

TABLE OF CONTENTS
ST. KILIAN CATHOLIC SCHOOL
3K-4K HANDBOOK
2011-2012

St. Kilian Parish Mission Statement	1
St. Kilian School Mission Statement	1
St. Kilian School Educational Philosophy	1
St. Kilian School Educational Goals	1
St. Kilian School Personnel Listing	2
Admissions	3
Allergies	3
Arrival and Dismissal Procedures	3-4
All School Events	4
Asbestos	4
Absences & Appointments	5
Backpacks and Folders	4
Bathroom Policy	5
Birthdays	5
Buddy Program	5
Child Abuse	5
Child Custody	6
Child Neglect	6
Class Parties	6
Classroom Volunteers	6
Communication	6
Dressing For School	6-7
Emergency Management Plans	7
Emergency Records	8
Extra Clothes	8
Field Trips	8
Homework	8
Hours of School	8
Illness	9
Immunization Records	9
Injuries	9
Mass	9
Medication	9-10
Parent/Teacher Conferences	10
Parish Relationship	10
Report Cards	10
Scholastic Books	10
Show and Tell	10
Snack	11
Tuition and Fees	11
Pick Up/Drop off Map	TAB: A
School Phone Numbers	TAB: B

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.

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.

ALLERGIES

Please notify the teacher if your child has allergies. In accordance with the policies and procedures of our insurance carrier (Catholic Mutual) and the policies of the Archdiocese of Milwaukee, we will take every reasonable measure to insure that children do not come in contact with the food item they are allergic to.

ARRIVAL AND DISMISSAL PROCEDURES

3K

Children attending the 3K class will be dropped off and picked up at the High Street doors closest to the Water Tower. Those doors are locked until about 8:40 a.m., when the classroom teacher and/or classroom aide will come to the door to gather the children. You may wait in your car with your child until you see one of them at the door, or you may wait with your child outside the door. If you arrive at school late, (past 9:05) please bring your child to the main entrance on High Street. At the 11:10 3K school dismissal, the classroom teacher and/or aide will wait with your child at the High Street Water Tower door until you come to the door to pick up your child. If you are more than 10 minutes late, please pick up your child in the main office. If you need to pick up your child mid-class or prior to dismissal, please send a note, or call the school office. Your child will be sent to the office at the prescribed time, and you can pick him/her up there. Please do not come to the classroom for pick up. As the winter months arrive, keep in mind that we do not go outside to play during the morning. Therefore since you are dropping off and picking up your child directly at the door, you probably won't need to dress your child in snow pants.

4K: AM

Children who attend the morning 4K class should be dropped off at the playground doors nearest the climbing toys. There is teacher supervision beginning at 7:45 a.m. All cars dropping off students will enter the parking lot from State Street. They will stay in a single file line and pull up to the blocked-off area. Here student Safety Cadets will assist children exiting their cars, and direct them into the protected area, so they can go to their class line. (4K students form a line against the brick wall.) If you choose to wait with your child, please park your car along the side of the climbing toys, or in the spots across from the cafeteria door. Then walk your child over to the protected area. After children are dropped off, cars are to pull away in a single file line and leave through the south Johnson Street exit. When the bell rings at 7:55, the classroom teacher will come and pick the children up on the playground, until such time when the class is comfortable enough to be sent in to the building by the teacher supervisor where the classroom teacher will meet them in the hall at the top of the stairs and escort them to class. If you are late for school, please bring your child to the main office on High Street.

At 11:10, when school is dismissed the classroom teacher will first see to it that children who ride the bus are safely on their buses. The remaining children will be brought to the same door at which you dropped them off in the morning. Again, cars enter on State Street in a single file line. When your car is at the door, your child will be sent out to you. If you arrive for pick-up after 11:20, please pick your child up in the main office.

