

**ST. KILIAN SCHOOL HANDBOOK**  
Revised 08/07/2022

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## **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. The school office will notify parents/guardians when changes occur. (Policy 5101)

## **RIGHTS AND RESPONSIBILITIES OF PARENTS**

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

If the parish and/or school administration believe that a parent is not acting according to the statements above, the student(s) may be removed from the school. (Policy 1312)

# **ST. KILIAN MISSION, PHILOSOPHY, AND GOALS STATEMENTS**

## **ST. KILIAN CONGREGATION MISSION STATEMENT**

To pray, serve, and love together in Christ.

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

St. Kilian School is committed to providing the foundations of the Catholic faith and educational excellence in a caring, child-centered community of active, reflective, and creative learners.

## **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. This is a seven-year process, culminating in an on-site visit at the end of every seven years to see that we are in compliance. St. Kilian's next accreditation visit by the Wisconsin Religious and Independent School Accrediting Association and the Archdiocese of Milwaukee is the spring of 2023. 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. St. Kilian School, in its enrollment practices, will not discriminate based on race, color, national origin, ethnicity, gender, or disability.

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 (Policies 5110 and 5111).

### **Admission to Kindergarten (3, 4, And 5 Year Old) And First Grade**

Upon enrollment at St. Kilian School, parents must provide verification of the child's age through a birth certificate, passport, or other document deemed acceptable by the school. (Policy 5111)

### **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. (Policy 5111.1)

### **Children with Exceptional Educational Needs**

Catholic schools/parishes in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs. (Policy 6164.3)

### **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.

\*Please note: Students entering 6<sup>th</sup> grade (or 11 years old) require additional vaccinations. Tdap is the adolescent combination vaccine that protects against tetanus, diphtheria, and pertussis (whooping cough). Only one dose is required. The varicella vaccine protects against chickenpox. Previously only one dose was required, now a second dose is required. (Policy 5141.31)

### **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. (Policy 5124.2)

### **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 review in the school office upon written request. The plan may not be removed from the school office. (5140.11)

### **ATHLETICS**

Athletics is an important part of the development of a child. Athletics teaches sportsmanship, teamwork 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 read and sign the Athletic Code Agreement when registering for a sport. This form can be found on the school's website. Students must maintain a "C" average or higher, meet behavioral standards, and continue to demonstrate positive behavior and good sportsmanship to remain in the athletic program. If a student fails at any of these, (s)he will have 15 instructional days to present certification from all classroom teachers that they have reached acceptable standards. If this does not happen, students will be suspended from sports until the next official grading record at the mid-term or the end of the quarter. Achievement in the fourth quarter each spring can affect eligibility for fall sports until the new mid-term report is received. All Athletic forms can be found on our school website.

Parents must give informed consent to the [Risk Acknowledgement 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](#). (Policy 6142.2)

### **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 (Boys and Girls)	Grades 5-8
Dance Squad (Girls)	Grades 1-8
Basketball (Boys and Girls)	Grades 5-8
Cross Country/Track (Boys and 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**

St. Kilian School will follow all Archdiocesan Policies for absences and tardiness (Policies 5113, 5115, and 5117).

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. If a child, who is involved in afterschool activities (e.g. Athletics, Dances, etc.), is absent from school on the afternoon (12:30-3:00 p.m.) of a game or practice, it is understood that the student is automatically ineligible to participate in a game or practice on that same day.

If the absence is due to an appointment, an excuse must be provided to the principal the day before the scheduled appointment. The only exception to this is absence for a funeral.

### **Excused Absences**

The only excused absence from school is for illness or a death in the family.

- When a student is going to be absent due to illness a parent must:
- Notify the school by telephone (extension 7117) or by written note prior to 8:30 a.m. on the morning of the absence. 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 schoolwork 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 timeline 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 three 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.

If a child, who is involved in afterschool activities (e.g. Athletics, Dances, etc.), is absent from school on the afternoon (12:30-3:00 p.m.) of a game or practice, it is understood

that he/she) is automatically ineligible to participate in a game or practice on that same day. If the absence is due to an appointment, an excuse must be provided to the principal the day before the scheduled appointment.

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

***Parents or legal guardians are required to provide the school with the reason for their child's absence.*** It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

- Process and potential consequences school may impose for excessive tardiness and/or absences
  - In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent for 10 or more days in the school year.
  - There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
  - ***A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.***

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. ***A student who is absent from school is normally not allowed to participate in after school or evening activities.*** The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity. (Policies 5112, 5113)

## **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 Appendix G. Because of possible changes throughout the year, please review the weekly newsletter for updates.

### **CELL PHONES**

The school is responsible for monitoring communication between the child and persons outside of the school. For this reason, student cell phones are not permitted in the classroom. All cell phones must be turned to "silent" during the school day and may be stored in the school office or student's locker. The school assumes no liability for loss or damage to cell phones brought into the building.

