing also allows the school to determine the strengths and weaknesses of the school curriculum based upon the total class comparisons. Standardized tests are given outside of the curriculum and are not counted with the other forms of assessment. Parents will receive a copy of the child's standardized test results. Class test results are made available to anyone upon request. Individual test results are released only with the written consent of the parents. Eighth graders take the Wisconsin Knowledge and Concepts Examination (WKCE) during the first semester. Individual student test results are shared with parents and the eighth grade tests are also shared with the high school to assist in class selection and placement for high school. Class test results are made available to anyone upon request. Individual test results are released only with the written consent of the parents, except for those records shared with the high school. Test results become part of the child's permanent records.

### **STUDENT RECORDS**

Academic, behavioral and health records are kept on every student in the school. Special needs files are kept in a separate location and can be accessed by the parents or a child over the age of eighteen by contacting the school principal. Parents can make a visual inspection or arrange for photocopies of their child's school records by contacting the building principal. A child over the age of eighteen can make a visual inspection of his/her school records or arrange for photocopies by contacting the building principal. No item can be removed from the school records by a parent or a child. Parents and children over the age of eighteen are permitted to add written statements to the permanent record as they see fit and to have written statements attached to specific documents. Records may not leave the school office and the building principal will be present when records are examined to offer explanations of the contents as needed. All records are kept permanently and are confidential. Parents are not permitted to remove school records when a child transfers to another school. Only school to school transfer of records is permitted. St. Kilian School will be in compliance with Archdiocesan Policies 5115, 5125 and 5125.31 concerning student records.

### **TRANSPORTATION**

#### **School Bus**

St. Kilian will support the bus agreement and the discipline code established by the Wittenberger Bus Company and the schools of Hartford. The busses will drop off on High Street. Students who are bussed will be met by a teacher and walked down the ramp to line up with their class. Parents will be contacted when St. Kilian receives a conduct report on a misbehaving child from the bus company. Bus Conduct Reports will be dealt with in the same manner as school discipline problems. Students will receive a consequence for their misconduct on the bus. If a student receives three conduct reports in one year, a three day suspension from bus transportation will be issued. School bus privileges can be revoked temporarily or permanently at the

discretion of the bus company. St. Kilian School is not responsible for setting up bus routes, pick-up or drop off times, or arranging for transportation for a student. Inquiries concerning student transportation can be directed to the bus company at 673-3777. St. Kilian will continue to support the use of video cameras on the bus. A copy of the School District video camera policy is found at the end of this handbook.

## **Car**

### Drop-Off Procedures 5K-8<sup>th</sup> Grade Students 7:45-8:00 a.m.

All cars dropping off students will enter the parking lot from State Street. There will be cones to block off a protected area where the children will line up. Cars are to stay in a single file line and pull along the cones. When your car is next to a green cone (the loading zone), your child(ren) may exit the car, walk into the protected area, and go to their class line. It would be best if your children could exit from the rear driver's side. If this is not possible, they should walk in front of your car to get to the protected area. Please make sure that your children have all of their things gathered and are ready to exit the car when you pull up. If this is not possible or if you would like to wait with your children, please park over by the playground equipment. As soon as your children have safely entered the protected area, please pull away in a single file line and leave through the south Johnson Street exit. (The north Johnson Street exit will be blocked off.) There will be teacher supervision beginning at 7:45 a.m. If there is bad weather, students will line up inside. Students in grades 4K-3rd will line up inside the Head Start door. Students in grades 4th-8th will line up in the middle staircase and hallway. If you are late and are dropping your child off after 8:00 a.m., you must bring your child to the main school entrance on High Street. If you need to drop your child off before 7:45 a.m., please drop them off at the main High Street entrance. There will be a staff member on duty at 7:15 a.m. for early students.

### Pick-Up Procedures 5K 11:10 a.m. and 3K – 11:10 a.m.

Parents of 3K students are to follow the same pick-up procedure as all other students. Pull into the parking lot from State Street in a single-file line along the cones and wait for your child to come to you. Your child may enter your car when you are next to the green cones. When you have your child safely in the car, carefully pull out and exit through the south Johnson Street exit.

