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Parent/Student Handbook

Revised Spring 2010

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Assistant Michele Toby

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Grade K5 Kellie Schenk
Grade 1 Patricia Binius
Grade 2 Christina Ploetz
Grade 3 Mary Hanson
Grade 4 Christine Jackson
Grade 5 Nancy Petoskey
Grade 6 Robin Eineichner
Grade 7 Ann Marie Franck
Grade 8 Susan Aigner

Art Lori Rodenkirch
Band Bob Hudy
Computers Christine Ulmen
Music Dena Kling
Phy. Ed. Helen Rehberger
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 Karen Davey

QUEEN OF APOSTLES ELEMENTARY SCHOOL

HANDBOOK FOR STUDENTS AND PARENTS

Welcome to Queen of Apostles School. We developed this handbook to help acquaint you with the school and serve as a practical guide for you, in an effort to strengthen the cooperative efforts between home and school.

We welcome our new families, in all grades, and also welcome back our returning families. We look forward to another exciting, challenging and prayer-filled year.

Queen of Apostles School is part of the Parish's Faith Formation. Queen of Apostles Parish is part of the larger Catholic community of the Archdiocese of Milwaukee.

MISSION STATEMENT

Queen of Apostles Catholic School is a faith-filled community reinforcing a foundation for continued spiritual, academic and social growth, provided through a safe and supportive environment that accepts and encourages each student to reach his or her potential. We are a dedicated team, of teachers, parents/guardians and a parish community, working together to guide the growth of each child.

ACADEMIC MISSION STATEMENT

Our focus on academic excellence means that we strive to establish life-long learners. We provide each student the opportunity to reach his or her maximum potential through a safe and supportive environment. To reach maximum potential, we set high expectations for all, based on individual capability. We offer a coordinated program that meets or exceeds state standards with varied assessments to monitor student progress. We evaluate each student on an individual basis. We expect consistent improvement and progress. We continually evaluate student and program needs to make sure that we are effectively teaching the core curriculum (religion, reading, writing, grammar, science, math and social studies). Homework is used as a tool to develop study skills, extend proficiency, increase knowledge, measure progress and allow parents to assist in the educational process. We believe in establishing a base in a foreign language. Algebra will be available to eighth grade students who meet established criteria. We support the arts and, as the school grows larger and more funds are available, we will continue to enhance our arts programs. We continue to assess space and physical facility needs to establish and maintain the necessary environment to support our goals.

SCHOOL PHILOSOPHY

Education is a process of growth, a process whereby deep and permanent changes occur within us to make us what we are, children of God. We believe that each individual is unique, a person of dignity, created in God's image and redeemed by Jesus Christ.

We, at Queen of Apostles, believe that education embraces the whole of human life – intellectual, moral, spiritual, social, and physical – with the goal of elevating that life and perfecting it according to the example and teaching of Christ. Because education should be concerned with the learner as a whole, Queen of Apostles strives to provide a harmonious development of the whole person, capable of directing his/her life.

We believe it is the duty and responsibility of our school to assist the home, the Church and the Community in educating youth to be good members of their families, true Christians, and informed, articulate and productive American citizens.

GOALS

Students: To create an accepting environment in which individual needs and differences of each student are met intellectually, morally, spiritually, socially, culturally, physically, emotionally, aesthetically, and developmentally.

Family: To collaborate and assist parents in the education and development of their children.

Personnel: To create a genuine, caring atmosphere, which enables us to become a Christian Community ever aware of our responsibility to teach as Jesus did.

Parish: To assist the parish in educating youth to become active, supporting members of the church.

OBJECTIVES

The general objective of Queen of Apostles School is to help each student, with the assistance of divine grace, to achieve the full measure of his/her own ability through the latest advances in psychology and pedagogy. More particularly, the school is committed to each student's:

1. Moral and spiritual development of the student by the teacher's daily example of Christian behavior and attitude, and by the student's participation in liturgical services, classroom prayer and para-liturgical services;
2. Intellectual development by adhering to a developmental curriculum and by evaluating his/her progress through tests, reports, and conferences;
3. Social and cultural development so that he/she acquires social awareness and those skills needed for Christ like living through his/her experiences and the staff's example;
4. Development of an attitude of understanding and respect toward all people regardless of race, religion, or socioeconomic status, and striving by example and instruction to develop in the student a commitment to social justice;
5. Beginning training in the basic knowledge and skills necessary to live in society and to evaluate this progress through testing and observation;
6. Physical and emotional development of each student through instruction, example, and an atmosphere of understanding and acceptance.

ACCREDITATION

Standards for Accreditation are a statement of the norms for a quality educational program for elementary schools in the Archdiocese of Milwaukee.

The Standards reflect the requirements as stated in the policies, regulations and statutes of the

Wisconsin Catholic Conference of Bishops, the Archdiocese of Milwaukee, the Wisconsin Religious and Independent Schools Association (WRISA), and the State Department of Public Instruction. Schools are required to meet these standards in order to be accredited by the Archdiocese of Milwaukee and WRISA. The Archdiocese of Milwaukee requires WRISA accreditation (Policy 6181).

Schools are required to submit this report each year. During Year 3 of the School Planning and Accreditation (SPA) process, the school will host a visiting team in fulfillment of SPA and WRISA standards for statewide school accreditation. The school is asked to prepare the necessary supporting documentation for its compliance with Archdiocesan and WRISA standards. Following the accreditation team visit, a report is prepared and presented to the Accreditation Review Board for action. If accredited, the school is then recommended for WRISA accreditation. Schools are required to submit the annual standards report to the Archdiocese and WRISA to maintain accreditation.

Wisconsin Religious and Independent Schools Association Accrediting Association (WRISA)

Background

The Wisconsin Religious and Independent Schools Association was formed in 1991 as the Wisconsin Non-public Schools Accrediting Association (WNSAA). WRISA is recognized as a state chapter of the National Federation of Non-Public School State Accrediting Associations (NFNSSAA). NFNSSAA is recognized by CASE (The Council for the Advancement and Support of Education).

Guiding Principles for Accreditation

1. A school is evaluated, as far as possible, in terms of its own philosophy and purpose. Although individual differences exist among schools and communities, schools are evaluated in terms of standards.
2. A school is evaluated upon the basis of its total identity as an institution of learning. While a school should be judged in terms of its particular characteristics, it also is recognized that variations will appear in the degree of success achieved.
3. Standards, to be of value, should be stimulating and conducive to educational growth; they should be guides for continuous self-evaluation and should provide the incentive to strive constantly toward goals of achievement.
4. Standards address certain basic characteristics, such as:
 - a. Intellectual and moral tone of the school.
 - b. Nature of the school plant.
 - c. Adequacy of equipment and supplies.
 - d. Quality of instructional materials.
 - e. Preservation of student records.
 - f. Existence of school policies.
 - g. Healthy financial status.
 - h. An educational program meeting the needs of the students.

- i. Long/short-range planning.
5. Uniformity in every detail stifles educational experimentation and therefore is both unnecessary and undesirable. Thus, divergence from “normal” standards is permitted in some of the above-named characteristics without greatly detracting from a school’s educational merits. Rather, a school will be accredited based on its substantial compliance with the standards as a unified whole.

ADMISSION

1. Families who plan to register at Queen of Apostles Parish should do so before seeking registration in school. Once registered in the parish, contact the principal regarding school registration.
2. Active members of other Catholic parishes are welcome to send their children to Queen of Apostles School and remain members of their own parish.
3. Non-Catholic students are welcome to enroll in our school as long as their parents/guardians comply with the tuition responsibilities as outlined by the Parish Council/School Committee and are willing to have their children participate in religion classes and related activities.
4. Queen of Apostles School does not discriminate because of race, sex, age, disability, or national origin although our facilities and programs may not be able to accommodate the needs of all children.
5. All students entering a Wisconsin school for the first time must provide a record of immunization on an official form.
6. Upon transferring from another school, the principal will request complete records from the school last attended.
7. In the case of a transfer from another school, the student is admitted on probationary status for a period of three months, after which time the student’s adjustment to the school will be evaluated.
8. A child entering Kindergarten must be five years of age on or before September 1st of the year of entrance.

ORDER OF ADMISSION/WAITING LIST POLICY

Queen of Apostles School believes that small class size fosters an optimal educational environment for both teachers and students. When admission requests exceed available class slots, a waiting list will be established. The admissions policy represents an attempt to accommodate the interests of current school families, parish families, and non-parish families from the community.

As much as possible, admission will be on a first come, first served basis. When necessary, admission will be prioritized as follows:

1. Children of current school families provided all current school financial obligations are fulfilled.

2. Queen of Apostles or St. James (Sussex) parishioners who are not current school families.
3. Children of parents (no church affiliation) with an interest in Catholic education.

Applicants will be informed of the school policy regarding order of admission. Families will be notified of acceptance after records and admission criteria are reviewed.

EARLY REGISTRATION

Families wishing to secure a slot for their children may register their children for admission at any time. Registration need not be deferred until the child is chronologically ready to enter the grade for which he or she is being registered. However, a deposit will be required a year prior to admission.

REGISTRATION DEPOSIT REFUNDS

A full refund of the registration deposit will be given if a child is placed on the waiting list and does not gain admission. **No registration deposit refund will be given** if a child is granted admission and the family declines the spot.

ATTENDANCE AND DAILY SCHEDULE

SCHOOL DAY

7:45	First bell rings
7:50	School day begins
9:45 – 10:00	Morning recess for grades K4-4
11:35	Lunch/recess break
12:15	Classes resume
2:40	Dismissal

4 year-old and 5-year-old kindergarten: 7:50 - 11:20 a.m.
Optional afternoon 4 and 5 year-old program: 11:20 - 2:40 p.m.

Achieving a positive record of attendance throughout the year is important for all students. Parents and students alike share the responsibility of ensuring this positive record. Students are expected to attend school regularly in compliance with the law for compulsory attendance.

If your child will be absent or tardy, please call the school office before 8:00 a.m. to report the absence. If no one is available to take your call, leave a message on the answering machine. Please state the reason for the absence.

Absences will be termed either excused or unexcused. The staff encourages parents to plan for vacations on days when school is not in session. Excused absences are:

1. Personal illness of the student;
2. Serious illness of a member of the immediate family causing the student to be needed at home;
3. Doctor or dental appointment
4. Sudden emergencies;
5. Pre-planned absences due to family vacations (maximum of five days per school year).
6. Educational opportunities approved by the principal.

In the above situations the absence will be considered excused. For excused absences, makeup work will be given at the teacher's discretion, with full credit given for work completed.

When a student is tardy, he/she is expected to stop in the office upon arrival and notify the secretary, who will then admit him/her to the classroom.

If a student is absent for any other reason, the absence will be considered unexcused. For unexcused absence, teachers do not have to allow make-up work. Pupils continually absent or tardy without sufficient cause will be referred to the District Attorney's office.

