

**SAINT KATHARINE DREXEL SCHOOL**  
**503 S. Spring Street**  
**Beaver Dam, WI 53916**



**BEFORE AND AFTER SCHOOL PROGRAM**  
**HANDBOOK**



**2020 – 2021**

**SAINT KATHARINE DREXEL SCHOOL**  
**503 South Spring Street**  
**Beaver Dam, Wisconsin 53916**  
**Phone: 920-885-5558 Fax: 920-885-7610 Web: www.skds.org**

September 2020

Dear St. Katharine Drexel School Families,

Our Mission Statement clearly states we are a *"child-centered, caring community"* and that *"SKDS is dedicated to educating the whole child in the Catholic Christian tradition, offering a Christian message and a faith-filled environment to its school family through worship and service."* This newest program into which we are entering, an "after school program", clearly falls within those parameters of being child (and family, too) centered, and faith-filled service.

**A Before and After School Program**, while new in name, is not really all that new in practice. We at SKDS have been taking care of and helping students after school for as long as I can remember. This new phase will be a formal program. We hope you find it helpful and that it meets your needs. However, please note, the program must be self-sustaining and cost effective.

Communication will be essential as it is with the other programs we undertake at SKDS. If you have an idea, please share it. Who knows, it might be just the next best and greatest invention since the "i-Phone"!

**"Be the Light of Christ-Ser la Luz de Cristo"**

***Ms. Jennifer Crombie***

**Principal**

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### **FEES:**

- Non-refundable
- **REGISTRATION FEE:** \$25.00 per family
- Hourly: \$5.00 per hour per child
- All fees paid in full prior to the start of the next week before additional services provided
- **NO REFUNDS / CREDITS** issued if child is not present as scheduled, comes late or is picked up early, with the exception of illness. Refunds issued only in cases in which proper notification is provided.
- The child's actual hours will be calculated weekly; any additional time accrued from the submitted weekly plan will be figured at the regular rate.
- **LATE FEES:** All children **MUST** be **PICKED UP** by 6:00 PM. A late fee of **\$10.00 /every 15 minutes** for pick-up after 6:00PM (closing time) will be charged.
- **CHECKS** are made out to St. Katharine Drexel School (SKDS) -- **CANNOT** be combined with school lunch!
- We will hold admission to 30 students at the onset of the program to ensure a staffing ratio of 15 students to one adult supervisor.

**SCHOOL PERSONNEL**

Principal – Ms. Jennifer Crombie

**503 S. SPRING ST**

Phone: (920) 885-5558

Fax: (920) 885-7610

www.SKDS.org

**Administrative Assistant Preschool - 3**  
**Administrative Assistant Grades 4-8**

**Mrs. Tina Ellefson**  
**Mrs. Margaret Scott**

**Faculty**

3 Day PreSchool/Room #207  
4KAM/Room #206  
4KPM/Room #204  
Kindergarten/Room #203

Mrs. Darci Mosher  
Mrs. Andrea Rechek  
Mrs. Diana Skare  
Mrs. Tina Ellefson

Extend-A-Day-AM/Room #204  
Extend-a-Day-PM/Room #206  
Grade 1/Room #213  
Grade 2/Room #214  
Grade 3/Room #215  
Grade 4/Room #316  
Grade 5/Room #317  
Grade 6-8/Room #305  
Grade 6-8/Room #304  
Grade 6-8/Room #301  
Spanish 4-8/Room #311

Mrs. Kate Richard  
Mrs. Claudia Ramirez  
Miss Megan Meyer  
Miss Madeline VerHage  
Mrs. Dona Turner  
Mrs. Leann Anderson  
Mrs. Jessica Kern  
Mrs. Susan Pokey  
Mrs. Margaret Scott  
Miss Lauren Crombie  
Mrs. Carolina Ganske

Physical Ed / Health/Room #302

Mrs. Lori Warmka

Library/Room #s 209, 318

Ms. Kimberly Lopas

Art/Room #312

Mrs. Loreli Jenkins

Vocal Music, Chorus, &  
Music Enrichment/Room #121

Ms. Kathy Hoch

Instrumental Music

Ms. Kimberly Lopas

Before School Care/Room#207  
After School Care/Room#207

Mrs. Kate Richard  
Mrs. Claudia Ramirez

**Support Staff**



Classroom Aides (4K)

Mrs. Tricia Cargen  
Mrs. Cheryl Condon  
Mrs. Kristy Zydzik &  
Mrs. Claudia Ramirez  
Ms. Rita Nowak  
Ms. Margaret Sadoski



Teaching Assistant

Learning Resource

Various Volunteer Tutors

Learning Support Coordinator  
Room #306

Miss MacKenzie VerHage



Case Manager/Room #315

Miss Amber Heller

Tech Resource/Room #211

Mrs. Judy Wilson

Secretaries

Mrs. Patrice Schmitt  
Mrs. Rose Klavekoske

Food Service

Ms. Lisa Switzer,  
(Head of Food Service)