4K: PM

Children who attend the afternoon 4K class should be dropped off at the main office on High Street **no earlier than 11:50 a.m.** They will wait with the school secretary until the 12:00 bell, at which time the classroom teacher will pick them up and escort them to class.

At the 2:55, school dismissal, all children who ride the bus are first escorted to their bus line, where they are supervised by a teacher until they are picked up by the buses. The classroom teacher will then escort the remaining children to the playground door closest to the climbing toys. All students in grades 4K-3rd grade are picked up at this door. Cars enter the playground from State Street and pull up to the blocked off area in a single file line. Your children will be waiting for you supervised in the protected area, and will come to you and enter your car as you pull up. Once your child is in your car, 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.

Change to drop off/pick up of student

If special circumstances necessitate a change in your child's normal pick-up or drop-off routine, **the school needs you to send a note.** For instance: If someone other than you or your designated driver is going to be picking up your child, or if your child normally rides the bus, but is getting picked up instead, send instructions via note to the school. Archdiocesan Policies as well as St. Kilian School policies prohibit any changes to a child's normal routine without written consent, **no matter what your child tries to tell the teacher or office.**

ALL-SCHOOL EVENTS

Every effort is made to include 3K and 4K students in all-school events whenever possible. Often the Student Council holds food drives or special collections, and in turn, they plan fun events for the students such as theme dress-up days and Halloween fun. Obviously, some events will occur on days when your child's class is not in attendance. Please remember that your child's participation in any collection, dress up day, or event is completely optional with one important exception: Several times during the year the Student Council sells candy and snacks during the school day. These are called 'Sweet Treat' days. **Students in 3K and 4K do not participate in these sales.** You may read information in school flyers announcing these days, but please don't send money with your child.

At Christmas there will be a Christmas Program in which all grade levels participate, including both 3K and 4K. During Catholic Schools Week there is a Fun Fair which all children are welcome to attend. (If your child is not in school that day, you are welcome to come and participate with your child.) At the end of year there is a Community Clean Up Day for all students. It is always held on a Friday afternoon. The afternoon 4K class will participate with the rest of the school, and morning 4K and 3K students are encouraged to attend with a parent. Of course, these are just a few examples, and there will be much more information about every special event as it arises. Just be assured that 3K and 4K are very much a part of the school body, and are included whenever possible and appropriate.

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.

ABSENCES & APPOINTMENTS

When your child is sick or needs to miss school for any reason, please call school and leave a message. The School secretary will pass the information on to the classroom. If you need to pick up your child mid-class or prior to dismissal, please send a note, or call the school office. Your child will be sent to the office at the prescribed time, and you can pick him/her up there. Please do not come to the classroom for pick up.

BACKPACKS AND FOLDERS

Your child should bring a backpack, a folder, and a snack to school each day. At the beginning of the school day, your child will hang up their jacket and backpack, and bring their folder and snack into class. The teacher will check folders for notes daily. Likewise, your child's work and any notes from the school or classroom teacher will return home in that folder. **Please check it daily.**

BATHROOM POLICY

All children enrolled in 3K and 4K must be toilet trained. Pull-ups are not acceptable, except in extremely rare circumstances that have been cleared with the classroom teacher and principal. If your child has a bathroom accident, you may be called to the school to clean up your child or take him home, although simple accidents will be handled at school. Please be advised that if a child has recurring 'accidents,' he/she will be asked to leave the program until better control is developed. The entire class takes a bathroom break during the school session, but a child is allowed to go to the bathroom at any time the need arises. The bathrooms are located next to the classroom. Please see to it that your child uses the bathroom before school. It seems that students, especially those in 3K, often need to use the bathroom as soon as they arrive at school. This often causes a chain reaction, and children may miss fun 'circle time' routines.

