

August 2010

Dear Parent's and Students,

When I reviewed the opening letter I sent to parents and students last year, I realized I had commented concerning my doubts about global warming. After this summer I may have to reconsider that statement.

While the numbers of changes to the handbook are small, their impact will be far reaching. Last year we conducted a viability study and a number of suggestions emerged from it. One that was specifically within the domain of the school was a request to provide greater access, by parents to their student(s) classroom performance. In response to this Port Catholic is moving to an on-line grading system, which will be accessible to parents. This is a work in progress, and will eventually be used to provide information on everything from attendance and homework, to tuition balances and notification when additional meal tickets are needed.

A review of the Volunteer Hours requirement by the Policy Committee, concluded no changes were necessary, but it did need to be "tweaked" as concerns the procedures used in administering it. At the same meeting the Committee reviewed our Scrip Program, and made some recommendations for changes. (No, there will not be a mandatory purchase amount.)

The other major change coming is in relation to meeting the needs of students, both those requiring remedial help, and those in need of enrichment. Some of you may have heard of "Response to Intervention" (RTI). Without going into great detail, as the name suggests, this program, while not eliminating diagnostic testing, places far greater emphasis on employing strategies as quickly, and at the earliest level possible, to attempt to assist students in overcoming obstacles preventing them from operating at the optimum level possible in their classes. Again, we are closer to the start than the finish in developing our program, but we have already taken some steps toward meeting the directives of RTI. Our first step has been the formation of a team composed of our Supportive Consultant, myself, and teachers from both campuses. This team will review data provided by teachers, concerning students whom they feel need enrichment or remedial assistance. They will then suggest strategies to meet these needs, and monitor the results, as well as make modifications as needed.

A final curriculum note. We were not satisfied with any of the science series we reviewed last year, and felt it was better to delay a decision on purchasing a new series, rather than spend the considerable amount a new series would cost, and perhaps be "stuck" with it for the next seven years. So, purchase of a new series remains on the table for this year. The most common issue or concern voiced in the parent and student surveys was the desire for more "hands-on" experiences. While we want to respond to this, so far the series we have looked at required so much in the way of materials, and precious classroom time, in relationship to the potential learning objectives, that we have hesitated to adopt any of them. This especially true in light of the "outstanding" science scores our students have received on the standardized tests we administer.

Our theme this year is "Serve Others as I Have Served You." John 13:15. Putting our faith in practice through service to others has always been a major focus at Port Catholic. While we still intend to do at least two school-wide projects at Advent and Lent, our intention this year will be to become involved in a number of "smaller," shorter term service projects, as they are appropriate to the grade(s) involved. If anyone has suggestions for possible projects please feel free to contact us with your ideas.

Pax Vobis,

Lee Kaschinska,  
Principal, Port Catholic

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**I. GENERAL SCHOOL INFORMATION SCHOOL DAY**

**St. Mary's Campus: 446 N. Johnson St. 284-2441: Website: [www.portcatholic.org](http://www.portcatholic.org)**

<b>Pre-3 (K3)</b>	<b>Pre -Kindergarten (K4)</b>	<b>Kindergarten (K5)</b>	<b>Grades 1 – 4</b>
<b>8:10-11:20</b>	<b>8:10-11:20</b>	<b>8:10-11:20</b>	<b>8:10-3:10</b>
	<b>12:00 - 3:10</b>	<b>12:00 - 3:10</b>	

**Before & After School Child Care**

Available at St. Mary's Campus from 7:00 AM - 5:30 PM.  
See The Special Programs section of the handbook for more information.

**St. Peter's Campus: 1802 N. Wisconsin St 284-2682: Website: [www.portcatholic.org](http://www.portcatholic.org)**

**Grades 5-8** **8:05-3:10**

**SCHOOL CALENDAR:**

The Port Catholic school calendar will correlate with the Port Washington / Saukville Public Schools as closely as possible while still complying with the requirements of the Archdiocese of Milwaukee. The school calendar for the this school year is found in Appendix A.

**ARRIVAL & DISMISSAL:**

School is considered open from 8:05 - 3:30 each day that school is in session for a full day. School personnel are not responsible for students in the building or on the premises outside of these stated times. To insure that adequate supervision is available when students are at school, they should arrive no earlier than...

**8:10 a.m. - St. Mary's Campus**

**8:05 a.m. - St. Peter's Campus**

Students who are in the Child Care program outside of the regular school day are required to be in the Child Care area and under the supervision of Child Care personnel during those times of attendance.

## **DROP OFF AND PICK UP**

St. Mary's - Do not drive on the parking lot/playground. Cars should park along Johnson St. Students should enter school through main school doors on the West Side of the building.

St. Peter's - Park in the western section of the parking lot. Fifth and sixth grade students should enter the building through the doors to the left of the main church doors. Seventh and eighth grade students enter the doors on the West End of the building.

## **TRANSPORTATION: BUS SCHEDULE AND CONDUCT**

School buses are scheduled and supervised by officials of the Port Washington/Saukville School District. The Administration of Port Catholic cooperates with Public School personnel in enforcement of rules and discipline. Parents are asked to initially contact Port Catholic if concerns or questions arise regarding busing.

Port Catholic does not allow students to use roller blades or skateboards on school grounds during the school day.

Students riding bicycles to school must wear helmets.

## **SCHOOL ATTENDANCE:**

Consistent attendance is essential for learning and personal growth. Port Catholic requests your cooperation with the following attendance procedures.

**1. Student Absences:** Parents must notify the respective school office of their child's absence before 8:30 AM. This must be done each day your child is absent.

School Office phone #'s – St. Mary's 284-2441; St. Peter's 284-2682

**2. Tardy and late arrivals:** Students arriving late to school must report to the office before going to their classroom. Students who arrive late are considered tardy-unexcused unless the parent provides an excuse. Parents may provide a written, verbal, in person, or phoned in excuse. Students who are excused will receive a green slip. Students who are unexcused will receive a red slip. Parents will be notified of unexcused tardies, and have five (5) school days in which to provide an excuse that will change it to an excused tardy. Only unexcused tardies will be recorded on a students' report card.

**3. Leaving school premises during school time:** Early release from school is permissible only with written permission of a child's parent. If a student is ill or injured, the student must report to the school office. Students who leave school during school hours must be signed out by an adult in the school office.

**4. Bringing items to school:** Parents/Guardians bringing messages, lunches or other items to school for their child must report to the office. **\*Please Note: Archdiocesan policy now prohibits family pets, (cats, dogs, etc.) in the school buildings.**

**5. Custody Agreements:** Parents who are divorced are required to provide a copy of the custody agreement to Port Catholic. The agreement must indicate the circumstances under which a child may be released to the non-custodial parent.

### **EMERGENCY CLOSING OF SCHOOL:**

- Closing school due to extremely severe weather will be announced on radio station WTMJ (AM 620).
- If the Port Washington/Saukville Public Schools close because of weather conditions, Port Catholic will also close.
- If closure occurs during the school day, normal dismissal procedures will be followed with regard to bus transportation and those who walk or ride his/her bike home.
- Should Port Catholic need to close unexpectedly for other reasons during the school day, your Emergency Dismissal Plan will be followed. Please fill out your Emergency Dismissal Plan form and return it on the first day of school. You should review this plan with your child(ren).

### **VISITORS:**

Students may, with the permission of the classroom teacher and the principal, bring guests to school. Approval must be obtained at least one day prior to the visit.

### **FIELD TRIPS:**

Field trips are an important part of the educational process. Though at times they do incur additional costs for families, field trips extend and enrich a child's learning. Parents will be informed whenever the school class is planning a field trip, and a permission slip must be signed before a student can participate.

## **HANDHELD AND ELECTRONIC GAMES:**

Students are allowed to have and use these items under the following conditions only.

1. Outside the building on the playgrounds during recess periods
2. On days when we have indoor recess, these games may be used and played within the classroom areas only.
3. Depending on the length and nature of the trip, handheld games and/or ipods may be permitted on some field trips at the discretion of the supervisor. If permitted, these items will remain on the bus, and Port Catholic assumes no liability if they are lost or stolen.

These rules apply to all school functions, to include field trips. Students violating these rules will have their games confiscated for a period of not less than three (3) days. While permitting these games, we strongly recommend students use their recess time for physical activities.

## **CELL PHONES:**

If a student has a cell phone it is to be turned off, placed in their locker/backpack and remain there from the time they enter school until dismissal. Under no circumstance are students to have a cell phone in their possession while at school. Making or receiving phone calls and/or text messages is absolutely prohibited. The 1<sup>st</sup> offense will result in confiscation of the phone, which will be returned only to a parent or guardian. A 2<sup>nd</sup> offense will result in confiscation for one week. A 3<sup>rd</sup> offense will require confiscation for one quarter of the school year. To ensure a safe environment, and establish ownership, Port Catholic authorities may choose to screen the contents of found or confiscated electronic devices.

