

St. Wenceslaus School

227 East Main Street, New Prague, MN



KIM DOYLE, Principal
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POLICIES AND PRACTICES:
Parent/Student Handbook
2011 – 2012

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MISSION STATEMENT

"The St. Wenceslaus School community is dedicated to providing a nurturing environment so that each individual's potential can be realized. We are life-long learners called to make a difference in our changing world, as we are shaped by our Catholic faith and challenged to embrace the Gospel."

Philosophy

We believe that the St. Wenceslaus School community is called together by God to provide a Christian education to the children entrusted into our care. Children are offered the opportunity to encounter God in their parents, pastor, school staff, fellow students, and parishioners, as well as in their faith, prayer, and worship experiences. We believe that a nurturing community is comprised of responsible individuals who share respect and concern for themselves and all others. We recognize that our strength as a community lies in our God-given individual differences. We value and celebrate our diversity of abilities and talents, learning styles, and cultures that influence our community.

We believe students learn best through active engagement with subject matter and the promotion of critical thinking skills. We provide educational opportunities for the whole child, supporting spiritual, intellectual, social, emotional, physical, and creative growth. We believe our children need these tools to make responsible decisions and to be good stewards in our ever-changing world.

We look at our world through the eyes of our Catholic faith. Our service to each other is one of dedication, love and involvement. To live and teach as Jesus did through word and action is the essence of this service. As we plant the seeds of discipleship, we bring ourselves and others closer to God.

**St. Wenceslaus School is fully accredited by the
Minnesota Non-Public School Accreditation Association.**

PHILOSOPHY OF DISCIPLINE

We believe the St. Wenceslaus School Community helps the student form proper habits and attitudes that encompass respect, obedience and courtesy. We believe the teachers; students and parents must share this responsibility of discipline in a spirit of love.

We believe in:

- ✦ Respect for each other and for all authority.
- ✦ Courtesy at all times and in all places.
- ✦ Respect for all people and their property.
- ✦ Value and realization of the importance of time.
- ✦ Neatness in all assignments.
- ✦ Unselfishness toward others.
- ✦ Proper safety habits.
- ✦ Sense of fair play and trustworthiness.

We believe that disciplinary measures should be taken when a student deliberately fails to comply with school and classroom regulations.

Behavior Expectations

St. Wenceslaus School has a responsibility to parents and students to provide students with a suitable Christian environment while on school premises. An environment conducive to learning must be maintained to insure equal opportunity for all students. A desired goal is to have students who are self-disciplined regarding expected behaviors. A desired outcome is to exhibit their faith as demonstrated by how you treat others around you.

Before effective learning can take place, reasonable order must be present. Basically, the responsibility of classroom discipline rests with the teachers; however, the principal is responsible to provide supervision, guidance, and assistance to teachers in handling discipline problems. Each classroom has their own set of behavior expectations.

Specific behavioral expectations are designed to promote a safe and orderly environment that will demonstrate respect for one another. St. Wenceslaus desires to promote a positive approach to discipline. Early intervention in attempting to improve a student's behavior is strongly encouraged.

St. Wenceslaus School reserves the right to vary the positive or negative consequences given for inappropriate activity as outlined in this handbook.

School Staff

Administration

Father Kevin Clinton, Pastor
Ann Marie Witt, Development Director
Jennifer McDonough, Admin. Assist./Health Para

Kim Doyle, Principal
Sherry Hartman, Lead Admin. Assist

Faculty

Kindergarten
Jennifer Wetschka
Jolene Busch

First Grade
Jane Jeffrey

Second Grade
Jennifer Rosen

Third Grade
Ann Kreger

Fourth Grade
Kathy McNamara

Middle School
Annette Stavos
Becky Zwirner
Becky Malecha
Becky Smisek
Ann Christy
Jamie Schoenbauer
Mike Tschimperle

Music
Toby Thietje

Art/PE
Leah Zvanovec

Preschool
Jodi Chromy-Director
Diane Barrier-Teacher/Director Extended Care
Rita Goggins – Aide
Anne Schmitz – Aide

Counseling
Serene Bachman

Club House
Rhonda Pauly-Director
Diane Trettel

Technologist
Joan May

Library
Marcia Pleiss

**Instructional Aides
(Playground & Safety Patrol)**
Linda Smisek
Theresa Rademacher

Kitchen Staff
Mary Wick (Director)
Lu Tupy
Margie Pexa

School Nurse
Cheryl Malecha
Jennifer McDonough (Health Para)

Band – Sandy Gallagher

St. Wenceslaus School Advisory Board

Chad Wieskus - Chair
Marv Peters – Vice Chair
Mike Breiner

Steve Johnson
Jodi Grams
Chris Tupy

Pat Freidges
Ann Soderlund
Emily Millard

General Information

SCHOOL DAY SCHEDULE

Kindergarten – Grade 8

7:15 a.m.	Teachers arrive
7:30 a.m.	First bell rings, go to classrooms
7:40 a.m.	School Begins
7:45 a.m.	Prayer and Pledge to the Flag
7:50 a.m.	Classes begin
7:55 a.m.	Leave for Mass (Wed.) 8:00 Mass begins
10:40 a.m.	Recess - Grades 5, 6
11:05 a.m.	Lunch – Grades 5 - 8
11:05 a.m.	Recess – Grades K - 4
11:40 a.m.	Lunch Grade K - 4
2:30 p.m.	Dismissal

Preschool

8:00 – 11:00	M, F	Pre K 1
9:00 – 11:00	Wed.	Pre K 1
9:00 – 12:00	M, F	Pre K 2
10:00 – 12:00	Wed.	Pre K 2
9:00 – 11:00	T, Th	3/4 Yr.

Students who walk or are dropped off should not arrive before 7:25 a.m. When the 7:35 bell rings students are to report immediately to their respective classrooms. All students must be in school by 7:40 a.m. to be ready for the school prayer with which classes begin. Students who arrive after 7:40 a.m. will be marked tardy. Tardiness due to a problem with a bus is an exception.

Children go directly home after school. All children must be out of the building by 2:45 p.m. unless they have special permission from a teacher to stay longer. School staff is not responsible for supervising after school activities that are not a part of the school program. **Students still at school after dismissal (2:45) will be sent to the Club House Extended Care Program for a Drop-In fee of \$5.00 per hour.**

MASS-RELIGION

St. Wenceslaus School is open to and accepting of children from all religious denominations. All students enrolled at St. Wenceslaus School are expected to participate in all religious related activities including, but not exclusive of: mass, daily religion classes, reconciliation services, and prayer events including The Living Rosary and Stations of the Cross. We understand that full participation in the sacraments of Eucharist and Reconciliation is not possible by all students.

Religion classes are held 4 - 5 days a week. Classes include instruction in the faith, liturgy preparation, sacramental preparation, values, sexuality, and moral development. All students attend Mass once each week. Special time is given to the preparation of students for each Mass attended. Active participation by students is required.

All school masses and/or prayer services are celebrated each Wednesday at 8:00 a.m. Exceptions to the Wednesday services are: Any Holiday's or Feast Days that fall on a different day and the Last day of school.

- Students in Grades 7 & 8 are expected to wear clothing appropriate for Mass. Our suggestion might be long pants or nice shorts and a dress shirt/polo for boys and girls and/or a skirt/dress for girls.

LOST AND FOUND

Labeling clothing, especially sweaters/sweatshirts and boots, is important. A lost and found box is provided in the hallway across from Room 3. Annually, a large number of unlabeled and unclaimed clothing articles have to be discarded. Please make your child responsible for his or her own clothes.

OUT OF UNIFORM DAYS

On some occasions, fieldtrips and special celebrations, students will be allowed to attend school without wearing a uniform. On these days, your child's classroom teacher will advise students and families of what clothing is acceptable. (*See Uniform Policy*)

UNIFORM POLICY and DRESS CODES

The approved Uniform Policy for St. Wenceslaus School is listed below. Gently used uniforms are available through our exchange program at no charge. To guarantee approved items are acquired, families are encouraged to purchase their uniform items through **Donald's**. Order forms are available in the school office. 3-5% of your total payment will be returned to St. Wenceslaus School. You may shop on-line at www.donaldsuniform.com.

If you have questions about uniform items from another vendor, please contact the school for samples of approved uniform items. These items must also conform to the uniform policy listed below.

Uniform for Girls (Grades K-6)

Jumpers

- Blue and green plaid jumper with 2 pleats in front and 2 pleats in back (Donald's #55) – Other plaids will not be accepted.