### Drop-Off Procedures 4K 12:05 p.m.

4K Students will need to be dropped off at the East High Street Entrance, which is by the water tower. No 4K students may be dropped off in the parking lot because the drop-off time is during recess and no cars are allowed in the parking lot during this time. A staff member will be there to meet your child at 12:00 p.m. You may pull up to the entrance (traveling east on High Street) and let your child out, or you may park your car on the other side of High street or another side street and walk your child over to the entrance. There is no parking on the school side of High Street.

### Pick-Up Procedures 4K, 1<sup>st</sup>-8<sup>th</sup> Grade Students 2:55 p.m.

The pick-up procedure will follow the same format as drop-off. All students will be picked up in the parking lot. Cars will again enter from State street and pull up to the blocked-off area in a single-file line. Your children will be waiting in the protected area and will come to you and enter the car when your car is in the green loading zone area. Again, it would be best if they can enter on the rear driver's side. Once your children are in, please pull away in a single-file line and leave through the

south Johnson Street exit. If your children need help getting buckled in, please pull out and find a spot off to the side where you can help them with this. If you need to come into the school, please park across from the playground equipment. If your children are not ready to be picked up, you may have to pull out, park until you see them come out and then file into the line again. This will help to keep the line moving. There will be a staff member outside with the students until 3:10 p.m. Students who remain after this time will be taken to the office. If you come after 3:10 p.m. go to the High Street Entrance to pick up your child(ren).

### **Bicycles and Walkers**

Parents are responsible for a child's behavior prior to the arrival of a child on school grounds. Students need to be taught proper safety procedures when walking to school or riding their bicycles. St. Kilian is not responsible for any lost or stolen bicycles on school property. All bicycles must be secured in the school bike rack with a bike lock provided by the parents.

### **Trains**

Parents are responsible for instructing their children on the dangers of crossing the train tracks and establishing behavior for their children who must cross the tracks on the way to or from school. While the school cannot be responsible for a child's behavior off school grounds, parents will be notified if it is reported to us that a child is engaged in dangerous behavior involving trains or railroad crossings.

### **TUITION AND FEES**

The operating budget for St. Kilian School is based on three sources: tuition, parish subsidy, and fund raisers. The success of our operation is dependent on the reliability of our income sources. St. Kilian School works very hard to remain fiscally responsible to all of our sources of income. Consequently, we operate a very tight budget and are dependent on regular, consistent tuition payments made on time and in full in order to meet our operating expenses. Parents are encouraged to make tuition payments on time and in full. **Parents may elect to pay the entire tuition at the beginning of the year, pay by the month or by the semester. These are the only three option payment plans as payments must be made in advance of service.** Information will be made available to pay through an automatic payment plan. Please note the consequences for non-payment of tuition located on the Tuition and Fees Statement you received at the time of registration. The current school year tuition and fee schedule is located at the end of this handbook.

### **Tuition Assistance**

No child will be refused a Catholic Education because of a family's inability to pay the full tuition. Tuition assistance is available by contacting the school office or the parish business office. Tuition assistance is based upon income statements. Therefore, proof of income is required as part of the application process. Parents are required to notify the school and be on a tuition assistance program if a child is to continue to receive an education from St. Kilian School without paying full tuition.

**ST. KILIAN CONGREGATION  
ACCEPTABLE USE POLICY  
COMPUTERS AND TELECOMMUNICATIONS**

**INTRODUCTION**

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of St. Kilian Congregation. Network and Internet access is provided to further legitimate the resource goals of this ministry. St. Kilian Congregation provides computing and network resources for the use of those affiliated with this parish. The equipment, software, and network capacities provided through these computer services remain the property of St. Kilian Congregation. All users are required to conduct their computing, data storage, and on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in an investigation, suspension or loss of privileges, and disciplinary, legal, and/or monetary consequences.

**ACCEPTABLE USE**

Appropriate or acceptable uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and web sites to enrich and expand the mission of St. Kilian Congregation.
- Using E-mail capabilities to facilitate distant communication.
- Using list-servers and news groups to gain access to current information on local, state, national and world events.