## **LASER POINTERS**

Students are prohibited from having laser pointers or similar devices at all times. Students found in possession of these items will have them confiscated.

## **SPECIAL DAYS/EVENTS:**

We permit, and encourage celebration of special days and events that build a sense of community both within the classroom and the school. Field Day, Fast Food Day, Activity periods, birthdays, Valentines Day, and Catholic Schools Week are examples of these activities. Please note however, that it is our policy that no invitations of any kind, valentines, stickers, or similar items can be exchanged in the classroom, or on school grounds unless all members of a class are included.

## **TELEPHONE:**

Permission from the principal, a teacher, building coordinator or secretary is required to use the office phone. No student may make arrangements via the phone to be dismissed from school for illness, or any other reason without the knowledge of the principal, building coordinator or secretary. There is a 25-cent charge for use of the phone for all personal, non-emergency calls made by Port Catholic students.

## **CONTACTING TEACHERS**

Parents are encouraged to call a teacher to check on their child's progress. Teachers are available for this purpose from 3:10 to 3:30 and during their prep period on most days. Teachers will return calls made to them. Teachers may also be contacted via their Archdiocesan E-mail account. (See Appendix D) It is the school's policy that teachers/staff will reply to an inquiry within three (3) working days. If a problem arises, the teacher is to be contacted first, then the principal. If you feel the problem has not been resolved, the next course of action is use of the Conciliation Procedures.

## **PARENT / TEACHER / STUDENT CONFERENCES:**

A conference with each student and his/her parents is to be held at least once per year. Failure of the student to be present for the Parent/Teacher/Student conference results in the student being marked absent for one day. Teachers may request a conference at which the child is not present.

## **PARENT REQUESTS FOR A PARTICULAR TEACHER:**

Parent requests for particular teachers may be honored only when the request is based on a valid educational reason. The child's current teacher and the principal must agree that the request is educationally in the child's best interest. Such requests must be made in writing prior to May 15. In assigning students into a specific class the following criteria will be used:

Academic ability; Social/emotional development; Gender balance; Observed conduct and interactions in the classroom and other areas, i.e. playground and cafeteria, etc.

## **RELIGIOUS EDUCATION:**

Religion is an important part of the curriculum, and the classroom teacher and pastor place great emphasis on the area of message, community, worship and service. In addition to classroom instruction students attend Mass once a week.

Students receive the Sacrament's of First Holy Eucharist and First Reconciliation in the Second Grade. Reconciliation will take place during Advent, and First Communion will take place in late April or early May.

## **PRAYER:**

Morning and afternoon sessions are opened and closed with prayer. Children are encouraged to request prayers of fellow students at their masses and in their homerooms for family concerns and petitions. Parents are also urged to encourage the importance of prayer within the home.

## **HONOR ROLL:**

An honor roll is published at the end of each quarter, for 6-8 grade students at St. Peter's. A student may qualify for Honors, if he/she has a G.P.A. of 3.0 or higher.

## **PORT CATHOLIC SCHOOL STUDENT ACHIEVEMENT AWARDS**

During each quarter of the school year, two students will be recognized for both their talents, and contributions to the school community. Each award will highlight a different set of talents. The awards and their main criteria are listed below:

**Moses & Aaron Leadership Award** (leadership)

**Make a Joyful Noise Award (St. Cecilia Award)** (Music, Band & Art)

**St. Sebastian Award** (athletics, sportsmanship)

**St. Peter's Award** (all-around contribution)

## **GRADUATION:**

Graduation ceremonies are to be simple, and appropriate for the grade and age of the students involved.

The seventh grade parents arrange the reception that is held after the Graduation Services, for the Graduates and their families and friends.

All eighth grade graduates are eligible for the following awards. Students and parents will be given information on the criterion used to determine who receives these awards at the beginning of their eighth grade year.

**THE PRESIDENTIAL EDUCATIONAL AWARDS**

**CATHOLIC KNIGHTS ALL AROUND STUDENT AWARD**

**PORT CATHOLIC ACADEMIC ACHIEVEMENT AWARD**

**SPIRIT OF PORT CATHOLIC AWARD**

**STUDENT OF THE YEAR AWARD**

**CHRISTIAN SPIRIT AWARD**

## **RICK WEISS SCHOLARSHIP AWARD:**

This scholarship is a tuition reduction scholarship given in memory of Rick Weiss to a student who has done his/her very best, academically and socially despite challenges.

## **SPORTS:**

Port Catholic Schools sponsors an inter-school athletic program for students in grades 5 through 8th, supervised by an Athletic Director. Students who wish to participate in sports are required to have written permission and a current physical, prior to participation. Specific requirements as to academics and conduct are provided in the athletic code which must be read and signed by both the student and parent prior to participation.

## **II. SPECIAL PROGRAMS** **RELIGION**

### **SCHOOL LITURGIES:**

An important part of our religious program at Port Catholic is the weekly campus liturgies where students and teachers share and celebrate their faith. Also, once each month all Port Catholic students join together for an All-School's liturgy. Once a year Port Catholic travels to Immaculate Conception, Lake Church, and Holy Rosary for All-School Liturgies

### **PRIEST INVOLVEMENT:**

Our two priests are involved in liturgy planning and celebration at Port Catholic. Father Tom Lijewski, Pastor of St Mary's Parish, celebrates liturgy weekly with students at St. Mary's Campus. Father Patrick Wendt, Pastor of St. Peter's Parish, celebrates liturgy weekly with the students of St. Peter's Campus. In addition, both priests visit classrooms at both campuses at the request of the teachers and students.

### **RELIGION CLASSES:**

The teaching of religion happens on a daily basis at Port Catholic. Instruction is based on the Church's doctrine that teaching needs to take place in the areas of message, community, worship and service.

### **FAMILY LIFE CURRICULUM:**

Family Life is a companion program to the teaching of religion. It focuses on topics of importance for young adolescents in grades 4-8. Personal Growth and Self-Understanding, Catholic Christian Sexuality, Respect for Life among others.

## **CHILD CARE:**

Our childcare Program operates before and after school from 7:00 AM - 5:30 PM on school days. Our Child Care Director is Lisa Schmidt. For more information about fees and scheduling, please contact the Child Care Director. Port Catholic Child Care will operate on all In-Service Days. Information on policies concerning cancellation of scheduled childcare hours requested by parents on either inservice or regular school days can be found in the childcare handbook

## **HEALTH EDUCATION:**

Health education complements the science curriculum. It includes units of study in Nutrition, Growth and Development, Consumer Health, drug safety and First Aid among others. Other aspects of health are also integrated into other curriculum areas.

## **STUDENT COUNCIL:**

Student representatives from grades 5-8 have a voice in the planning of events and in the discussion of school needs through their membership on the Student Council.

Representatives are selected from each grade level by their fellow students. The Council meets twice a month, and/or as necessary. The principal and/or a designated staff member serve as advisors(s) to the Council.

## **HOMEWORK:**

Homework, organized study time, or quiet reading are important extensions of a child's learning. What is studied at school should be reviewed and explored in different ways at home. Though written assignments are not always given, a special place and time should be set aside for students to complete work, study and learn. Parents should monitor homework carefully, and contact the teacher if questions or concerns arise.

Guidelines for homework/study time are as follows:

Grades 1-3 1 5-30 minutes; Grades 4-6 30-60 minutes

Grades 7-8 60-90 minutes

Reading to your child, at the kindergarten level is an excellent family activity. For children in the lower grades, a regular reading time is strongly recommended.

## **SACRAMENTAL PROGRAMS:**

Parents and students participate in the Sacramental programs offered by the Religious Education program. First Communion will be celebrated in the students' Parish. The location of Reconciliation will rotate location among the three Parishes of the cluster.

## **MAKE-UP WORK:**

If a student has been ill or absent from school, he/she is expected to make up the work missed. The student or parent should contact the teacher(s) involved regarding the missed work and instruction for its completion. Ordinarily, all make-up work, including missed tests, should be completed within one week of the student's return to school.

## **TESTING:**

Standardized Testing, using the Iowa Test of Basic Skills, and the Cognitive Abilities Test takes place in grades 1, 3, 4, 5, 7, and 8<sup>th</sup>. Testing is usually done in the 3<sup>rd</sup> quarter.

## **PROMOTION / RETENTION:**

Careful attention to guidelines and procedures is given whenever the retention of a student is considered. When retention is being considered, parents are contacted several times during the year. Parents of students in K5 who wish to move their child from half-day to full day may do so after Fall Conferences in October, or at the end of the 1<sup>st</sup> Semester. Tuition will be adjusted accordingly.

