

2011-2012 Family Handbook

Welcome to the Kaukauna Catholic School System!

This handbook has been prepared to share information about our system and campuses. Included in the back of this book is a family directory to help keep you connected with each other. Please take time to read the entire handbook. If you have any questions please ask, we are here to help.



On behalf of KCSS I would like to welcome all of our families both returning and new. I look forward to a school year filled with many blessings.

Sincerely,

Larry Konetzke
System Administrator/Principal

Phone Numbers and Addresses

KCSS Web Site	www.kcssonline.org
Holy Cross Campus	220 Doty Street, Kaukauna WI 54130 766-0186 759-2428 (Fax)
St. Aloysius Campus	2401 S. Main Ave, Kaukauna WI 54130 766-5199 759-2360 (Fax)
Business Office	2401 S. Main Ave, Kaukauna WI 54130 759-4508 759-2360 (Fax)
Marketing & Development.....	2401 S. Main Ave, Kaukauna WI 54130 759-9290 759-2360 (Fax)
Child Care Center.....	2401 S. Main Ave, Kaukauna WI 54130 759-4566
Holy Cross Parish.....	309 Desnoyer Street, Kaukauna WI 54130 766-3773
St. Katharine Drexel Parish	119 W. 7th Street, Kaukauna WI 54130 766-1445

Table of Contents

Mission Statement and Core Values	3
Philosophy	4
Directory of Personnel	5
Non-Discrimination Policy	7
Right to Amend Handbook	7
Admissions	8
Alcohol, Drugs and Smoking	8
Athletics	8
Attendance (Absence, Tardiness, Truancy)	8
Arrival and Dismissal	9
Assignment Notebooks	10
Bicycles	10
Books	10
Bussing	11
Cell Phone Use	11
Child Abuse or Neglect Laws	11
Clothing for Outdoors	11
Communication	11
Complaint Procedure	12
Computer Use	12
Conferences	12
Dress Code	12
Early Closing	14
Electronic MP3 Players & Handheld Games	14
Emergency Closing	15
Emergency Information	15
Faith Formation	15
Field Trips	15
Food Program	16
Fund Raising	16
Health (Communicable Disease, Medication)	17
Homework – Vacations	17
Honor Roll	18
Hours – Office & Campuses	18
Parent Organizations/Involvement (Home & School, Board of Trustees, Athletic Association, Volunteer Opportunities)	18
Programs	19
Progress Reports	20

Promise to Protect, Policies on Appropriate Conduct	20
Safety (Child Abuse, Student Supervision, Visitors/Volunteers).....	20
Service Hours for Middle School	20
Suspension and Expulsion	21
Telephone	21
Transfers	21
Treats	21
Tuition (Tuition Payments, Tuition Assistance, Delinquent Tuition, Delinquent Service Commitment	22
Weapons	23

MISSION STATEMENT

The Kaukauna Catholic School System
Excellence in Education and Catholic Faith.

CORE VALUES

Faith – We are rooted in the tradition of the Catholic Church which focuses on nurturing a relationship with God through knowledge, prayer and service.

Academic Excellence – We are committed to providing the finest instruction, resources and support services available to enhance the growth and development of the future leaders in our global society.

Social Responsibility – We support one another, our community and our world through active service, ministry and welcoming each person as a member of God’s family.

Integrity – We promote a moral and spiritual code of conduct that has its strength in the Gospel values of our Catholic faith.

Innovation – We embrace change and work to create dynamic learning environments where individuals are challenged to reach their potential.

PHILOSOPHY

The ministry of Catholic education in Kaukauna is inspired by the desire to insure the continuation of our Catholic heritage and to carry out the command of Jesus to proclaim the Good News.

The Kaukauna Catholic School System (KCSS) is committed to Catholic education, which provides a unique opportunity for:

- Faith development
- Basic Christian values
- Leadership in setting educational standards for the future

The Kaukauna Catholic School System will:

- Affirm the three-fold mission of the Church to proclaim the Good News of Jesus; build Christian community and serve others.
- Recognize and involve parents as the primary teachers of children.
- Believe in the uniqueness and dignity of each person with the right to develop as a total person.
- Provide an educational program of academic excellence in an environment of a faith community integrated with the Gospel message, values and traditions.
- Encourage the spiritual, intellectual, social, physical and aesthetic development of children.
- Employ competent, qualified, faith-filled educators and staff.
- Model justice in its employment policies.
- Support students in extending service to the larger community.
- Work cooperatively with member parishes to retain and foster parish identity.
- Install a global awareness of the unity of all people.
- Remain financially affordable to all families who desire a Catholic education for their children.