### **CHALLENGED MATERIALS**

If a parent/guardian wishes to challenge curricular and/or library materials housed at St. Kilian School, they may request a Challenged Materials Form from the principal.

## **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 AND NEGLECT**

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employee, or volunteer to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

### **Definitions of Abuse and Neglect**

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view

sexually explicit activity.

- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

### **Mandatory Reporters**

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both (Wis. § 48.981 (6)). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

### **Procedures for Reporting**

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with

questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.

- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.
- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, work place (if applicable).
- Names and ages of siblings.

- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission.

### **CLASS SIZE**

Class size guidelines are as follows:

3K: 10	1st-3rd Grades: 20	
4K: 16	4th-8 <sup>th</sup> Grades: 24 (36 with full time aide)	
5K: 20		(Policy 6151)

### **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. Parents are welcome to contact the teacher through notes, telephone calls and conferences. Positive communication is as important as communicating concerns.

St. Kilian School strives to keep all parents and students informed of the activities happening within the school community. To help control costs and facilitate the most efficient communication path, we have adopted an Electronic Communication Standard.

Whenever possible, information will be delivered to parents via an email, text, or post

on the school's "Newsletter" link on the school website. The school office will keep track of the designated email for each family. These emails will not be used for any purpose other than SKS communications.

It is the parents' responsibility to provide an accurate and updated email on an annual basis via the Student Registration Form and Emergency Form. Please communicate to the school office if emails change during the school year. There may be situations in which it becomes necessary to send paper communications between school and home.

### **CONTINUITY OF INSTRUCTION AND LEARNING**

St. Kilian School will implement distance/virtual learning in very specific conditions. During regular instruction periods, distance/virtual learning will not be offered. In the case of pandemic conditions or other specific instances, the administration may offer distance/virtual learning for a specific group of students, an entire class, or the whole school. (Policy 6135)

### **CONTINUOUS SCHOOL IMPROVEMENT**

St. Kilian School strives to continually improve our curriculum, environment, and instructional practices to meet the needs of all of our students. Administration and staff work together to improve upon the practices currently in place.

### **CURRICULUM**

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 or community activities, and sometimes held after school. Some are restricted to certain children based on age. These programs include student band, forensics, Drama, D.A.R.E., Student Council, volleyball, basketball, choir, cross country, track and cheerleading.

### **DISCIPLINE**

St. Kilian School discipline is based on our Catholic beliefs. 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 5144.



## **Bullying and Harassment**

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

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

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

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

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

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

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

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

## **Reporting Procedure**

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)

- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent that a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family. (Policy 5131.1)

### **Classroom Behavior**

Each teacher has a discipline plan that 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 bus, 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 at all school-sponsored activities.

### **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, or at the principal's discretion upon referral by school personnel who have witnessed the display of inappropriate behavior. Detentions will be served Wednesdays after school, from 3:00 to 3:45 p.m. A child may receive multiple detentions depending on the severity of the issue. Parents will be informed when their child will be serving 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:
  - a. expel
  - b. suggest other disciplinary actions in lieu of expulsion
  - c. 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 (up to maximum of 30 minutes) to present the chronology of events that led 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 Policy 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 Policy**

#### *Shirts*

- Shirts that cover the shoulders are preferred
- Tank tops may be worn (Straps of 2” or more)
- No bare midriffs
- No shirts that expose the backside when moving
- No cleavage showing

#### *Pants/Leggings*

- No writing or pictures of any kind on the back side of pants (this does not refer to labels and brand names)
- Exposed undergarments of any type are prohibited
- No skin-tight pants of any kind and no spandex-type jeans
- Snug-fitting pants must have a shirt/sweater covering the backside
- Leggings are appropriate under mid-thigh skirts/mid-thigh length shirts

#### *Skirts and Dresses*

- No mini or form-fitting skirts even if leggings are underneath
- No spaghetti straps, or strapless
  - Straps on dresses should measure 2” or more
- Skirts and dresses must reach the top of the knees

### *Shorts*

- Permitted August, September, October, April, May and June
- No spandex or biker shorts unless under a skirt
- Shorts must reach mid-thigh
- Not permitted for liturgies unless specifically stated by principal
- No writing or pictures of any kind on the back side of shorts (this does not refer to labels and brand names)

### *Footwear*

- Socks must be worn with shoes at all times
- Boots must be worn grades 5K through 5th while there is snow on the ground
- Grades 6, 7, and 8 may wear shoes outside through the winter, but must have boots and snow pants if they wish to play in the snow.
- Sandals must have closed backs or straps to secure the heel. Socks are not necessary, but recommended.
- 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 (except on special dress days)
- Caps must be worn with the bills facing forward (on special dress days)
- No body piercing other than ears

### *Physical Education Class*

- Students in 5K-8<sup>th</sup> grade need athletic shoes with non-marking soles for gym class.
- Students in 5<sup>th</sup>-8<sup>th</sup> grade are required to wear alternate clothing for physical education classes. Shorts are allowed for gym class year-round, but must reach mid-thigh.