**UNACCEPTABLE USES AND CONSEQUENCES**

Examples of inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Unacceptable practices include, but are not limited to:

- Transmission of any material in violation of any federal or state law. This includes but is not limited to: copyrighted material, threatening, harassing, pornographic, or obscene material, or material protected by trade secret.
- Copyrighted material may not be transmitted without the written permission of the author or creator through E-mail or other network resources.
- E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment.
- The display or transmission of messages, images, cartoons, or any form of E-mail that is sexually explicit will constitute harassment and will be handled according to existing harassment policies.
- It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal or immoral material.
- No telecommunications facility may be used for personal, financial, or commercial gain, product advertising, political lobbying, sending unsolicited junk mail, or sending chain letters.
- Unauthorized attempts to access another adult's E-mail or similar electronic communications or to use another's name, E-mail address, or computer address to send E-mail or other electronic communications is prohibited and will be subject to disciplinary action.
- Vandalism of the data of another user, any attempt to harm or destroy data on the network, Internet, or any sites connected to the network are prohibited.

Attempts to breach security codes, passwords, or other security measures will be considered a form of vandalism.

- Creation, intentional propagation, or use of computer viruses is prohibited.
- Forging, deleting, copying, or modifying electronic mail messages of other users are prohibited.
- Deleting, copying or modifying files or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software or any attempts to modify the parameters of the system are prohibited.

NOTE: Nothing in this policy shall prohibit the computer supervisor from intercepting and stopping E-mail messages that have the capacity to overload the computer resources. Discipline will be imposed for intentional overloading of the computer resources.

## **RESPONSIBILITIES**

Access to the electronic communication resources of St. Kilian Congregation is a privilege and certain responsibilities accompany this privilege. Users will demonstrate the same level of ethical and professional manner as is required in face-to-face or written communication.

- Anonymous or forged messages are prohibited.
- Every user must understand that St. Kilian Congregation cannot guarantee the privacy or confidentiality of any electronic documents and any messages. Messages of a confidential nature will not be communicated via E-mail from this facility.
- The pastor or pastor's delegates of all computer access within the St. Kilian Ministries reserve the right to access E-mail, to retrieve information and records, to engage in routine maintenance and housekeeping of hardware and software, to carry out internal investigations or to disclose messages, data, or information to law enforcement authorities.
- Any information contained on any computer hard drive or software which is purchased by the ministry is considered the property of St. Kilian Congregation.
- The purchase of any materials over the Internet related to the mission of St. Kilian Congregation must be handled through existing purchasing procedures and cleared through the proper supervisors prior to the order being placed even if the purchaser is using a personal credit card to place the order. Purchases over the Internet of a personal nature using a personal credit card are strongly discouraged.

This agreement applies to any computer or telecommunications unit located on the property of St. Kilian Congregation, including stand alone units and units connected to a network or Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, disciplinary action and/or appropriate legal action may be taken. Monetary remuneration will be sought for intentional damage necessitating repair or replacement of equipment and/or software. This agreement can be modified at any time with proper notification to persons involved and the issuing of a new compliance statement. The decision of the pastor or pastor's delegate regarding inappropriate use of the technology or telecommunication resources of St. Kilian Congregation is final. Information adapted from Archdiocesan guidelines for the use of computers and telecommunication.

Approval by St. Kilian Parish Council: January 20, 2000

# USE OF VIDEO CAMERA ON THE SCHOOL BUS

The School District of Hartford Joint One approves the use of video cameras on school buses for the primary purpose of insuring the health and safety of student bus riders. This purpose will be advanced if the district can prevent student misconduct, disciplinary problems and vandalism on the school bus allowing the driver to focus attention on the safe operation of the school bus.

Parents shall receive annual notice of the district's policy and procedures for use of video cameras on school buses. Such notice will be included in the parent and student handbooks and in board policies available to public review and inspection. The school buses will also be posted with signs indicating that video cameras may be in use on that school bus.