PERSONNEL

KCSS System Administrator/Campus Principal: Mr. Larry Konetzke

Holy Cross Pastor: Fr. Tom Pomeroy

St. Katharine Drexel Pastor: Fr. Jerry Pastors

Teachers

Preschool	Mrs. Jenna DiPietro
Prekindergarten	Mrs. Lisa Ortner
Prekingergarten.....	Mrs. Sara Burns
Kindergarten	Ms. Michelle Richter
Grade 1	Mrs. Ann Geiser
Grade 2	Mrs. Tara Opsteen-VanDyke
Grade 3	Miss Judy Rogers
Grade 4	Mr. John Bizeau
Grade 5	Mrs. Terri Miller
Grade 6, Grades 7-8 Math	Mrs. Becky Haen
Grade 7W	Mrs. Jenny Wurth
Grade 7P	Mrs. Laurie Pichee
Grade 8M	Mrs. Shelley Meyerhofer
Grade 8V	Mrs. Ann Vanden Wymelenberg

Art K-8	Mrs. Donna Eddy
Band 5-8	Mrs. Michelle Paul
Learning Specialist at HC.....	Mrs. Gayle Reider
Computer K-8 & Computer Lab	Ms. Debbie Comins
Music K-8 & Choir 6-8	Mrs. Stephanie Westbrook
Physical Education K-8	Mrs. Leah Cisler
Library K-8.....	Miss Penny Johnson
Spanish 3-8	Ms. Michelle Nennig

Staff

Holy Cross Administrative Assistant	Mrs. Sue Vanderloop
St. Aloysius Administrative Assistant	Mrs. Susan Schuh
Counselor & Supportive Consultant	Mrs. Teri Ricker
Food Service Manager	Mrs. Jill Geiger
HC Food Service Cook	Mrs. Pat Dercks
HC Food Service Assistant	Mrs. Karen Tschimperle

SA Food Service Director Mrs. Trish Pohl
 SA Food Service Cook Ms. Lisa Schreiber
 SA Preschool Teacher Aide Mrs. Jodie Schmidt
 SA Pre-K Teacher Aide Mrs. Janice Wiedenhaupt
 SA Pre-K Teacher Aide Mrs. Jolene Morgan
 SA Teacher Aide Mrs. Mary Krubsack
 HC Teacher Aide Ms. Sarah Beiser

Maintenance

Holy Cross Campus Mr. Bob Mooren
 St. Aloysius Campus Mr. Tom Kettleson

Child Care Center

Director Mrs. Susan Onkels
 Assistant Mrs. Trish Pohl

KCSS Business Office

Business Manager Mrs. Jessica Schaff
 Bookkeeper Mrs. Karen Buskager

KCSS Marketing and Development

Director Mrs. Lynn Zwick

Board of Trustees

Marie DeValk, Chairperson Holy Cross Parish
 Tracy Brockman, Vice-Chairperson St. Katharine Drexel Parish
 Danielle VanDeHey, Secretary St. Katharine Drexel Parish
 Mike Banaszynski, Treasurer Holy Cross Parish
 Cori Coenen Holy Cross Parish
 Andrea Maher Holy Cross Parish
 Carrie Gossens St. Katharine Drexel Parish
 Paul Brietbach St. Katharine Drexel Parish
 Anne Johnson St. Katharine Drexel Parish

Home & School Association

Dawn Teesch, President
 Jessica Schaff, Vice President
 Gina VandeHey, Secretary
 Dawn Paltzer, Treasurer

Athletic Association

Myron Geiser, President
Bill Lefler, Vice-President
Kathy VandeWettering, Secretary
Tony Ashauer, Treasurer
Steve Cerasoli
Leah Cisler
Todd VanHarpen
Lee VanderSanden
Scott Buchinger
Pat Tschimperle

Thank you!