## **REMEDIAL / ENRICHMENT PROGRAM:**

In response to meeting the needs of students who required modifications to their classroom experiences, both in terms of remedial and enrichment opportunities, Port Catholic has established a team composed of the Supportive Consultant, principal, and teachers from both campuses. This team will review data, and make recommendations to assist our teachers and parents in providing the optimum learning environment for all our students. Parents who suspect that their child needs remedial or enrichment help are urged to contact the child's teacher to begin this process. Students in grades 7 & 8 who qualify may be nominated for the Archdiocesan Discovery Project. This program provides a quarter long course conducted by Catholic high school instructors.

## **III PARENT INVOLVEMENT:**

Involved parents make a difference. Your presence and support will help your child develop a positive attitude about school and learning. It will also strengthen the Port Catholic school community.

## **VOLUNTEERS:**

Parental involvement in both the general operations of the school, and fund-raising are essential. Accordingly, all parents are required to perform a specific amount of volunteer hours, based on a sliding scale. Specific information is contained in the volunteer policy found in Appendix G. Opportunities to sign-up to fulfill this requirement will be available throughout the year, beginning with the Back-To-School Barbecue. Also please be aware, Volunteers who work with our students on more than an occasional basis, are required to attend a three-hour Virtus Awareness session, and have a records check conducted.

## **SCHOOL/PARENT COMMUNICATION:**

### **WEDNESDAY ENVELOPE/ELECTRONIC UPDATE:**

Each Wednesday, updated school information will be transmitted via email to Port Catholic families. Those families without email will continue to receive the Wednesday Envelope. On occasion, such as at report card time, all families will receive a Wednesday Envelope. This envelope will be sent home with the child you designate.

### **FAMILY DIRECTORY:**

To assist with communication among Port Catholic families a directory with family information to include addresses, phone numbers and email addresses is published annually. All users of the directory are expected to honor the confidentiality of this information. Use of this information to solicit for political or business purposes is prohibited.

### **HOME AND SCHOOL PROGRAMS:**

All parents are members of the Home and School Association. In addition to regularly scheduled meetings; the Association sponsors several special events and fundraisers throughout the school year. The name, phone number and address of our current officers can be found in Appendix B. A separate Home & School Handbook is also included in this packet/book.

### **BOARD OF DIRECTORS:**

The Board of Directors is the policy making body of Port Washington Catholic School. It sets the Port Catholic budget, and works closely with the principal to monitor and improve the educational programs. Meetings are held monthly.

All board meetings are open for attendance by parents. Anyone wishing to address the Board on an issue or topic must complete the form provided by the Board secretary prior to the start of the meeting. The membership of the Board can be found in Appendix B.

### **PARENT/TEACHER CONFERENCES:**

These are the formal opportunities to discuss your child's progress in school. Mandatory conferences are held in November and again during the 3<sup>rd</sup> quarter. While conferences are an excellent time to discuss school matters with your child's teacher, do not hesitate to contact us at any time should you have concerns or questions.

## **FUND RAISING:**

During the year, several fund-raisers will be held to raise money for Port Catholic and other worthwhile causes. All individuals or groups planning a fundraiser, other than those listed and approved in the Home & School Handbook, must complete a "Fund Raising Request Form," and receive approval from the Principal, and/or the Chairperson of the Board prior to conducting the fundraiser. Forms are available at either school office.

## **CUSTODY AGREEMENTS:**

In families where a custody agreement exists which affects the rights of parents in regard to school issues, such as attendance and dismissal. A copy of the custody agreement must be on file in the school office. School officials may not make decisions regarding students based solely on parental verbal instructions.

Report cards are automatically sent to non-custodial parents. If the non-custodial parents request other information, such as the Wednesday folder or other, they will be charged a fee to help defray the cost of these mailings.

## **ROOM PARENTS:**

Room parents' serve a vital need in providing our teachers with assistance organizing and conducting a number of classroom activities. This parental support and its contribution to the success of our school community are greatly appreciated. To assist Room Parents' the following information is provided to give guidance in performing his/her functions.

SPECIAL ACTIVITIES/EVENTS/PARTIES: Each teacher will discuss with his/her room parent how he/she can best assist in planning and supervising classroom activities. In general, students will take turns volunteering to donate treats and or supplies as needed throughout the year.

GIFTS: The generosity of our families is greatly appreciated. As a staff however we feel the decision to give gifts at any member of the faculty should be left to the discretion of each family.

## **IV REGISTRATION: ADMISSION AND FEES:**

### **NON-DISCRIMINATION:**

Port Catholic does not discriminate on the basis of creed, race, nationality or ethnic origin.

Children with learning or physical disabilities are accepted on an individual basis depending on the ability of Port Catholic to meet the child's needs. A determination is made by the Principal in conjunction with the teaching staff.

### **STUDENT ADMISSION:**

Students admitted to Pre 3 must be 3 years old, by September 1<sup>st</sup> of the year enrolled. In addition they must be potty trained. Pre-K must be 4 years old by September 1st of the year admitted. Kindergarten students must be 5 years old by September 1st.

Any student enrolled at Port Catholic for the first time is enrolled on a probationary basis for the first semester to permit the school time to ensure it can meet any special needs of the student, as well as to determine if enrollment is in the best interests of both the student and Port Washington Catholic.

Parents must provide the following documents for admission:

- Port Catholic Registration forms and registration fee
- Immunization records
- Baptismal Certificate
- Birth Certificate
- Completed transfer of records form (if entering from another school)

**2010-11 FINANCIAL INFORMATION:**

**TUITION:** A prepaid tuition plan has been adopted for Port Washington Catholic School. The entire tuition for the 2010-11 school year is due on August 15, 2010. If a family is unable to pay the tuition in full by that time, the remaining amount is financed with the school. Details are available through the school office.

**The per student tuition for the 2010-11 school year is:**

3 Yr. Kindergarten	\$ 860.00	
4 Yr. Kindergarten	No tuition is charged for this program, however a fee is assessed by the PWSSD for each child enrolled to be used for supplies and other items as needed.	
	Parish Member	Non/Parish
5 Yr. Kindergarten (half-day)		
1 <sup>st</sup> – Oldest	\$ 2,100.00	\$ 2,245.00
2 <sup>nd</sup> –Child	\$ 2,100.00	\$ 2,245.00
3 <sup>rd</sup> - Child	\$ 850.00	\$ 1050.00
5 Yr. Kindergarten (all-day) – 8 <sup>th</sup> Grade		
1 <sup>st</sup> – Oldest	\$ 2,645.00	\$ 3,435.00
2 <sup>nd</sup> –Child	\$ 2,435.00	\$ 3,235.00
3 <sup>rd</sup> - Child	\$ 850.00	\$ 1,750.00
4 <sup>th</sup> –Child	No Charge	\$ 850.00

**Additional Fees:**

Grades 5-8: Must have a **gym uniform** (shirt \$7.50 & shorts \$9.50) purchased through the school.

All- grades Magazines: Teachers may ask parents to purchase subscriptions to magazines. (Weekly Reader, etc.)

**Daycare** \$4.25/hour/child \* \$4.50/hour/child for 3 year-olds\* \*\*

\* Plus a one time \$50 registration fee/family. This amount will be applied toward your hourly fee for childcare.

\*\* This fee is based on the lower caregiver/student ratio required by law.

**Hot Lunch Program:**

Please note – You get a price break on a 10-day ticket. No price break is given for IOU’s or single-day tickets  
2010-11 School Year

Daily Ticket	Both Campuses	\$2.75	Milk .50
	Adult Lunch	\$2.80	
10 Day Ticket:	Both Campuses	\$25.00	Milk \$5.00

Non-parishioners with students in grades 1-8 will be charged the Parishioner cost of educating a student at Port Catholic. In addition they will be charged the average Parishioner subsidy to the school, which is currently \$800.00/year. Previously enrolled students of non-parishioners are grandfathered at double the Parishioner tuition. Those with students in Pre-K and Kindergarten will be charged more than Parishioners. All other fees are the same. Students of Parishioners from Immaculate Conception, as well as 7th and 8th grade students from St. Rose of Lima are charged the Parishioner tuition. Financial aid opportunities are also available. Contact the school for information.