Shirts

- Short or long sleeve white uniform blouse (Peter Pan or pointed collar)
- Short or long sleeve white, light blue or red polo shirt (red polo must have a logo)
- White or Red long sleeve turtleneck
- Buttons must be white or clear
- Must NOT have any lace, ruffles, logos, zippers or wide collars

Pants/Shorts/Skorts

- Navy blue twill DRESS pants
- Navy blue twill dress shorts, skorts or capris
- No outer pockets, zippers, logos, or other detail

Sweaters/Sweatshirts

- Red or Navy Blue cardigan sweater must be plain weave and have plain buttons (no hoods, pockets, trim, or zippers)
- St. Wenceslaus School Sweatshirt – Red or Navy - One of the approved shirts must be worn underneath the school sweatshirt. (*Old St. Wenceslaus School logo sweatshirts will be phased out.*)

Accessories

- Tights or socks (White, Red or Navy) - Socks must be worn at all times with all types of shoes
- Backless shoes or sandals are not appropriate for school

Uniform for Boys (Grades K-6)

Shirts

- Short or long sleeve white, light blue or red polo shirt (red polo must have school logo)
- White or Red long sleeve turtleneck
- Button down dress shirts are not approved

Pants/Shorts

- Navy blue twill DRESS pants or shorts
- No outer pockets, zippers, logos, or other detail
- “Cargo” pants or shorts are not approved

Sweaters/Sweatshirts

- Navy blue or Red pullover sweater or cardigan with long sleeves
- St. Wenceslaus School Sweatshirt – Red or Navy - One of the approved shirts must be worn underneath the school sweatshirt. (*Old St. Wenceslaus School logo sweatshirts will be phased out.*)

Accessories

- Navy blue or white socks with no logos
- Socks must be worn at all times with all types of shoes
- Backless shoes or sandals are not appropriate for school

Dress Codes for Grades 7 and 8 (Boys and Girls)

The students in Grades 7 and 8 are not required to wear the uniform. Their dress code, however, must conform to the dictates of modesty and proper attire for all. The following Dress Code has been approved:

- Pants must be neat and clean. If a teacher sees that a student’s pants have holes or show other signs of excessive wear, the student will be sent home for a change of clothing.
- Dresses, skirts, and shorts should be no higher than approximately 4" above the knee. Halter tops, tank tops or tube tops are inappropriate types of dress in an academic setting and therefore will not be allowed. Bare stomachs and/or shoulders are not acceptable.
- Students are not to wear hats, coats or jackets in the classroom.
- Any clothing displaying alcohol, controlled substances or sexual connotations is prohibited at any time.
- Students are expected to wear clothing appropriate for Mass. Our suggestion might be long pants or nice shorts and a dress shirt/polo for boys and girls and/or a skirt/dress for girls.
- Students wearing any other types of clothing judged by the Dress Code policy, principal or classroom teacher as unacceptable for school will be sent home for a change of clothing.

Most Common Uniform & Dress Code Violations

For your convenience we have listed below some of the most common dress code violations seen at St. Wenceslaus School. Adherence to our dress code policy is very important. We strongly encourage you to call the school office with any questions regarding approved uniform items.

- Violation: Girls plaid jumpers from other area schools
- Violation: Girls stretch pants
- Violation: Girls cardigan sweaters with ruffles, hoods, zippers, ornamental weave and/or decorative buttons
- Violation: Girls plaid skirts
- Violation: Girls socks or tights with ornamental design
- Violation: Boy's button down collared dress shirts
- Violation: Boy's "cargo" pants or shorts with outer pockets, zippers, logos, etc.
- Violation: Coats and jackets worn in the classroom.
- Violation: Sandals without socks.
- Violation: Shorts that are more than four inches above the knee.

Any non-approved clothing items worn to school will be considered a policy violation. A written note will come home with the child on the first violation. If a second violation occurs, the parent will be called to bring a change of clothing to the student.

Financial Obligations

ADMISSION POLICY

Registration for enrolling your child/ren at St. Wenceslaus School for the upcoming year will begin in late January (specific dates will be announced each year). A non-refundable registration fee **for each student** will be required at the time of registration.

Registrations will be taken in the following order:

- (1) The first week will be reserved for children/families who are currently enrolled at St. Wenceslaus School K – 8 programs and are in good financial standing with the school.
- (2) Families already enrolled in the Little Spirit Preschool Program
- (3) The second week will be for new families who are parishioners of St. Wenceslaus Parish. A Waiting List will be established if needed. See Waiting List priorities below.
- (4) The third week will be for new families who are not St. Wenceslaus Parish members.

Classes will be filled in the order the registrations are received. Registrations received after the third (3rd) week will be accepted on a first come/first serve basis until the class size reaches the predetermined level.

Little Spirit Preschool will accept students based on the following:

- Child is at least thirty-three (33) months of age and toilet trained (no pull ups allowed)
- Child has not reached the age of six years by September 1st of the enrollment year.
- Child has special needs that, with provisions and approval of school administration can be met in our school environment.

Children/Families Currently Enrolled:

There will be an additional \$50 fee per student (not deductible from tuition) charged to any family, who, during the registration period, fails to register a student who is currently enrolled at St. Wenceslaus School and will continue to attend for the next school year.

Families with students currently enrolled will lose their priority status if not registered at the conclusion of the first registration week.

Class Sizes

Class sizes for grades K - 8 will be determined by the School Advisory Board and Principal based on enrollment registrations. Consideration will be given to special circumstances (i.e. students w/special needs, space requirement, etc.). Class sizes may vary at different grade levels and within the grade level.

Little Spirits Preschool Class Sizes will have a maximum enrollment of 10 students to one teacher. Maximum class size is 20 students with 1 teacher and 1 aide. When the maximum capacity is reached, a waiting list will be established. Additional classes will be added as demand allows.

Waiting List

Once a grade level reaches its determined size, a Waiting List for that grade level will be established. When, and if, an opening should occur, families will be granted enrollment according to their rank on the Waiting List. Within the designated registration period, priority on the Waiting List will be given to parishioners, and rank will be assigned by the length of time the family has been registered

parishioners. Non-parishioners will then be ranked on the waiting list on a first come/first serve basis. Any registrations received after the initial period will be placed on the Waiting List in the order received. Families on any Waiting List must renew their desire for enrollment each year, before January 15th. The waiting list will dictate in all cases.

Kindergarten Early Admission

St Wenceslaus School will adhere to the New Prague School District's Policy on Kindergarten Early admissions. If a child is accepted for early admission, and after a certain amount of teacher-pupil contact, the kindergarten teacher determines that the child is not yet ready, the principal will notify the parents and the child will be dropped from the roll. Any monies paid to the school by this family will follow policy #3420 EARLY WITHDRAWAL.

Eligibility

A student who has been or is being expelled from any school for behavior or conduct that would also be grounds for expulsion at St. Wenceslaus School will be excluded from admission.

Prior to admission, the Principal may make inquiries to the previous school for the student's records to help aid in determining admission status.

REQUIRED FUNDRAISING OBLIGATION

In addition to tuition, all families are required to support our major fundraisers by volunteering their time and talents. If you have a child in both the K – 8 program and Little Spirits Preschool the Sweepstakes, Fish Fry and work requirement is fulfilled through your K – 8 obligations.

K – 8 Families:

1. \$150 in pledges per child for Marathon
2. \$250 in ticket sales per family for Sweepstakes
3. Sell or purchase 10 tickets per family for the 1st Scheduled Fish Fry
4. Adult to work on **two** separate 3 – hour shifts at the Fish Fry, Auction or Golf Tournament

Little Spirit Preschool Families:

1. \$50 in pledges per child for Marathon
2. \$50 in ticket sales per family for Sweepstakes
3. Sell or purchase 5 tickets for the 1st Scheduled Fish Fry
4. Adult to work on **one** 3 – hour shift at the Fish Fry, Auction or Golf Tournament

TUITION POLICY

- The tuition form is a Contractual Agreement with St. Wenceslaus School.
- Parents facing financial difficulties shall submit an on-line tuition application at www.tuitionaid.com by the application deadline date of May 1, 2011. Supportive Financial Documents need to be submitted to TADS. Each situation shall be reviewed by TADS (Tuition Aid Data Service). St. Wenceslaus School will offer tuition assistance as recommended by TADS. Financial Assistance will be given based on the amount in the fund and by the number of families in need of assistance at St. Wenceslaus School. Arrangements for payment for the remaining tuition will be made according to the regular school tuition payment policy. This information is strictly confidential.
- Contracted payments begin in July 2011. One half of the total tuition bill must be paid by November 30, 2010. A 5% Late Fee will be charged to late accounts.

- Letters shall be sent to parents with past due tuition.
- Personal contact by the principal shall be made to parents of past due accounts.
- All tuition must be paid by April 15th of the current school year, a 5% late fee will be charged to late accounts.
- School tuition accounts will be forwarded to the Parish Business office if your account is more than 60 days past due. A formal collection process will be instituted for delinquent tuition accounts which may include a hired collection agency.
- School families are encouraged to set up an automatic tuition withdrawal program. Those families with delinquent tuition will be required to set up the automatic withdrawal to pay off all debt due to school.

If requesting financial assistance you can apply on-line through TADS at www.tuitionaid.com.

Program Name:

St. Wenceslaus School, Program ID: SP234150000. Forms are also available in the school office or by confidential request directly from the principal. Application deadline is May 1, 2011. St. Wenceslaus School will notify you of your application status. Early application is encouraged.

DOME/SCRIP/TARGET FIELD

Parents may participate in the Scrip program or working athletic and other events at the Dome or Target Field to raise money for supporting their St. Wenceslaus School financial obligations.

The following rules and regulations apply:

- All proceeds raised will be paid directly to St. Wenceslaus School by the sponsoring agency and once received become the property of St. Wenceslaus School.
- Individual benefits will be monitored by the school's Administrative Assistant who will establish a "Dome/Scrip Account" for each family.
- Money will be transferred from individual dome/scrip accounts to a family's tuition, fund-raising, or lunch account at the request of the family.
- Funds will be applied to any outstanding balances in the family's tuition, fund-raising and lunch accounts. If the funds applied satisfy the outstanding financial obligation due at the time funds are received, the remaining balance can be applied to the family's other school related needs such as registration, fieldtrips, and supplies.
- When a family no longer has students enrolled at St. Wenceslaus School, any remaining balance in their individual account becomes a gift to our school to be used at the school's discretion. Families may recommend the balance be allocated to other existing school family accounts or to specific school operating needs.

EARLY WITHDRAWAL

St. Wenceslaus School carefully budgets for how many students will be in attendance during each school year. When a student is withdrawn from school after July 1st to the end of a contract year, a hardship is presented to our school community. With that in mind, the following payment schedule shall be adhered to:

- Prior to September 30th – 25% of the total tuition and fundraising commitment is payable to school
- Prior to November 15th – 50% of the total tuition and fundraising commitment is payable to school
- Prior to January 15th – 75% of the total tuition and fundraising commitment is payable to school
- After January 15th – 100% of the total tuition and fundraising commitment is payable to school

Refunds for overpayment will be considered on a case-by-case basis with the final decision made by the principal.