### *Reminders*

- No messages or pictures supporting alcohol, tobacco products, negative attitudes, slang, or subject 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 student's 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, shorts, sweatshirts, athletic pants, t-shirts (long or short sleeve), or hoodies.
- Appropriate attire would be collared shirts, Polo shirts (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 they wish
- If students are not dressed appropriately for church, the student will be calling home for appropriate clothing to be brought to school for Mass.

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. In order to assist you and your child(ren) in the decision-making process, the following guidelines have been established:

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.

#### **2<sup>nd</sup> Offense:**

The student will receive a 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 or items brought from home.

#### **3<sup>rd</sup> Offense:**

The student will receive a 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 or items brought from home. The student will serve an after-school detention.

#### **4<sup>th</sup> Offense:**

The student will receive a 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 or items brought from home. The student will serve two after-school detentions.

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



## **ELECTIVE CLASS - BAND**

Band is offered to 5th-8th grade students. 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.

## **ELECTRONIC DEVICE USAGE**

Electronic devices from home are not to be displayed or used at school. These devices include, but are not limited to: MP3 players, cell phones, iPods, iPads, laptops, Nooks/Kindles, and video games. On rare occasions, teachers may allow certain electronic devices to be used only for educational purposes.

**Violation/Consequences:** If a student has an electronic device during the school day, they will be asked to hand it over to the teacher or principal. The parent guardian must make arrangements to pick up the device from the school office. St. Kilian School will not be held responsible for theft, loss, or damage to cell phones and other electronic devices brought onto school property.

## **EMERGENCY OPERATION 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 a tornado, the children and teachers will be located on the lowest level in the hallway off the cafeteria, in the teachers' lounge, and in the hallway near the Band and Music rooms. 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 door will remain locked all day (whether in the open or closed position). 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.

## **Inclement Weather**

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. (Policy 6114.5)

## **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.

## **EXTRA-CURRICULAR ACTIVITIES**

St. Kilian School offers various activities for our students including: Athletics, Band, Choir, Drama, Forensics, and Ski Club. The administration expects that all students participating in extra-curricular activities will maintain their academics at an acceptable level.

The principal has the ultimate responsibility for all extra-curricular school activities. The immediate supervision of an activity may be delegated to qualified staff members or competent adults. A job description shall be written to provide the parameters of this

delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the principal in all activities that are school-based. (Policy 6145)

### **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.

### **Fundraising for Field Trips**

Certain field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the principal. All funds raised must pass through the parish/school and must be used for costs associated with the field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

In the event that the field trip is cancelled for any reason, all funds raised are the parish/school's and may not be disbursed to individual students or families. The principal is encouraged to consult with the students and families to determine a

mutually agreeable use of the funds, but the decision of the principal on the use of the funds is final. (Policy 3282)

## **GENDER IDENTITY**

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's gender will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun".

Students will be required to use the bathroom and locker room that matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student. (Policy TBD)

## **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. (Policy 1312.1)

## **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. 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 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.

## **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.

## **HOURS OF SCHOOL**

Students in 3K and 4K may attend school for a half-day from 8:05-11:15 a.m., or for the full school day with students in 5K through 8th. All full day students begin their day at 8:05 a.m. and are dismissed at 3:00 p.m. Students are admitted to the building at 7:55 a.m. All students attend school for 177 days.

Students in 3K through 2nd grade have morning recess from 9:45 a.m. to 10:10 a.m., and lunch/noon recess from 11:30 a.m. to 12:15 p.m. 3K, 4K and 5K have afternoon recess from 2:00 p.m. to 2:15 p.m. Our 3K, 4K, and 5K programs participate in no less than 437 hours per school year. 1st and 2nd grade students receive at least 1050 hours of instruction per year.

The 3<sup>rd</sup> through 5th 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 Middle School (6th through 8th grade students) have lunch and recess from 12:00 p.m. to 12:45 p.m. They have no morning or afternoon recess. Middle School students participate in no less than 1137 hours per school year. (Policy 6112)

## **HUMAN SEXUALITY/FAMILY LIFE**

Education in human sexuality shall be part of the curriculum in all elementary and secondary schools and religious education programs.

A specific, systematic, and discrete Family Life component must be offered in Catholic schools and parish religious education programs. The family life program must be aligned with the current Family Life Curriculum and must use resources approved by the Office for Schools and Office of Catechesis.

The Family Life program must be offered during the normal daily instructional schedule in elementary/middle schools (K-8).