## **REGISTRATION FEE AND TUITION REFUND POLICY:**

It is the intent of the Board of Directors that registration fees are non-refundable. Tuition paid shall be refundable in the following cases:

- (a) If Port Washington Catholic School determines, prior to the start of school year, that it cannot accommodate an enrolled student, any tuition payments made will be fully refunded.
- (b) If, after the start of the school year, Port Washington Catholic School determines that it cannot accommodate a student, tuition paid will be refunded on a pro-rated basis, based on the number of school days the student was enrolled.
- (c) If prior to August 15th, a family withdraws an enrolled student students, all tuition paid will be fully refunded. If, withdrawal occurs after August 15th, 75% of tuition paid will be refunded. Withdrawals after September 1 St will receive a 50% refund; after September 15th, a 25% refund; and withdrawals after October 1st will receive no refund.
- (d) If a family registers its children for Port Washington Catholic School and then moves out of the school district prior to the start of the school year, tuition paid will be fully refunded. If the move occurs after the start of the school year, a tuition refund will be determined on a pro-rated basis determined by the number of days the student was enrolled. Any tuition payments made in excess of this amount will be fully refunded.
- (e) If a family registers its children for Port Washington Catholic School and applies for negotiated tuition and is not eligible, any tuition paid will be fully refunded.

Approved 3/6/93; Amended 3/23/93; Amended 6/11/96 Amended 5/13/98

## **TEXTBOOKS & WORKBOOKS REPLACEMENT FEE:**

Textbooks are owned by Port Catholic, and workbooks are the property of the student. Textbooks must be cared for properly, and fines are levied at the end of the school year for excessive damage. Students must also have a backpack in which to carry their books and materials to and from school.

## **V. WELFARE HEALTH & SAFETY**

Port Catholic follows the state, county, and municipal laws regarding proper building and sanitation codes within the school buildings. Anything identified as a health or safety hazard, either in the buildings, or on the grounds is stored and used according to code, or will be removed.

**Port Washington Catholic Schools are a smoke-free environment.**

A Safety Committee, consisting of several staff members, meets regularly and oversees the safety procedures for Port Catholic.

### **IMMUNIZATIONS:**

State law requires that all students be up to date with immunizations before they enter school. Parents should contact their family physician or the local health department for immunizations.

## **RECESS:**

Students of all grades are expected to go outdoors for recess unless they have been recently ill and have written parent permission to stay in. A physician must write requests for longer than three days exemption from recess. For your information we will send students outside any time the absolute and/or wind chill factor is at "0" F. or above. If there is snow on the ground, snow pants and boots are a necessity at St. Mary's. Please plan for this and have your child dress accordingly, or bring sufficient clothing.

## **DRILLS:**

Port Catholic follows Wisconsin Law concerning fire and tornado drills. To ensure a safe environment, a "lock-down" drill will be conducted at least once a year at both campuses.

## **ILLNESS; ACCIDENTS & FIRST AID:**

**Emergency Cards: It is the responsibility of each family to provide the school with an Emergency Card during the first week of the school year.**

If your child becomes ill, or is injured, we will make every effort to contact you immediately, using the information supplied to us by your emergency card.

In lieu of a card, or if the information provided is inaccurate or incomplete, school personnel will exercise their judgment as to what procedures and actions to follow.

In any life-threatening situation, school personnel are empowered to use their judgment in calling the rescue squad, etc.

Please use the emergency card to indicate if your child has any special health related concerns or conditions that may affect learning (asthma, nearsightedness, medication being taken, etc.)

Any illness or accident is to be brought to the attention of the secretary, building coordinator or Principal as quickly as possible.

If the situation warrants it, the parent or guardian is notified.

Records are kept in each school office of all incidents of illness and injury at school.

## **PHYSICAL EDUCATION - ILLNESS/ACCIDENT**

Parents who do not want their child(ren) to participate in Phy. Ed. due to illness or accident must request this exemption in writing. Such parental requests will be honored for a maximum of one week. (two Phy. Ed. classes) Requests for exemptions of more than a week must be accompanied by a doctors statement indicating that such an exemption is necessary.

### **ADMINISTRATION OF MEDICATION TO STUDENTS:**

No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication. (copies available from school)

Medication to be given in the school must have the following information on the container:

a. Child's full name; b. Name of the drug & dosage c. Time to be given, d. Physician's name.

Medication will be taken by the child at the designated time administered by the School Nurse, or by the individual who has been identified to do so. It is the responsibility of the student, if appropriate, to get his/her medication at the designated time.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of school staff.

An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a health care plan for a student who requires an emergency prescription medication.

School personnel may provide aspirin or other non-prescribed medicine to students with written authorization from the student's physician and/or parents. (Archdiocesan Policy 5140.2). Parents must supply the school with said medicine.

## **ALLERGIES**

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. However, The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The parents of a student with a severe food allergy must submit to the school a health care plan. (copies available from either school office)

For a student whose severe food allergy may result in anaphylaxis. An EpiPen must be provided by the parent to the school.

The school will provide a separate allergy-controlled table in the lunchroom for students with severe food allergies. Students are assigned to this table, unless parents chose to “Opt” out.

## **HEALTH SCREENINGS:**

Hearing and vision screenings are done on a regular basis by the County Nurse or county-trained personnel.

## **COMMUNICABLE DISEASES:**

If a child is suspected by school personnel of having a communicable disease, he/she will be removed from the classroom. Whenever a child is sent home for this reason, the parents will be called, and the school will also notify local health officials.

## **CRISIS INTERVENTION:**

In the event of a injury or illness to a teacher, student or other person in the building, the Principal is responsible for making all decisions regarding procedures to be followed. In the event the Principal be absent or impaired, the Building Coordinator shall assume supervision of the situation. If both are absent or impaired, responsibility will pass to the teacher with highest seniority.

In emergency situations, if time permits, the person designated on the individual's emergency card will be contacted, to be informed, and decide how to respond.

If, however, in the judgment of the individual in charge the situation requires immediate action, the school may choose to call the rescue squad and/or local law enforcement agency prior to making contact with the individual designated on the emergency card.

## **DRUG AND ALCOHOL ABUSE:**

A systematic educational program exists at Port Catholic to educate students to the dangers of drug and alcohol abuse. Students are also educated as to the hazards of smoking and other harmful substances.

Drugs, alcohol, tobacco products and other harmful substances are forbidden on the campus of Port Catholic School and on busses, in vehicles or on the premises of any off-campus school-related activity.

Local, state and federal laws regarding the possession, sale and or use of any of the above substances will be enforced by school officials.

In accordance with Archdiocesan policy, students suspected of using, and/or being under the influence of intoxicating substances can be required to take a breathalyzer test.

Should a student be suspected of alcohol or drug dependency parents will be notified by the school and made aware of public and private agencies for referral.

Alcoholic Beverages at School Functions: Alcoholic beverages are not served or offered for sale at any Port Catholic School function except fish fries.

## **CHILD ABUSE:**

State Law and Archdiocesan Policy are followed to the letter in any instances of suspected or confirmed child abuse. School personnel are required, by law, to report any suspicions of abuse or neglect.

## **SEXUAL ASSAULT**

State Law and Archdiocesan Policy are followed to the letter in any instances of suspected or confirmed sexual assault, whether the assault be adult-to-student or student-to-student.

In addition, staff members and students are to report any cases of verbal sexual harassment to the proper authority. Parents need to be aware of the law regarding such activities and the fact that the parents of harassed students may take legal measures.

## **CHARTER FOR THE PROTECTION OF CHILDREN & YOUTH (VIRTUS)**

Under the provisions of this charter all volunteers will be required to complete the "Volunteer Enrollment Form."

In addition all volunteers who have more than occasional contact with our students will be required to comply with the following three provisions of the Charter.

- 1.) Permit Port Catholic to conduct a background records check.
- 2.) Read the Code of Ethical Standards and the Mandatory Reporting Responsibilities, sign, and submit the attached verification statement.
- 3.) Attend a VIRTUS, "Protecting God's Children," awareness session within ninety (90) days of the start of the volunteer service.

## **VI DISCIPLINE:**

### **PHILOSOPHY:**

As a staff of concerned teachers, we, in partnership with our students and their parents, believe that the development of self-discipline is the desire and result of the disciplinary practices of our school. We believe that real and lasting learning cannot take place in an undisciplined environment. Hand in hand with our goal to inspire our students to become life-long learners, we believe that a meaningful system of discipline is necessary for the achievement of that goal.

As a staff we are committed to the development of a consistent system of discipline throughout the school beginning in Kindergarten which stresses respect, good manners, and Christian values and attitudes at all times. We will strive to make students understand that school is a leaning laboratory and teachers, adults and other students must be respected in their efforts to learn. Being prepared for the learning activity and staying on task are important components of our learning environment. Our school is a place where students will develop responsibility, good discipline and study habits, which result in successful learning.