HOT LUNCH AND MILK (2011-2011)

All students are required to eat lunch at school. Children may not leave the school grounds at any time without permission from the school office, including lunch and recess periods.

Very important: - The lunch billing system is now different than it was. With our new computer system, you are required to keep a balance in your cafeteria account. **Students can eat lunch only if money is in the account.** When your account gets low, you will be notified to make another payment. Please submit a starting balance as soon as possible.

Costs are: \$2.50 per lunch for students in Kindergarten– Grade 6
 \$2.50 per lunch for preschoolers who stay for extended care on MWF.
 \$3.00 for students in grades 7 and 8.
 \$.35 per milk for all students who want milk for the school morning snack time.

Parents are expected to keep your lunch account up to date and balanced. Lunch bills will not go home as in the past. FYI –There are 173 student days of school for those who wish to calculate an approximate yearly amount.

Lactose-reduced Milk: Lactose-reduced milk will be provided upon written request of a parent / guardian.

Guests and volunteers

Guest and volunteers who would occasionally like to join us for lunch will be charged **\$3.50** a meal.

A-Z School Policies & Practices

ASSESSMENT PRACTICES

Philosophy of Assessment

At St. Wenceslaus School, we believe an effective assessment system motivates students to learn, communicates with stakeholders, promotes school improvement, guides instructional decisions, and shares a common vision. Assessment tools and practices are varied, ongoing, authentic, and aligned with specified learning targets. Regular and descriptive feedback is then provided to students, and all stakeholders, to positively promote learning.

Why do we assess?

Assessments are used to understand and positively motivate the student as an individual learner. Information gathered is used to understand the relationship between the learner and his / her progress toward achieving learning targets. Assessment results are used to guide classroom instructional decisions.

What is assessed?

Clear learning targets are in place for students. Teachers select learning targets focused on the most important things students need to know and be able to do. Teachers have a comprehensive plan for assessing learning targets over a specific period of time.

What types of assessments are used?

Assessments can be either formative or summative in nature. Formative assessments are all those activities undertaken by teachers and students that provide information to be used as feedback to modify the teaching and learning activities in which they are engaged. Summative assessments are used at the end of a teaching unit to measure the progress a student is making in achieving learning targets.

Classroom Assessments – To accommodate a diversity of individual learning styles and preferences, a variety of assessment tools and practices are utilized. They measure the progress a student is making in achieving learning targets. These include but are not limited to teacher observation, tests and quizzes, informal reading and math inventories, projects and presentations, performance tasks, scoring rubrics, discussion, and daily assignments.

SAT-10 – Standardized assessment required of the 8th graders in the Archdiocese. This test is given during the Fall and is used by the Archdiocese officials to determine needs of the students in the Catholic Schools.

SAT-10/OLSAT 8 – This standardized test is given in the fall to all students in grades 3 – 8. The SAT-10 is an achievement test and measures your child's achievement in all academic areas in relative to National Standards.

The OLSAT 8 test is an abilities test measured by the National Standards. Teachers can view how well each child is achieving according to their specific ability.

How are assessment results communicated?

Teachers record assessment information accurately, keep it confidential and appropriately combine and summarize it for reporting (including grades). The best reporting option (grades, narratives, portfolios, conferences) for each context is selected. Teachers interpret and effectively communicate assessment results to students. A variety of audiences outside the classroom, including parents, colleagues, and other stakeholders receive appropriate information regarding individual student and group progress.

Parents are made aware of the progress of their child through conferences, progress reports, report cards, phone calls, and letters. It is recommended that parents and teachers stay in close contact with each other so that academic and behavioral concerns are not a surprise.

Students and parents receive information regularly in many forms including but not limited to daily work, tests, projects and presentations, conversation with teachers.

Written report cards at St. Wenceslaus School have three major goals:

1. To provide additional information regarding meeting learning targets and curriculum goals.
2. To give information regarding the growth of the whole student including critical life skills.
3. To increase student responsibility for and understanding of her / his learning.

Report cards are issued three times a school year to the parents of students in kindergarten through fourth grade. Students in grades five through eight receive report cards on a quarterly basis. The following scoring rubric is used at St. Wenceslaus School:

Students in Kindergarten through Grade Four:

- E = Excels. (Exceeds expectations for high performance work.)
- S = Steady Progress. (Progress toward expectations for high performance work.)
- P = Progressing. (Performance not yet consistent.)
- N = Needs Improvement. (Performance below expectations.)

Students in Grades Five through Eight:

- 100 – 90% = A, or A-
 - 89 – 80 % = B+, B or B-
 - 79 – 70% = C+, C or C-
 - 69 – 60% = D+, D or D-
 - 59% or less = Failing
- A grade of “Incomplete” may be given. The teacher will determine the length of the grace period during which an “incomplete” can successfully be converted to a letter grade above failing.*

How are students involved?

Teachers make learning targets clear to students and involve them in assessing, tracking, and setting goals for their own learning. Teachers involve students in communicating about their own learning. One way this may occur is through student led conferences.

BULLYING BEHAVIOR

We believe that everybody should enjoy our school equally and feel safe, secure and valued regardless of physical appearance, color, race, gender, disabilities, popularity, athletic ability, intelligence, religion, nationality, or other differences.

Bullying is the result of **REPETITIVE ACTION** that include a wide range of behaviors:

- Emotional – exclusion, picking on, making fun of, laughing at, spreading rumors, stalking
- Physical – pushing, shoving, tripping, kicking, hitting, punching
- Sexual – remarks about sexual preference, body, activities; spreading rumors; grabbing, pulling, or unwanted touching

Bullying is harmful in all of its forms and is not a right of passage, nor simply a stage that children pass through. Bullying causes pain and stress to victims and is never justified or excusable as “just kidding,” “kids being kids,” or any other rationalization. Bullying makes children afraid of interaction with others and causes a loss of self-confidence. The victim is never responsible for being a target of bullying.

Students, faculty and parents are expected to support the “Anti-Bullying Pledge” and the school’s efforts in being aware of and not tolerating bullying behavior.

Staff will annually review bullying and bystander behaviors with students. Students will be taught ways to stay “bully free.” Students will be encouraged to report all incidents of bullying behavior. When an incident is reported, all students involved will be given the opportunity to give their version of the incident. Sanctions are in place against bullying behavior including verbal warning, removal from interaction with others, parent-teacher meetings, and suspension for repeat-offenders. Counseling will be offered to students who engage in repeated bullying behavior.

COUNSELOR

The school counselor teaches classroom guidance lessons to all students in each grade level throughout the school year. These lessons help students gain an awareness of self, other, and the world around them. Classroom guidance lessons are designed to promote students’ academic, social and emotional development. Topics include, but are not limited to: Understanding self and others; Problem-solving; Conflict Resolution; Stress management; Decision making; Peer relationships; Positive social skills; and Violence Prevention.

DISTRIBUTION OF MATERIALS

All materials and flyers to be distributed through St. Wenceslaus education programs must have prior authorization from the program director or the pastor. Program directors include the School Principal, Director of Faith Formation, Youth Minister, Liturgical Music Director, Development Director, Business Administrator, and/or Pastoral Minister.

PROCEDURES

- Give flyer or copy of materials to be distributed to appropriate program director one week prior to planned distribution date.
- All photocopying must be authorized by the program director.

EARLY DISMISSAL

In the unexpected event that school is closed early for the day, parents need to have an “Early Dismissal Plan” on record at school. We recommend that your first plan is to have your child(ren) follow their regular end of the day plan. Early dismissals will be announced on all major radio and television stations and our Automated phone/email system will also be activated regarding this announcement.

ELECTRONIC DEVICE USE BY STUDENTS

Electronic devices carried by students are to be turned off and stored in student lockers, coat pockets, or back packs for the duration of the instructional day. Such devices include, but are not limited to, cell phones, mp3 players, cameras, dvd players, and/or personal data assistants. Special permission may be given for use during the school day at the teacher’s discretion. The school staff reserves the right to take temporary control of electronic devices if students are found to be in violation of this policy.

FIELD TRIPS

Field trips are considered an important part of your school's curriculum. The teachers plan field trips with the intent of furthering the educational experience offered through St. Wenceslaus School. Field trips add to the educational and social growth of our students. Attendance at field trips is mandatory. Should financial difficulties prohibit a child from attendance at any field trip, the parent is to discuss the situation with the principal.

Chaperoning parents are in attendance to serve the classroom teacher by assisting with the supervision of students. Pre-school children should be left in the care of a trusted other during fieldtrips so as not to divide the chaperoning parent’s attention from the children entrusted to their care. All parents who help with field trips must complete a criminal background check and attend the Virtus Training.

Some fieldtrips are of a purely social nature. In these cases, younger siblings are welcome to join in the fun at the discretion of the teacher and approved by the principal. Supervisory groups will not be assigned to the parent who brings pre-school children. Additionally, parents will be asked to sign a waiver granting parent permission for attendance and releasing St. Wenceslaus School from liability for the child(ren) in attendance who is/are not a student(s) of St. Wenceslaus School. Parents bringing pre-school children on a fieldtrip may be asked to drive separately.

No gum chewing is allowed on any field trip. Food, pop and candy are allowed only at the discretion of the teacher(s). The food, pop and candy rule may vary from one grade level to the next. However, the gum rule will not vary.

Teachers and chaperones shall refrain from providing students special or additional treats, souvenirs, or activities, which would not be offered to all fieldtrip participants. For fieldtrips in which additional spending money may be permitted, a maximum amount will be designated by the teacher in charge.