The Family Life Curriculum is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher/parish catechetical director. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the parish/school-based family life program, after conferring with the principal of the school/catechetical director.

Parish Programs: <http://www.archmil.org/catechesis/FamilyLifeEd.htm>

## **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 the full day or the afternoon 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.

## **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. 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 school personnel that an injury is serious, but not life threatening. Serious injury may require additional medical attention as determined by the parent. An accident report will be completed.

### **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 OptionC to monitor lunch costs.

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. Parents will receive a letter when their child's lunch account is low. If you wish to eat hot lunch with your child, please contact the school office by 8:30 am.

### **Hot Lunch Costs**      Daily

Student	\$2.90
Reduced	\$0.40
Adult	\$4.55
Milk	\$0.35
Extra Entrée	\$1.25

### **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 by the beginning of school and 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/or a medical doctor. No staff person will administer any form of medication unless the proper forms are on file in the school office.

### **Prescription Medication – [Form 5141.5 \(b\)](#)**

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. An exception to this may be an emergency situation when an epi-pen may be used by trained personnel.*



### **Nonprescription Medication – [Form 5141.5 \(a\)](#)**

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 EDUCATION OPPORTUNITIES**

Parents are our students' first teachers. With that in mind, St. Kilian School will share information regarding programs and opportunities for parents throughout the school year. The school office will monitor and share opportunities for faith formation, parenting ideas, and education about student learning. The programs will be in cooperation with our Christian Formation program, the Hartford Joint 1 District, and our school staff.

### **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.

### **Pastor Involvement**

The pastor is involved in the school on both the pastoral and administrative levels. As his schedule permits, the pastor will visit the school and assist in instruction of the students. The pastor presides at the children's liturgies, which offers additional contact time with the children. He also celebrates the Sacraments of Reconciliation and First Eucharist with the children in both the school and religious education programs. He oversees the sacramental programs for First Communion, First Reconciliation and Confirmation.

### **Archdiocese Relationship**

All parishes in the Archdiocese of Milwaukee are incorporated under Wisc. Stat. Sec. 187.01(2) as separate corporations. The Board of Directors of the parish corporation administers all temporal matters affected by civil or Canon law. The Board of Directors includes the Archbishop as President, the Vicar General of the archdiocese as a member, the pastor/priest administrator as Vice-President, and two elected lay members of the congregation, the trustee-treasurer and the trustee-secretary. Men and women serving as trustees are called to a ministry of administration. The specific roles of trustees, their relationship to the parish council, their spiritual formation, and other related issues are developed fully in the Parish Trustee Manual. (Policy 2100)

### **Archdiocese Office for Schools**

The Superintendent is responsible to the archbishop or his delegate for the administration of the educational programs in Catholic schools, under the jurisdiction of the Office for Schools, applicable state laws, and the policies of the archdiocese. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare

in detail, where applicable, the rules and regulations for implementing the approved policies.

Staff members of the Office for Schools, under the authority of the Superintendent, assist Catholic schools and parishes of the archdiocese in designing, implementing, and evaluating quality programs.

The staff provides administrative, consultative, and supportive services and programs in the areas of personnel, curriculum, instruction and assessment, planning, accreditation, technology, program development, student services, and evaluation. (Policy 2110)

### **PERSONNEL STANDARDS**

Teachers and administrators in Catholic Schools are held to a high degree of professionalism. All teachers are required to attend two annual Sustaining the Mission in-service days sponsored by 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 Safe Environment Education (SEE) 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 69% 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 equipment is shared by all grades.

Students are provided with balls, jump ropes and other playground equipment by the generous efforts of the Athletic Committee and Home and School. It is the responsibility of the students to return any equipment to the designated equipment area at the end of recess. Balls that end up on the roof of the school are collected as the custodian has the time. 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:

- Baseballs, softballs, and bats
- Bicycles, skateboards, scooters, snow boards, and roller blades
- Any motorized toys
- Trading cards or any game that allows one child to keep the toys of another child
- Hard balls or hard Frisbees

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

### **Jackets and Sweatshirts (All rules are subject to the playground supervisor)**

*All Grades:* a jacket or sweatshirt needs to be worn when the temperature is below 55 degrees.

### **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 10 degrees 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 will be allowed to play in the gym during indoor noon recess. Students may also choose to draw, read, or play games during recess.

### **Snow Play**

During or immediately after snowfall, children need to be dressed for conditions. Boots and snow pants are required for 3K through 5th grade students **who wish to play in the snow**. Students in grades five through eight must have boots or an additional pair of shoes 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. Students who do not have boots or an extra pair of shoes

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.

### **Playground Consequences**

The playground supervisor may place a child against the wall for behavior infractions (Time Out), 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.