We believe in the Assertive Method of Discipline and strive to implement this program at all levels. We believe that good classroom management promotes an environment where learning can take place. Ultimately, the teacher is responsible for their classroom environment. However, students will understand that word and actions are choices that he/she makes as are the consequences of those word and actions.

### **STUDENT EXPECTATIONS:**

In general, we believe that the following rules are necessary in every classroom for a proper leaning environment to occur:

#### **AT ALL TIMES...**

Be courteous to all students and adults; respect one another –  
teachers, students and all others with whom we come in contact.

Show proper respect for all property his/her own, and that of others.

Keep his/her hands, feet and objects to him/herself.

<b>IN THE HALLWAYS...</b>	Please walk and talk quietly.
<b>IN CHURCH...</b>	Be respectful, thoughtful and participate in the celebration.
<b>DURING LUNCH...</b>	Cooperate with the cooks as well as the lunch supervisor
<b>IN CLASS...</b>	Come to every class prepared and ready to learn.  Remain on task throughout the learning activity.

**DISCIPLINE PROCEDURES:**

When a student's behavior differs from what is expected, the teacher and student will discuss the situation. Better understanding the behavior, while maintaining communication, is the goal. Parents are asked to join the teachers in a real partnership of understanding regarding this discipline code. If at all possible, parents are asked to check with the teacher before making a judgment regarding disciplinary action taken by the school. If there is confusion about a decision or punishment we strongly encourage the parents to make an appointment for parent and child to meet with the teacher so that open communication will result in the best resolution of problems for all concerned. If there is still a concern, parents may use the Conciliation Procedures, which can be found, at the end of this section.

**Depending upon the nature of the problem, one of the following strategies will be employed:**

Restricting school privileges for the student and after school detentions

Consultations by the school principal, with the student, teacher and family.

Referral for special testing/counseling (with Parental Consent).

Suspension, Probation, and Expulsion procedures involving the principal, pastors, and the family.

## **Three levels of disciplinary action exist:**

### **Level 1 : Classroom disruption of a non-serious nature.**

Using the Assertive Discipline approach, teachers will establish positive classroom rules for conduct. These rules will be posted in the classroom along with the consequences for breaking the rules.

The school will continue to reinforce the positive behaviors of students.

Teachers will deal with Level 1 problems in the classroom on an individual basis. Each teacher will develop his/her own methods of consequences and rewards, which will be consistent at each level.

### **Level 2: Classroom disruption of a non-serious nature that recurs after teacher action**

#### **The following steps will be taken if a student moves to Level 2:**

1. On the first offense the child will be removed from the room and reprimanded by the teacher.
2. On the second offense, the child will again be removed and parents will be called or contacted by the teacher.
3. On the third offense the child will be sent to the Principal.
4. On the fourth offense probation and/or suspension procedures will be initiated.

### **Level 3: Classroom disruption of a serious nature.**

**This type of behavior results in immediate suspension from school.  
Classroom disruption of a serious nature includes, but is not limited to:**

1. Verbal Abuse, disrespectful conduct, fighting.
2. Vandalism: To include, but not limited to; Tampering with fire alarms, fire extinguishers or other safety systems.
3. Threats, verbal or written, which imply physical or mental harm.
4. Harassment

5. Possession; and the use/or threat of use, and the damage, or threat of damage from, but not limited to: firearms, explosives, firecrackers, knives, laser pointers, or look alike weapons or items.
6. Stealing
7. Using, possessing, or appearing to be under the influence of drugs or alcohol, or being in possession of drug paraphernalia.
8. Smoking or being in possession of tobacco and/or smoking material.
9. Any severe or inappropriate conduct on school premises or at school related activities that endangers the life or safety of others

Students participating in or attending school activities or functions outside of school time are to abide by the same code of conduct and rules expected during school time. Failure to do so will result in consequences at school the following school day.

### **PROBATION, SUSPENSION. EXPULSION**

Whenever a student's conduct is such that it endangers the property, health, or safety of others, or disrupts the learning environment, action will be taken to restrict his/her privileges and rights of school attendance.

Such action may be of three kinds:

1. Probation
2. Suspension
3. Expulsion

#### **Probation:**

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and school personnel, the principal sets conditions for release from the probation. The principal's decision is final.

#### **Suspension:**

1. Suspension is justified under unusual circumstances and is normally an in-school suspension.

In-school suspensions may occur as one-day, two-day, and/or three day suspensions. After the third in-school suspension, all suspensions for the remainder of the year will be out-of-school suspensions.

2. Prior to any suspension the student is advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

3. In-school suspension can be directed for varying lengths of time, but shall not exceed three days. In-school suspension students remain the responsibility of the school.

### **OUT-OF-SCHOOL-SUSPENSIONS:**

Out-of-School-Suspension is considered a rarity and is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days be served in suspension until the expulsion hearing is held. The principal may give an, "Out of School Suspension," for investigative purposes, immediately following a single serious disciplinary offense.

### **EXPULSION**

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return for failure to meet academic standards are not considered to be expelled.

### **EXPULSION PROCEDURES:**

1. The action and procedures for probation, suspension, or expulsion are published in the school handbook.
2. Action taken to suspend or expel a student is preceded by internal school procedures supported by defensible records.

3. Expulsion can take place only after an expulsion hearing has been held. Parents/Legal Guardians shall be notified in writing at least five days before the hearing is to take place. The notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The "Hearing Committee," will be composed of 3-4 individuals from the Parishes chosen to insure objectivity.
4. The "Hearing Committee" makes a recommendation to the school pastor(s). The recommendation will be to:
  - Expel
  - Suggest other disciplinary action in lieu of expulsion
  - Exonerate the student of any wrongdoing
5. Before the hearing is held the parents and student are informed that the student may voluntarily withdraw up until the time that the final disciplinary action that is approved takes effect.
6. An expulsion hearing is not a legal proceeding; therefore neither party may have an attorney present during the hearing.
7. If the decision to expel the student is made parents are notified in writing of the action. The right of appeal is made known to the parents.

## **APPEAL**

The student or his parent or guardian may, within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for the appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish(s) with a recommendation about which step of the procedure needs to be further processed.

## **RESPECT FOR PROPERTY**

Parents of students will be held responsible for the replacement cost of materials or property, which are lost or damaged through their child's negligence. Damage to school physical property will be assessed at replacement cost.

## **STUDENT DESKS & LOCKERS:**

Student desk and lockers are the property of the school and at no time does the school relinquish its exclusive control over them. School authorities, without notice, student consent, or a search warrant may conduct periodic inspections of lockers or desks and their contents.

## **DRESS CODE POLICY:**

The dress code policy for Port Catholic school has been established to provide firm guidelines for acceptable clothing. Parents are to enforce the guidelines on a daily basis.

All Port catholic families with students in K5-8 are required to purchase uniforms from the accepted list for each of their students. Every item on this list is acceptable wear for any school day, including Mass Days and Field Trips. **(Please note: Port Catholic Apparel is not longer acceptable as part of the dress code. Additionally, items of clothing sold by the Athletic Association are not acceptable for classroom wear.)**

## **GENERAL RULES:**

Pre-3 & K4 optional:                      K5-8, mandatory.

Students will be in uniform during school hours; to include arriving at, and leaving the building

No logos or labels are to be visible (exception: sweatshirts with PCS or PCS Phoenix logo)

Out of uniform days will be announced.

Scout uniforms may be worn on the day of the child's scout meeting

Shorts may be worn from May 1<sup>st</sup> to October 31<sup>st</sup>

Skorts may be worn all year.

Clothing must fit properly, be clean and in good repair.

Skirts, Jumpers, and Shorts must be knee length

A uniform shirt must be worn under sweaters & sweatshirts.

If wearing layered clothing under a uniform top, its color must be solid Red, White, Navy Blue, or Black.

Bike shorts (not to be visible under hemline) and leggings may only be worn under skirts/skorts or jumpers.

Solid color: white, red, navy blue or black tights, leggings or slacks be worn under skirts, skorts and jumpers from November 1st to April 30th

Socks or tights must be worn.

Hats are not to be worn in the school building except when students are involved in a project (play), or for a designated theme day.

Hairstyles are to be neat, clean and of a conservative style. **Visible highlighting of hair, in other than natural colors is prohibited.**

No body piercing, other than pierced ears, is acceptable.

Make-up, jewelry and accessories are to be minimal, non-distracting and age appropriate.

Shoes – Flip-Flops and Wheelies are prohibited at all times

Students are to be prepared for outdoor recess during cold weather with proper attire.

It is the principal's discretion to make decisions as to appropriateness of uniform, hair and accessories.