Thank you to all who served last year as members of the KCSS Board of Trustees, Home & School Association, and the Athletic Association. We appreciate your leadership, time, and willingness to work for the benefit of our students.

In addition we would like to thank those that are serving this year and for all of you that support their work. We could not do it without you!

Non-Discrimination Policy

The Kaukauna Catholic School System does not discriminate on the basis of sex, race, national origin, creed, or handicap in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

Right to Amend Handbook

The System Administrator retains the right to amend the handbook for just cause. Parents and students will be given prompt notification if changes are made.

ADMISSIONS/TUITION

The Kaukauna Catholic School System does not discriminate by sex, race or national origin in the enrollment and participation of students. All students shall be given equal educational opportunities.

Students entering Kindergarten must be five (5) years of age on or before September 1 of the year entering, and six (6) years of age by September 1 for First Grade.

ALCOHOL/DRUGS/SMOKING

The possession, sale, or use of alcohol, drugs, or other controlled substances on the school grounds is strictly forbidden. Violations will be reported to appropriate law enforcement agencies.

ATHLETICS

KCSS offers the following:

Gr. 5-8 Basketball

Gr. 4-8 Girls Volleyball and Gr. 7-8 Boys Volleyball

Gr. 6-8 Track, Softball (Girls)

KCSS Athletic Policy and Regulations are found in the Athletic Handbook.

ATTENDANCE

Absence

Contact the Holy Cross Campus (766-0186) or the St. Aloysius Campus (766-5199) between 7:30 AM and 8:15 AM to report absenteeism.

Persistent absence creates a genuine hardship for students and teachers, and is regarded as a very serious problem. Students are considered ½ day absent who arrive after 10:00 AM or leave before 1:00 PM. A student leaving school for an appointment before 10:00 AM and not returning for the remainder of the school day is considered one (1) day absent. A student leaving at 10:00 AM and not returning until after 1:00 PM is considered ½ day absent.

Students are expected to be present in school unless ill or otherwise excused. If the absence extends beyond three (3) consecutive days, a doctor's statement may be required.

No student is excused from school during the day unless the parent sends a note to the school office. Parent and/or designated adult sign in their child in the school office when arriving late for any reason or when returning.

A Vacation Notice Form must be sent to the applicable campus no later than one week in advance of an absence due to vacation. These forms are available in the school office or on the school web site. We discourage the absence of students for reasons other than illness.

Tardiness

A student receives an unexcused tardy if he/she is not present in the classroom when the bell rings at the start of the morning or afternoon school sessions. Students who arrive late for any reason before 10:00 AM are considered tardy for the morning session.

Truancy

Students who are truant from school will be referred to the police liaison officer. Disciplinary action will be taken.

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of presentation.

ARRIVAL AND DISMISSAL

Students should not arrive at school more than 10 minutes before the bell rings unless they arrive by bus which has its own time schedule or have made arrangements with their teacher to meet before school begins. Parents/Guardians are responsible for students who arrive before this time.

St. Aloysius Campus

8:00 AM arrival (bus students might arrive earlier)

8:10 AM first bell (students enter the building)

8:20 AM second bell (classes begin)

Holy Cross Campus

7:45 AM arrival (bus students might arrive earlier)

7:55 AM first bell (students enter the building)

8:05 AM second bell (classes begin)

Students at Holy Cross Campus should be dropped off on the blacktop playground on Sarah Street. Visitors need to park on Doty Street (across from the school), enter the main doors and check in at the school office.

Students at St. Aloysius Campus should be dropped off on the playground by entering Ann Street. Visitor parking is available in the lot off of Ann Street. Visitors enter through the doors in the breezeway after ringing the buzzer.

ASSIGNMENT NOTEBOOKS

Students in grades 2-8 are required to purchase an assignment notebook from the school. Teachers will work with the students on keeping the notebook up-to-date. Parents need to help their child(ren) by checking assignment notebooks and talking to them about their homework.

BICYCLES

Bicycles must be parked in the bike racks. It is recommended that all bikes have locks and that they be used. The school assumes no responsibility for bicycles.

For safety reasons, bicycles are to be walked to the street at dismissal and not ridden on school grounds during or immediately before or after school. Students who ignore the observance of safety and courtesy rules while riding their bikes will forfeit the privilege.