### **POLICE QUESTIONING AND APPREHENSION**

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation. (Policy 5145)

### **PRIVACY (SEARCH AND SEIZURE)**

St. Kilian School reserves the right to search anything brought onto parish/school property.

Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the

course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Items stored in lockers and desks are also included in materials/items that the administrator and staff have the right to access.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. (Policy 5145.2)

## **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 Friday 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. 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 and throughout the school.

## **SAFE ENVIRONMENT EDUCATION**

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level each year. Additional resources can be found on the [Safe Environment Education web page](#). (Policy 6141.12)

## **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”. The committee consists of seven members who are chosen by discernment.

Meetings are held once each month. There are seven standing sub-committees of the School Committee. They are Technology, Home and School, Marketing, Development, Events/Fundraising, Catholic Schools’ Week, and Athletics. Membership in these committees is always open to interested parents and parishioners. The Scrip Committee functions as a sub-committee of the Parish Finance Committee. (Policy 2103)

## **SCHOOL RELATED ASSOCIATIONS**

An “affiliated organization” is any group of parishioners/school parents or a group sponsored by the parishioners/school parents that is participating in the mission of the parish/school, uses the name of the parish/school for identification, and is not organized separate from the parish/school. It is specifically sponsored by the parish/school. All parish/school affiliated organizations are established in the parish/school bylaws or by separate action of the Pastoral Council/School Committee. Affiliated organizations are accountable to the parish/school, usually through the Pastoral Council/School Committee or one of its commissions/committees.

Affiliated organizations enjoy all of the benefits of the parish/school, including insurance coverage and tax-exempt status.

St. Kilian School affiliated organizations include:

- Home and School
- Athletics
- Ski Club
- Drama Club
- Forensics

Any group that is not sponsored or authorized by the Parish Council or School Committee is not an affiliated organization. (Policy 3570)

St. Kilian School is a member of the following organizations:

- WCRIS (Wisconsin Council of Religious and Independent Schools)
- WRISA (Wisconsin Religious and Independent Schools Association)
- School Choice Wisconsin
- NCEA (National Catholic Educational Association)

## **SCHOOL VIOLENCE THREATS**

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat. (Policy 5140.2)

## **SCREENINGS**

Vision screenings will be held in the early weeks of school under the direction of the Hartford Lions/Lioness personnel.

## **SCRIP PROGRAM**

The Scrip Program is one of our most effective fundraisers and is supported by many local grocery stores, retail stores, gas stations and restaurants. The Scrip Program raises funds that go directly to the school budget, which in turn helps to keep tuition costs at a reasonable rate. With Scrip, you purchase gift certificates for stores and use them as cash or gifts. 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.

Paper order forms are available online to print and send in with your payment. You may also register online at [www.raiseright.com](http://www.raiseright.com). Using the online option for Scrip purchases allows you to order physical cards that will be sent to school or the parish, or, depending on the vendor, you may reload already existing cards, or print out/scan gift cards from your computer/phone. Please refer to the Scrip link on the St. Kilian website at [stkiliancong.org/scrip-program](http://stkiliancong.org/scrip-program).

The Scrip PPP period runs from April 1<sup>st</sup> through March 31<sup>st</sup>. To reward families for using Scrip, there is a Scrip Credit Program. The Scrip Credit Program will give back 50% of your family's profit after you have earned \$50.00 in rebates. The initial \$50.00 allows the committee to purchase Scrip gift cards for inventory, maintain the required software, and cover additional administrative costs for the program.

## **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 back of the handbook. Please respect the learning environment of the classroom by calling before or after classroom hours.

### **Mid-Trimester Assessment**

A mid quarter report will be sent home with each child during the first two trimesters of the school year. Specialty teachers may elect to complete separate mid-trimester reports or combine their results with those of the classroom teacher. Mid-trimester 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 trimester. The report card does become part of the child's permanent record. Parents must return the signed portion of the report card within three days after it is issued.

### **Parent Conferences**

Formal parent conferences will be held with the regular classroom teacher or homeroom teacher during the first trimester. An optional second parent conference will be held at the end of the second trimester. A parent or a teacher can request this second formal conference. 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 in addition to 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. Individual student test results are shared with parents and 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 the child (after turning 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. An individual 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 individuals 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 is in compliance with Archdiocesan Policies 5125.1 and 5119 concerning student records.

## **SUICIDE PREVENTION AND AWARENESS**

When any school staff member has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services. (Policy 6164.12)

## **TESTING PROGRAMS AND SERVICES**

Students who need additional services through the Hartford Jt. 1 School District may participate in specialized testing and observation. Parents and teachers may request a formal evaluation of a student if concerns arise about a student's performance or behavior.

St. Kilian School works with the Hartford Jt. 1 School District to provide testing programs that share results of student performance in core academic areas.