## **VIOLATION TO THE DRESS CODE:**

Parents will receive written notification if their child is not in compliance with the dress code. After a child has received two (2) violations in a given semester, a 3rd violation that semester will result in a consequence as determined for that grade level. Grades 5-8 will result in a Detention

## **DRESS CODE FOR PORT CATHOLIC**

- SHIRTS:** Long or short sleeve polo, turtleneck, **Solid Colors** - Navy Blue, White, True Red, oxford button down, **Solid Colors** - Navy Blue, White, True Red, peter pan collared blouse (white only)  
Any shirt worn as part of the “layered” look that is visible under the uniform top must be solid color White, Red, Navy Blue or Black. **Shirts are not to have any emblems or designs on them.**
- PANTS:** Twill chino or corduroy. NO DENIM. Elastic waist is permissible. No elastic at the ankles. No Cargo styles  
No Jean styling ( 5 pocket with rivets). No wide leg or patch pockets on pant legs. No labels or logos visible.  
Colors - Navy Blue, Black or Khaki.
- CAPRI PANTS:** Navy Blue, Black or Khaki
- SHORTS:** Walking length. No “Cargo Styles” Available at the Uniform Store or Lands End. Also may be purchased elsewhere as long as they meet the uniform code. Colors - Navy Blue, Black or Khaki
- JUMPERS:** Available at the Uniform Store - Hamilton Plaid (red, navy blue & white). Also available at Lands End as Classic Navy Large Plaid.
- SKIRTS:** Must be knee length. Available at the Uniform Store - Hamilton Plaid (red, navy blue & white). Also available at Lands End as Classic Navy Large Plaid. Or solid Navy, Black or Khaki purchased at uniform store or other retailers. (No Cargo Style)
- LEGGINGS:** Must be solid color: White, Red, Navy Blue, or Black, and can be worn from November 1<sup>st</sup> to April 30<sup>th</sup>.
- SKORTS** Solid Navy Blue, Black or Khaki. Available at the Uniform Store or Lands End.  
Also may be purchased elsewhere as long as they meet the uniform code. (No Cargo Style)
- SWEATERS:** Styles – Cardigan, Pullover, or Vest. Colors - Navy Blue, True Red, or White.
- SWEATSHIRTS:** Color - Navy Blue, Grey, True Red - Must have either the Port Catholic School logo stitched in white at Uselding’s or the Port Catholic Phoenix logo. (Note - other than the existing Port Catholic apparel, this is the only item requiring, or permitted to have a logo). Hoods are permitted.

**Last name only, no nicknames, will be permitted on sweatshirts only. 2” block style white letters only. Both Useldings and Silk Screen Specialists have this information. If last names are long, the spacing and/or size will be modified to fit. If you request any other style, size, or color you will be informed that it will not meet this code.**

## **Conciliation Policy For Port Washington Catholic School**

### Issues with School Policy

If a parent or student has difficulty with a school policy, the parent should address his/her concerns with the principal. If, after this discussion, the parent is still dissatisfied with the outcome, the parent should present his/her concerns to the Board of Directors, the policy-making body of Port Washington Catholic School. The proper procedure for addressing the Board is to submit a request, in writing, to the president of the Board. It must be received at least one week in advance of the meeting. This letter should state the issue and request time on the agenda. The parent may then attend the Board meeting, hear the discussion of the issue, and may be allowed to make brief comments about the issue. Final policy decisions rest with the Board of Directors and enforcement/interpretation of policy is the role of the principal.

### Issues with School Personnel

If a parent or student has difficulty with a teacher, principal or any other school Personnel, the following procedure should be followed.

1. The parent should address his/her concerns verbally with the specific staff member involved.
2. If the problem is not corrected in a manner satisfactory to the parent and if no steps have been taken toward an amicable resolution, the parent should address the concern verbally with the principal (or the pastor, if the issue is in regard to the principal).
3. The parent must then wait a minimum of two weeks to allow the school enough time to make adjustments, work toward a resolution and seek an agreeable outcome for all parties involved.
4. If the parent continues to be dissatisfied with the handling of the situation, the parent should request, within ten (10) business days and in writing, a formal meeting of the Port Catholic Conciliation committee.
  - a. *This formal mediation step should only be used in the case where negotiations have reached a stalemate or when there has been a refusal on the part of the school to work toward an amicable resolution.*

- b. The Conciliation committee consists of two priests and two lay persons who are not current parents, current Board members, or current employees of Port Catholic School. The lay members of the Conciliation committee are selected at the discretion of the pastors.
5. Within five (5) business days of receipt of the written request, the Conciliation Committee shall hold a group meeting with all parties involved (including the parent(s), the staff member involved, and the principal). The time and place of this meeting shall be mutually agreed upon by all parties.
6. After this meeting, the four members of the Conciliation committee shall meet in closed session. The decision of this closed session, which requires a  $\frac{3}{4}$  majority agreement, shall be relayed to the principal and the concerned parent(s) by the pastor and is a binding decision that cannot be overruled.
7. Should the parent(s) be dissatisfied with the outcome of the conciliation process, they may appeal on their own behalf to the Archdiocesan Conciliation Committee, by the following procedures outlined in Archdiocesan Policy #131 2a and 2b. Access to these procedures can be found on the Archdiocesan website.

Approved

5/12/2009

## **PROCEDURE FOR HANDLING COMMENTS TO THE SCHOOL BOARD FROM NONBOARD MEMBERS**

Each Board meeting includes in its agenda an open comment period. Parents, and other interested parties are invited to use this opportunity to express concerns, make comments, suggest possible programs or courses of action, or thank, or commend the school, or a teacher for a program or action.

Concerns involving the staff, administration or policy of Port Catholic should not be brought to the Board without first using the "Conciliation Procedures" found in this handbook.

If the person or persons suggesting comments or bring issues, desires to make comments orally before the Board during the open comment period that person shall have three (3) minutes to make the comment.

The Board will then have an opportunity to ask questions of the person(s) making the comment(s) or raising the issue. These questions will be limited to a total of six (6) minutes.

The Board then has the option of:

- A) Taking no action on the issue or comment in which case the comment or issue shall be placed in the minutes of the meeting.
- B) Deferring discussion of the issue or comment until closed session. In this case the decision of the Board will be given to the person(s) making the comment in written form within three (3) days of the meeting.
- C) Defer a decision on the matter until the following meeting and make said issue an agenda item.

**APPENDIX A**  
**PORT WASHINGTON CATHOLIC**  
**CALENDAR – 2010 – 2011**

TUESDAY: AUGUST 24-TUESDAY AUGUST 31 -----	TEACHER INSERVICE
THURSDAY AUGUST 26 -----	Pre-3, K4, K5 ORIENTATION
	DROP-IN & DROP-OFF DAY, BACK TO SCHOOL BARBECUE
WEDNESDAY: SEPTEMBER 1 -----	FIRST DAY OF SCHOOL
FRIDAY: SEPTEMBER 3 -----	MAGAZINE SALE BEGINS
MONDAY: SEPTEMBER 6 -----	LABOR DAY – NO SCHOOL
WEDNESDAY: SEPTEMBER 22 -----	PICTURE DAY FOR M/W K3 & K4 PM ONLY
THURSDAY: SEPTEMBER 23 -----	PICTURE DAY (REST OF STUDENTS, EXCEPT 8 <sup>TH</sup> GRADE)
SATURDAY: OCTOBER 2 -----	EARLY DISMISSAL 11:30
WEDNESDAY: OCTOBER 13 -----	PHOENIX GOLF OUTING
THURSDAY: OCTOBER 14 -----	EARLY DISMISSAL 11:30
FRIDAY: OCTOBER 15 -----	5-8 RETREAT
FRIDAY: OCTOBER 22 -----	ARCH TEACHERS' CONVENTION
FRIDAY: OCTOBER 29 -----	GRANDPARENTS DAY
FRIDAY: NOVEMBER 5 -----	WI. TEACHER'S CONVENTION
MONDAY & TUESDAY PARENT/TEACHER/STUDENT	END OF 1 <sup>ST</sup> QUARTER
NOVEMBER 22 & 23 -----	EARLY DISMISSAL AT 11:30
WEDNESDAY:THURSDAY:FRIDAY: NOVEMBER 24-26 -----	CONFERENCE
THURSDAY DECEMBER 2 -----	NO SCHOOL
SATURDAY: DECEMBER 4 -----	EACH CHRISTMAS PROGRAM
WEDNESDAY: DECEMBER 15 -----	BREAKFAST FOR BABY JESUS
THURSDAY DECEMBER 23 –	1-8 CHRISTMAS PROGRAM
MONDAY JANUARY 3 -----	CHRISTMAS VACATION
WEDNESDAY: JANUARY 12 -----	ACTIVITY DAY PICTURES
FRIDAY: JANUARY 21 -----	END OF 2 <sup>ND</sup> QUARTER
SATURDAY: JANUARY 29- SATURDAY FEBRUARY -----	INSERVICE - NO SCHOOL
WEDNESDAY: FEBRUARY 2 -----	CATHOLIC SCHOOLS WEEK
MONDAY: FEBRUARY 14 -----	OPEN HOUSE BOTH SCHOOLS
WEDNESDAY:FEBRUARY 16 -----	INSERVICE: NO SCHOOL
SATURDAY: FEBRUARY 26 -----	4 <sup>TH</sup> GRADE ORIENTATION
THURSDAY MARCH 3 -----	AUCTION – THE KEY EVENT
FRIDAY MARCH 4 -----	SPRING CONFERENCES
MONDAY: MARCH 7 - FRIDAY MARCH 25 -----	EARLY DISMISSAL 11:30
FRIDAY MARCH 25 -----	NO SCHOOL
WEDNESDAY:APRIL 6 -----	IOWA SKILLS TESTING
THURSDAY: APRIL 14 -----	END OF 3 <sup>RD</sup> QT. – ED AT 11:30
MONDAY: APRIL 18 -MONDAY: APRIL 25 -----	INSERVICE ED AT 11:30
WEDNESDAY: MAY 4 -----	SPRING EACH PROGRAM
SATURDAY-SUNDAY: MAY 7 & 8 -----	EASTER RECESS
SATURDAY-SUNDAY MAY 14 & 15 -----	HARRIS BANK ART SHOW
WEDNESDAY: MAY 25 -----	1 <sup>ST</sup> COMMUNION
MONDAY: MAY 30 -----	1 <sup>ST</sup> COMMUNION
FRIDAY: JUNE 3 -----	4-8 SPRING CONCERT
THURSDAY: JUNE 9 -----	MEMORIAL DAY NO SCHOOL
LAST	8 <sup>TH</sup> GRADE GRADUATION
	END OF 4 <sup>TH</sup> QUARTER
	DAY OF SCHOOL