Homework requests received by 9:00 a.m. will be prepared and ready by 2:30 p.m.

A doctor's permit for a student's return to school may be requested in cases of extended or contagious illness. Failure to provide a doctor's excuse when requested will result in an unexcused absence.

When a student returns to school it is assumed he/she is able to participate in all regular activities.

If this is not the case, a doctor's excuse is necessary. Otherwise, please do not request that your child remain indoors for recess after an illness. Providing appropriate supervision at recess can be challenging, as this may be the only opportunity the teacher has for a break. If your child is unable to participate in all activities perhaps they are not well enough to be in school.

Parents are required to notify the school for the following reasons:

- * Absence or tardiness
- * Changing their usual departure time from school
- * Leaving grounds during school hours
- * Walking home or riding to a friend's house if the child normally rides the bus
- * Getting off at a bus stop other than his/her usual stop
- * Pick-up by someone other than parent/guardian

When it is necessary for a child to be transported by someone other than their usual means, the school must receive a phone call or written note explaining the change prior to 2:20 p.m.

Whenever possible, doctor and dental appointments should be made outside of school hours. Please consult the principal about extraordinary or prolonged absence from school. Family vacations during the school year disrupt the learning process. We realize that some may be unavoidable, but they should be the exception. In the event this cannot be avoided, students and/or parents are responsible for contacting teachers for make up work.

COMMUNITY RELATIONS

1312(a) 4135.4

COMPLAINTS CONCERNING SCHOOL/RELIGIOUS EDUCATION PERSONNEL

Grievance Procedures for Parents

When a concern arises, parents should first speak with the appropriate staff member prior to speaking to the principal. When a situation cannot be resolved, the following procedures should be followed.

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) of a student enrolled in our schools or parish religious education programs and an employee (e.g. Principal, Teacher, DRE, Youth Minister, Catechist) of the parish. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

STEP 1

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- The date/time/place of the informal meeting
- The name and position of the employee with whom the disagreement exists
- Factual information and background regarding the disagreement
- Specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee five (5) work days to respond and then schedule a meeting of all parties within ten (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and involves secondary schools, please go to STEP 3. If resolution does not occur and the potential concern involves elementary schools or parish programs, proceed to STEP 2.

STEP 2

If resolution does not occur in the informal meeting or STEP 1 and the concern involves elementary schools or parish programs, the parent(s)/guardian(s) will provide the pastor with a copy of the letter noted in STEP 1 within five (5) working days of the completion of STEP 1.

The pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners:

1. The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here).
2. The pastor may contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him. See STEP 3.

STEP 3

If there is no resolution through STEP 2, issues of concern will be heard by the local Grievance Committee. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy of the letter noted in STEP 1 to the committee. The committee, appointed by the pastor (principal, or president in a secondary school) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur a final STEP 4 may be initiated.

STEP 4

Should resolution not occur through STEPS 1, 2, and 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocesan Due Process Office through the Director/Superintendent, which serves as the appropriate appeal body on the issue. Should an appeal not occur within the time period, the issue is considered closed.

The Judicial Vicar shall decide whether the issue contested warrants accepting the case.

After investigation and decision by the Due Process Office the Judicial Vicar may, at the request of one of the parties, refer the case to the Administrative Tribunal. (Norms and Procedures for the Due Process Office and Administrative Tribunal are available upon request.)

Rules approved: 8-1-84

Rev: 7-1-86

Rev: 4-14-87

Rev: 4-2-90

Rev: 5-3-93

Rev: 5-1-96

CURRICULUM

In accordance with Archdiocesan Policy 6140(a), we at Queen of Apostles School work with the home to provide a curriculum comprising learning experiences designed to facilitate growth in all areas: spiritual, intellectual, social, psychological and psychomotor. Individual student needs, abilities and interests are considered in shaping the curriculum to better develop the students' relationships to God, self and the world.

Religion Curriculum

As a Catholic school, we see religious training, instruction and growth as an integral part of each day. As stated in our Mission Statement, we are called to be a faith-filled community, which, in cooperation with home and parish, proclaims, leads and motivates children to a fuller understanding of our Catholic faith.

Teachers will promote daily prayer in their respective classrooms in a way that is both reverent and imaginative for their particular grade level. The children will be taught religion regularly in the classroom setting and will participate in the weekly school Mass for the entire school body.

Parents can strengthen the religious values of their children through example and interest in their own spiritual growth and development. A parent's example of prayer, kindness and love can help a child realize that religion is a subject taught in school, but also a way of living throughout one's life.

First Communion

Catholic children in the second grade are expected to attend Special Saturday prior to receiving their First Communion in the spring. Parents are asked to attend a meeting and assist in preparing their child for this Sacrament.

First Reconciliation

Catholic children in the second grade will receive the Sacrament of Reconciliation in the fall. Parents are asked to attend a meeting and assist in preparing their child for this Sacrament.

Reconciliation

Children in grades 4-8 usually have two opportunities to receive the Sacrament of Reconciliation during the school year during the seasons of Advent and Lent.

Queen of Apostles School instructional staff work on a Curriculum Plan devised by the Archdiocese of Milwaukee. In order to keep the subject matter current and relevant to student needs, each curriculum area will be reviewed on a regular cycle. Current textbooks are selected by the teachers and come from a variety of publishing companies

DISCIPLINE

At Queen of Apostles, we believe discipline is integrally related to a student's Christian development. Becoming a Christian is a maturing process; we cannot take for granted that *telling* young children to be good will automatically result in their *being* good. On their journey to becoming responsible, mature Christian adults, children need to be motivated, supervised, led, and held accountable for their actions.

Children adopt the values of the adults around them. The home lays the primary foundation for courtesy, respect, justice, and honesty. The school should continue to reinforce and build upon parents' initiative. We will make every effort to help your child understand what is right and wrong, and to provide the guidance needed for Christian conduct and behavior.

OUR Q of A PRIDE & STRIDE PROGRAMS

Jesus tells us that we must love one another as we love ourselves. Loving others, or ourselves, often is not automatic, but must be taught. To accomplish this instruction, Queen of Apostles uses a positive system of discipline known as the "PRIDE Program."

PRIDE – DISCIPLINE WITH DIGNITY

The word "discipline" comes from two Latin words, *disciplina* ("instruction") and *discipulus* ("student"). The PRIDE Program of discipline helps to guide students' behavior and conduct in a clear, understandable way. Setting and enforcing reasonable limits helps students learn self-control, contributes to their understanding of right and wrong and builds an awareness of and appreciation for the feelings and needs of others.

The basis of the PRIDE Program is five values

Politeness **R**espect **I**ntegrity **D**iscipline **E**xcellence

We strive to foster these values in our students to help them form a strong spiritual core.

"Politeness" means using good manners and being courteous to other students, to teachers and staff, and to visitors to our school. Politeness may be thought of as the outward demonstration of the second value, Respect.

"Respect" means accepting and appreciating others as they are with all their many differences. It means showing regard for the essential worth of others as fellow human beings. Respect is shown, in part, by being courteous and patient, by listening without interruption and by refraining from unkind behaviors such as teasing and name-calling.

"Integrity" means being true to our values, beliefs and standards, even – or especially – when people or situations distract us from what is right. Integrity is that inner strength and courage that helps us hold fast in the face of temptation. When we have personal integrity, we show others that we can be a trustworthy friend. "Integrity is doing the right thing, even if no one is watching." – Anonymous

"Discipline," in terms of what we expect of the students, means to develop and exhibit self-control. It means to be reliable and dependable, to meet expectations that have been set by parents and teachers, and to take responsibility for one's own actions, instead of making excuses or blaming others.

"Excellence: means to always do your best, to push yourself a step beyond "good enough." It means deciding to make full use of your talents to be the best YOU can be, not necessarily to be THE best. Excellence means continually striving to do better today than you did yesterday.

PRIDE is a combination of the academic, social, and behavioral efforts of our school community. This community consists of students, staff, and parents all working toward the same goal: educational excellence.

The teachers, principal, and support staff of Queen of Apostles School believe that children are our most valuable resource. We know that our students' education is of primary importance to the future. We also believe that students learn best in a nurturing environment that promotes positive interaction in a safe and secure setting. We believe that to promote responsible Christian values, students require a logical and understandable set of guidelines for their behavior.

PRIDE GOALS

- 1) To encourage students to take responsibility for their actions.
- 2) To ensure that all people are treated with respect and courtesy.
- 3) To promote safety in our school and on our campus.
- 4) To provide a positive atmosphere of order and discipline where each student can concentrate on his/her purpose for being at Queen of Apostles School: growing in faith and knowledge.

PRIDE RULES

Students are expected to:

- 1) Demonstrate respect for their own and others' rights and property
- 2) Respond to members of the school community respectfully and cooperatively.
- 3) Demonstrate responsibility by their actions.

Student behavior is clearly a choice. The role of the teacher is to model and maintain a Christian, caring and dignified approach to discipline whereby positive behavior is encouraged and rewarded. Parents can reinforce PRIDE goals at home and in the school community. Students who excel will be acknowledged for their accomplishments. Logical and understandable consequences for inappropriate behavior will be imposed.

HOW THE PROGRAM WORKS

The PRIDE program utilizes a point-based system. Each level reflects a number of points and corresponding consequences. A student's accumulation of points will determine what type of disciplinary action is necessary- the greater the number of points, the more severe the consequences. Each infraction will be documented and sent home for a parent's signature. The signature verifies that the parent is aware of the issued infraction. If there are questions regarding the infraction or the point (s), the parent should contact the teacher for further clarification.

When intervention by the principal is required, for serious infractions, one or more of the following may occur:

- parent/guardian notification
- loss of rewards
- detention
- in-school suspension of one to three days
(student will be supervised at school but out of the classroom setting) or out-of-school suspension
- expulsion hearing initiated

Level 1: 0 to 3 points

All privileges

(Assemblies, field trips, recess, etc.)

Incentives earned

(Dress down, recess, etc.)

Level 2: 4 to 12 points

All privileges

No Incentives

Detention assigned with accumulation of 8 points

Level 3: 13 to 20 points

In school/or at home suspension may be considered

Privileges are restricted

No Incentives

INCENTIVES

Twice a month, students will be eligible for rewards/incentives. Students at Level 1 for each period (30th through the 14th and 15th through the 29th of each month) may receive a dress down pass to be used on any day except a Mass day, an ice cream coupon, a “delete a point” card to nullify 1 infraction point, or a “gold” card to be collected toward a goal of lunch with the principal. Students who collect no more than 3 infraction points in a quarter will have the opportunity to order lunch in, at cost, with the teacher. Students who maintain a Level 1 standing for an entire month will be recognized on the PRIDE bulletin board.

STRIDE – STUDENTS TAKING RESPONSIBILITY IN DAILED EFFORT

STRIDE is a program established to encourage consistent daily effort by students and ownership for their own academic achievement.