BIRTHDAYS

Your child is welcome and encouraged to celebrate their birthday at school with us. If you choose to bring a birthday treat for all the students, please put in an extra one or two in case your child drops a treat when handing them out. If you are sending a treat that requires plates, or cutting, please send the appropriate utensils as we do not always have those on hand in the classroom. If someone brings a birthday treat on any given day, I will ask your child choose ONE snack to eat...either the one he brought from home, or the birthday treat. The one not chosen will be sent home. If your child's birthday falls over a school break or during the summer months, you may choose any day to send a birthday treat, and we will celebrate at that time.

BUDDY PROGRAM

Each 4K student will be teamed up with a 7th grade buddy for special projects at school. They may work on an art project together; attend the Social Studies fair that the 5th & 6th graders hold, participate in an Easter egg hunt, and other fun activities. Their buddy will stay with them into 5K, where they will continue to do special projects together, and sit together when attending Mass.

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 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.

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 PARTIES

We will have several holiday parties in class. The teacher will ask for parent volunteers to bring snacks and non-food items such as plates, or napkins. We will try not to ask anyone more than once, unless you let us know its okay to do so.

CLASSROOM VOLUNTEERS

As a rule, we do not have parent volunteers come into the 3K classroom. Experience has shown us that 3-year olds become totally different little beings when Mom or Dad is in the classroom. Often it causes separation anxiety in children who have learned to comfortably attend school without a parent. A parent is a distraction to his/her own child, but often to other children as well who will wonder why their Moms and Dads aren't at school.

Some of those same issues still persist in 4K, so we won't be asking for volunteers at the beginning of the school year until the 4K children have learned classroom rules and routines. At that time, and when there is a special event or a project with which extra hands are needed, a note will be sent home asking for volunteers.

There are always volunteer opportunities for parents outside of the classroom. If you are interested in cutting, tracing, stapling or making play dough...or if you can sew, please be sure to let the teacher know!

COMMUNICATION

Frequent communication between the school and home is a very important part of the educational success of St. Kilian School. Parents are welcome to contact the teacher through notes, telephone calls and conferences. Positive communication is just as important as communicating concerns.

Phone calls to the classroom

You may call the 3K/4K classroom directly by dialing extension #108 when prompted by the voice menu. Please understand that during class time, the teacher is not always able to answer the phone, but messages are checked during the course of the school day. If you are calling with a change in pick-up for that particular day, please call the school office and the school secretary will make sure to get the message immediately to the teacher.

DRESSING FOR SCHOOL

We encourage you to dress your child in comfortable play clothes. While we take every precaution, sometimes spills and stains happen. Because we encourage independence, we ask that your child wear clothing that he or she can handle during bathroom time...belt buckles, buttons, etc. When learning to dress themselves in their winter outdoor clothing, lace-up boots and gloves are discouraged. Slip on boots and attached mittens make life so much easier when you're 3 & 4 years old! Also, please label all items of outdoor clothing with your child's name. Your child may recognize his mittens at home, but at school, lots of them look the same. If your child wears boots to school, he/she must bring shoes to wear once in the classroom. Also, the 4K students do attend gym class. They need to either wear athletic shoes on gym days, or keep an extra pair at school. You will be notified once the schedule is set which day is Gym Day. For hygienic as well as safety purposes our Insurance carrier (Catholic Mutual) requires that all children wear socks and shoes with backs to school. Flip flops are simply not safe shoes and are not allowed.

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.

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.

Late Start & Early Dismissal

If St. Kilian School announces a 'Late Start Day' due to inclement weather, there will be no morning 3K or 4K classes. On 'Early Dismissal Days,' there will be no afternoon 4K class. Also on 'Early Dismissal Days,' the rest of the school is dismissed at 11:30a.m., but **4K still ends at 11:10 a.m.** Special arrangements can be made for students with older siblings so all can ride the bus or be picked up together. Otherwise, children who ride the bus home regularly from 4K a.m. will still be on their normal 11:10 departing buses, and children that are picked up will still be taken to the playground door at 11:10 a.m.