The school principals in conjunction with bus company personnel will determine the need for video cameras on school buses and the schedule of when such video cameras will be used. the school district will will maintain a log of the bus numbers, drivers, routes and dates when video cameras are recording activities on a school bus. Individual bus drivers need not be informed as to the dates and times their school bus is subject to videotaping. the school district will entertain requests from parents, students, bus drivers, teachers and others who are concerned about student conduct or safety issues on the school bus. Although the school district cannot guarantee that a request for videotaping will be honored in every instance, the district will investigate to determine if student conduct has become a problem on a particular school bus route.

Only school administrators and designated bus company personnel will be authorized to view any videotapes made of conduct on a school bus. These tapes will be used to review student behavior on the school bus and to determine if school rules have been violated and which students are involved. The district reserves the right to discipline students who violate school rules or otherwise engage in misconduct while on the school bus or under school authority. The district also reserves the right to use videotapes to document the nature and extent of the student misconduct or rule violation.

The district recognizes the confidentiality of student records pursuant to state and federal law. The district further recognizes that any videotapes created are student records and subject to the protection of state and federal records laws. The district reserves the right to introduce a videotape at any disciplinary hearing involving student misconduct or rule violations on the school bus, but only as permitted under applicable state and federal law.

As pupil records, these videotapes are confidential and disclosure of review is limited to those persons authorized by law to inspect pupil records. A log will be kept of those individuals who view any videotape.

# ST. KILIAN SCHOOL EMERGENCY MANAGEMENT PLAN

## PROGRAM SUMMARY

### POTENTIAL SITUATIONS

- 1) Inclement weather
- 2) Building systems failure
- 3) Large group crisis/Unknown multiple illness
- 4) Fire
- 5) Bomb threat
- 6) Gas leak
- 7) Severe storm watch/warning- or -Tornado watch/warning
- 8) Intruder or other threatening situation  
(to include strangers, known individuals, animals etc...)

### CATEGORIES

#### *EARLY RELEASE CATEGORY*

The following are situations which would necessitate early release of students:

- 1) Inclement weather
- 2) Building system(s) failure (utility outage)
- 3) Large group crisis/Unknown multiple illness (this could include sudden illness of multiple students, sudden emotional trauma to students or faculty, etc... this would be at the discretion of the principal)

#### *EVACUATION CATEGORY*

The following are situations which would require evacuation of the school building:

- 1) Fire
- 2) Bomb threat
- 3) Gas leak

#### *NON-EVACUATION CATEGORY*

The following are situations which require specific plans of action for the safety of students and staff, but do not require evacuation of the school.

- 1) Severe thunderstorm watch/warning -or - Tornado watch/warning
- 2) Intruder or other threatening situation  
(to include strangers, known individuals, animals etc...)

# ST. KILIAN SCHOOL EMERGENCY RESPONSE PLAN

## SCHOOL EVACUATION PLAN

Please follow these procedures in the event you are notified that St. Kilian has had to evacuate the school due to fire or other emergency. It is very important that you adhere to these guidelines to ensure a safe and orderly process.

1) When you have received the phone call or have heard the news from another source, make sure to complete your calls on the phone tree. Follow all phone tree procedures.

2) DO NOT CALL THE EVACUATION SITE. IT IS VERY IMPORTANT TO KEEP LINES FREE AND CONFUSION TO A MINIMUM. Children will be held there until someone comes for them.

3) Proceed to the evacuation site. The location is:

Hartford Recreation Center  
125 N Rural Street  
Hartford

OR

Peace Lutheran School  
1025 Peace Lutheran Drive  
Hartford

4) Someone will greet you at the door and direct you to where you can find your child(ren).

5) Please sign for your child(ren) and leave. Again, it is very important to keep the area clear and free from confusion. Your cooperation is greatly appreciated.

6) Listen to your radio for further information on school reopening or other arrangements. In addition to radio announcements, direct communication from school will follow.

The chances of having to use these procedures are small, but we thank you for your careful consideration of these guidelines. It is always a good idea to be well informed and prepared.

# ST. KILIAN SCHOOL EMERGENCY RESPONSE PLAN

## EARLY RELEASE PLAN

### PLAN ONE

#### INCLEMENT WEATHER (ALL SCHOOLS IN THE AREA CLOSING)

1) If you are aware of the possibility of an early closing of school due to inclement weather, please tune to your local T.V. or radio stations (TMJ4) or check the HUHS website. In addition, when a decision is made to close school early due to inclement weather, school will initiate the phone tree to inform all families of the early release.