A standardized “Chaperone Sign-up Form” will be utilized by teachers solicited for parent volunteers to assist with fieldtrip supervision.

GIFT DELIVERIES

In an effort not to disrupt classroom instruction and activities, students will be called to the office at the end of the day to pick up any flowers or other gift deliveries made to school.

GUM CHEWING and OTHER TREATS

Gum chewing is **not** permitted at any time in school or on the playground. Food, pop and candy are allowed **only** at the discretion of the teacher. Our Wellness Policy encourages only HEALTHY snacks and treats in school.

Please Note: The food, pop, and candy rules may vary from one grade level to the next, depending on the age of students or for other reasons at the discretion of the teacher. Please try to bring HEALTHY snacks for Birthday treats.

HOME AND SCHOOL ASSOCIATION

The function of the St. Wenceslaus Home and School Association is to promote good will, cooperation, and communication between and among parents, faculty, administration, school board and the parish as they advocate for the children of St. Wenceslaus School. All parents are encouraged to participate in the volunteer activities of the Home and School Association. The Home and School Executive Committee consists of eleven members who serve for three-year terms.

HOMEWORK

Homework is a valuable aid in helping students make the most of their school experience. Homework strengthens academic skills, reinforces concepts students learn in class, helps students learn responsibility and develop positive study habits, and helps parents stay aware of students' work.

Homework is an independent activity, to be accomplished outside of the school day and without teacher assistance, to reinforce concepts learned in class. Some homework may require parental help.

The purpose of homework is to help the student master what has been taught. Mastery cannot take place as effectively when homework is completed late or not at all. Not all homework consists of writing. Reading orally or silently should always be a part of homework.

Teachers shall assign homework based on the maturity and ability level of the students in a given class. The following is a guideline for parents as to how much time should be spent on homework on a nightly basis:

Grades 1 and 2 – 20 minutes

Grades 3 and 4 – 30 to 50 minutes

Grades 5 and 6 – 1 hour

Grades 7 and 8 – 1 ½ to 2 hours

If there is a discrepancy between the above allotments and the amount of time your child is actually spending on homework, check with his/her teacher immediately. Children who are absent are to make up the work missed. A suggested guideline for completion of makeup work is two days for every one day missed. However, the teacher has the final authority regarding receipt of absentee work. Here, too, assignments are not learning tools if their completion is delayed too long.

Student Responsibility – Students are responsible for noting and understanding the homework assignment, completing it, and returning it to school on the required day. In support of our mission statement and philosophy statement, St Wenceslaus School expects full commitment by the students to have quality work done on time. Failure to turn in work in a timely manner will result in consequences at the discretion of the teacher. Students should be aware that teachers may use homework assignments to help determine their grade.

Parent Responsibility – Parents are responsible for setting a specific time and place for the student to do homework and for checking to make sure the student completes homework assignments. Parents should help with directions and check the work, but should not do their child’s homework. If at any time parents have a concern about our homework policy, their child’s difficulty with homework, or the need for enriched assignments, they should contact their child’s teacher.

Teacher Responsibility – Teachers are responsible for assigning homework to students and for providing the explanation and direction required to ensure that students can accomplish the work with reasonable success. Teachers are also responsible for checking students’ homework and notifying parents if students are having problems with homework assignments.

Each teacher should set specific homework guidelines for each class depending on the students’ needs and abilities. The guidelines may differ from class to class. Teachers may assign advanced homework assignments for certain students, as an opportunity for enrichment.

IMMUNIZATIONS

According to MN Statute, Section 123.70, all students enrolling in kindergarten through grade six must show proof of having received the following immunizations:

- 5 DPT (diphtheria, pertussis, tetanus)
- 4 OPV or IPV (oral or inactive polio vaccine)
- 2 MMR (measles, mumps, rubella)
- 3 HBV (Hepatitis B)
- 1 Varicella (chicken pox) or history of chicken pox disease (Starting in the Fall of 2008 – Kindergarten students will need proof of 2 Varicella shots or have had chicken pox disease.)

All students enrolling in grade 7 through 12 must show proof of having received the following immunizations:

- 2 MMR (measles, mumps, rubella)
- 3 HBV (Hepatitis B)
- TD booster
- 1 Varicella (chicken pox) or history of disease

INTERNET

All St. Wenceslaus students will have opportunity to use the Internet for educational purposes. **Use of this resource requires parental consent.** Please read the school’s Acceptable Use Policy in the appendix of this handbook. If you want your child(ren) to take advantage of the Internet, the Student Access Contract must be signed and returned to school. No student will be allowed to use the Internet without this form signed. Please direct any questions to the Principal or Technologist.

INSTRUCTIONAL VIDEOS

The purpose of showing commercially made movies/videos in the classroom is to enhance instruction. Teacher discretion will determine whether movies are appropriate for instructional purposes. Teachers are expected to preview all movies “through the eyes of a child” for content and applicability prior to instructional use. It is recommended that teachers secure a second opinion of another teacher or the principal when content is in question.

Teachers will inform parents/guardians in writing in advance of any commercially made movie/video containing a “P” (for parent) in its rating. Parents/guardians will be invited to preview the movie for themselves in advance, view the movie in class with students, and/or request their child(ren) not be in attendance during the showing. All students are required to participate in class discussion and reflection activities in response to the movie.

The use of “PG-13” movies in the classroom is strongly cautioned and discouraged. Permission for the viewing of “PG-13” movies must be secured from the principal. At no time will movies/videos with a rating high than "PG-13 be shown.

MIDDLE SCHOOL

St. Wenceslaus School’s middle school program begins in fifth grade. We have a fifth and sixth grade house and a seventh and eighth grade house. In our program, middle school students are exposed to a wide variety of academic and enrichment experiences and opportunities. Teachers work with teams of students over a two – four year period as they specialize in curricular areas.

Students in grade 8 are bused to the New Prague Middle School (NPMS) for shared-time classes for 40 minutes daily. Students take science at the Middle School. While at NPMS, students are subject to the rules and discipline policies of District #721. The principal of St. Wenceslaus School will enforce consequences issued at NPMS.

NON-CUSTODIAL PARENT

St. Wenceslaus School recognizes the importance of having all parents involved in a child's learning environment. If your student does not reside with both parents, please inform the school office of your child's custody arrangement. If requested, the office will provide the parent with whom the student does not reside information regarding their child's progress and activities.

NON-DISCRIMINATION POLICY

It is the policy of St. Wenceslaus School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any education program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age marital status, status with regard to public assistance, or disability. (MN State Statute #7520.0350)

PARENT -TEACHER CONFERENCES

Conferences will be held twice a year. However, if problems or concerns should arise, please feel free to make an appointment at anytime with the teacher and/or principal after the school day has ended at 2:40. Moreover, communication between teacher and parents need not always be prompted by a problem.

PARTIES

All grades are allowed to have a Halloween and a Valentine Party. Because of the danger of communicable diseases, only store wrapped treats are permissible. Nothing homemade is acceptable for birthday treats and the above-mentioned parties.

Party Invitations: *If a child plans to have a party, but is unable to invite all the girls or all the boys in his or her class, the invitations are not to be passed out in school. Invitations may be passed out in school only if **all** the boys or **all** the girls are invited to the party. Passing out invitations to only some students can cause hurt feelings. In addition students invited to parties should NOT be picked up at school. Transportation to after school parties need to be arranged off school property.*

RECESS

All students are expected to spend recess time outside playing with their class. The principal, along with the teachers, decides when the weather is too inclement for children to play outside. Individuals who may have a reason for not going outside for recess must have a written excuse from their parent(s). It is important that children are dressed properly during recess when the weather is cold. Be sure to listen to weather forecasts before your child leaves for school so he or she dresses accordingly. The school expects students to wear hats, boots, and mittens during the winter recess periods.

SNACKS AT SCHOOL

Students are given a morning milk and snack break. It is the expectation of the staff at St. Wenceslaus School that children will bring healthy snacks. Parents are encouraged to monitor their children's snack choices. Items high in sugar or fat content are discouraged. These guidelines encourage healthier children and are part of our school health curriculum to familiarize students with good nutrition habits. Below is a partial list of snacks that are encouraged or discouraged:

Encouraged Snacks

Fruit – fresh, canned or dried

Vegetables

Banana or date breads
Cereal (Unsweetened)
Cheese or cheese sticks
Crackers or sandwiches
Cold Meat or beef jerky
Granola Bars (not frosting covered)
Juice (pure fruit juice)
Muffins
Nuts, Peanut butter and crackers
Popcorn or Pretzels
Yogurt

Discouraged Snacks

Candy

Chips

Bars, high in sugar or fat (Brownies)
Cake or snack cakes (i.e. Twinkies)
Cheese balls
Chocolate covered granola bars
Cookies
Corn chips
Fun Fruits (fruit wrinkles, fruit snacks)
Fruit Rollups
Kool-aid, Hi-C or 10% fruit juice
Marshmallows
Potato Chips

SCHOOL PROPERTY

The students are required to take good care of school property. Damages to school property in any form will need to be rectified. If books are damaged, students will be assessed for the damages. If a student damages a desk or locker, he or she will be expected to pay for the refinishing.

SNOWBALLS

Snowball throwing is forbidden on the school premises at all times. Appropriate consequences will be assigned to offenders.

SNOW DAYS

If the New Prague Public School announces that school will start later or dismiss early, St. Wenceslaus will do the same for all students. Because we use the public school buses, whenever the public school cancels or has a late start, St. Wenceslaus School will follow suit. You will also find announcements on all major television stations if school will not be in session. The automated phone system will be activated with this announcement.