## **TRANSPORTATION OF STUDENTS INCLUDING DROP-OFF/PICK-UP**

Any employee or volunteer of the parish operating a parish or private vehicle in the pursuit of church or school business is provided coverage. If the vehicle is parish owned, the Protected Self Insurance Program's coverage is primary. In the event the vehicle is non-parish owned, the parish's coverage would be excess (secondary) to the vehicle owner's coverage. All volunteer drivers are required to fill out the [Employee/Volunteer Driver Information Sheet](#), as well as online curriculum through Catholic Mutual. (Policy 3540)

## **School Bus**

St. Kilian will support the bus agreement and the discipline code established by Riteway Bus Company and the schools of Hartford. The busses will drop off students on High Street. Students who are bussed will be met by a teacher and directed to walk down the ramp and directed 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 262-673-3777. 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.

Riteway Bus Company provides transportation services for St. Kilian staff and students when a field trip occurs more than two-miles away from the school campus. Parents have the right to transport their children to and from scheduled and unscheduled events. (Policy 3540.1)

## **Car:**

### ***Drop-Off Procedures 3K-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 between the cones (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. (Do not park south of the car line. We do not want pedestrian traffic walking through the cars.) 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. There will be teacher supervision beginning at 7:45 a.m. If there is bad weather, students will line up inside. Students in grades 3K-3rd will line up inside the Band / Music Room 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 3K/4K Half-Day Dismissal (11:15 a.m.)***

Parents of half day a.m. 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 cones. When you have your child safely in the car, carefully pull out and exit through the south Johnson Street exit.

### ***Pick-Up Procedures 3K-8<sup>th</sup> Grade Students (3:00 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 coned-off area in a single-file line. Your children will be waiting in the protected area and will come to you, entering the car when your car is next to the loading zone area. Again, it would be best if they can enter your car on the rear driver's side. **Please do not park south of the car line.**

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 next to the playground equipment. If your children are not ready to be picked up, you may have to pull away from the zone and 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. please go to the office (High Street) Entrance to pick up your child(ren).

### **Transportation Changes**

Parent/Guardian should inform a child's teacher of regular pick-up arrangements that need to be changed or modified. Sending a note to school is preferred when there is a change in regular transportation. Verbal instructions from children cannot be accepted. Please notify the school office before 2:00 pm of any changes. There may be times after 2:00 pm when a teacher is out of their homeroom, and may not receive the message.

### **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 fundraisers. 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 choose how they wish to pay tuition and fees during the year on the registration form. Options include: in-full at the beginning of the school year, at semester, or monthly. Payments may be made by cash, check, ACH, or online using debit/credit cards.

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 available in the school office.

### **Tuition Assistance**

No child will be refused a Catholic Education because of a family's inability to pay the full tuition. Families may apply for tuition assistance throughout the year, but it is highly encouraged to apply prior to the beginning of the school year. Please visit the school website [stkiliancong.org/school](http://stkiliancong.org/school) for updated information and to download the tuition assistance form. (Policy 3240.1)

## **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 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.

## **VANDALISM**

Parents of students shall be responsible for the vandalism done by their children. Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator.

The school administrator is directed to:

- Identify the student(s) involved
- Call together persons, including the parents, needed to study the causes
- Decide upon disciplinary action and/or assessment of costs against the parents of students under 18 or against the student, if 18 or over
- Take any constructive actions needed to prevent future vandalism

(Policy 3151.5)

## **VIDEO CAMERAS**

St. Kilian School and Parish may use security cameras on the campus to ensure the safety and welfare of all staff, students, parishioners, visitors, and vendors.

Security cameras may be used in the following areas:

- Outdoors: Parking lots, walkways, gathering areas, playgrounds, athletic fields, entrances, and exits. (Policy 3517.3)

## **VISITORS**

Throughout the school day, visitors to the school building must enter through the main office doors on High Street. All visitors must sign in and receive a visitor's badge at the school office. Students and staff are instructed to send all visitors to the main office. No one will be permitted to enter the building through any other door. This policy is in place for the safety of our students, staff, and the visitors.

Parents who are picking up a child for an appointment or illness must enter the main doors and sign their student out of the building.

## **VOLUNTEERS**

All volunteers who work with children on the St. Kilian School campus must complete the Safe Environment Program, which includes face-to-face instruction, online curriculum, and a background check. Volunteers who complete the program need to complete online curriculum and a background check every five years.

Any person who wishes to volunteer in/for the school or Christian Formation program must complete the Safe Environment Program before volunteering. The Safe Environment Program may be completed at any time during the year.

## **WEAPONS-FREE ZONE**

St. Kilian School will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes.

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action. (Policy 6114.6)

**ST. KILIAN SCHOOL  
EMERGENCY OPERATIONS 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 situations (to include strangers, known individuals, animals etc.)