2) Please note the following locations for pick-up.  
4K through 3rd grade – SOUTH EAST ENTRANCE  
4th through 8th grade – SOUTH CENTRAL ENTRANCE

3) School buses will run regular routes, but they will be earlier in the day.

### PLAN TWO

#### BUILDING SYSTEM FAILURE/LARGE GROUP CRISIS

1) When the decision is made to close school early due to a problem specific to St. Kilian, school will initiate the phone tree so that all families are aware of the closing and the reason for the closing.

2) Please be aware that in these situations there WILL NOT BE BUS SERVICE. All Students must be picked up from school.

3) Students will wait for pick-up in the following locations:

4K through 3rd grade – SOUTHEAST ENTRANCE  
4th through 8th grade – SOUTH CENTRAL ENTRANCE

# ST. KILIAN SCHOOL EMERGENCY RESPONSE PLAN

## NON-EVACUATION EMERGENCY PLANS SEVERE THUNDERSTORM WATCH OR WARNING TORNADO WATCH OR WARNING

In the event that a storm watch or warning is issued while your child is at school, the following procedures will be followed:

- 1) During a thunderstorm watch, activities in school will proceed as normal. Teachers will be informed of the situation and weather will be monitored. (The school office has a weather radio.)
- 2) During a thunderstorm warning or a tornado watch, children will be kept indoors. Individual students will not be allowed away from the classroom without adult supervision.
- 3a) If a tornado warning is issued, students will be taken to the following shelter areas:
  - ◇ 4K and 5K – Library office on the first floor
  - ◇ 1st grade through 3rd grade – Lower SE corridor by Youth room and Religious Ed office
  - ◇ 4th grade through 8th grade – Lower corridor extending from gymnasium to boiler room except where there are glass doors
- 3b) If a tornado warning is issued at the end of the day, students will not be released until the warning expires.
- 4) When the warning expires, students will be released to buses and rides.
- 5) On the chance that the buses are not running, the phone tree will be initiated and parents will have to come and pick up their children (similar to an early release specific to St. Kilian School).

## CELL PHONE PERMISSION FORM

I allow my child \_\_\_\_\_ to carry a cell phone at school related events.

I understand that my child must turn his/her cell phone into the school office at the beginning of the school day and retrieve it from the office at the end of the school day

I understand that St. Kilian teachers and administration reserve the right to confiscate cell phones if they are found on the student or in the students' locker/desk or if the cell phones are used to make inappropriate phone calls.

I will not hold St. Kilian School, St. Kilian Parish, or the Archdiocese of Milwaukee liable for any uses my child makes of the cell phone including but not limited to long distance charges and extra fees for overuse of the cell phone. **St. Kilian Parish, St. Kilian School and the Archdiocese of Milwaukee are not responsible for any theft of or damage to any cell phones.**

PARENT PRINTED NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

# **ST. KILIAN SCHOOL WELLNESS POLICY**

The Federal *Child Nutrition and WIC Reauthorization Act of 2004* mandated that all schools including private schools that participate in authorized programs under the *National School Lunch Act* or the *Child Nutrition Act* must develop a local school wellness policy. This requirement applies to those schools participating in programs such as the free and reduced-price lunch program, the school breakfast program and the special milk program. The law implies that reimbursable school meals meet the program requirements and nutrition standards set forth under the legislation.

The goal of the St. Kilian School Wellness Policy is to offer nutrition education to influence students' behaviors by enhancing their knowledge and skills to help them make healthy eating and physical activity choices. The nutrition education will be integrated into subjects such as math reading, health and physical education; and will provide opportunities for students to practice skills and have fun with the outcome of fostering lifelong healthy eating. Nutrition influences a child's development, health, well being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits.

The policy of St. Kilian School is to:

**1. Provide a positive environment and appropriate knowledge regarding food.**

Ensure that all students have access to healthy food choices during school and at school functions.

Provide a pleasant eating environment for students and staff.

Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.

Enable all students to acquire the knowledge and skills necessary to make life long healthy food choices.