SOLICITATIONS

It is the policy of St. Wenceslaus School to assist families in learning about the educational and extra-curricular activities available to them. We do this by sending home flyers and announcing meetings times and places. No solicitors will be allowed to visit classrooms unless specifically approved by the principal. Only solicitations that are found to be educational in nature will be considered for approval.

SPECIAL SERVICES

St. Wenceslaus School offers a full range of programs for students with identified specific academic and/or behavioral needs. The classroom teacher is responsible for implementing recommended accommodations and supporting individual learner needs. If you would like more information about any service listed below, contact your child's teacher, the school counselor, or the principal.

IEP – (Individual Education Plan)

Special education services are provided by District 721 to students identified as meeting specific criteria in accordance with local, state and federal standards. Qualifying students receive special education service in the following areas: Speech and language, specific learning disabilities, autism, developmental disabilities, emotional / behavior disorders, vision or hearing impairments, or other health impairments. Direct service is provided by licensed / certified teaching staff to students at St. Wenceslaus School. Parents play a key role in determining whether a child should be assessed or receive special education services. They are also members of the team (led by a District 721 case manager) that develops the student's annual Individual Education Plan (IEP) and reviews and adjusts it on a regular basis.

504

Students who have a documented disability but do not qualify for Special Education services might be eligible for a 504 plan. Section 504 prohibits discrimination against persons with a disabling condition

that substantially limits one or more major life activity. It is designed to reasonably accommodate the unique educational needs of your child and is written collaboratively with parents, teachers, school counselor, and administrator all contributing relevant information about the child. 504 plans are updated annually and information is shared with teachers and staff member who work directly with your child.

Student Intervention

It is the desire of the St. Wenceslaus School staff that every student achieves his or her full potential and be supported in that endeavor. Students who struggle academically and do not meet the criteria for special education services or a 504 Plan, will have a “*Student Intervention Plan*” written to accommodate their specific needs. Teachers and parents collaboratively create this plan. The plan provides a structured and organized approach within the school to reasonably accommodate individual students needs. Student Intervention Plans are updated annually and information is shared with teachers and staff who work directly with your child.

Title I

Qualifying primary grade students receive additional help with specific reading or mathematics skills through the service provided by District 721. Title I is a federally funded program. An instructional aide supports the classroom teacher at St. Wenceslaus School by working with students individually and in small groups to improve their reading and math skills.

Counseling

In addition to classroom guidance lessons, the school counselor also works with individual student to help them better express their concerns and problems, to better understand themselves and others, and to work toward positive educational, personal and social development. Parents or school staff can refer students, or they can self-refer. If someone other than the parent has referred a child for these services and continued counseling is needed, the parent will be contacted for permission. The school counselor is available to meet with parents who have questions or concerns about their children.

STUDENT RECORDS

St. Wenceslaus School maintains records of students while they are in attendance. Records or data may include any or all of the following:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized test scores)
- Attendance data
- Health data
- Family background information
- Teacher or counselor observations
- Verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents / guardians are entitled to see their child(ren)'s records. An appointment with the principal should be made in advance of requesting to review records. The principal is to respond to the request in a reasonable amount of time, not to exceed 45 days. To transfer records, parents / guardians are asked to sign a release for student records. The official record will be sent directly to the new school.

TELEPHONE USAGE

Except in extreme emergencies, no child will be called from class to answer a telephone call. If you need a message given to your child, call the office and staff will forward the message. We discourage children from using the telephone during school hours.

TRANSPORTATION OF STUDENTS BY VOLUNTEERS

Commercial carrier or contracted transportation is the most desirable method to be used for fieldtrips and, whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If a private passenger vehicle must be used, then the following information must be supplied, and the driver of the vehicle must certify this information:

- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
- The driver must have a valid and current registration and valid and current license plates.
- The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.
- All volunteer drivers must first attend the required Volunteer Virtus Training and have a Criminal Background check done.

A signed Driver Information Sheet on each vehicle used must be obtained prior to the fieldtrip or activity. Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

VOLUNTEERS

Volunteers are the heart of St. Wenceslaus School. The presence and commitment of our volunteers is a powerful witness and model of Christian service for our children. Volunteer support is essential to help us live out our mission statement. All parents, grandparents, and school friends are invited to become more actively involved in the life of our school by sharing their time and talent through volunteering. In compliance with the Archdiocese of St. Paul and Minneapolis' requirements, volunteers are required to attend mandatory Virtus training and submit to a criminal background check.

WELLNESS POLICY

St. Wenceslaus School promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity. We encourage and promote life long healthy eating and physical activity. A complete copy of this policy may be viewed by contacting the school office.

INCLEMENT WEATHER

St. Wenceslaus School encourages students to be outdoors. The decision to stay indoors or go outside for recess or physical education classes due to inclement weather is the sole discretion of the principal followed by the chain of command in the principal's absence.

School Attendance

ABSENCE FROM SCHOOL

School attendance and classroom instruction are very important. Absence from school will affect a child's academic achievement and perhaps her/his self-esteem. Regular or sustained absences from school may affect the grades a student receives.

Parents/guardians are required to report student absence no later than 8:30 a.m. on the morning that he/she is absent. If the school does not receive word by this time, parents/guardians will be contacted by telephone.

A child who is absent or tardy must have a written excuse stating the reason for absence from his/her parents or guardian to present to his/her teacher upon returning to school. This excuse should include the date(s) of absence. If a child is going to be absent from classes for reasons other than illness, a written excuse should be given to his/her teacher and the administrative staff prior to his/her absence. Absence due to travel is discouraged.

If a child becomes ill in school, the health aide, office assistants, principal, or a teacher will call parent(s)/guardian(s) to arrange for the child to be picked up within one hour. If a parent/guardian cannot be reached, emergency contacts will be notified.

Unexcused Absences

Any absence, which is not excused under this policy, will be counted as unexcused. Oversleeping, problems with a car, missing the bus, shopping, visiting friends, needing a day off, haircuts, helping at home, or babysitting will be counted as unexcused absences. The principal will decide whether an absence is deemed excused or unexcused.

School Response to Unexcused Absences

- Three (3) incidents – Referral to the principal; letter sent to parent
- Five (5) incidents – Letter to parent/guardian outlining procedure for referral to county services.
- Seven (7) or more incidents – Referral to county services.

DENTAL /DOCTOR APPOINTMENTS

Parents are strongly encouraged to schedule dentist and doctor appointments before or after school hours. Students who have a dental or doctor appointment during school time are to bring a written excuse. They must receive an out-of-building pass from the office in order to leave the building. This is to be signed by the teacher and the administrative staff. Students should report to the office before leaving school and upon returning from their appointment.

FAMILY VACATIONS DURING THE SCHOOL YEAR

As the school calendar is set in the winter of the previous school year, St. Wenceslaus School encourages parents to plan family vacations for non-school days whenever possible. If vacations are taken when school is in session, parents must make contact with their child(ren)'s teachers prior to the start of their vacation to discuss homework and classroom assignment make-up arrangements.

The St. Wenceslaus School faculty members want family vacations to be positive, learning experiences for students – experiences that teach life skills and adventures outside of the classroom and provide family time together. The student and parents must assume the responsibility for making sure missed assignments are completed in a timely manner.

This policy allows for family vacations during the school year, with the following courtesies extended:

- Parents must inform the faculty at least one week prior to the start of their vacation if their child/children will be absent due to a planned family vacation (preferably earlier if possible or when plans are first confirmed).
- A homework makeup schedule will be outlined at the discretion of each teacher prior to the start of vacation (i.e., homework can be finished prior to the vacation, after the vacation ends and the student returns to school, or according to an individual, mutually agreed upon schedule).
- Parents must respect the teacher's time constraints, realizing that extra time and planning are involved in preparing lessons in advance for a single student.

Although any time away from school may have an adverse effect on the student's overall performance, good communication will help ensure that a family vacation and a student's subsequent return to school flow smoothly.

LEAVING SCHOOL

Due to safety concerns, the only acceptable reason for a student to leave school before dismissal at the end of the day is a doctor/dentist appointment, athletic activity or specially approved unique situation. Students are required to remain on campus until dismissal at the end of the day after being dropped off by the school bus or car. Students will not be given permission leave school to purchase lunch/snacks, complete an errand or to attend unapproved appointments.

Safety

ARRIVING AT and LEAVING SCHOOL

School Safety Patrol will assist walkers and bike riders who live south and east of the school from 7:25 a.m. to 7:35 a.m. and during the afternoon dismissal. All children are cautioned to look both ways when crossing the street and to always cross at the marked intersections. Students with bikes are to observe bike safety rules.

Buses will drop off and pick up students at the west door on Church Street. Parents driving their child(ren) to school are asked not to compete with buses.

All parent pick up and drop off will also be at the west door on Church Street. Parents are asked to abide by the following guidelines:

- Parents dropping off and picking up children up on Church Street are to **do so on the school side of the street.** (*Your car should be facing NORTH toward Queen of Peace Hospital when children leave your car.*)
- Cars are asked to pull as far forward as possible to allow the maximum number of cars to be available for pick up and drop off. Cars are not to compete with each other. They should line up and proceed in an orderly fashion to pick up or drop off children.
- During pick-up time, drivers are not to park and leave their cars. Doing so disrupts the even flow of traffic. If you would like to come into school to pick up or drop off your child, please park your car in the parish parking lot.

BUS SERVICES

District 721 transports St. Wenceslaus School students who live within approved attendance boundaries to and from home/daycare. Those students who live outside of attendance boundaries may solicit the District for bus services. Transportation by bus may be provided if there is room on the bus and if the student is brought to the nearest pick-up site.