(Policy 3517)

**ST. KILIAN SCHOOL EMERGENCY RESPONSE PLAN  
SCHOOL EVACUATION**

Please follow these procedures in the event you are notified that St. Kilian has had to evacuate the school due to fire or another 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 from school or have heard the news from another source, follow the instructions you were given.
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 locations are (in order):

**Washington Heights**  
525 N. Main Street  
Hartford

**Rossman School**  
600 Highland Avenue  
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 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, the school will inform all families of the early release.
2. Please note the following locations for pick-up.  
All grades – SOUTH EAST ENTRANCE #3
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, the classroom teacher/parent representative will contact all families so they 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:  
All grades – SOUTHEAST ENTRANCE #3

**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.
3. If a tornado warning is issued, students will be taken to the following shelter areas:
  - 3K, 4K, 5K, and 2nd Grade: Music Room Hallway
  - 1st and 3rd through 8th Grade: Cafeteria Hallway
4. If a tornado warning is issued at the end of the day, students will not be released until the warning expires.
5. When the warning expires, students will be released to buses and rides.
6. On the chance that the buses are not running, the classroom teacher/parent representative will contact all families.

## **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.
2. Ensure that all students have access to healthy food choices during school and at school functions.
3. Provide a pleasant eating environment for students and staff.
4. Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.
5. Enable all students to acquire the knowledge and skills necessary to make life long healthy food choices.
6. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
7. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
8. Reduce student access to foods of minimal nutritional value.
9. Ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs.
10. 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.

## ST. KILIAN SCHOOL FACULTY AND STAFF

### Administration

Principal.....	Jenny Trimberger	x7116
Secretary .....	Diane Abel	x7117
Maintenance.....	Dan Leischer	x7305

### Faculty

K3.....	Jennifer Krueger	x7107
K4.....		x7109
K5.....	Sue Hill	x7103
1 <sup>st</sup> Grade.....	Jennifer Bloom	x7108
2 <sup>nd</sup> /3 <sup>rd</sup> Grade.....	Sarah Mielke	x7104
4 <sup>th</sup> Grade .....	Anna Frazee	x7110
5 <sup>th</sup> Grade .....	Karen Kapellusch	x7111
6 <sup>th</sup> /7 <sup>th</sup> Grade .....	Hope Weil	x7115
8 <sup>th</sup> Grade .....	Brian Brauer	x7113
Band .....	Meghan Boelkow	x7303
Music .....	Joanne Collins	x7304

### Kitchen

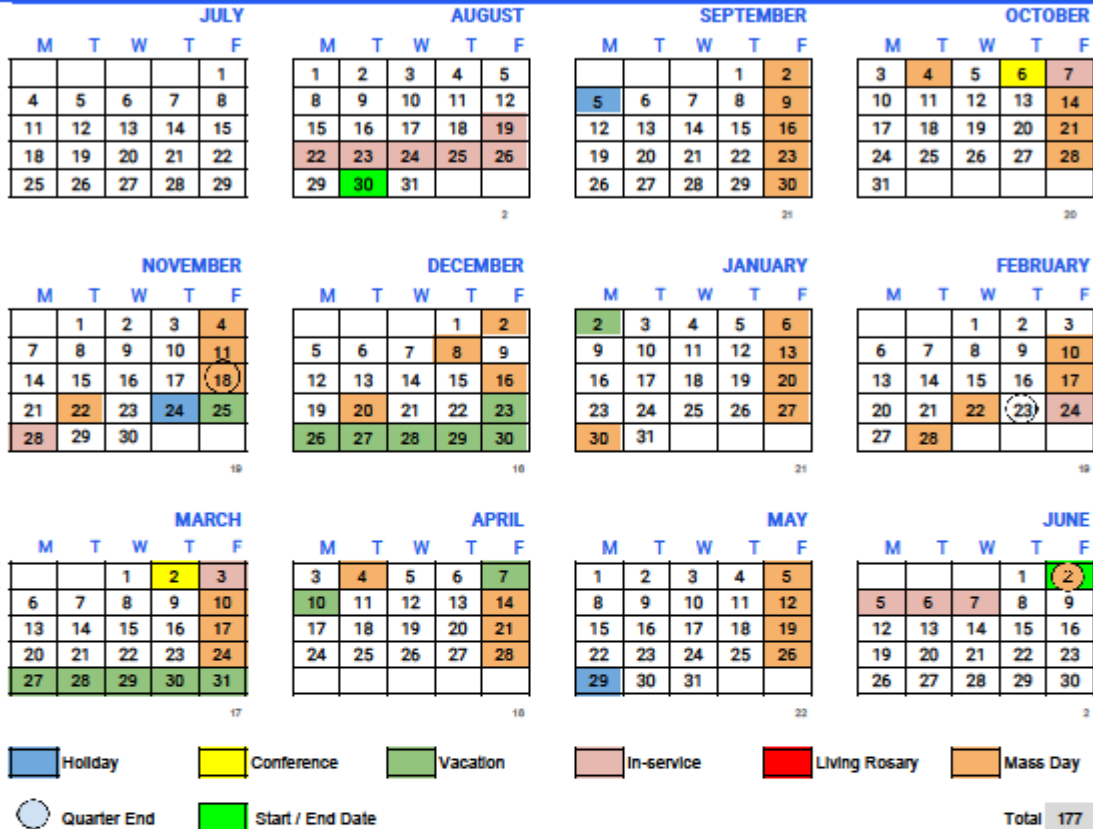
Cook.....	Dawn Christ	x7302
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### Parish Office