**2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.**

**3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.**

**4. Reduce student access to foods of minimal nutritional value.**

Ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs. Encourage the practice of good nutrition by reducing the sales or distribution of foods of minimal nutritional value by:

- Reducing access to non-nutritional foods
- Educating students about healthy foods

## **Nutrition Education**

The key elements of St. Kilian School nutrition education policy are that:

1. Students receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. Nutrition education is offered in the school lunchroom as well as in the classroom.
3. Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community and media.

4. Health education curriculum standards and guidelines include both nutrition and physical education.
5. Nutrition is integrated into the health education and physical education curriculum and as appropriate into other core curricula (e.g., science, language arts.)

### **Physical Activity**

The primary goals for the St. Kilian School physical activity components are: to provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short-and-long-term benefits of a physically active and healthful lifestyle.

The key elements of the school's physical activity policy are that:

1. Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess/free-time, and the integration of physical activity into the academic curriculum whenever possible.
2. Students are given opportunities for physical activity through a range of before-and/or after school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
3. Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
4. Schools provide training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

### **Other School-Based Activities**

The primary goal for St. Kilian school-based activities is to create a total environment that is conducive to healthy eating and encouraging students to be physically active.

The key elements of the school's activities policy are that:

1. St. Kilian School provides a clean, safe, enjoyable meal environment for students.
2. St. Kilian School provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
3. St. Kilian School makes drinking fountains available so that students can get water at meals and throughout the day.
4. St. Kilian School encourages all students participate in school meals programs and protects the identity of students who eat free and reduced price meals.
5. St. Kilian School encourages fundraising efforts that are supportive of healthy eating.
6. St. Kilian School provides opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.
7. St. Kilian School makes efforts to keep physical activity facilities open for use by students outside school hours.
8. St. Kilian School encourages parents, teachers, administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
9. St. Kilian School encourages and provides opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas. *This policy is in accordance with Archdiocesan policy 5140.4*

## TAB A: SCHOOL PERSONNEL

### ST. KILIAN SCHOOL PERSONNEL 2011-2012

School Phone Number 673-3081

#### ADMINISTRATION

**PASTOR:** Fr. David La Plante Extension 401  
**PRINCIPAL:** Mort Zaydel Extension 116

#### STAFF

3K/4K	Monika Gorka	Extension 108
5 K	Sue Hill	Extension 103
1	Mary Kirley	Extension 107
2	Jayne Steiner	Extension 104
3	Pamela Zanchetti	Extension 109
4	Marcy Mattson	Extension 111
5	Karen Kapellusch	Extension 110
6	Janeen Herman	Extension 112
7	John Craig	Extension 115
8	Leslie Biersack	Extension 113
IMC	Mary Seghers	Extension 120
PE	Bobbie Joe Zuern	Extension 301
Band	Diane Falk	Extension 303
Music	Diane Falk	Extension 118
Technology	Mary Rauch	Extension 105
Art	Ellen Conley	Extension 106
Secretary	Kris Thimm	Extension 117
Kitchen	JoAnn Lisocki	Extension 302
Maintenance	Dan Leischer	Extension 305

#### OTHER NUMBERS

PARISH	673-4831
SCHOOL FAX	673-0412
PARISH FAX	673-4872
E-MAIL	<a href="mailto:stkilian@archmil.org">stkilian@archmil.org</a>

## TAB B: SCHOOL CALENDAR

### SCHOOL CALENDAR 2011-2012

This calendar is subject to change. Please watch for monthly updates.

#### FIRST QUARTER: August 31, 2011 to November 3, 2011 (44 Days)

August 25.....	First Day for Teachers
August 30.....	New Family Open House
August 31.....	Student/Parent Orientation Day
September 1.....	School Starts K5-8
September 2.....	First Day for K4 Students
September 6.....	First day for K3 Students
September 7.....	Development & Technology Meeting
September 14.....	Marketing & School Committee Meeting
September 15.....	Home and School Meeting/Open House
September 18.....	Catechetical Sunday
September 29.....	Early Release
October 4.....	Mid-Quarter Reports Home
October 5.....	Picture Day
October 4.....	Development & Technology Committee Meeting
October 7.....	Fish Fry
October 12.....	Marketing & School Committee Meeting
October 14.....	School Dance
October 27 & 28.....	No School Teachers Convention
November 1.....	All Saints Day-Holyday
November 1.....	Picture Make Up Day
November 2.....	Development & Technology Meeting
November 3.....	End of 1 <sup>st</sup> Quarter
November 4.....	No School: In-service