Bus students must board the bus at designated places only. Permission will not be given for students to ride a different bus or to be dropped off at a different location.

All students are expected to follow the bus rules and regulations established by the public school. Parents may be notified of inappropriate behavior on the bus. The overriding concern for good behavior on the buses is the safety of all who ride the bus.

Buses drop off students at the west entrance on Church Street and pick up students at the end of the day on Columbus Ave. Students will be transported directly to St. Wenceslaus School in the morning. At dismissal, shuttle buses pick up all bus students and transport them to New Prague Middle School where they will board their bus home or to after-school care. Kindergarteners and other students new to our transportation system will be assigned a “bus buddy” to assist them in safely making this transfer.

CRISIS MANAGEMENT

St. Wenceslaus School has a Crisis Management Policy and Plan to act as a guide for school employees and students. It is designed to address a wide range of potential crisis situations St. Wenceslaus School may face. The step-by-step procedures suggested by this plan provide guidance to coordinate protective actions prior to, during and after any type of emergency or potential crisis situation in St. Wenceslaus School. A complete copy of the Policy and Plan are available for review in the school office.

EMERGENCY EVACUATION

In the event that the school needs to be evacuated for safety reasons, our primary relocation site is Queen of Peace Hospital, with City Hall being our secondary site. Parents will be advised specifically where students can be picked up via all major television stations and through WCCO and KCHK radio stations. Parents, guardians or designated emergency contacts will need to show proper identification to school administrative personnel supervising student release.

MANDATED REPORTING of CHILD ABUSE/NEGLECT

[Minnesota Statute 626.556]

All staff members of St. Wenceslaus School are legally bound to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse, which may be summarized as follows:

Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance. **Abuse** can be physical or sexual abuse, or emotional maltreatment. Examples of emotional maltreatment are the witnessing of domestic abuse or illicit drug use.

Staff members are required to report a suspected case of child abuse/neglect to the principal who will advise the local law enforcement or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

If one acts in good faith, he/she is immune from any civil or criminal liability that otherwise would result from their actions including, "Any public or private school, facility, or the employee thereof who permits access by a local welfare or law enforcement agency and assists in an investigation." This statute does not provide immunity, however, "to any person for failure to make a required report or for committing neglect, physical abuse, or sexual abuse of a child."

SAFETY PATROL

Fifth and sixth grade volunteers participate in the Safety Patrol Program. On-site training is provided in the fall of each year. Teachers choose six or more Safety Patrol Leaders for their cooperative leadership skills. These students attend patrol camp in the summer in Legionville, Minnesota, where they are trained in patrol safety. Leaders assist with setting the schedule and training other students.

VISITOR SAFETY

It is the desire of all staff at St. Wenceslaus School to provide a safe environment for children to learn. Due to an increased need to adopt tighter security standards at our school, the following precautions will be practiced:

- All parents, visitors, and volunteers must report to the office before going to any classroom. At the office parents, visitors and volunteers will be given identification badges that must be worn at all times in the school building.
- Parents, visitors and volunteers will be required to sign in/out and to state the reason for being in the school building.
- Before being given permission to go to any classroom, the office assistant will alert the classroom teacher who is coming to their classroom and for what reason. Permission to go to the classroom will be denied if the teacher is not expecting the visitor.
- Staff will approach anyone without an identification badge, ask if they can be of assistance, and direct them to the office.
- Students will not be released directly to the parent/guardian from any classroom. The parent/guardian must report to the office and request their child(ren) be called to the office from the classroom by administrative personnel.
- Students will not be allowed to have friends, relatives, siblings, or others attend school classes with them. Under special circumstances, an exception may be made with prior arrangements made with the principal in consultation with the classroom teacher.

Annual Events

Throughout the year, St. Wenceslaus School offers families many opportunities to participate in community and school spirit building. The following events occur annually and are listed in chronological order:

MARATHON FOR NON-PUBLIC SCHOOLS

Non-public schools throughout Minnesota participate in this activity during the first week in October. Students earn pledges for their participation in community service projects and a walking marathon. Proceeds raised from the St. Wenceslaus School Marathon make up a substantial part of our operating budget.

The following schedule of events will be observed annually:

- First week of school - Kick-off Pep Fest (Time and location will be announced.)
- From Pep Fest to Marathon - Students raise pledges by soliciting sponsors.
- First Week in October - Marathon Events (All pledge money due in the office.)

DESCRIPTION OF FUNDRAISER:

Students will be informed about the Marathon and encouraged to participate in our Kick-Off celebration. Parent volunteers work with the Home & School Committee to plan and host this event. Families are invited to attend and participate.

On the same day of the Kick Off celebration, volunteers come to classrooms to further encourage student involvement. Students are advised of prizes they can earn for varying levels of pledges earned. Students are expected to raise pledges and bring proceeds and/or their pledge sheet to their teacher before they will be given prizes earned. A minimum of \$150 per child \$50 per child for Preschool raised in pledges is required. Families who do not raise pledges to this level or who choose not to participate will be assessed.

Parents are encouraged to participate in the activities on Marathon Day. After the marathon, Home & School volunteers provide additional activities and entertainment to build school spirit.

ST. WENCESLAUS SCHOOL SWEEPSTAKES

Proceeds raised from the Sweepstakes event make up a substantial part of our operating budget.

DESCRIPTION OF FUNDRAISER:

Families will receive an envelope from the School Advisory Board that contains twenty-five (25) sweepstakes tickets (5) sweepstakes tickets for Preschool families valued at \$10 each. Families are expected to sell their tickets as soon as they get them. Proceeds should be sent to the school office. Additional tickets may be requested. For additional tickets sold (# to be decided), the family's name will be entered in a special drawing for tuition vouchers (dollar value to be decided).

A drawing for the cash Sweepstakes prizes will be held.

AFTER SCHOOL ATHLETICS

Girls and boys in fourth through eighth grade have the opportunity to participate in St. Wenceslaus Saints Basketball. Our teams compete in the Tri-County League, playing teams from area Catholic schools and other small schools. The basketball practice season begins in mid November. Concluding tournaments are held in February. The 4th – 8th grade girls may also participate in our Fall Volleyball league. Baseball and Softball are also offered in Spring to girls and boys in grades 5 – 8.

CHRISTMAS & SPRING PROGRAMS/CONCERTS

St. Wenceslaus School will hold several all-school programs and concerts throughout the year, one at Christmas and one in Spring. Band will also have a performance. These events will take place in the evening.

FIRST RECONCILIATION & FIRST COMMUNION

Traditionally, second grade students receive their first penance on a Saturday in January and 1st Communion at the end of April/beginning of May. Parents and teachers work collaboratively to prepare children for the reception of God's loving forgiveness through this sacrament.

CATHOLIC SCHOOLS WEEK

Beginning on the last Saturday of January, Catholic Schools Week is a seven-day event in which we celebrate our school with other Catholic schools from throughout the nation. The opening celebration is kicked off at all masses over the weekend. Students, families, and faculty participate in each mass. Everyday throughout the week the Home & School supports activities for appreciating students and teachers. Our Student Council and teachers plan many activities for their students throughout the week, which may include a medallion hunt, dress-up days, and a spirited competition between staff and students. Events that the whole school enjoys during Catholic School Week is ice-skating at the Community Center or Bowling at Strike Force Bowling Alley.

FISH FRY

Fish Fries are held annually for the purpose of building community spirit and to raise funds. These are usually held on Friday's during Lent.

DESCRIPTION OF FUNDRAISER:

In January, families will get an envelope from the Fish Fry Committee that contains a form requesting a specific work assignment and a ticket order form. All families are required to sell a pre-determined number of tickets to support the dinner. Many volunteers are needed to support this effort.

LIVE AND SILENT AUCTION

St. Wenceslaus School's Live and Silent Auction is annually held. This is a fun evening for adults from our parish and throughout the community to enjoy fun, food, entertainment, and an opportunity to support our school.

DESCRIPTION OF FUNDRAISER:

Throughout the school year, bulletin announcements will encourage sponsorship of the auction by giving of gifts or cash donations related to a specific genre. School families will be encouraged to supply items for a classroom theme basket. Students will complete projects to be sold in their art classes. A limited number of tickets will go on sale to the public beginning in the winter. Auction attendees will receive a booklet describing items to be sold before the event. Hundreds of auction items are available for silent bidding. The live auction will include twenty or fewer items. Many volunteers are needed to support this event.

GRANDPARENTS DAY

An annual favorite, Grandparents Day is an opportunity for students to have their grandparents join them in their classes. Grandparents Day is hosted on two separate days the week. It opens with mass or students acting as a Living Rosary in the church. After the liturgy, registered grandparents are invited to an open house at school until 11:00 a.m.

LAST DAY OF SCHOOL

Students, staff, and families gather at Memorial Park during the afternoon of the last day of school. This is an opportunity for celebration of positive learning experiences from throughout the year. This is a treat for the whole family. Competition is fierce and fun!

GOLF TOURNAMENT

The golf tournament is an annual event that draws support from parents, parishioners, friends and alumni. Supporters of St. Wenceslaus School come together in the summer for a day of golf and fun. The tournament will be announced in the spring and you will have ample time to put together a foursome for the big day.

School Policies

DISCIPLINE POLICY

Students are to obey the rules and policies governing school behavior, respect the authority of school personnel, and act in a morally responsible manner so as to bring credit to themselves and St. Wenceslaus School. (See more information under *“Bullying Behavior”* in this handbook.)

DETENTION / IN-SCHOOL SUSPENSION

Students who violate rules and policies governing school behavior may be put on detention and/or in-school suspension. In such instances the following regulations will be in effect:

1. Detention will be held at the discretion of the individual classroom teacher. A student whose behavior continually disrupts the daily academic process may be placed on suspension by the principal to take place either in school or out of school.
2. Parents will be notified of any situation involving detention or suspension via a notice brought to them by their child, by mail or by telephone.