STRIDE GOALS

- To encourage students to take responsibility for their own life-long learning
- To ensure that all students come prepared to school and class
- To promote good organizational skills on the part of students
- To provide an atmosphere of order and preparedness where each student can concentrate on his/her purpose for being at Queen of Apostles School: growing in faith and knowledge.

STRIDE RULES

Students are expected to:

- Arrive to school and class on time
- Complete homework assignments with thoroughness and on time
- Come prepared to each class with the required materials:
 1. Assignment notebook
 2. Supplies and equipment and/or gym clothes
 3. Silent reading book

4. Signed materials from home

The role of the teacher is to encourage and support students in maintaining consistent effort in school. Parents can reinforce STRIDE goals at home and in the school community. Students who consistently follow STRIDE rules will be acknowledged for their accomplishments.

HOW THE PROGRAM WORKS

Each marking period, students maintaining consistency in daily effort, evidenced by receiving only positive learner behavior comments on their report cards, will be recognized on the STRIDE bulletin board. Additionally, they will receive a “non-uniform” dress down pass to be used on a Friday. Dress down passes **cannot** be used if we have a Mass on a Friday.

**Queen of Apostles School
PRIDE Infraction Form**

Date ___/___/___

Teacher Signature _____

Student _____ K 1 2 3 4 5 6 7 8

This is your written warning. Time to STOP-THINK-DECIDE- and refocus on expectations.

ORGANIZATION – ONE POINT

- A. Follow dress code as stated in the Student/Parent Handbook
- B. Other _____

FAILURE TO FOLLOW SCHOOL/CLASSROOM RULES – THREE POINTS

- C. Demonstrate appropriate class/campus behavior
- D. Demonstrate appropriate bus behavior
- E. Avoid throwing any object
- F. Avoid gum chewing/candy/breath mints during school time, without teacher permission
- G. Avoid eating in the classroom or halls
- H. Other _____

FAILURE TO SHOW RESPECT – FIVE POINTS

- I. Use appropriate verbal and body language
- I. Treat peers, staff, and guests with respect
- J. Demonstrate respect for the rights of teachers to teach as well as the rights of others to learn
- K. Follow appropriate instructions from adults
- L. Avoid endangering safety of self or others
- M. Failure to respect school property
- N. Other _____

KEEP SAFETY OF SELF AND OTHERS AS A PRIORITY
ADMINISTRATIVE ACTION MAY INCLUDE REMOVAL FROM CLASS –
WITH CONSEQUENCE ASSIGNED BY THE PRINCIPAL

- 1. Refusal to comply with appropriate staff or adult request
- 2. Continued disrespect
- 3. Severe disruption of class
- 4. Taunting/bullying/physical or verbal fighting
- 5. Endangering safety of self and/or others
- 6. Possession and/or use of drugs, alcohol, tobacco, and/or dangerous weapons
- 7. Possession of laser pointers
- 8. Possession or circulation of inappropriate materials
- 9. Altering grades on assignments, tests, or assessment forms
- 10. Failure to follow Acceptable-Use Policy with technology
- 11. Other _____

Level 1: 0 to 3 points

All privileges
(Assemblies, field trips, recess, etc.)

Incentives earned
(Dress down, recess, etc.)

Level 2: 4 to 12 points

All privileges
No Incentives
Detention assigned with accumulation of 8 points

Level 3: 13 to 20 points

In school/or at home suspension may be considered
Privileges are restricted
No Incentives

Teacher Comment:

Parent Comment:

Parents must sign and return this form within two school days.

Parent Signature

Date

Date: _____ Student's Name: _____

Grade: _____ Teacher: _____

Dear Parent:

This letter is to inform you that your child has accumulated:

_____ 4 to 7 points: is ineligible for incentive

_____ 8 to 12 points: must serve a detention and is ineligible for incentive. Detention to will be arranged at teacher's convenience.

_____ 13 points: referred to the principal. Parents will be contacted, the student is ineligible for incentive, and will serve a second detention at the teacher's convenience.

_____ 15 points in a quarter: a student conference with teachers, principal and parent. Student has also lost privileges and will serve a two-hour detention/in-school suspension.

Points issued for:

This form must be signed and returned by your child within two school days. Failure to return this form will result in an additional point for the student. Parental support and assistance is sincerely appreciated.

Parent Signature(s)

Date

SUSPENSION/EXPULSION

Suspension is justified only in extreme circumstances. The principal is the only person authorized to suspend a student. He/she may initiate the suspension process only after all other reasonable means of correction have been attempted, without resolution, and it is in the principal's best judgment that the welfare of the student and/or others would be impaired by permitting the student to remain on the school premises.

1. Prior to any suspension, the student must be advised of the reason for the proposed suspension.
2. The parent or guardian of a suspended student is given immediate notice of the proposed suspension and the reason for the proposed action.
3. The suspended student with parent or guardian may, within five school days following commencement of the suspension, have a conference with the Archdiocesan Superintendent of Schools or his delegate, who is someone other than the principal or teacher in the school. If it is found through discussion that the suspension was unfair or inappropriate, all references to suspension shall be removed from the student's file.

Expulsion is resorted to for cases of continued refusal to comply with school regulations, or for engaging in conduct, which seriously endangers the welfare of the group. A student may be expelled only by procedures satisfactorily verifying that the best interest of the school demands such measures.

1. Prior to expulsion, the Archdiocesan Superintendent of Schools, or his delegate, must be consulted about the advisability of the expulsion.
2. The principal arranges a hearing with the student and the parents. Notification of the hearing is made at least five days in advance.
3. The student may be represented at the hearing by counsel.
4. If the decision is made to expel the student, the parents are notified in writing of that action. The parents are also notified of the right to appeal.
5. The student (or his/her parent or guardian) may, within five school days following commencement of the expulsion, have a conference with the Superintendent of Schools (or his delegate). In the event that through discussion the expulsion is deemed unfair or inappropriate, the principal is so advised and action to reinstate the student is undertaken. In this case, all reference to the expulsion shall be removed from the student's file.

BAND

Queen of Apostles School offers private band lessons for interested students in grades 4th through 8th. Students who participate in Band are released from the regular classroom but are required to make up any work missed on their own time. Students creatively demonstrate their talents by performing in holiday concerts.

BIRTHDAYS

Student and staff birthdays will be announced daily to allow our community to celebrate these milestones.

Invitations to birthday parties may be distributed at school only if a boy invites all the boys in the class, a girl invites all the girls in the class, or all boys and girls are invited to the party. When only select students are invited, invitations may not be distributed at school.

Bouquets, balloons, etc. from friends and families will be delivered by office staff at a time that will be least disruptive to classes.

BUS

Bus transportation is provided to Pewaukee residents through the Pewaukee School System. In Sussex, it is provided through parent contracts. Queen of Apostles School operates the Sussex bus route with our own bus. Our children's safe transport depends on their adherence to a few safety rules:

1. Children are to walk to and from the buses.
2. Children are to be seated at all times while the bus is in motion, per state law. Sitting three to a seat is permitted.
3. Quiet conversation is permitted.
4. Loud, disruptive behavior is not permitted.
5. Eating is not permitted.
6. Long backpack straps should be secured and other dangling items (such as key chains) avoided, as they may become caught in the bus door as the child disembarks.
7. Rough play, unnecessary shouting, or the use of profane language is prohibited.

Violation of these or other regulations may lead to suspension from the bus.

In the event of misbehavior on the bus:

-The principal will confer with the child following the first offense, allowing the student an opportunity to correct the behavior. A copy of the formal written bus violation will be placed in the students file.

-Following the second offense, the principal will communicate with the student and parents concerning the misbehavior. The parents/guardians will receive a copy of the formal written bus violation and a copy will be placed in the students file.

-Should the misbehavior recur, bus-riding privileges may be revoked.

Bus violation reports will be removed from the students file prior to transferring his/her records to a new school.

Students who ride a bus to school are to ride the bus home. If they on occasion are to go by car, ride a bike or walk, a note must be given to the teacher.

Students are to ride home on their own district bus. Only the principal can approve requests for students to ride on another district's bus. However, if that bus is full, the additional student will not be accommodated. Students will not be let off at an alternate stop without a note to the bus driver from the parent/guardian. If a permanent change in the child's pickup/drop-off site becomes necessary (e.g., for a change in child care arrangements), an Alteration of Service form must be completed. To do so, contact First Student Transit (Pewaukee bus) at 691-1620.

CELL PHONES/PAGERS

To avoid distractions to the educational process, we ask that cell phones and pagers be left at home. If they are necessary for the safety and wellbeing of the student, they may be checked in and out of the office before and after school.

CHANGE OF ADDRESS

A change of address, telephone number or cell phone number must be reported immediately in writing to the school office. **This is very important.** Emergencies can and do happen and it is imperative that school personnel have up-to-date information as to where a parent can be reached.

CHILD ABUSE REPORTING

A teacher who suspects child abuse of any form as defined in Archdiocesan Policy 5140(a) is required by law to contact the proper agency. (Pewaukee police @ (262) 691-5678 or Waukesha County Health & Human Services at (262) 548-7212). Such suspicions will be documented. The principal will inform the pastor. If no contact has been made by the agency within 60 days of the original report, the principal will call to check on the status of the report.

CHILD CUSTODY

When school authorities learn that a student is the subject of a court decree, a request shall be made to the parent who maintains primary physical placement of the child to submit to the school a copy of the court decree about the student.

If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress report (report card) shall be issued to both parents in conformity with Wis. Stat. 118.125 (2)(a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24 (4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125(2)(m).

CLASS SIZE

The size limit of classes at Queen of Apostles School shall be 20 for K4 and 26 for grades K5-8. However, should a new family wish to enter Queen of Apostles School and there is an opening in one of the grades for one child but not the other(s), due to class size limit, then all children shall be admitted. (Sibling rule). No class shall exceed 28. Should there be a request for admittance to a class above and beyond this number, the principal, School Committee and pastor shall consider the need for an additional classroom.

COMMUNICATIONS

Home folders, containing communications from the school, school organizations and community sources, will be sent home with the oldest child in each family on the last school day of the week. Parents are to read these communications and return the folder to your child's teacher the next school day. When necessary, send in your response to signed requests by the appropriate date.

Should a question or concern related to school arise, we ask that you first personally contact the individual concerned. If after making direct contact with that person you feel further action is necessary, feel free to contact the principal.

During the school day, teachers are focused on preparing, planning, and teaching our students. All messages will be relayed to the teacher promptly and your call will be returned at the first opportunity.

Teachers and students will not be called from class to answer the phone, except in an emergency.

DRESS CODE

We believe that a student's attitude toward learning and school is reflected in his/her appearance. Queen of Apostles students must follow the Uniform Dress Code stated below. The uniform pattern is "Hamilton" and is available at The Uniform Place, 811 N. 68th Street, Milwaukee, 414-258-7888. Other uniform clothing may be purchased at stores of your choice.