Administrator .....	Fr. Britto Suresh	x7401
Secretary .....	Joni Volkert	x7403
Business Manager.....	Sue Wendt	x7404
Music Ministry.....	Audrey Timm-Rhinehart	x7405
Christian Formation .....	Dennis Vlasak	x7406
Accounting Assistant .....	Bev Oechsner	x7410

## ST. KILIAN SCHOOL

# ST. KILIAN SCHOOL 2022-2023 School Year



**Notes:**

Aug. 22-26	Teacher In-service
Aug. 29	Supply Drop-off (4:00-7:00 PM)
Aug. 30	1st Day of School
Sep. 05	Labor Day - No School
Oct. 06	Conferences
Oct. 07	Teacher In-service
Nov. 18	End of Trimester 1
Nov. 24-25	Thanksgiving Break
Nov. 28	Teacher In-service (STM)
Dec. 23-Jan. 02	Christmas Break
Jan. 30-Feb. 03	Catholic Schools Week
Feb. 24	Teacher In-service (STM)
Feb. 28	End of Trimester 2
Mar. 02	Conferences

Mar. 03	Teacher In-service
Mar. 27-31	Spring Break
Apr. 07-10	Easter Break
May 29	Memorial Day - No School
June 02	End of Trimester 3
June 02	Last Day of School

**Faculty Meeting Dates:**  
TBD by staff

\*Calendar may be updated throughout the year.

Trimester 1	August 30th-November 18th	57 Days
Trimester 2	November 21st-February 23rd	59 Days
Trimester 3	March 1st-June 2nd	61 Days
		<b>177 Days</b>

June 15, 2022

## Acceptable Use of Technology

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner. The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school. Access to the Internet and the use of the computer network, including independent use off parish/school grounds, shall be subject to this policy and accompanying regulations.

The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of parish/school networked computer equipment, including those that provide Internet access.

### Rules for Acceptable Use of Computers and Telecommunications

- Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.
- Network storage areas and parish/school issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Students should not expect that files will always be private.
- The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others
  - Tampering with or damaging computers, computer systems, or networks
  - Violating copyright laws and plagiarism
  - Using another's password
  - Trespassing in another's folders, work, or files
  - Wasting limited resources
  - Employing the network for personal financial or commercial gain
  - Circumventing security measures on parish/school or remote computers or networks



- Disclosing, using, or disseminating personal identification information regarding minors without authorization

All student users of the parish/school computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the parish/school computer system is required to sign the [Student Acceptable Use Form](#) before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of the computer system is final.

Mandatory reporting guidelines apply to all use of the parish/school computer system.

### Personal Electronic Devices

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

It is the user's responsibility to:

- View Internet sites that are allowed at the parish/school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff, or other person during any school/religious education/youth ministry activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

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

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

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

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

### Guidelines for Use of Social Media

Each user of the parish/school computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for parish/school-related activities, students will not be granted access to these sites from parish/school owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with [Federal Child Online Privacy Protection Act \(COPPA\)](#) regulations.

### Rules for Acceptable Use of Social Media:

- Parents must be made aware, in writing, of the parish/network/school's intended use of digital communication through a parish/network/school-based learning management system. Parents must be provided with a means to access the learning management system that their child(ren) is/are required to use for academic purposes.
- Parents must be made aware, in writing, of the parish/network/school's intended use of a social networking site and/or the use of any forms of digital communication for non-academic purposes. The parent should be provided the ability to opt their child out of directly receiving any digital communication from or on behalf of a ministry or activity of the parish/school. Parents must be invited to have access to any social media site or digital communication platform.

### [Download Form 6161.2 \(c\) Parent/Guardian Opt-Out of Digital Communications Form](#)

- Students should not initiate a request to staff to join a social network being used for personal purposes.
- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
- Principals and/or network administrators will regularly review and monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.

- Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
- Parish/network/school social media and digital communications should abide by the [Social Media & Digital Communications Policy](#).

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the pastor/parish director/president/principal regarding inappropriate use of social media is final. (Policy 6161.2)