**APPENDIX B**  
**PORT WASHINGTON CATHOLIC SCHOOL**  
**BOARD OF DIRECTORS**  
**2010- 2011**

**Members at Large**

**Parish Council Reps.**

**Pastors**

**St. Mary's Parish**

Lisa Strohm

Barb Roob Fr.

Tom Lijewski

Jeff Williams

**St Peter's Parish**

Nicole Styles

Deb Kaschner Fr.

Patrick Wendt

Jennifer Johnson

Susan Deal

**Ex officio Members**

Lake Church

TBD I.

C. TBD

Lee Kaschinska;  
 Julie Pannemann;  
 Peggy Clarke  
 Home & School  
 Teacher Reps.;

Principal  
 Mktg. & Development  
 Athletics  
 TBD  
 TBD

**PORT WASHINGTON CATHOLIC SCHOOL**  
**HOME AND SCHOOL ASSOCIATION OFFICERS**  
**2010 - 2011**

	PRESIDENT:	Gail Kowalkowski
	VICE PRESIDENT:	Dawn Wagner
SECRETARY:		Dan Ross
TREASURER:		Kory Eernisse
	PAST PRESIDENT:	Linda Guokas

## **APPENDIX C**

### **ASBESTOS NOTIFICATION**

Annual Notice of Asbestos Abatement and Management Program for the Port Washington Catholic Schools Port Washington WI 53074

To All Users of Port Washington Catholic Schools:

Our schools have been inspected for asbestos by qualified inspectors certified by the State of Wisconsin. We are abiding by the results of this inspection and have followed their instructions to provide a safe environment in our schools.

All record of these inspections and work done to comply with these inspections are kept in a file in the school offices. They are available for anyone to see upon request and must be available for periodic inspection by government inspectors.

If you have any questions regarding the asbestos situation in our schools please contact our designated persons Mr. Jim Vaughan and Mr. Dan Paulin and they will make you aware of our situation and how we are complying with the requirements of the current laws.

**APPENDIX D**

**PORT CATHOLIC SCHOOL**  
**E-MAIL ADDRESSES**

Please remember these addresses are case sensitive. All faculty are required to check their email once a day, and reply, at least to acknowledge receipt of an email, within three (3) working days. Faculty and staff that are part time will check their email once a day, on those days, shown in parenthesis, that they work. Please remember, three working days for them might be as much as a week, depending on when they receive the email.

**ST. MARY'S CAMPUS**

Childcare	<a href="mailto:schmidtl@archmil.org">schmidtl@archmil.org</a>	Ms. Schmidt
Pre 3	<a href="mailto:schmidtl@archmil.org">schmidtl@archmil.org</a>	Ms. Schmidt
Pre-K	<a href="mailto:bread82279@yahoo.com">bread82279@yahoo.com</a>	Mrs. Monacelli
Kindergarten	<a href="mailto:kriers@archmil.org">kriers@archmil.org</a>	Mrs. Krier
1 <sup>st</sup> Grade	<a href="mailto:wegnere.@archmil.org">wegner.@archmil.org</a>	Ms. Wegner
2 <sup>nd</sup> Grade	<a href="mailto:tholesm1@archmil.org">tholesm1@archmil.org</a>	Sr. Margie Ann
3 <sup>rd</sup> Grade	<a href="mailto:jentgesc@archmil.org">jentgesc@archmil.org</a>	Mrs. Jentges
	<a href="mailto:millarl@archmil.org">millarl@archmil.org</a>	Ms. Millar
4th Grade	<a href="mailto:kremarr@archmil.org">kremarr@archmil.org</a>	Mrs. R. Holzer
Library		

**(OVER)**

## ST. PETER'S CAMPUS

5 <sup>TH</sup> Grade	<a href="mailto:scaffidic@archmil.org">scaffidic@archmil.org</a>	Mrs. Scaffidi
6th Grade	<a href="mailto:herbstct@archmil.org">herbstct@archmil.org</a>	Ms. Herbst
	<a href="mailto:liesenbergl@archmil.org">liesenbergl@archmil.org</a>	Mrs. Liesenberg
7 <sup>th</sup> Grade	<a href="mailto:king@archmil.org">king@archmil.org</a>	Mrs. King
8 <sup>th</sup> Grade	<a href="mailto:maciejewskih@archmil.org">maciejewskih@archmil.org</a>	Mrs. Maciejewski
Spanish	<a href="mailto:andersonb@archmil.org">andersonb@archmil.org</a>	Mrs. Anderson(M W)
Band	<a href="mailto:macraelori@archmil.org">macraelori@archmil.org</a>	Mrs. MacRae(M,W,F)

### Both Campuses

Phy. Ed.	<a href="mailto:millerd@archmil.org">millerd@archmil.org</a>	Mrs. Miller
Music	<a href="mailto:holzermj@archmil.org">holzermj@archmil.org</a>	Mrs. Holzer(M-R)
Supportive Consultant	<a href="mailto:biskobingt@archmil.org">biskobingt@archmil.org</a>	Mrs. Biskobing
Computers	<a href="mailto:theuschs@archmil.org">theuschs@archmil.org</a>	Mr. Sean Theusch

### School Offices

Please note email addresses for the offices are for personal communication. Communication intended for the school such as items to be put in the update, etc. Should be send to the school's business email address - **[ptcath2@execpc.com](mailto:ptcath2@execpc.com)**

St. Mary's Office	<a href="mailto:crillm@archmil.org">crillm@archmil.org</a>	Mrs. Crill
St. Peter's Office	<a href="mailto:zirbesm@archmil.org">zirbesm@archmil.org</a>	Mrs. Zirbes
Marketing & Development	<a href="mailto:j.pannemann@sbcglobal.net">j.pannemann@sbcglobal.net</a>	Mrs. Pannemann
Business Manager	<a href="mailto:szymanskig@archmil.org">szymanskig@archmil.org</a>	Mr. Szymanski
Scrip Coordinator	<a href="mailto:theisls@archmil.org">theisls@archmil.org</a>	Mrs. Theis
Principal	<a href="mailto:kaschinskak@archmil.org">kaschinskak@archmil.org</a>	Mr. Kaschinska

**APPENDIX E**  
**PORT CATHOLIC SCHOOL STAFF**  
**2010 -2011**

Principal Mr. Lee Kaschinska

**ST. MARY'S CAMPUS**

Pre 3	Ms. Lisa Schmidt
Pre 3 Aide	Mrs. Robin Meyer
Pre-Kindergarten	Mrs. Ryan Monacelli
Pre-Kindergarten Aide	Mrs. Patti Cox
Kindergarten	Mrs. Susan Krier - Level Coordinator
Kindergarten Aide	Mrs. Mary Lilly
Grade 1	Ms. Emily Wegner
Grade 2	Sister Margie Ann Thole SSND
Grade 3	Mrs. Colleen Jentges
	Mrs. Lisa Millar-Voss
Grade 4	Mrs. Rebecca Holzer
Librarian	
Secretary/Office Administrator	Mrs. Maureen Crill
Child Care	Ms. Lisa Schmidt - Director
Director of Religious Education & Sacraments	Mrs. Denise Murre
Maintenance	Mr. Dan Paulin