BOOKS

Students are given for their use the books that are needed for the different curriculum areas. We ask that they are responsible in taking care of these materials. A charge will be assessed for any books that have been damaged beyond the normal wear and tear. In addition, the student will need to pay the cost of replacement for any lost books.

BUSSING

Rules are established by the school district and/or bus company. Continual abuse of bus privileges may result in the denial of transportation. Bus routes, stops and eligibility are established by the Kaukauna Area School District. Please call Kobussen Bus Company with any questions concerning your child's bussing at 766-0606.

CELL PHONE USE

If it is necessary to send a cell phone to school with your child(ren), the phone must be turned off when on school campus and stored in student's book bag. Students that need to use their cell phones may use them before or after school once off school campus. The school is not responsible for lost, stolen, or damaged cell phones.

CHILD ABUSE OR NEGLECT LAWS

Wisconsin State Statute 48.981 requires us to report any suspected child abuse or neglect that we may encounter in the course of our professional duties.

CLOTHING FOR OUTDOORS

During the winter months all students are expected to wear boots, scarves, hats and mittens or gloves in the interest of good health. The school takes the position that what the student is allowed to wear to school by parents is acceptable for that child to wear outdoors for recesses.

COMMUNICATION

Communication from the office will be done via e-mail the majority of the time. The weekly newsletter and information will be posted on Thursdays on our school web site at www.kcssonline.org. Click on the newsletter tab to view. Please make it a habit to check and read the information each week. Thank you in advance for helping us to be good stewards of the earth's resources by "going green". If you do not have computer access please contact either school office to make other arrangements.

COMPLAINT PROCEDURE

If a parent has a grievance to register, the following procedure should be followed:

- If a grievance exists with a teacher(s) and/or any other KCSS affiliated entity, parents confer with that party/those parties to resolve the situation.
- If the grievance is not resolved to the parent's satisfaction, the grievance is taken to the System Administrator/Principal for resolution.
- If the System Administrator/Principal does not resolve the grievance to the parent's satisfaction, it may be referred to the pastor of Holy Cross Parish or St. Katharine Drexel Parish.

COMPUTER USE

Students in grades K-8 and parent(s) must sign and abide by the Acceptable Use Policy.

CONFERENCES (parents/student/teacher)

Progress Reports are issued quarterly. Parent-teacher-student conferences for all students are held once a year. Other conference times are optional upon the request of either the parent or teacher.

DRESS CODE AND APPEARANCE CODE (K-8)

Aware of the fact that the way a student dresses affects performance and behavior, the Kaukauna Catholic School System requires students to be neat, clean, and appropriately dressed for the occasion. Consistent apparel minimizes competition while establishing an environment that focuses on learning. There may be exceptions on a relaxed dress code day, i.e. crazy hat day, jeans day and you will be notified of such days.

It is the responsibility of the students, parents and staff to enforce the dress code. The administrator reserves the right to make the final interpretation of this dress code. If any questions should arise as to what is appropriate, the clothing should be brought (not worn) in and the administrator will be the judge.

The first time the code is not followed a slip will be sent home with a brief description of the violation. Parents and the student will need to sign the slip and return it on the next school day. If it happens a second time, the parent will be personally contacted.

On Liturgy days students are expected to dress in appropriate attire for Liturgy. Shorts, skorts and athletic wear may not be worn during Liturgy. Students may change after Liturgy

TOPS	
<u>Tops in General</u> Any solid color, simple stripe, plaid, or pattern Long or short sleeve (no sleeveless) Does not need to be tucked in but cannot hang down below the hip KCSS logo apparel	
<u>Tops</u> Any solid colors, simple stripe, plaid, or pattern KCSS Cyclone wear (Polo shirt, fleece) KCSS or Parish logo wear (Polo fleece, button shirt/blouse, t-shirts)	<u>Sweatshirts</u> Any solid color or KCSS Cyclone Wear, Must be worn with collar or turtle-neck underneath No hoodies hooded sweatshirts other than KCSS or Cyclone wear
<u>Sweaters</u> Any solid color or simple stripe Crew, v-neck, or button/zipper cardigan, Hoodies are allowed	
BOTTOMS	
<u>Bottoms in General</u> Any solid color - No jeans or sweatpants	
<u>Shorts-Skorts-Capris</u> <i>Worn May – October</i> Any solid color, simple stripe or plaid No shorter than 3 inches above knee	<u>Long Pants</u> Any solid color dress pant with a finished hem
<u>Skirts-Jumpers-Dresses</u> Any solid color, simple stripe, plaid or floral No shorter than 3 inches above knee Must be worn with nylons or tights <i>May be worn without tights/nylons May - October</i>	