#### SECOND QUARTER: November 7, 2011 to January 19, 2012 (45 Days)

November 9.....	Marketing & School Committee Meeting
November 9.....	Report Cards go Home
November 10.....	Conferences: 3-7 P.M.
November 11.....	No School-Conferences: 8-11 A.M.
November 17.....	Home & School Meeting
November 20.....	School Dance
November 22.....	Band Concert
November 24-25.....	Thanksgiving Break
December 4.....	Cookie Walk
December 6.....	Christmas Concert in Church
December 7.....	Development & Technology Committee Meeting
December 8.....	Immaculate Conception-Holyday
December 9.....	Movie Night
December 14.....	Mid-quarter reports go home
December 14.....	Marketing & School Committee
December 23-January 3.....	Christmas Vacation
January 4.....	Development & Technology Meeting
January 11.....	Marketing & School Committee Meeting
January 19.....	Early Release – 11:30 - End of the 2 <sup>nd</sup> Quarter

**THIRD QUARTER: January 20, 2012 to March 28, 2012 (47 Days)**

January 25.....	Report Cards go Home
January 27.....	NO SCHOOL - Parent-Teacher Conferences
January 29-February 3.....	Catholic Schools Week
February 1.....	Development & Technology Committee Meeting
February 3.....	School Dance
February 8.....	Marketing & School Committee Meeting
February 9.....	Home and School Meeting
February 13-26.....	St. Kilian Basketball Tournament
February 20.....	No School-In-service
February 22.....	Ash Wednesday – Lent begins
February 27.....	Mid Quarter Reports Home
March 5.....	NO SCHOOL – Teacher In-service
March 7.....	Development & Technology Meeting
March 6-16.....	IOWA Standardized Testing Window
March 9.....	Fish Fry
March 14.....	Marketing & School Committee Meeting
March 24.....	Craft Fair
March 28.....	End of the 3 <sup>rd</sup> Quarter

**FOURTH QUARTER: March 29, 2012 to June7, 2012 (44 Days)**

April 4.....	Report Cards go Home
April 4.....	Development & Technology Meeting
April 5.....	Holy Thursday
April 6 - 13.....	Easter Vacation
April 18.....	Marketing & School Committee Meeting
April 26.....	Home and School Meeting
April 27.....	Park Clean Up
April 29.....	First Eucharist
May 2.....	Development & Technology Meeting
May 9.....	Mid-Quarter Reports go home
May 9.....	Marketing & School Committee Meeting
May 11.....	Early Release – 11:30
May 17.....	Spring Band Concert
May 25.....	Academic Awards & Field Day
May 28.....	NO SCHOOL -Memorial Day
May 31.....	Eighth grade Graduation
June 1.....	School Dance
June 6.....	K5 Graduation
June 7.....	Report Cards go Home
June 7.....	Last Day of School – 10:30 Dismissal

**TAB C: HOT LUNCH PROGRAM COSTS**

**SAINT KILIAN SCHOOL  
HOT LUNCH COSTS  
2011 – 2012**

<b>LUNCH</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY (twenty days)</b>
<b>Student</b>	<b>\$2.50</b>	<b>\$ 12.50</b>	<b>\$50.00</b>
<b>Reduced</b>	<b>\$ .40</b>	<b>\$ 2.00</b>	<b>\$ 8.00</b>
<b>Adult</b>	<b>\$3.00</b>	<b>\$15.00</b>	<b>\$60.00</b>
<b>Milk</b>	<b>\$ .35</b>	<b>\$ 1.75</b>	<b>\$ 7.00</b>
<b>Extra Entrée</b>	<b>\$.75</b>		
<b>Seconds</b>		<b>\$.50 (7<sup>th</sup> and 8<sup>th</sup> grade only)</b>	