K4 is included in the Dress Code.

With the Archdiocese, Queen of Apostles School supports the Clean Clothes Campaign and encourages school families to do the same. Guidelines are available on the Archdiocesan website (www.archmil.org).

Please note: Rather than requiring adherence to a uniform-only policy, we attempt, through a uniform Dress Code, to provide some room for individuality. Individuality, however, must be expressed within the stated parameters.

Please read the uniform Dress Code carefully. **The Dress Code will be enforced. Sending your child to school in non-conforming clothing places an unnecessary burden on the teacher, the student and the parent, and results in lost teaching and learning time. A uniform check will be conducted each morning by the homeroom teacher after the morning announcements. Students out of uniform will be sent to the office to call parents to obtain a change of clothing. If parents cannot be reached, students will be sent to the used uniform clothes rack to find acceptable apparel. Parents must launder and return the items to school the next school day.** Whether or not an item of clothing conforms to the Dress Code ultimately shall rest at the sole discretion of the principal.

GIRLS

- Jumper or skirt, of reasonable length no more than four inches above the knee in Hamilton plaid or solid khaki or navy.
- Navy or red (**white tops have been eliminated from the dress code except when worn under a jumper, pullover sweater or sweatshirt**) polo shirt, turtleneck, or blouse with collar and long or short sleeves. Small logos are permissible. No crop tops, Henley's, sleeveless shirts, T-shirts, mock turtlenecks, or other collarless shirts. **ALL** shirts must be tucked in and buttoned appropriately.
- **No layering of shirts (no long sleeved shirt may be worn under a short sleeved shirt even if it is the same color).**
- **White collared top, turtleneck or blouse may be worn under jumpers, Queen of Apostles School logo sweatshirts or pullover sweaters only.**
- Solid navy or red sweaters, vests or sweatshirts (**white has been eliminated**) with Queen of Apostles School logo are permitted only if worn with a collared top as described above. No hoods please, except for spirit wear sweatshirts.
- Solid navy, white, or red socks and tights may be worn. Socks or tights must be worn with shoes.
- **Navy leggings** are permitted only if worn for warmth under a Dress Code conforming skirt or

jumper.

- Solid navy or khaki dress slacks. (“Khaki” is a light tan color. Olive green and gray are not khaki and are not permitted.) Slacks must be plain, tailored, and simply styled. Corduroy and cotton twill are permitted. NO jeans, jeans-style pants, cargo or carpenter pants, baggy pants or pants with multiple large pockets, zippers or other adornments are permitted. Pants will be considered “jeans” regardless of the fabric if they are cut in a jeans-type style with pocket rivets.
- **For safety reasons, no clogs, crocs, strapless sandals or other strapless shoes are permitted.**
- No dangling earrings.
- No hooded sweatshirts with or without zippers, except on non-uniform days.
- No fleece apparel is permitted.
- Outerwear is not appropriate in the classroom. **This includes any type of boot.**
- "Light" make-up is allowed in 7th and 8th grades.
- No hats/caps may be worn in the building.
- If a student has a Scout meeting, the student may wear her Scout uniform with uniform slacks or skirt.
- Hair must be well groomed, avoiding extreme hair cuts/styles. Non-natural hair colors will be reserved for crazy hair days.

BOYS

- Navy or red (**white has been eliminated from the dress code except when worn under a pullover sweater or sweatshirt**) polo shirt, turtleneck or shirt with collar and long or short sleeves. Small logos are permissible. No Henleys, sleeveless shirts or T-shirts, mock turtlenecks or other collarless shirts. **ALL** shirts must be tucked in and buttoned appropriately.
- **No layering of shirts (no long sleeved shirt may be worn under a short sleeved shirt even if it is the same color).**
- **White collared top or turtleneck may be worn under Queen of Apostles School logo sweatshirts or pullover sweaters only.**
- Solid navy or red sweaters, vests or sweatshirts (**white has been eliminated**) with Queen of Apostles School logo are permitted only with a turtleneck or collared shirt as described above. No hoods please.
- Navy, white, or red socks. Socks must be worn with shoes.
- Solid navy or khaki dress slacks. (“Khaki” is a light tan color. Olive green and gray are not khaki and are not permitted.) Slacks must be plain, tailored and simply styled. Corduroy and cotton twill are permitted. NO jeans, jeans-style pants, cargo or carpenter pants, baggy pants or pants with multiple large pockets, zippers, or other adornments are permitted. The pants will be considered “jeans” regardless of the fabric if they are cut in a jeans-type style with pocket rivets.
- **For safety reasons, no clogs, crocs, strapless sandals or other strapless shoes are permitted.**
- No earrings.
- No fleece apparel is permitted.
- No hats/caps may be worn in the building.
- No hooded sweatshirts with or without zippers, except on non-uniform days.
- Outerwear is not appropriate in the classroom. **This includes any type of boot.**
- If a student has a Scout meeting, the student may wear his Scout uniform with uniform slacks.
- Hair must be well groomed, avoiding extreme hair cuts/styles. Hair must not touch the collar or be below the ears or eyebrows. Non-natural hair colors will be reserved for crazy hair days.

Optional from the start of the school year through October 31 and from April 1 until the end of school: Khaki and navy capris may be worn as well as khaki, navy and Hamilton plaid skorts.

The only shorts of reasonable length allowed are plain navy or khaki walking shorts. (Please avoid excessive pockets.) Walking shorts are to be no shorter than 4" above the knee. **No shorts** may be worn to church. Tops must comply with the Uniform Dress Code as stated above.

Non-Uniform Days

Casual days are assigned and awarded periodically on Fridays during the school year. On non-uniform Fridays, students may disregard the Dress Code and wear anything reasonable, including jeans (without holes), bib overalls, athletic pants, sweatshirts and T-shirts. Clothing must be clean, in good repair and without words or pictures determined by the principal to be off-color, profane, suggestive or offensive, or bearing logos or messages promoting alcohol, tobacco or drug use, consumer products or weapons. Hooded sweatshirts may be worn but without hoods up.

Physical Education Attire

- Tennis shoes (with white or non-marking soles) are required for all students to be kept at school.
- Grades K5-4
Students do not change clothes for physical education class.
Girls should have shorts to wear under their skirts or jumpers.
- Grades 5-8
All students are required to wear the Queen of Apostles Gym Uniform purchased from the school. An order form is available at our school webpage (www.queenofapostlesschool.net) under Parent Resources/Documents & Forms. Students are given time to change clothing before and after class. The use of deodorant is highly recommended.

EARLY ADMISSION TO SCHOOL

Youngsters, whose birthdays do not meet the September 1st cut-off date but fall before December 1st, must follow these procedures:

1. Parents must register the child as an early entrant with the school principal, at which time an interview will take place to explain and evaluate the early entrance request.
2. The registration form will be held until June 1st to determine if there is room. Children who meet the September 1st deadline will be given first priority.
3. Screening will be done in the child's public school district to determine the readiness of the child being considered. The child must meet that district's requirements for early admission.
4. If more than one request is made for early entrance and there is limited room, the oldest child who passes the screening test will be admitted.
5. The principal will inform the parents of the final decision.
6. Admission to kindergarten or first grade is considered to be on a trial basis. If within a reasonable period of time the child does not adjust to the school situation, the principal shall request that the parents withdraw the child and enroll him or her at the regular age.

EARLY DISMISSALS

To safeguard the students in our care, no child is to leave the school premises during class hours without the permission of the principal. This includes recess and noon hour for students staying for lunch.

If a student must miss school or be dismissed early due to a medical/dental appointment, a written note must be sent to the teacher stating the request and the time for dismissal.

EARLY RELEASE

A small number of days throughout the school year are early release days, when students in grades K4 - 8 are dismissed at 11:00 a.m. These are usually teacher workdays. Early release days are listed on the school calendar. Please make a note of them. **Extended care will not be offered on these days.**

EMERGENCY CLOSING

In cases of inclement weather or school closing, the Milwaukee Archdiocesan Policy states we are to follow the public school in our local area (Pewaukee Public Schools). If there is a need to close school early due to weather conditions, the decision is made by the local public school officials and the bus companies. We, at Queen of Apostles School, will follow their decision. Therefore we ask that you listen to WTMJ (AM 620), our official station for announcing school closings. If WTMJ announces that the Pewaukee Public Schools are closed, we will also close.

In the event only Queen of Apostles School would close early (example – power outage), we will notify parents. To do this we need an emergency number on file, as well as a form stating who may take your child/children home if you are not available. This is the only time parents will be called. In all other instances, listen to WTMJ for school closing information.

EXTENDED CARE PROGRAM

Queen of Apostles Extended Care Program (ECP) is available to all students, for a fee, after school. Parents may utilize our ECP on a drop-in or regular basis. This program provides an optional service to those parents who wish to place their child in a safe and supervised atmosphere until they are able to pick up their children. The Queen of Apostles ECP is designed to provide supervision and safety under a structured program of activities for our school-aged children while parents are at work. The program will be under the direction of the school principal with paid staff responsible for the day-to-day operations and supervision when in session. The ECP is an extension of Queen of Apostles School.

FIELD TRIPS

All class field trips are educational in nature and will be directly related to curriculum. On receiving approval for the field trip from the principal, the teacher will complete a field trip permission form listing all of the details.

On receipt of an approved field trip request form, the school secretary will draft a permission slip and arrange for bus transportation. The teacher will provide the parents with a copy of this permission slip stating all the pertinent information. The teacher will make arrangements for the number of chaperones needed and will assign students to them. Parents volunteering as chaperones may not bring younger children along as this often distracts from the responsibilities assigned to a chaperone.

The cost of the trips will be the responsibility of the individual student. In the event that payment is a hardship, please contact the principal who will see that the cost is managed.

If a student is not permitted to accompany his/her class on a field trip due to a disciplinary situation, or the accumulation of points for disciplinary actions, the student will remain at school under the supervision of another staff person.

If a parent withholds permission for a student to participate in a field trip, the student is required to be in school. The teacher will arrange parallel activities to be completed during the field trip.

Regarding the eighth grade class trip, if the student has been suspended, a parent must accompany the student (at his/her own cost), in order for the student to participate. Students must maintain passing grades (D) in order to accompany his/her class on this trip. This trip is a reward for completing 8th grade requirements

FIRE, TORNADO, AND CRISIS DRILLS

Areas have been assigned for each class to move to in case of an emergency. Drills are held to ensure smooth movement for such an event. Exits to be used in case of emergencies are posted in each room and monthly drills are conducted to prepare all children for a safe evacuation if/when necessary.

HEALTH (See also Injury/Sickness and/or Medication Policy)

The Waukesha County Department of Health services Queen of Apostles School. Health Records are maintained in the school office.

If a child becomes ill during the school day the teacher will send the child to the office and the secretary or principal will determine if the parent/guardian should be called. See also **Injury and Sickness** section.