DRUG POLICY

If any student attending St. Wenceslaus School is found:

1. buying, selling, or giving away mood altering chemicals*,
2. under the influence of mood altering chemicals, or
3. in possession of mood altering chemicals while on St. Wenceslaus School grounds, while riding a bus, or attending any school-sponsored event, he/she will face immediate suspension by the principal.

The principal, in such an instance, will:

1. immediately notify the parents/guardians of their child's suspension,
2. schedule a conference time with the parents/guardians and student to discuss the incident, and
3. refer the parents/guardians and student to an appropriate counseling agency for evaluation.

Before the suspension is lifted, the parents/guardians and student will be required to:

1. provide valid proof that the student is receiving professional help from a drug counseling agency according to the evaluation,
2. agree to being placed on six months probation at St. Wenceslaus School (If summer vacation intervenes, the probationary period will extend to the next school year.), and
3. agree to immediate expulsion from St. Wenceslaus School if a second offense against the School's drug policy should occur.

If the principal receives a substantiated report that any student attending St. Wenceslaus School is:

1. buying, selling, or giving any mood altering chemicals,
2. under the influence of mood altering chemicals, or

3. in possession of mood altering chemicals even though this student is not on school grounds or attending any school sponsored event, the principal will take action accordingly. A consequence will be established up to and including suspension.

* Mood altering chemicals include any substance such as drugs or alcohol that substantially changes the behavior of the person taking them.

EARLY CHILDHOOD SCREENING POLICY

According to Minnesota Law (MN Statute 2002, Sections 121A.16-123D.19), all children are required to be screened before enrolling in a public school in either kindergarten or first grade. This screening should take place at age four or earlier. The law requires all children enrolling in a public school to submit a record indicating the month and year of early childhood screening.

The following requirements will satisfy the law:

1. Parental consent to screen form which the parent signs,
2. Outreach request for physicians.

The early childhood screening law states that the "school district must request from the health organization or individual provider, the results of any laboratory test, health history, or physical examination within the 12 months preceding a child's screening." The purpose of this requirement is to prevent duplication of health screening, to link providers with schools, and to direct families without health care to providers.

Screening involves:

1. Fine motor skills
2. Gross motor skills
3. General knowledge about common objects/simple number concepts
4. Speech and language - articulation/sounds
5. Social/emotional - discussion of family concerns which may affect a child's ability to learn and develop
6. Hearing/vision/immunization review/health history

The law is to help ensure that every child that enters school is prepared for an effective and satisfying learning experience. St. Wenceslaus School requires all parents to take advantage of this program before their children enter kindergarten or first grade. This screening is conducted by appointment. There is no charge to the parents or child for participation in this program.

HARASSMENT

St. Wenceslaus School reserves the right to maintain a learning and working environment that is free from harassment.

This policy applies to all students, faculty, staff, administrators, members of the school board, parents, vendors, volunteers, guests, and others who act on our behalf. It applies whenever and wherever a school and/or catechetical program take place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

DEFINITION: Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender and sexual orientation.

One particular category of harassment, sexual harassment, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- ✦ teasing or joking of a sexual nature
- ✦ sexual name calling
- ✦ making references to past or present sexual activity
- ✦ spreading sexual rumors
- ✦ making derogatory or dehumanizing sexual remarks
- ✦ subtle pressure for sexual activity
- ✦ intentional brushing against a person's body
- ✦ display of offensive pictures, posters, or other graphics
- ✦ leering, inappropriate patting or pinching, and other forms of unwelcome touching
- ✦ otherwise creating a hostile, intimidating, or offensive environment

PROCEDURE

Any member of the St. Wenceslaus School community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to an appropriate official (principal/director of catechisms, or in the case of a complaint against the principal or the director, to the Pastor).

The principal will assume responsibility for investigation of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment. Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warnings, or other disciplinary actions, will be taken. An investigative report documenting interviews, conclusions and recommendations will be completed.

The complaint, the alleged harasser and their parents (if either is a minor) will be advised of the outcome of the investigation, preferably in writing. In cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by state law. (See Mandated Reporter Policy).

The alleged harasser will be warned, preferably in writing, that retaliation or intimidation directed towards anyone who makes a complaint or assists in the investigatory process will not be tolerated. The complainant should be invited to report recurrences or retaliation, and the situation monitored as the principal or director deems appropriate.

SEXUAL MISCONDUCT POLICY

Addendum to St. Wenceslaus Parish Sexual Misconduct Policy

Please note: A detailed sexual misconduct policy for employees and volunteers of the parish, including the school, is available for review in the school office and parish office.

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

St. Wenceslaus School shall maintain a learning and working environment that is free from sexual harassment and sexual violence.

It shall be a violation of this policy for any student, employee or volunteer to harass a student, an employee or volunteer through conduct or communication of a sexual nature.

It shall be a violation of this policy for any student, employee or volunteer to be sexually violent to a student, an employee or a volunteer.

St. Wenceslaus School will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student up to, and including suspension or expulsion.

PROCEDURE

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student, an employee or volunteer of St. Wenceslaus School should report the alleged acts immediately to an appropriate school official (the principal or pastor). (The parish policy outlines specific procedures for handling allegations of sexual misconduct by an employee or volunteer who sexually harasses or is sexually violent to a student, employee or volunteer of the school.)

A timely and proper investigation of complaints of student-to-student, student to employee or student to volunteer sexual harassment is essential. A detailed investigation report documenting interviews, conclusions and recommendations will be placed in a school sexual harassment file.

The complainant, alleged harasser and parents shall be advised of the outcome of the investigation in writing. The harasser shall be warned in writing that he/she must not retaliate against the victim. The complainant shall be invited to report reoccurrences or retaliation and to monitor the situation.

If the complainant or alleged harasser is dissatisfied by the outcome, either party may contact the pastor. If either party remains dissatisfied with the pastor's decision, he/she may take his/her case to the Archdiocese as described in Section 8 of the Parish Policy. (#3750-1-S/C)

SUSPENSION / EXPULSION POLICY

A student may be suspended by the principal for serious and/or repeated violations of school rules and policies. The principal in such an instance will take the following action:

1. Verbally notify the student of the violation that will result in suspension. The principal shall notify the student of the grounds for the suspension and provide an explanation of the evidence that was gathered through investigation and interview with the student. The student may present his/her version of the facts.
2. Provide written notification to the parents/guardians of the student of the violation that will result in suspension. The principal shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
3. Schedule a conference with the parents/guardians, student, and principal to discuss the incident and develop a re-admission plan.

In cases of gross misconduct, the principal has the authority to immediately suspend or expel a student and will follow such action with appropriate steps as listed above.

The principal may immediately expel a student for gross misconduct. Permanent expulsion is considered very serious. Therefore, this action will be determined only by a committee consisting of the principal, a school advisory board member and the pastor.

Gross misconduct is defined to include, but is not limited to, conduct which creates a substantial and unjustifiable risk of harm to another person, or serious damage to the property of the school or another person, or conduct which substantially impairs the discipline and order of the school environment, or conduct that may potentially bring harm in any way to St. Wenceslaus School.

“Suspension” means an action by the school administration prohibiting a student from attending school for a period of no more than ten (10) school days.

In the case of a student with a disability, the principal will notify the student's individual education plan (IEP) team from the District not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan.

TOBACCO FREE CAMPUS

The St. Wenceslaus Parish Campus is tobacco free in all its buildings, on its grounds and parking lots at all times.

The use of tobacco in any form by St. Wenceslaus School students during school hours, on school grounds, while riding a school bus, or while attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action by the principal as follows:

- | | |
|-------------------------|--|
| 1 st Offense | The parent/guardian will be notified of the offense. |
| 2 nd Offense | A disciplinary conference with student, parent/guardian, will be called.
Suspension from school may be recommended. |

No alcoholic beverages or tobacco products shall be allowed at any school-sponsored event when students/children are present.

WEAPONS POLICY

It is the policy of St. Wenceslaus to maintain a learning environment, which provides a safe, secure setting for students, faculty, and administrators. The school will take such action it deems necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in the school under certain circumstances.

All weapons are prohibited within the school environment and school zones, except for educational purposes as authorized in advance by the building principal or designee.

A weapon includes any object that can reasonably be considered a weapon, such as a knife, firearm, explosive, or any device that can be used to threaten, intimidate, or bodily harm or fear of such.

Any student attending St. Wenceslaus School found possessing, or using a weapon while on St. Wenceslaus School grounds or within 300 feet of the school grounds, or any school sponsored activity, will face immediate suspension by the principal.

The principal in such instances will:

1. confiscate the weapon,
2. immediately notify the parents/guardians of their child's suspension,
3. schedule a conference with the parents/guardians and student to discuss the incident,
4. make a referral to the police or other law enforcement agency.

Before the suspension is lifted, the parents/guardians and student will be required to:

1. agree to being placed on six months probation at St. Wenceslaus School (If summer vacation intervenes, the probationary period will extend to the next school year.),
2. and agree to immediate expulsion from St. Wenceslaus if a second offense against the School's weapon policy should occur.

When determining appropriate action, the administrator will consider the extent of the disruption of the safety of an individual or a group or the disruption of the learning environment in the school.