OTHER	
<u>Socks</u> Any solid color covering the ankle	<u>Shoes</u> Athletic shoes Dress shoes Sandals with socks No high heels or flip flops Clogs (open back) for grades 5-8
<u>Jewelry</u> Post style earrings (no dangling earrings) No visible tattoos or body piercing	<u>Makeup</u> Grades 5-8 may wear light concealer, foundation and eye makeup
<u>Hair</u> Clean and tidy Natural colors Appropriate lengths that do not interfere with study	<u>Physical Education</u> Athletic shoes (K-8) Athletic shorts (no spandex) (5-8) T-shirts (no cut off sleeves or midriiffs, or inappropriate slogans) (5-8) <u>Gel</u> Anti-perspirant deodorant to keep tiles in locker room clean(5-8) No body sprays
<i>Please remember clothing should be modest; no form fitting, low rise pants or deep necklines</i>	

EARLY CLOSING

An early closing form for your child is to be filled out stating direction for your child due to inclement weather or building concerns (power, furnace failure).

ELECTRONIC MP3 PLAYERS & HANDHELD GAMES

All MP3 Players and Handheld Games that are brought to school must be turned off and in the student's book bag during school hours. The school is not responsible for lost, stolen, or damaged electronic devices.

EMERGENCY CLOSING

KCSS, except the Child Care Center, will not be in session whenever the Kaukauna Area School District closes due to inclement weather. Check with local radio and television stations for information.

EMERGENCY INFORMATION

An emergency form for your child is to be filled out and kept in the office stating your wishes in case of an emergency illness. If you change doctors, or there is a change in your child's health, please inform the office. **Also, for your child's safety, if there is a change of employment, address, or phone number, please notify the office immediately.**

FAITH FORMATION

The faith formation of each student in the Kaukauna Catholic School System is of primary importance. Certain dimensions of the faith are taught, however, a key ingredient to faith growth is the Catholic environment where areas of faith and morals are experienced. How is this accomplished?

- † Weekly school liturgy and/or prayer service
- † Daily religion class and daily prayer
- † Celebration of the Sacrament of Reconciliation during Advent and Lent
- † Preparation for the Sacraments of First Eucharist and First Reconciliation
- † Retreats/days of reflection – Gr. 6-7-8
- † Special service projects, particularly during Advent and Lent
- † A nurturing environment where "Love for God and neighbor" is stressed

FIELD TRIPS

Each field trip requires an official permission form signed by the parent. **A phone call cannot be accepted in place of the form.** A parent has the right to refuse to let their child participate in a field trip.

If a bus is required, each student normally pays his/her own fee. School volunteers must follow all Diocesan regulations including completing Virtus training.

FOOD PROGRAM

Hot lunch is served daily and milk is provided with each meal at no additional cost.

Applications for free and reduced lunches are available through the school office or on the school web site. Parents may apply at any time during the year. Participation in this program is **confidential**.

Lunch is normally purchased on a weekly or monthly basis, sometimes daily. Lunch money should be prepaid and given to the child's teacher in an envelope labeled with the family name, the amount enclosed, and the words "LUNCH MONEY". Checks should be made out to Kaukauna Catholic School System.

Children bringing "bag" lunches to school may purchase milk. **No soda is allowed.**

Adults	\$3.05 per day for one (1) entrée \$1.50 extra per day for two (2) entrées
Students	\$2.50 per day (daily, weekly, monthly) for one (1) entrée \$1.50 extra per day for two (2) entrées \$1.00 extra per day for a meat sandwich
Cold lunch milk	\$0.40 per day

If a child is absent due to illness, field trip, or snow day, parents may deduct the number of days from the next week or month's payment.

FUND RAISING

Each family of KCSS must contribute \$200.00 through fund raising activities (profit of sales only), a cash contribution, or a combination of both. Fund raising in excess of \$200.00 profit will be partially credited to the family's tuition account.