Communicable Diseases

Whenever a child is sent home with a suspected communicable disease, the principal notifies the local Health Department. A release card from the Health Department or a written communication from the family physician is necessary for re-admittance to school. (Archdiocesan Policy 5141.2)

Those students with personal conviction waivers or no record of immunizations may be subject to exclusion from school in the event of an outbreak of diseases for which they are not completely immunized.

Head Lice Checks

Head lice checks are conducted shortly after school starts each year and when the student body returns to school after any extended break – i.e., Christmas vacation and Easter vacation. The process entails a careful examination of each child's hair after removing all clips, elastic bands, bows, braids, ponytails, etc. Please help streamline the process by sending your child to school with clean hair in a simple hairstyle.

Immunization Requirements

DEPARTMENT OF HEALTH SERVICES STATE OF WISCONSIN

Division of Public Health s. 252.04, Wis. Stats.

P-44021 (Rev. 09/09)

STUDENT IMMUNIZATION LAW

AGE/GRADE REQUIREMENTS

2009-2010 SCHOOL YEAR

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT	3 Polio	3 Hep B	1 MMR5	1 Var6	
Grade K and 1	4 DTP/DTaP/DT/Td1	4 Polio4	3 Hep B	2 MMR5	2 Var 6	
Grade 1 through 5	4 DTP/DTaP/DT/Td2	4 Polio4	3 Hep B	2 MMR5	1 Var 6	
Grade 6	4 DTP/DTaP/DT/Td2	1 Tdap3	4 Polio4	3 Hep B	2 MMR5	2 Var6
Grade 7 through 8	4 DTP/DTaP/DT/Td2		4 Polio4	3 Hep B	2 MMR5	1 Var6
Grade 9	4 DTP/DTaP/DT/Td2	1 Tdap3	4 Polio4	3 Hep B	2 MMR5	1 Var6
Grade 10 through 11	4 DTP/DTaP/DT/Td2		4 Polio4	3 Hep B	2 MMR5	1 Var6
Grade 12	4 DTP/DTaP/DT/Td2	1 Tdap3	4 Polio4	3 Hep B	2 MMR5	2 Var6

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

For more information relating to immunizations/vaccines, please contact the Waukesha County Public Health Division at 896-8430 or 1-800-540-3620.

Students **MUST** have the required immunizations for their age or grade level or parents need to sign a personal conviction waiver.

Medication Policy

In accordance with Archdiocesan policy, school personnel will administer no medication, without a written request from the parents or, if it is a prescription medication, a written physician's order for medication administration. (See "Parent/Guardian Medication Consent Form" in School Startup Packet.) All medication, except cough drops/lozenges will be kept in the Health Room in a locked cabinet for administration, with the exception of inhalers and Epi pens, which may be kept in the student's backpack. Use of an inhaler or Epi pen also requires written parental consent.

Students should not bring medication to school unless **ABSOLUTELY NECESSARY**. If it is necessary for a student to take medication during the school day, however, these guidelines must be followed:

1. Students are not permitted to keep prescription or over-the-counter medication (with the exception of inhalers or Epi pens) in their desks or backpacks, or on their person.
2. Cough drops/lozenges are to be given to the teacher with a note from the parent/guardian detailing when the teacher should dispense them to the child.
3. All medication, prescription or over-the-counter (with the exception of inhalers or Epi pens) must be kept in the health room in a locked cabinet.
4. The medication container must be plainly labeled with the **STUDENT'S NAME**.
5. Written parental consent must be received along with written doctor's orders stating the name of the medication, dosage, time to be taken and if for emergency situations or under what circumstances it is to be given. See "Parent/Guardian Medication Consent Form" in the School Startup Packet.
6. **DO NOT SEND FULL PRESCRIPTIONS**. Each day, send only the dosage to be taken during the school day.
7. School personnel are not permitted to dispense any prescribed medication to students unless the proper consent form is completed and signed.
8. School personnel are not permitted to dispense aspirin or other nonprescription medicine to students except with authorization from the student's physician and/or parents.

HOMEWORK

Homework is part of the educational program at Queen of Apostles School. It reinforces material taught in class and helps the student clarify and strengthen information. As such, it is important that homework be completed and ready to hand in on time. Daily work may vary, as does each student's use of time. Assignments/homework will be marked as determined by the individual teacher.

Homework should assist students to:

1. Learn to work independently and become self-reliant,
2. Think, plan, organize and apply,
3. Extend proficiency in effective habits and skills,
4. Increase knowledge and its use,
5. And develop insights and stimulate creativity

Guidelines for daily out-of-class study is as follows:

Primary	(K-3).....	5-30 minutes
Intermediate	(4).....	30-40 minutes
Junior High	(5-8).....	50-90 minutes

These are guidelines. Daily homework may vary.

INJURY/SICKNESS

If a student becomes seriously ill or injured, the parent will be called as soon as possible. In the event the parent cannot be contacted, we will call 911 and the person designated on the emergency card.

In the case of minor illness or injury, the student is to report to the teacher on duty. The student will be taken care of in the health room and a judgment call will be made as to whether or not the parent should be called. Normal procedures include taking the student's temperature, applying ice/first aid, and/or having the student lie down for a short time in the health room. If parental contact is deemed necessary and we are unable to reach the parent within a reasonable amount of time, we will call the person designated on the emergency card.

KINDERGARTEN

Queen of Apostles School has both a 4- and 5-year-old kindergarten program. Degreed and certified kindergarten teachers facilitate the fully approved programs.

K4 classes will meet five mornings a week, from 7:50 to 11:20 a.m. The K4 curriculum includes religion, emergent reading and writing, math, social growth and work habits. Tuition cost for this program is listed on the Tuition Schedule in the Registration Packet.

K5 full day classes meet from 7:50 to 2:40 p.m. Monday through Friday. K5 half-day classes meet Monday through Friday from 7:50 to 11:20 a.m. Second semester half day students stay full days on Tuesdays and Thursdays. The K5 curriculum includes religion, math, science, language arts and all kindergarten readiness skills.

To be eligible for our Kindergarten programs, the 4- or 5-year-old must be four or five, respectively, on or before September 1st of the year of admittance.

LIBRARY

All students are encouraged to check out books from the school library; however they are expected to be responsible for the books they check out. If a student loses, misplaces or damages a book,

the student will be required to replace the book or reimburse the school at replacement cost.

Students with overdue books will receive a written notice listing the title(s). If the book is not returned, they will receive a second notice. If a third notice is necessary, the cost for replacement of the book will also be noted.

LITURGY

Attendance and participation in liturgies are an important aspect of religious training and growth for Queen of Apostles School children. All school liturgies for grades 1-8 are planned on a weekly basis so the children have the opportunity to pray and worship with the entire school body. At the beginning of the second semester, K5 students will celebrate Mass with the student body.

LOCKERS

Student lockers are provided, for eighth grade only, as a means of keeping our hallways clear of clutter. It is a privilege that is afforded our students with the expectation that they will be used appropriately and respected. Students are not allowed to utilize locks as the school reserves the right to inspect a locker at any time.

MILK & LUNCH PROGRAM

Four and five-year-old kindergartners will have their milk at snack time. Milk is available for the entire student body at lunchtime. A note will be sent home at the beginning of each school year indicating the amount due and the collection date. Milk is to be paid for by the entire year. Only in emergencies will milk be sold on a day-at-a-time basis. Students are offered skim, 1% white, or 1% chocolate.

On Wednesdays, Thursdays, and Fridays, our cook prepares hot lunch. Students are asked to sign up on the monthly form indicating the days they will participate. Parents should return the form, with payment, by the due date indicated on the form.

A pizza fundraising lunch is offered by our 8th graders and their parents each Monday and a sub sandwich lunch each Tuesday. A sign up form will be sent home monthly and parents are asked to return the form, with payment, by the due date indicated on the form.

Students not participating in the hot lunch or fundraising lunches should bring a cold lunch.

We ask that parents and students not bring soda or fast foods from area restaurants into our lunchroom.

PARENT EDUCATION PROGRAMS

Parent education programs will be provided collaboratively with our Home and School Association or appropriate agencies to improve the quality of family life, which in turn enhances learning. Programs might include building parenting skills, including communication, discipline, family rituals, stress management, etc.

PARENT-TEACHER AND PARENT-TEACHER-STUDENT CONFERENCES

Conferences with parents of each student are held twice a year. Queen of Apostles School holds Parent/Student/Teacher conferences in the first and second quarter of each school year. Parents and students are required to attend the first conference in the fall. The second conference during the early winter is by request of the teacher or parent. Additional conferences may be held at the request of the teacher or parent.

PERSONNEL STANDARDS

Elementary School Administrator qualifications:

- appropriate State of Wisconsin certification
- Six semester credits every five years
- Professional Development Plan (PDP)
- ADVANCED religious education certification
- practicing Catholic

Elementary School teacher qualifications:

- appropriate State of Wisconsin certification
- Six semester credits every five years in teaching area
- Professional Development Plan (PDP)
- BASIC religious education certification (ADVANCED if teaching Religion)

REPORTING TO PARENTS

The professional staff of the school is responsible for reporting student progress to parents in a variety of ways. However, official student evaluations shall be given quarterly. Such information may be in the nature of a Parent/Student/Teacher conference and/or a written student evaluation report. Written student evaluation reports must be given at least twice each school year. All elementary schools are required to use one of the Archdiocesan student evaluation reports unless having received approval from the Office for Schools to create its own. Student progress is also report online through a link on the school website at www.queenofapostlesschool.net.

RETENTION AND ACCELERATION

- A. Procedural Step I (End of first nine week marking period) – Teachers should discuss extreme learning difficulties exhibited by students with the school principal to develop a program for remedial action prior to considering retention.
- B. Procedural Step II (End of second nine week marking period)- The principal or the teacher, with the principal's approval, should discuss the retention possibility with the parent.
 1. Conferences with parents should include the reasons for the recommendations in addition to samples of the student's work, test scores, and individual student assessments.
 2. Conference objectives should aim toward a mutual decision between the parents and the school, recognizing that if the school makes a recommendation to retain the student, the parent will be required to sign a waiver to avoid retention. If/when the child is unable to show appropriate growth in the promotion the principal retains the right to move the child.
- C. Procedural Step III (May 1 – 15) – A conference will be held with the parent, principal and teacher to inform the parents of the school's final decision.

Acceleration

Acceleration may be granted in exceptional cases upon the recommendation of the teacher and principal and with the approval of parents.

SHADOWING

During the seventh and eighth grade school years, students will be allowed to visit high schools and “shadow” an older student to learn about that school’s program. Students will not be counted absent during the seventh grade year or first semester of the eighth grade year when they are attending another school for this purpose. However no more than a total of three “shadowing” days will be allowed during the three semesters.