If on an 'Early Dismissal Day' 3K is in session, special arrangements will need to be made with 3K parents for pick-up, as the normal location will be used for school buses.

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 needs to 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.

EXTRA CLOTHES

Each child is required to have an extra set of clothes (labeled in a Zip-Lock bag) kept at school due to the occasional art messes, bathroom incidents, and snack spills that happen throughout the course of the school year. If your child needs to use their spare clothes, the soiled clothes will be sent home in their backpack. Please send replacement articles of clothing back to school for the spare set.

FIELD TRIPS

Children in 3K will not be taking any field trips with the class. Children in 4K may take one or two field trips during the year. Notes of explanation and permission slips will come home in advance with your child. Chaperones are usually needed, but sometimes not all volunteers can be accommodated.

HOMEWORK

There is no homework in 3K or 4K. ☺ In 4K, if your child is absent or if you go on vacation, we will happily save any missed work for them to do at home. If your child would like to bring the completed work back to school for a sticker, we will be happy to 'correct' it!

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 4K is 8:05 A.M. to 11:10 A.M. and Afternoon K4 is from 12:05 P.M. to 2:55 P.M.

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 need to make every effort to arrange for the child to be picked up from school. No child will be permitted to walk home.

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.

INJURIES

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.

MASS

School masses are held each Friday and as a rule, 4K will NOT attend. Exceptions may be made for holidays or special events. If the morning class is planning to attend mass, parents will be informed in advance. Any afternoon parent wishing to bring their child to the morning service is welcome to join us. During Lent, all students in 4K will observe the Stations of the Cross each week.

MEDICATION

It is against Archdiocesan and 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/TEACHER CONFERENCES

Parent/Teacher Conferences are held twice per year, in Fall and in Spring. The Fall conferences are mandatory for 4K. The 3K parents are encouraged, but not required to attend. Spring conferences are only held at the request of the classroom teacher or parent. Please understand that we have many students, and every one of them is important. **We ask that you respect the 10 minute time limit for conferences, so that the teacher can stay on schedule and have the opportunity to talk to all parents.** If at any time you have a concern, or wish to discuss your child's progress, please call the teacher at school and work out a time to meet, or conference on the phone.

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 and attends parish staff meetings. All school committees and sub-committees report to the School Committee, which is a sub-committee of the Parish Council.

REPORT CARDS

Children in 4K will receive report cards four times per year, following the same schedule as the older students, but they will not receive progress reports in the interim. Children in 3K will receive report cards two times per year, in Fall and Spring. If there is a potential problem or concern prior to the reports, the classroom teacher will contact you.

SCHOLASTIC BOOKS

Frequently during the school year, your child will have the opportunity to order books through the Scholastic Book Club. These books are usually inexpensive and very worthwhile. There is absolutely no pressure to buy books. If you do place an order, the books take a couple weeks to arrive and they will be sent home in your child's backpack. If you would like the books to be a surprise or a gift for your child, please send a note and we will either wrap the books in a brown bag, or if possible, hand them to you when you pick up your child.

SHOW AND TELL

On Mondays and Tuesdays, children are encouraged to bring **one** item from home that correlates with our theme for the week. You will receive a note letting you know what that theme is, normally it will be whatever letter/shape/color we are working on that week. On a child's birthday, he/she is

invited to bring any special toy or item from home to show the class. Other special "Show and Tell Days" will be announced as they arise.

SNACK

All children enjoy a snack each day. You may order milk for your child, or he/she can bring juice or water. Please try to send nutritious snacks for your child. Also, please keep portions sizes small. Better yet, send snack in a zip lock bag or small container so if your child can't finish all of it, the remainder can be sent home for another time. I do keep a box of crackers at school for those times when a child forgets to bring a snack.

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.

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 SCHOOL PERSONNEL
2010-2011**

School Phone Number 673-3081

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

SCHOOL FAX	673-0412
PARISH FAX	673-4872
E-MAIL	stkilian@archmil.org