HEALTH

Communicable Disease

It is recommended that children entering Kindergarten and Grade 6 have a physical and dental examination.

State law requires that all children entering a Wisconsin elementary school be immunized against diphtheria, tetanus, pertussis, polio, measles, varicella (Chicken Pox), and rubella. Those in Kindergarten must also receive a Hepatitis B immunization. These requirements are waived only if a signed health or religious exemption is filed with the school.

All communicable diseases are reported to the school. These include but are not limited to chicken pox, pink eye, and lice.

Medication

School personnel are not permitted to administer any medication, including Tylenol, aspirin, etc., unless a written "Administration of Medication Request" form, issued by the school, is on file. The form can be found in the school office or on the school web site.

The law provides that an employee and the principal will be immune from civil liability for administering drugs or for providing emergency care.

HOMEWORK – VACATIONS

Homework is an important extension of the teaching and learning that takes place in school. It contributes to practice and drill that reinforces learning while providing opportunities for study, research and creativity. Assignments are given to foster habits of independent study. Research shows us that student who do homework experience more success at school.

Parents/Guardians can assist their child(ren) by providing a quiet place to work during a specific time and by checking assignments that are completed.

For students absent due to vacation, teachers will give the students their work **after** they return. It will be due **one week** after the vacation is completed.

HONOR ROLL

Middle school students (Grades 6-8) have an opportunity to achieve the Academic Honor Roll each quarter. Honor Roll requirements are:

High Honors: 3.5 and above
Honors: 3.0 – 3.49

HOURS – OFFICES AND CAMPUSES

Office Hours at Holy Cross and St. Aloysius Campus are:

7:30 AM – 3:30 PM on full days
7:30 AM – Noon on early dismissal days

St. Aloysius Campus

8:10 AM first bell
8:20 AM second bell
3:00 PM dismissal

Holy Cross Campus

7:55 AM first bell
8:05 AM second bell
3:10 PM dismissal

11:30 AM on early dismissal days
Each campus has a closed noon hour

Preschool & Pre-K

Morning Session 8:10 – 10:55
Afternoon Session 12:10 – 2:55

PARENT ORGANIZATIONS/INVOLVEMENT

In an effort to enhance student learning and build community, parents are encouraged and invited to become a part of various school organizations.

Home & School Association

The KCSS Home and School Association will coordinate student/parent activities. The annual dues are \$20.00 per family payable on orientation day. These dues will be divided between the two campuses of your child(ren)'s attendance.

All parents who have children enrolled at KCSS are members and are invited to participate in the association through membership on the executive board or on committees. Recruitment for these positions occurs during the spring of each school year.

Board of Trustees

The KCSS is governed by Board of Trustees consisting of representatives from each parish that is part of the system. Recruitment of new members occurs during the spring of each school year. The Board of Trustees meets once a month and members also serve on subcommittees.

Athletic Association

The Athletic Association exists to provide physical education and supervised competition which encourages maximum participation while promoting good sportsmanship, teamwork, dignity and accomplishment. The KCSS Athletic Association meets monthly.

Volunteer Opportunities

Parents are required to volunteer 20 hours or pay \$200.00 fee. Parents may use up to five (5) hours of their volunteer requirement to volunteer at their parish (picnics, selling Scrip...) Parents are invited to become involved as school volunteers in a number of capacities throughout the school year. Communications from school to home inform parents of volunteer opportunities. All school volunteers are required to follow the diocesan regulations before volunteering which include Virtus training and a background check. (See Promise to Protect in this handbook)

PROGRAMS

Preschool/Prekindergarten

St. Aloysius Preschool/Prekindergarten programs provide an exceptional experience for all children ages 3-5.

3/4 year old program: 2 or 3 sessions per week

4/5 year old program: 3, 4 or 5 sessions per week

Child Care/Before and After School Care

Child care program: St. Aloysius Campus

Before school care: St. Aloysius

After school care: St. Aloysius

Call St. Aloysius Campus or check the school web site for additional information on these programs.

PROGRESS REPORTS

Students in Grades 1-8 receive a progress report four times a year. Students in Kindergarten receive a progress report three times a year. Students in Grades 3-8 receive a mid-quarter progress report. Parents of students in Grades 3-8 are encouraged to check on their student's progress frequently through our online grading system, PowerSchool.