STUDENT PHONE CALLS

To reinforce the values of responsibility, accountability, organization and consideration for others, telephone calls from students in the school office to the home regarding forgotten homework (unless it is a group project); books, lunches or class materials will be limited. No calls will be allowed for missing physical education clothes. Parents can help by conducting a brief check in the morning to assure their child’s day’s needs are met. Habitual requests to call home will be denied.

STUDENT RECORDS

The school has the responsibility to keep educational records for each student, which will reflect the inter-relationships of the physical, emotional, social, and intellectual aspects of the student's development.

Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it.

After the student has graduated or terminated his/her education the permanent record will be maintained for 65 years. Thereafter, the permanent records may be offered to the parish for the archives.

The school will maintain the following records as part of a cumulative file for each student:

1. Progress Records

- Permanent Records (Form E122). The permanent records include information regarding admission and transfer data, name, birth, address, standardized achievement test data, annual attendance data of the student, Sacramental history, and extracurricular activities.
- Student Evaluation Form (Report Cards). A report card is on file for each year the student was in the school. The final card is kept permanently.
- Class Attendance (Form E127) is kept for 2 years.

2. Physical Health Records

The following records will be kept for one year after the pupil leaves the school:

- * Emergency medical card (Form E126).
- * Log of medicine administered.
- * Immunization record.
- * Athletic permit card.
- * Record of student's ability to participate in educational program (Phy. Ed., exemptions, etc).
- * Routine screening tests, e.g. hearing, vision, scoliosis, and any follow-up information.

Transferal of Student Records

It shall be the responsibility of the principal to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school.

It shall be the responsibility of the principal to send official school records without delay for students transferring so that proper grade assignment can be made upon enrollment in the new school.

The following procedures apply for transfer of records outside the Archdiocesan system:

Upon receipt of a record request for a student from authorized school personnel, Queen of Apostles School shall forward such student progress records or portions of the behavioral records requested.

The receiving school assumes the responsibility to request records for transferring students. The following procedures apply when records are received:

- a. Start a new cumulative folder for transferring student.
- b. Type up a permanent record (Form E122) if not present in student's folder.
- c. Place all records of this student in his/her new file.
- d. Keep on file student records, which are part of the local health or public school system.

On request, parents may receive copies of the student records however, school records must be mailed directly to the school in which the student seeks enrollment or is enrolled.

STUDENTS WITH EXCEPTIONAL NEEDS

Not all Catholic schools in the Archdiocese are able to offer Special Education programs for children with Exceptional Educational Needs. 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 an E.E.N. Program relative to P.L.94-142 and /or I.D.E.A.

Students eligible for placement under P.L. 94-142/I.D.E.A. should not be enrolled in the Catholic school unless a program is available through the Catholic school that can meet the student's special needs.

Whenever the local plan for the identification and intervention of at-risk students indicates that a child may have an Exceptional Need, the child should be referred to the local public school to determine whether the child is eligible for placement.

If a student presently enrolled in the Catholic school is determined to have an exceptional educational need by the local public school, reconsideration of his/her continued enrollment in the Catholic school should be reviewed by the school, and parents, in consultation with the Archdiocesan Office of Schools as needed.

Archdiocesan parishes should offer religious education programs for persons with Exceptional Educational Needs and/or other Special Needs.

The instructional programs relative to religious education may be best served through networking, collaboration and/or clustering with other parishes.

SUPERVISION

A staff member is assigned to monitor arriving students from 7:30-7:45 a.m. Queen of Apostles school day begins at 7:45 when the first bell rings. Instructional areas are supervised whenever pupils are present. During the morning recess and at lunch recess school personnel supervise the children. **PLEASE NOTE:** THERE IS NO AUTHORIZED SCHOOL SUPERVISION ON THE SCHOOL GROUNDS AFTER 2:40 P.M. DISMISSAL. The teacher/school personnel performing transportation duty will place any child (ren) who remains after 2:50 p.m., in our Extended Care Program, at cost to the parent.

TARDINESS

A student arriving at school after 7:50 a.m. should bring an excuse from his/her parents for his/her tardiness and stop in the school office upon arrival to be admitted to the classroom. Consistent tardiness is inexcusable. When a child has been tardy more than three times in a quarter, parents will receive a letter from the principal. Continued tardiness may result in a conference with the principal.

TESTING

1. All students in Grades K-8 will be given the required reading tests.
2. Students in Grades 3, 5 and 7 will be given the Iowa Tests of Basic Skills/Cognitive Abilities Test each year as required by the Archdiocese. Students in Grades 4 & 8 will be given the Wisconsin Knowledge and Concepts Exam.
3. Grades 3, 5 and 7 will be given the Religion Standardized Test as outlined by the Archdiocese.
4. As the need arises, tests will be administered at each grade level in the various academic areas.
5. All kindergarten children will be screened prior to entering our program. Any students entering grades other than kindergarten will be tested per Archdiocesan policy #5110.
6. Testing for students with special needs is available through the Pewaukee School District.
7. The Milwaukee Archdiocese is available to assist with testing of students with special needs.

TEXTBOOKS AND SCHOOL PROPERTY

Students are expected to treat textbooks, library books and other school property responsibly and with respect. All textbooks grades 4-8 should be covered and labeled, on the inside cover label, with the student's name. The individual student must pay for damaged or lost books. The fee for damaged books will be assessed by the classroom teacher based on extent of damage to the

book. The fee for lost books is the current cost of replacement. When books are taken home, they should be in a book bag or a school bag, especially in rainy or winter weather. Books are not to be written in unless they are disposable. **The student responsible for the damage or loss of school property must reimburse the school for the cost of repair or replacement.**

VISITORS

ALL VISITORS TO SCHOOL ARE ASKED TO ENTER THE SCHOOL BUILDING THROUGH THE EAST ENTRANCE DOOR AND STOP OUTSIDE THE SCHOOL OFFICE ON ARRIVAL TO SIGN OUR VISITORS' LOGBOOK. This sign in book is essential in case of emergency drills as it helps our staff quickly ascertain whom they need to locate.

We want to avoid having the teachers and children disturbed during class time. If your child forgets something essential for the day, please bring it to the office and we will see that it gets to the individual needing it.

If a parent/volunteer will be performing some service to the children or school, they are asked to sign in on the visitor's logbook, outside the school office.

VOLUNTEER AIDES

A form will be sent to each family, in the startup packet at the beginning of the school year, to provide an opportunity to volunteer for certain service jobs at school. If interested, we ask that you complete the form and return it to school office. Needs will be assessed and parents will be contacted. If you are not contacted immediately, please know we are grateful for your willingness to help and will contact you when the need arises.



**Archdiocese of Milwaukee
Parent/Guardian
Sportsmanship Pledge**

Sports-man-ship – n. conduct (as fairness, respect for one's opponent, and graciousness in winning or losing) becoming to one participating in a sport

As a parent/guardian of an Archdiocese of Milwaukee student-athlete, I pledge to:

- Display Christian behavior at practices and games.
- Represent my parish and/or school to the very best of my ability.
- Be a positive role model for players, coaches and spectators.
- Provide encouragement and support for players and coaches.
- Refrain from profanity, racial or ethnic comments, harassment or taunting of players, opponents, coaches, officials and fans.
- Promote good sportsmanship by my son/daughter.
- Take responsibility for my actions.

I understand that I may not be able to attend activities if I do not display good sportsmanship.

Parent(s) /Guardian(s)

Archbishop Timothy M. Dolan



POLICY ON ACADEMIC & BEHAVIOR STANDARDS FOR STUDENTS IN THE ATHLETIC PROGRAM:

This policy is written as a positive guide to the development of participants in the athletic program at Queen of Apostles. It is intended to set guidelines for conduct that will help students develop in maturity and Christianity.

Students participating in the school athletic programs (conference and tournament play) shall be required to meet the following academic and behavior standards set by the Waukesha Area Catholic Conference (WACC) League, Archdiocese of Milwaukee, Queen of Apostles School staff and the Athletic Director (AD).

WAUKESHA AREA CATHOLIC CONFERENCE (WACC) LEAGUE

Queen of Apostles School belongs to the WACC League. The league supplies us with referees and teams to play against during the sport's season. The league also sets up rules and regulations for the particular sport to follow. Visit their website at www.wacconference.org for bylaws of league, sports guidelines, standings and schedules, executive committee members, athletic directors, gym directions, forms and Archdiocesan policies, regulations and complaint procedures (forms 6145.2(e) & 6145.2(f)).

Eligibility

- I. Medical Eligibility – Before attending the first practice, all students must submit or have on file;
 - A valid Physical Examination Form signed by a physician or authorized medical practitioner (**good for 2 years dated after April 1st**)
 - A Medical Information and Emergency Consent Form
 - Risk Acknowledgement and Consent to Participate Form
 - Sportsmanship Pledge (Parent and Student Athlete)

- II. Academic Eligibility - The participating student must work to his/her individual potential in all subjects of the curriculum. If a teacher feels a student's participation in athletics is causing a problem with classroom work, the teacher will contact the principal regarding participation via an Action Plan. Students failing a class are not allowed to participate in practice or play. The student will be placed on an Action Plan.

- III. Behavior Eligibility - A student who shows a pattern of failing to cooperate with teachers/coaches or who repeatedly causes disturbances will be placed on an Action Plan. (See attached). In addition to infractions listed on the Action Plan all Queen of Apostles School Handbook behavior standards will also apply.

Absences – A student must be free from fever for 24 hours to be eligible to participate in practices or games.

ATHLETIC ACTION PLAN

- Teachers and coaches may initiate an Action Plan as needed. Action Plan request is

completed with the approval and signature of the principal.

- The following situations may be cause for initiating an Action Plan:
 1. Failing a class will cause immediate drop to step 3 on the Action Plan
 2. Serious infractions as described in the Queen of Apostles School Handbook will cause immediate drop to step 2 on the Action Plan
 3. Inappropriate language
 4. Disrespect toward those in authority/leadership
 5. Unsatisfactory response to requested improvement in behavior, language, class work
 6. Falling behind in academic work
 7. Disruptive behavior
- The party initiating the Action Plan:
 1. Fills out the form
 2. Informs the student and collects required signatures
 3. Turns the form in to the homeroom teacher
- The homeroom teacher is responsible for informing the principal, A.D. and parent(s) about the action taken. The homeroom teacher is responsible for carrying out the described action.
 1. Calls/gives notice to the A.D.
 2. Makes a copy of the Action Plan for the classroom file.
 3. Sends a copy of the Action Plan to the parent(s).
- The A.D. notifies the coach of any Action Plan and consequences regarding practices and games
- All Action Plans will be terminated at the end of each quarter with the exception of Step 3.

ATHLETIC TOGETHERNESS ACTION PLAN

The following action is to be taken regarding:

Student/Athlete _____

Sport/Coach _____

Step 1. _____ (Warning)

Warning given because academic performance/homework is not up to the student's ability *and/or* situations as described in the Queen of Apostles Handbook and below have been addressed without improvement. If the student shows consistent and steady improvement following this warning, he/she may continue to practice and participate in games. If unsatisfactory improvement is shown, the next step(s) will be taken. The student will be on probation for two weeks.