A student who finds a weapon on the way to school or in the building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

LOCKERS AND PERSONAL POSSESSIONS

School lockers and desks are the property of St. Wenceslaus School. At no time does the school relinquish its exclusive control of lockers or desks provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the principal must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

ADMINISTRATION OF MEDICATION IN THE SCHOOLS

POLICY STATEMENT

St. Wenceslaus School Advisory Board believes that the administration of medication, prescriptions, and over-the-counter medication should be administered to students in accordance with established health care standards and those prescribed by Minnesota State Statues in an attempt to adequately address the health and safety need of St. Wenceslaus students. Thus, prescribed medication, as well as over-the-counter medication, can only be administered according to the written order of a licensed physician and written authorization of a parent or guardian when brought to school in a container appropriately by the pharmacist or physician. All medications are to be kept in the health office and are to be administered by the designated staff member under the direction of the school nurse with the time, date, and dosage of the medication to be recorded appropriately. (M.S. 126.201)

MEDICATION POLICY

PROCEDURE FOR ADMINISTRATION OF PRESCRIPTION/NON-PRESCRIPTION DRUGS

1. The Health Paraprofessional will notify school nurse or, in the absence of the nurse, the principal, or administrative assistant that a student has brought medication to be given at school.
2. Medication is accompanied by a written order from physician including:
 - Student's name
 - Name of medication
 - Time of administration
 - Dosage and route of administration
 - Possible side effects
 - Notation as to whether drug has dangerous side effects
 - Termination date for administration
 - Signature of physician
3. Signature from parent/guardian authorizing school personnel to comply with physician's order.
4. Medication is to be brought in its original container labeled with the following by a physician or pharmacist:
 - Name, address and telephone number of pharmacy
 - Patient's name
 - Name of prescribing practitioner
 - Name of manufacturer of the finished dosage form of the drug
 - Directions for use
 - Auxiliary labels as needed
 - Date of original issue or renewal; and
 - Generic or trade name of drug and strength, except when specified by prescriber to the contrary
5. The Health Paraprofessional or trained designated employee will count pills or note level of liquid on physician's orders (also when medication is returned to student/ parent) and medication will be stored in the school office until nurse (or principal) is able to counter check above.

6. The Health Paraprofessional or trained designated employee will sign initials that medication has been given to student, along with date and time.

ADMINISTRATION OF MEDICATION IN ST. WENCESLAUS SCHOOL

The Health Paraprofessional or other trained designated employee will administer medication prescribed for a pupil under the conditions set forth in this section. Administration of medication by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent. Medication to be administered must be brought to school in a container appropriately labeled by the pharmacy or physician. Medications that are not taken orally or that have the potential of dangerous side effects may be administered only by a licensed nurse. (Healthy Learners Legislation. Minn. Statute 126.201)

PROCEDURES FOR OVER-THE-COUNTER MEDICATION (OTC)

1. The Health Paraprofessional will appropriately log and assess new medication and notify the school nurse or, in the absence of the nurse, the Principal, that a student has brought medication to be given at school. Orders for any new medication must be brought to school
2. As of November 1, 1987, a medication must be accompanied by a doctor's written order and a parent's written permission or medication will not be given in school.
3. Medication must be brought in original container and accompanied by specific instructions from parent when medication is to be given.
4. Medication will be counted or liquid level noted and recorded on students file and will also be noted when medication is returned to student/parent.
5. Medication will be stored in the school office until nurse/principal is able to counter check procedures for administration.
6. The Health Paraprofessional under the direction of the Licensed School Nurse (LSN) will sign that medication was given, along with date and time.

SAINT WENCESLAUS CONCILIATION POLICY

FOR SCHOOL PERSONNEL AND PARENTS

The St. Wenceslaus School community has established a procedure to address a complaint, dispute or disagreement of any parent, teacher or administrator. This procedure has been promulgated to:

1. The pastor to determine if it is workable for the school community.
2. The Board to establish the procedure as a policy of the school;
3. The teachers for information and is to be included in the faculty handbook;
4. The non-teaching school staff for information; and
5. The parents for information and is to be included in the parent/student handbook.

STAGE I

If at all possible, complaints, disputes or disagreements should be resolved on a **person-to-person** level.

STAGE II

If this cannot be accomplished, the person seeking relief should take the following steps:

1. Contact the **respondent's immediate supervisor** to discuss the problem. After discussion, thought and prayer, if there is no resolution, then
2. Discuss the problem with next level of administration. (See examples below.)

Example I

1. **Parent to teacher.** If no resolution,
2. Parent to administrator. If no resolution,
3. Parent to pastor or canonical administrator. If no resolution,
4. Parent requests in writing to the administrator to begin local conciliation.

Example II

1. **Teacher to teacher.** If no resolution,
2. Teacher to administrator. If no resolution,
3. Teacher to pastor. If no resolution,
4. Teacher requests in writing to the administrator to begin local conciliation.

Example III

1. **Teacher/school staff person to administrator.** If no resolution,
2. School staff person to pastor. If no resolution,
3. School staff person requests in writing to the pastor or canonical administrator to begin local conciliation.

Example IV

1. **Administrator to pastor** or canonical administrator. If no resolution,
2. Administrator requests in writing to the pastor or canonical administrator to begin local conciliation.

After discussion, thought and prayer, if the problem remains unresolved, the person seeking relief is entitled to begin the next stage of the local conciliation procedure.

3. Any complaints to the school board concerning personnel or curriculum should be referred to the administrator for resolution.

STAGE III

1. The request to begin the next stage of the local conciliation procedure must be made **in writing** by the person seeking relief to the school administrator, pastor or canonical administrator based

upon examples I-IV outlined in STAGE II. This must be done **within 10 working days** after conferring with the last level of administration (pastor or canonical administrator.)

2. The **local conciliation committee** will be made up of three persons: one designated by the pastor; one designated by the respondent; and one designated by the person seeking resolution.
3. The local conciliation committee will meet in a time period **not to exceed 15 working days** of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought and prayer), the committee will write a summary of the meeting. In this summary, the committee **will make recommendations in writing** to the administrator (or pastor, as appropriate) who, in turn, will determine that no parish and/or school policies have been altered or amended by the recommendations. The written recommendations will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed **within 25 working days**. It is the **responsibility** of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.
6. If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedure.

ACCEPTABLE USE POLICY OF THE INTERNET AND RELATED TECHNOLOGY

POLICY

The information technology resources accessible through St. Wenceslaus School, including, computers, networks, Internet, and e-mail are intended to support educational and administrative uses only. The use of the information found on the aforementioned is a privilege, not a right, and can be revoked if abused.

PRIVILEGE

In compliance with the Children's Internet Protection Act (CIPA), St. Wenceslaus School has installed filtering software that restricts access to Internet sites containing material harmful to minors. However, no software is foolproof. Any user who incidentally connects to an inappropriate site must immediately disconnect (quit) from the site and notify a teacher or other supervisor. If any user sees another user accessing inappropriate sites, he or she should notify a teacher or other supervisor immediately.

Students and staff may not disable the filtering software at any time when students are using the Internet system if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

Staff must supervise student use of the Internet system, in a manner that is appropriate to the student's age and the circumstances of use.

St. Wenceslaus reserves the right to discipline students for inappropriate use of the Internet including off site incidences, which could bring harm or cause damage to our school.

PRIVACY

No user should have any expectation of privacy regarding information in any computers or communications. St. Wenceslaus Catholic School reserves the right to monitor all technology resources, to inspect and review all files and messages and to use all such information in conjunction with any disciplinary matters or as part of any investigation of inappropriate or illegal activities, or use not in compliance with St. Wenceslaus School policies.

GUIDELINES FOR ACCEPTABLE USE

Acceptable use requires every user to act in a responsible, ethical and legal manner that respects and protects the rights of others. In addition, use must be in support of instructional educational, research, administration and other activities consistent with the mission statement of St. Wenceslaus School.

UNACCEPTABLE USE

The following guidelines are examples of unacceptable use of technology resources:

1. Inappropriate language in any type of correspondence written or verbal.
2. Use, distribution or collection of fraudulent, harassing, obscene, threatening or other inappropriate material against other students or staff. (School rules regarding harassment apply to electronic communication.)
3. Use of another's password, account or information. Do not reveal your confidential information to others.

4. Food or drink is strictly prohibited in the computer room, or near the classroom computer. Treat it with respect. If you have any questions or encounter difficulties, inform your teacher or computer room coordinator immediately.
5. Use of technology for commercial, political or profit making enterprise.
6. Intentional accessing of unauthorized areas or using technology to propagate any virus, worm, Trojan horse or other destructive program.
7. Making or distributing unauthorized or illegal (pirated) copies of licensed software or installation of software without St. Wenceslaus School consent.
8. Transmitting or copying copyrighted material without permission of the author. Plagiarism is not allowed. If quotes are taken from the Internet, appropriate annotation must be given.
9. Using technology to violate the laws of any city, state, the United States or policies of St. Wenceslaus Catholic School.
10. Encouraging or helping others to violate any of the above and/or not reporting knowledge of actions of others that violate any foregoing rules.

SANCTIONS FOR UNACCEPTABLE USE

In the event of a claim that a student has violated this policy, the school will provide the student with notice and an opportunity to be heard as outlined in St. Wenceslaus discipline policies.

Unacceptable use will result in one or more of the following:

1. Suspension or cancellation of use or access privilege
2. Discipline including suspension, expulsion, exclusion of use
3. Payment of loss, damage or injury
4. Civil liability
5. Criminal prosecution

As the parent or legal guardian of this student (these students), I have read the Parent Handbook and reviewed pertinent information with my St. Wenceslaus School student(s). We agree to be governed by the policies and practices as described. The policies and procedures outlined in this Handbook may be modified or amended at any time for just cause without notice. Parents and students will be notified of changes through weekly Principal Newsletters. Nothing contained herein shall be deemed to constitute a contract with the school.

Required Signature _____

Parent or Guardian Signature _____

Please Print Name Clearly _____

Date of Signature _____

Return signed form no later than September 23, 2011.