PROMISE TO PROTECT

All employees and volunteers must participate in the eApps Electronic online application process and VIRTUS training session. Additional information can be found on the diocesan web site at:

<http://www.gbdioc.org/protectingourchildren/diocesan-policy.html>

SAFETY

Child Abuse

Wisconsin Safety Statute 48.981 requires school personnel to report cases of suspected child abuse or neglect.

Student Supervision

Supervision by school personnel will be provided for students before and after school at designated times published annually by each school.

The school assumes no liability for students outside of the designated times. Parents are therefore required to see that their children do not arrive at school before morning supervision or remain after dismissal supervision.

Visitors/Volunteers

All visitors and volunteers must report to the school office and sign in prior to their visit. A Visitor/Volunteer badge must be worn in the school.

SERVICE HOURS FOR MIDDLE SCHOOL

We are asking all students, beginning with Grade 6 to perform six (6) hours of service each year during their middle school years; two service hours each year for each of the following areas: Parish, Community, and Family. When service has been completed for the present year, have the form signed by a parent and return it to the campus office. At the end of three (3) years, prior to Graduation, each student should have completed a total of 18 hours. Forms are available in the campus office or on the school web site.

SUSPENSION AND EXPULSION

There are two general situations, which may lead to suspension or expulsion, both verified by evidence:

- When the moral or physical well-being of the student body or staff is endangered.
- When there is prolonged and open disregard for school authority.

The diocesan policies will be followed. Parents may request an expulsion hearing to appeal an expulsion. This request should be in writing and sent to the System Administrator.

TELEPHONE

Permission is required for students to use the school phone.

TRANSFERS

If a parent is planning to transfer their child(ren) out of the system, the school office should be notified by the parents in advance of the transfer. A student's records will be sent to the new school upon official written request by the parent or admitting school. A KCSS form to release records is available from the office or online.

TREATS

All special treats and activities must comply with the Diocesan Wellness Policy. The system administrator will decide upon parties for special occasions.

Parents may not bring food or drink to the classroom without first informing the teacher. This includes birthday treats. Check with the teacher first for children with special diet needs or allergies. A list of recommended snacks is posted on the school web site.

TUITION

Tuition Payments

The Board of Trustees sets the KCSS registration fee and tuition each year. All tuition payments will be processed at the Business Office. Questions concerning tuition accounts should be addressed to the Business Manager at 759-4508

Tuition Assistance

Families may apply for tuition grants through the KCSS Business Office. We use a confidential online tuition assistance service. Please contact the KCSS Business Office for more information.

Delinquent Tuition

Ten days after the due date, any amount past due, is considered delinquent. Families who are delinquent will be notified by letter from the Business Office and assessed a late fee.

- Late fees will be charged on all delinquent accounts. This will be charged monthly, until the account is made current. A revised payment plan may be signed and placed on file at the Business Office to avoid the late fees.
- If circumstances occur affecting a family's ability to pay, the Business Office should be contacted immediately. Arrangements will be made to determine eligibility for Tuition Assistance.
- In order to receive Tuition Assistance, the family's account must be current.
- If the family has failed to apply for tuition assistance or file a revised payment plan after **30 days**, they will be notified by the system administrator that the students will be unable to attend class until the issue is resolved in one of the **three** manners listed below.
 - 1. Apply for Tuition Assistance
 2. Develop and sign a revised payment plan
 3. Pay tuition in full
- Outstanding tuition balances that are not paid in a timely fashion will be turned over to a collection agency. In addition registration for the following school year will be denied until payment is made in full.
- Families with 8th grade students must have accounts paid in full no later than May 25 of the current school year. Failure to do so may result in students not being allowed to participate in class trip, graduation ceremony, and graduation dance.

Delinquent Service Commitment

Families who do not follow through on service commitments could be denied registration and/ or financial aid for the following school year. The procedure for follow-up in the case of financial delinquency will be adapted to fit service delinquency according to the commitments made by each family.

WEAPONS

Any student in possession of a weapon on school grounds will be immediately suspended from school and an expulsion hearing will follow. Any student with a “look alike” weapon will be given at least a one day, out-of-school suspension. Laser pointers are not permitted on school grounds.