- ___ Inappropriate language
- ___ Disrespect toward those in authority/ leadership / teammates /classmates
- ___ Disruptive behavior
- ___ Falling behind in academic work or not working to student's level or potential.

One written warning will be allowed per subject.

The next infraction after a warning will result in a drop to Step 2.

Step 2. _____

One-week suspension for the next practices and game(s)

- ___ Serious infractions as described in the Queen of Apostles School Handbook and behavior standards.
- ___ 2 or more warnings in the same subject have been issued

If no improvement is made within that week, the student drops to Step 3.

Step 3. _____

Denied participation in practices and in games until further notification based upon discretion of teacher or coach.

- Upon signature of the principal, the Action Plan will be enforced.

Signed _____ Date _____

(Party initiating action)

Signed _____ Date _____

(Homeroom teacher)

Signed _____ Date _____

(Student/athlete)

Signed _____ Date _____

(Parent/guardian)

Principal _____ Date _____

There will be a new form initiated for each occurrence (or step) of Action Plan.

The Homeroom Teacher is to be responsible for distributing copy of form to the principal, parents, and the A.D.

CC: classroom file

In order for the Action Plan to end, signature from parent/guardian must be obtained and returned to the school office.

ATHLETIC PROGRAM PURPOSES & OBJECTIVES

The purposes and objectives of Athletics at Queen of Apostles are to:

1. Introduce and instruct students in competitive sports.
2. Teach students not only the rules of the game, but also how to play the game as good Christians.

3. Teach students to play to the best of their own capabilities.
4. Develop individual and team play.
5. Teach sportsmanlike conduct, as well as proper values and attitudes associated with winning and losing games.

To further the primary goals of our program, the following minimum playing time (school policy) will apply to grades 5-8. It is the responsibility of the coach to see that they are followed:

Volleyball

(Exceptions can be made with more than 9 players on the team)

33-1/3% of each match

Volleyball Tournament Guidelines

5th through 7th grade teams

Play approximately 1/3 of the tournament

8th grade team – each player must play minimum of 5 points

Basketball

(Exceptions can be made with more than 10 players on the team)

5th and 6th grade regular season – 50% of the game

7th grade regular season - 25% of the game

8th Grade 10% of the game

Basketball Tournament Guidelines

5th and 6th grade team - 50% of the game.

7th grade team - 25% of the game

8th grade team - 10% of the game.

Coaches may limit the minimum playing time (at any level) for any of the following reasons):

1. Unexcused absence from practice the week prior to the game.
2. Unexcused absence from a previous game.
3. Unacceptable behavior at practice or during a game. Any behavior problems will be communicated to parents via the "Athletic Togetherness Action Plan".
4. Less than desirable effort or attitude, as determined by coaches, on the part of the student athlete may affect playing time.
5. Coaches must document to AD within 1 week of game that minimum play time was not met due to 1 - 4

PARENT RESPONSIBILITIES

Parents are required to fulfill certain requirements prior to and during athletic seasons in order for the student athlete to remain eligible.

1. Complete five forms: Archdiocese of Milwaukee-Physical Examination Form, Medical Information & Emergency Consent Form, Risk Acknowledgement and Consent to Participate Form, Sportsmanship Pledge.
2. Parents are expected to set the example of good sportsmanship and Christian values for their children.

3. Due to liability issues, all student athletes must be supervised before and after practice. Parents are encouraged to use STAR or Extended Care to provide supervision until pick up.
4. Parents are not to drop athletes off for practice and leave without verifying that the coach is present. Promptness in picking up athletes is expected.
5. Parents are expected to provide transportation to and from all practices and games.
6. Work in concessions and admissions during home sporting events.
7. Complete requirements of Booster Club membership.

GRIEVANCE PROCEDURES

1. If/when problems arise with athletics; players must first discuss the concern with the coach.
2. Parents are required to observe a 24-hour "cooling off" period before approaching coaches. Most problems can be resolved at Step 1 or 2.
3. If a concern cannot be resolved with the coach it should be brought to the attention of the coordinator for the sport.
4. If the coordinator is unable to resolve the concern, the Athletic Director will be consulted.
5. The pastor or his designee will determine any unresolved concerns.

BOOSTER CLUB

The Booster Club is an organization that:

- Promotes a spirit of friendship and cooperation among parents and students;
- Provides financial assistance to school and parish athletic programs through fund-raisers, Booster concessions, and athletic fees for uniforms, sports, playground and Phy. Ed. equipment, league fees, etc.;
- Assists the Athletic Director and coaching staff; provides financial support for athletic extracurricular activities.

Booster Club Membership

All parents whose child/children participate(s) in an interscholastic sport at Queen of Apostles are automatically a member of the Booster Club. This club depends on parental support to efficiently operate the program.

During the course of the school year, Booster Club members with athletes will be required to work at various sports functions, either at the concession stand or taking admissions. Buying out of Booster Club does not release you from this requirement. Your cooperation and support at these times is critical to keep expenses down and the athletic fees to a minimum. Your failure to fulfill your commitment could result in your child being dropped from his/her sports team.

Because scheduling is a tremendous task, your scheduled time to work may not always correspond with your child's game schedule. If you are unable to work your scheduled time or the time you volunteer for, it is your responsibility to find your own substitute.

Expenditures of the Booster Club funds are discussed at meetings and voted on by the Booster Club officers.

Booster Club Structure

The Booster Club's officers may be elected or volunteers. The positions are as follows:

BOOSTER CLUB MANAGING COMMITTEE MEMBERS

<u>Position</u>	<u>Name</u>	<u>Telephone</u>
President	Greg Riemer	691-3456
Vice-President		
Treasurer	Dave Bieganski	628-8523
Secretary	Michele Toby	691-4096
Athletic Director	Larry Brown	695-0297
Basketball Coordinator	Amanda Haas	719-8407
Volleyball Coordinator	Tom Genske	691-2415
Alberte Center Activities Director	Bob Rohde	691-1402
Concession Coordinator	Yvette Hurtgen	695-9622

ATHLETIC FEE

There will be only one athletic fee per athlete for all sports. This fee is used to defray the cost of registration fees, equipment and uniforms. Parents who work the designated fundraiser, per athlete, will have these fees waived. To encourage a serious commitment from parents and players and to discourage dropouts from the teams, the athletic fee is non-refundable. The Booster Club will annually review the athletic fee structure. The current athletic buyout fee is **\$300 per athlete**. This buyout fee does not exempt parents from working concessions during sports season home games.

ATHLETIC DIRECTOR

The Athletic Director is responsible for the day-to-day operation of the Queen of Apostles Athletic Program. Athletic Director Duties include:

- Own and enforce QA Athletic Handbook.
- Act as contact for the WACC and insure all required forms are completed on time
- Identifies coordinator for school sports
- Decide team makeup (mergers) and the number of teams with the assistance of the coaches, sports coordinators
- Communicate and maintain a good working relationship with the School Committee, Booster Club, principal, faculty, coaches, parents, and volunteers

SPORTS COORDINATORS

- Recruits and establishes coaches for teams and insures they have met requirements of the Archdiocese
- Inform coaches of available coaching clinics and manage Archdiocese coaches' certification requirements
- Submission of all required athletic information to the WACC by due date
- Hold coaches meetings to disseminate rules and determine practice times prior to start of season
- Attend WACC league meetings
- Organize paid timers and scorers for all home games
- Organize, distribute, and order all uniforms, first-aid supplies, and sports equipment

COACHES' RESPONSIBILITIES

The Athletic Director/Sports Coordinators will assist in selecting coaches. Coaches must comply with the objectives and policies of the Athletic Program. Coaches will be required to sign a Sportsmanship Pledge from the Archdiocese.

Coaches are responsible for the well being of the athletes as well as for teaching their particular sport. Thus, they are expected to deal fairly and consistently with all members of the team.

Coaches must enforce the policy that no team member is allowed in the gym until the coach has arrived for practice. There must be one adult coach, 21 years or older, present during the entire

practice. It is strongly recommended two adults be present during all practices.

All practices must be scheduled through the Alberte Center Activities Director or their designee.

The last coach to use the gym for practice on any given day or evening is responsible for checking and locking all doors and turning off all lights.

All coaches are responsible for gym equipment and maintaining security of the building during their use of it. Alberte Center rules are reviewed and signed by all coaches.

Coaches Certification Policy

- All coaches must have completed background checks.
- Safeguarding All God's Children training is required.
- The Athletic Director/Sports Coordinators are accountable for keeping insuring coaches have the proper training prior to coaching

TEAM UNIFORMS

Uniforms will be handed out prior to the first game. Because they are the property of Queen of Apostles Athletics, the uniforms may be worn only for scheduled athletic events.

Players are responsible for the uniform issued to them. Uniforms must be returned to the coach after the last game of the season/tournament season. If the uniform is not returned, or is returned in an unusable condition, the student will be held responsible for the cost of replacing the uniform.

To keep the uniforms clean and to help extend the life of the uniforms, it is recommended that warm-ups be worn over uniforms before and after games. Please wash the uniforms in cold water and hang to dry.

TOURNAMENTS

The Booster Club will sponsor up to two tournaments per team/sport if budget allows. Entry fees for the 8th Grade Padre (BB) and Seton (VB) invitational tournaments will also be sponsored. If a coach and team decide to enter more than two tournaments (subject to WACC tournament rules), they will need to pay their own entry fee. All Queen of Apostles guidelines are still in effect (including playtime). Coaches are responsible for all tournament applications

PRACTICE SCHEDULES

All practices must be scheduled through the Alberte Center Activities Director or their designee.

**Queen of Apostles Congregation
Alberte Center
Athletic Usage Agreement for Coaches**

All coaches/supervisors must read and sign this agreement prior to usage of Alberte Center. All coaches/supervisors must abide by the rules of this agreement or face possible loss of center usage privileges.

Outside Parking

All cars must park in designated parking areas. No parking next to the building, in front of the entrance doors or in the marked roadway.

Enter and Exit

All people using the Alberte Center must enter and exit at the main entrance on the west side of the building.

Center Usage

The coach/supervisor is responsible for ALL areas of the Alberte Center during its use. This includes the locker rooms, storage areas and the lobby area. If you cannot supervise non-team members during practice, they should not be allowed in the center.

At no time will any teams, team members, or small children be left unsupervised in the Alberte Center. Their parent must accompany all small children.