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## **ST PETER'S CAMPUS**

Grade 5	Mrs. Cheryl Scaffidi
Grade 6	Ms. Christy Herbst Mrs. Liesenberg
Grade 7	Mrs. Eileen King Level Coordinator
Grade 8	Mrs. Heidi Jensen-Maciejewski
Band	Mrs. Lori MacRae
Spanish	Mrs. Beatriz Anderson
Secretary/Office Administrator	Mrs. Marie Zirbes
Maintenance	Mr. Jim Vaughan

## **SERVING BOTH CAMPUSES**

St. Peter's Parish	Fr. Patrick Wendt
St Mary's Parish	Fr. Tom Lijewski
Music - Classroom and Liturgical	Mrs. Mary Jo Holzer Mr. Drew Rutz
Physical Education	Mrs. Deborah Miller
Supportive Consultant	Mrs. Tammy Biskobing
Computers	Mr. Sean Theusch
Food Service Director	Mrs. Lisa Green
Business Manager	Mr. Gordon Szymanski
Development/Marketing Director	Mrs. Julie Pannemann
Scrip Coordinator	Mrs. Lisa Theis

**APPENDIX F**  
**PORT CATHOLIC SCHOOL**  
**VOLUNTEER HOUR POLICY**

\*Parents whose oldest child is in K5 through 8th grade will be required to perform 25 hours of volunteer time per family in one year's time (June 1 through May 31). 15 of these hours must be fundraising. Single parent families will perform 14 hours of which 7 must be fundraising. If your child is in half-day K5, you will follow the guidelines for K4. If at anytime during the year your child moves to full day K5 the 25 hour rule will apply, but it will be pro-rated based on the date of the change.

\*The K4 program at Port Washington Catholic School provides a number of unique opportunities to your child made possible through volunteer efforts. Therefore, while parents whose only child is in K4 will not be required to perform hours of volunteer time we invite and encourage you to embrace the spirit of volunteerism that makes these programs possible for your child.

Parents whose only/oldest child is in K4 are asked to perform 14 hours of volunteer time per family in one year's time (June 1 through May 31). We ask that 7 of these hours be fundraising. Single parent families are asked to perform 10 hours of volunteer time per family with 5 of these hours being fundraising.

\*Parents whose oldest child is in Pre-3 will perform 10 hours of volunteer time per family in one year's time (June 1 through May 31). 5 of these hours will be fundraising. Single parent families will perform 5 hours of volunteer time per family with 3 of these hours being fundraising.

\*Full-time employees of Port Washington Catholic School who have children enrolled in the school are exempt from the Volunteer Hours Policy.

\*Families will receive a volunteer hours tally sheet at the beginning of the school year and will be expected to log their hours worked. These records will be used to verify that the hours signed up for are valid and that families get the proper credit for them. If families are present at an event and their services are not needed they will get the full credit.

Families not choosing to participate in the program can "opt out". The opt out fee will be \$20.00 per hour/unit. Families not fulfilling their obligation will be charged \$20.00 per hour/unit. If a family has scrip credit, the amount owed can be taken from the scrip credit.

The "Opt Out" fee is:

\$500/family with students in full day K5 – 8 <sup>th</sup> grade	\$200/single parent family in half-day K5 & those whose oldest child is in Pre-3
\$280/single parent family in full day K5- 8 <sup>th</sup> grade	
\$280/family with students in half-day K5	\$100/single parent family in Pre-3

**(OVER)**

The auction chairpersons and the athletic director would get a “bye” on any hour requirement, the year following that in which they hold these positions.

Athletics is not part of this policy for the fundraising hours but can be applied to the volunteer hours. Parents of students in athletics will still be required to assist with concessions and admissions, but these activities do not count toward the family’s fundraising hours.

**Fundraisers which qualify for the required hours listed in this policy can be found in the Home & School Handbook**

**As with any policy such as this, not every contingency can be foreseen. Accordingly, we recognize that circumstances may arise that make it impossible for a family to fulfill its requirement, wholly or in part. Please contact the principal if such a situation should arise.**

## **PORT CATHOLIC HOME & SCHOOL ASSOCIATION**

All Port Catholic parents are members of the Home & School Association and are encouraged to attend our monthly meetings. Home & School is an excellent way to meet new people.

All Port Catholic parents are encouraged to participate at our monthly meetings. The monthly meeting dates will be determined at the first meeting of the school year and will be posted along with the minutes in the glass display in the entrance to the school (St. Mary's campus) and outside the office (St. Peter's campus). Parent meetings, social activities, fundraisers and volunteer needs will be communicated through the weekly electronic Phoenix Update and the Wednesday envelope your child brings home each week.

### **PROGRAM COMMITTEES**

The Program Committee plans events that bring Port Catholic families together for the purpose of building friendships and unity. The Home & School Association sponsors fun and educational programs for students and parents and is always open to suggestions for future programs. The committees have been broken into five separate committees in order to break down the time commitment and manpower required to plan these activities. Some of these committees include:

**BACK TO SCHOOL EVENT COMMITTEE  
FAMILY ACTIVITIES COMMITTEE  
STUDENT ACTIVITIES COMMITTEE  
PARENT NIGHT OUT COMMITTEE  
INFORMATIONAL PROGRAMS COMMITTEE  
BREAKFAST FOR BABY JESUS  
SPOOKFEST**

### **HOSPITALITY COMMITTEE**

The Hospitality Committee is responsible for providing refreshments at special meetings, staff appreciation luncheons and open houses. They also handle sending cards to school families who have a new baby, a death in the family, an illness, etc.

### **FUNDRAISING**

Home & School fundraisers benefit Port Catholic School by reducing tuition and subsidizing curriculum, student, faculty, and parent development. Your participation is vital to maintaining the high quality of education that Port Catholic has to offer. Our fundraisers could not happen without the help of many dedicated parents. Please watch for ways you can get involved. The budgeted fundraisers planned this year include:

- **11<sup>th</sup> Annual Key Event**- Our eleventh annual dinner and auction, The Key Event, will be held on Saturday February 26<sup>th</sup>, 2011 at Country Inn & Suites. The Key Event is a major fundraiser for Port Catholic. This Event is a “key” to raising funds and awareness among the community of what Port Catholic has to offer.
- **Fish Fries**- Our “world famous” fish fries are held in the spring of each year in the St. Mary’s cafeteria. The dates are January 28, March 18, and April 1. Not only is this a significant fundraiser, but a great Port Catholic community service event.
- **Magazine Drive**- The magazine drive will kick-off during the first week of school. Students will be encouraged to offer a wide variety of magazines to parents, grandparents, neighbors and friends for new and renewal subscriptions. A portion of the money raised will be available to students to band for their 8<sup>th</sup> grade class trip.
- **Flower Sale**- Orders are taken in March and flowers arrive in mid May. Hundreds of Annuals and Perennials are offered for sale. The variety is outstanding. This committee chooses what will be sold and oversees the many volunteers that help with the actual sale and delivery.
- **Fall Golf Outing**- Scheduled for October 2<sup>nd</sup>, 2010. The annual Golf Outing raises awareness of Port Catholic in the community and is fun way to raise money for the school.
- **Market Day**-New

As of this writing, only the following fundraisers qualify for Fundraising Hours under the new Volunteer Policy: The Key Event, Magazine Sale, Flower Sale, Market Day, the Golf Outing, and Fish Fries (we host 3). Other fundraising activities may be added in the future.

We encourage new families to become involved in one or many of our committees or fundraisers. Parental involvement is a major component of Port Catholic success. It is also a great way to get to meet new people and have a lot of fun along the way. To find out how you can be involved watch your Wednesday envelope and Phoenix Time Updates for information or give one of the Home & School officers listed below a call.

### **2010-2011 Home & School Officers**

President- Gail Kowalkowski-262-285-4161(H) or 262-339-6774 (C)

Vice President- Dawn Wagner 262-268-0464 or 414-305-7969 (C)

Secretary- Dan Ross 536-4261

Treasurer- Kory Eernisse 284-6231

Past President- Linda Guokas 284-6231

### **Home & School Meetings**

The meeting dates will follow in the Phoenix Update, please watch for the meeting dates.