1. When entering the building, unlock only one of the entrance doors and re-lock when leaving.
2. Turn on the lights between the doors and the lobby lights.
3. **Coach/supervisors are the only persons allowed to turn on/off gym lights.** When entering the gym, turn on light switch #'s 3-4-5-6-7. Make sure you push the key in, then down when turning off switches.
4. Don't adjust the heat/cool controls in the lobby. Gym can be heated/cooled by turning the timer on 1-2 hours on the gym control panel.
5. A phone, AED, and a first aid kit are available for use in the coach's room.
6. No practice may run later than 8:00 p.m. for 5th & 6th grades and 9:00 p.m. for 7th & 8th grades unless otherwise approved by the principal or his designee (9:30 p.m. maximum).
7. The Alberte Center Activities Director or their designee will set up all practice schedules. It is the responsibility of all coaches to contact the Alberte Center Activities Director in the case of schedule changes or cancellations.
8. Priorities for scheduling of practices will be determined based on the following: A) Queen of Apostles School, B) age of team and C) seniority of coaching staff.
9. No practice that day if the school is closed for weather reasons.

Players

1. Alberte Center is closed to all Queen of Apostles Grade School students at 9:00 p.m. on nights prior to school ((unless approved by the Pastor or his designee (9:30 p.m. maximum)).
2. Black soled shoes can mark up the floor in the center. It is the coach's responsibility to insure that players with shoes that mark the floor remove all marks and/or replace the shoes.
3. All players using the Alberte Center during the winter or wet season must change from their "street" shoes into a dry, clean pair of athletic shoes. This keeps water and sand off the floor.
4. No kicking of balls allowed. (Exception: soccer practice)
5. No food and beverages are allowed in the gym area during practice.
6. No climbing or sitting on the closed bleachers is allowed.
7. All jackets, bags and shoes must be kept in locker rooms. No clothing is allowed along the wall or bleachers.

CHECKLIST FOR LEAVING ALBERTE CENTER

- 1) Are all messes cleaned and mopped up?
- 2) Is everybody out of the Alberte Center? (Check locker rooms)
- 3) Are all lights off? Coach's room and locker room light shut off automatically.
- 4) All lobby lights off? Entrance lights off?
- 5) All doors locked?
- 6) Put keys back in lock box and turn dial.

QUEEN OF APOSTLES SCHOOL COMMITTEE

The Queen of Apostles School Committee is composed of seven members elected by the school families for a term of two years. If re-elected, a member may serve two terms. One of the members is appointed by the pastor to act as Chairperson.

The School Committee:

- oversees and participates in the design and evaluation of the educational programs of the school;
- assists the principal and/or faculty in the development of long-range plans for the school's educational programs;
- assists in reviewing, revising, and approving school policies;
- assists in development and endowment programs;
- actively promotes and encourages stewardship among school parents;
- actively communicates and promotes school programs to the parish and community;
- follows the policies and regulations of the Archdiocesan Board of Education and implement them at the local level.

The School Committee meets on the first Wednesday of the month (starting Nov. 2008) at 6:30 p.m. in the 7th Grade Classroom. Any person interested in addressing the School Committee should contact the chairperson at least 24 hours in advance of the meeting. Any parent wishing to serve on the School Committee is invited to contact the Chairperson.

The 2009-2010 School Committee members are:

<u>Position/Subcommittee</u>	<u>Name</u>	<u>Telephone</u>
Chairperson	Carl Clementi	372-4189
Finance & Tuition	Paul Smith Kendall McWilliams	628-7477 691-2431
PR/Marketing	Amy McAboy	696-4353
Fundraising	Paul Hurtgen	695-9622

QUEEN OF APOSTLES HOME AND SCHOOL ASSOCIATION

The mission of the Home and School Association is to:

- Assist the principal in planning/preparing for calendar events and school assemblies;
- Provide hospitality/refreshments at above events;
- Act as a liaison between the school community and the School Committee;
- Support specific school activities as identified in coordination with the School Committee;

Provide services to create a welcoming and family-like environment for families of Queen of Apostles School.



DATE: July 22, 2009

TO: Staff, Parents, and Students

SUBJECT: Annual Notification letter for the Asbestos Management Plan

Queen of Apostles Catholic School has been inspected for asbestos-containing building materials. A written Management Plan including the inspection report is available at the school administrative office for anyone to review. Please contact your Asbestos Designated Person, John Unger at 262-691-1535 for assistance. If anyone requests a copy of the report, we will need the request in writing and a fee for the labor and duplication will be assessed.

The EPA required six month periodic surveillance of the school was preformed by in-house trained personal. The next 3-year asbestos re-inspection will be done November 2011. A State Certified Asbestos Inspector will conduct the 3-year inspection.

No asbestos response actions were conducted during the past year.

This letter is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40CFR Part 763 effective December 1987.

John J. Unger
Chief of Maintenance

2010-2011 School Year Tuition Schedule

	1 Child	2 Children	3 Children	4 Children
Base Tuition	\$4,732	\$9,464	\$14,196	\$18,928
Less – Active Parish Participation Discount	- \$2,082	- \$4,914	- \$7,946	- \$12,078
Net Tuition	\$2,650	\$4,550	\$6,250	\$6,850
K3 & K4 Tuition	\$1,800			
Fundraising Buyout	+ \$1,200	+ \$1,200	+ \$1,200	+ \$1,200

ACTIVE PARISH PARTICIPATION

This means being an ACTIVE member of Queen of Apostles Church (or St. James Church in Sussex), and providing regular Church contributions (suggested minimum \$20/week).

TUITION PAYMENT OPTIONS (no exceptions):

All tuition payments, except full payment to the school by June 1, 2010, will be processed through the e-Funds for Schools program. There are three payment options:

- 1) Full payment by June 1, 2010*
- 2) Two payments through e~Funds: 50% by June 1, 2010 and remaining by December 1, 2010
- 3) Monthly July through April through e~Funds

*Those families paying by June 1 (option 1) will receive a \$30 credit for early payment.

NEW FAMILIES (no children currently enrolled in Queen of Apostles School)

New families must pay a non-refundable deposit of \$250 at the time of registration, in order to ensure enrollment. That deposit will be applied to the first tuition payment.

TUITION GRANT PROGRAM

The Tuition Assistance Data Service (TADS) program is a tuition assistance application process being implemented by the school and parish. Applications are available in the school office.

QUESTIONS:

Call Paul Smith, School Committee budget chairperson, at 262-628-7477.

2010-2011 School Year Tuition Agreement

INSTRUCTIONS:

- 1) **Designate the Tuition Payment Option. One option must be chosen in order for the Tuition Agreement to be complete.**
- 2) **Provide names of children attending school.**
- 3) **Designate Parish Participation. "Parish Participation" means regular attendance and contributions (suggested \$20/week). Participation at St. James will be confirmed with the St. James Business Manager, before the start of school. One option must be chosen in order for the Tuition Agreement to be complete.**
- 4) **Calculate Tuition Payment. Designate "Active Parish Participation", "Fundraising Buyout" and Sussex Bus fee, if appropriate.**
- 5) **Read the "Agreements and Understandings".**
- 6) **Date and Sign the document.**

Please Note: Families new to Queen of Apostles School must pay a \$250, non-refundable deposit at time of registration. This \$250 will be credited to the total tuition payment.

1) TUITION PAYMENT OPTIONS: (no exceptions)

I (We) agree to enroll in the e-Funds for Schools program and pay the balance of tuition obligation as follows (check one):

- Pay tuition in full to the school by June 1, 2010.
- Pay tuition semi-annually, through the e-Funds for Schools program with the first payment being due by June 1, 2010 and the second payment due by December 1, 2010.
- The e-Funds for Schools program allows for automatic withdrawal from your checking account or credit card on the 1st or 15th of the month from July through April.
- Apply for tuition assistance through TADS. Must be Queen of Apostles parishioners. There is a filing fee, payable at time of application. Applications are available in the school office and **must be submitted by April 15, 2010.**

2) PLEASE TELL US THE NAMES AND GRADES OF YOUR CHILD(REN) ATTENDING SCHOOL FOR THE 2010-11 SCHOOL YEAR:

FAMILY NAME _____

	Name	Grade		Name	Grade
1.	_____		3.	_____	
2.	_____		4.	_____	

3) PLEASE CONFIRM ACTIVE PARISH PARTICIPATION (check one):

- I am (We are) an active parish member(s) at Queen of Apostles.
- I am (We are) an active parish member(s) at St. James (Sussex).
This will be confirmed with St. James, prior to the start of the school year.
- I am (We are) **not** an active parish member (s) at either Queen of Apostles or St. James.

4) OUR CHILD(REN) WILL RIDE THE SUSSEX BUS TO AND/OR FROM SCHOOL. I/WE AGREE TO PAY \$500 PER STUDENT FOR THIS SERVICE.

YES, OUR CHILD(REN) WILL RIDE THE SUSSEX BUS.

HOW MANY CHILDREN WILL RIDE THE BUS?

NO, OUR CHILD(REN) **WILL NOT** RIDE THE SUSSEX BUS.

5) TUITION CALCULATION (See 2010-2011 School Year Tuition Schedule)

Total Base Tuition: \$ _____

LESS: Active Parish Participation Discount (if applicable): \$ _____

PLUS: Fundraising Buyout (if applicable, please **add** \$1,200 to the tuition amount): \$ _____

PLUS: Sussex bus fee (if applicable, please **add** \$500 per student to the tuition amount): \$ _____

TOTAL TUITION AND FEE OBLIGATION: \$ _____

6) AGREEMENTS AND UNDERSTANDINGS

- I (We) agree to pay the tuition amount identified above for my (our) child(ren) as a condition of admission to Queen of Apostles School.
- I (We) understand that I (we) must provide satisfactory evidence of Active Parish Participation.
- I (We) understand that payments are due in accord with the payment schedule that I (we) chose.
- I (We) understand that if I (we) choose to participate in fundraising and we **do not** meet our fundraising obligation, I (we) must pay Queen of Apostles School the \$1,200 Fundraising Buyout.

Parent Names (Print or Type): _____

Parent Signatures: _____

Date: _____

Disclaimer

All matters and/or procedures not detailed in this handbook will be dealt with at the discretion of the principal.



PARENT/GUARDIAN MEDICATION CONSENT FORM (Please type or print)

Full name of child to be medicated: _____

Name of drug and dosage: _____

Hour(s) medication to be given: _____ Number of days: _____

Name of physician prescribing medication: _____ Phone: _____

Reason for medication: _____

Name of person(s) who will be giving medication during school hours are: Mrs. Michele Toby, Mr. Laurence Patterson, Mrs. Janel Gieringer, Teaching Staff, Health Room Volunteer and/or Extended Care Providers.

I hereby give permission to the above person(s) to give the medication(s) to my child according to the directions stated above and further authorize them to contact the child's physician. I agree to hold the school, its employees and agents who are acting within the scope of their duties harmless in any and all claims arising from the administration of this medication at school.

I agree to notify the school, in writing, at the termination of this request or when any change in the above order is necessary.

Signature of Parent/Legal Guardian

Date

Address

If additional Medication Consent Forms are needed during the school year, please see the school website at www.queenofapostlesschool.net under parent resources, then documents & forms.

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