Maintenance

Mr. Nathan Eggers  
(Head of Maintenance)  
Mr. Robert Beske  
Mr. Chuck Hermann

Playground  
Supervisors

Teachers &  
Staff

**PARISH OFFICE**

408 South Spring Street

Phone: (920) 887-2082

Fax: (920) 885-7602

**Pastors**

Rev. Mike Erwin  
Rev. TBA

**Director of Admin & Stewardship**  
**Parish Secretary:**

Ms. Barbara Heinzen  
Ms. Marisol Zapata

**Parish Bookkeeper**  
**Director of Evangelization/LLFF**

Mrs. Sarah O'Brion  
Mrs. Kristin Adsit

**Youth/Young Adult Ministry**  
**Hispanic Ministry**  
**Parish Musician**  
**Sacristan**  
**Scrip Coordinators**  
**Deacon**  
**Deacon**  
**Pastoral Care Coordinator**

Mr. John Pryme  
Mrs. Rosalia Villalba-Osorio  
Mrs. Tanya Diggins  
Mrs. Coletta Cody  
Mrs. Allison Seufzer  
Deacon Ed Cody  
Deacon Randy Wells  
Mrs. Janice Tischler

# *Be the Light of Christ!*



2020-2021



## **MISSION**

St. Katharine Drexel School in partnership with St. Katharine Drexel Parish will nurture faith and provide quality education to the youth in the Beaver Dam area. We remain inspired by the Holy Spirit to reach out lovingly to others through example, service, and prayer. In this manner, we will continue our journey as intentional disciples to build God's kingdom.

## **VISION**

St. Katharine Drexel School, as an extension of St. Katharine Drexel Parish, is a child-centered, caring community. SKDS is dedicated to educating the whole child in the Catholic Christian tradition, offering a Christian message and a faith-filled environment to its school family through worship and service. We are called to teach as Jesus did, instructing the whole child: Spiritually, Emotionally, Intellectually, Physically, Socially, Environmentally, and Culturally.

## **PHILOSOPHY**

The St. Katharine Drexel School Family, with parents as the primary teachers, shares the joint responsibility of serving our school and others as well as building faith, knowledge and a cooperative spirit. All students, teachers, staff, parents and administration are vital to the educational program.

## **GOALS**

- We will dedicate ourselves to living virtue and support others in living virtue.
- When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.
- We will meet the needs of all students entrusted to our care through differentiated instruction including enrichment, assistance, assessment and accommodations.
- We will state objectives and goals so that students understand the purpose of individual lessons, how they achieve standards and are able to monitor personal progress.
- With our students, we will make SKDS a place of peace, reconciliation and welcome as we remain ever faithful to our mission, to teach as Jesus taught as we grow into intentional disciples.
- We remain committed to working in partnership with our families for the benefit of the children entrusted to our care.

# *Ser la luz de Cristo!*

## St. Katharine Drexel Parish – Mission/Vision/Action Statement

2017

### Mission:

1. Living out Corporal and Spiritual Works of Mercy,
2. Committed to individual and communal prayer,
3. Growing in knowledge and faith,
4. Communicating for unity.

Vision: Inspired by the Holy Spirit, we follow the footsteps of Jesus, through love for the Eucharist and outreach to those in need. As one Body of Christ, we are a diverse community journeying toward our common goal of the Kingdom of God.

**ST. KATHARINE DREXEL, OUR PATRON SAINT**, was born in Philadelphia, Pennsylvania, on November 26, 1858. Her father was a well-known banker and philanthropist. Her parents instilled in their three daughters the idea that wealth was simply loaned to them and was to be shared with others.

When the family took a trip to the Western part of the United States, Katharine saw the plight and destitution of the native Indian-Americans. This experience aroused her desire to do something specific to help alleviate their condition and began her lifelong personal and financial support of numerous missions and missionaries in the United States. The first school she established was St. Catherine Indian School in Santa Fe, New Mexico (1887).

Katharine eventually made the decision to give herself totally to God, along with her inheritance, through service to American Indians and African-Americans. On February 12, 1891, she professed her first vows as a religious, founding the Sisters of the Blessed Sacrament whose dedication would be to share the message of the Gospel and the life of the Eucharist among American Indians and African-Americans.

Katharine was a woman of intense prayer, and found in the Eucharist the source of her love for the poor and oppressed. She reached out to combat the effects of racism. She felt a compassionate urgency to help change racial attitudes in the United States. The need for quality education for people of color loomed before her.

Founding and staffing schools for both Native Americans and African-Americans throughout the country became a priority for Katharine and her congregation. During her lifetime, she opened, staffed and directly supported nearly 60 schools and missions, especially in the West and Southwest United States. Her crowning educational focus was the establishment in 1925 of Xavier University of Louisiana, the only predominantly African-American Catholic institution of higher learning in the United States. Religious education, social service, visiting in homes, in hospitals and in prisons were also included in the ministries of Katharine and the Sisters.

For the last 18 years of her life she was rendered almost completely immobile because of a serious illness. During these years she gave herself to a life of adoration and contemplation as she had desired from early childhood. She died on March 3, 1955.

Pope [John Paul II](#) canonized her as Saint Katharine Drexel on October 1, 2000.

SCHOOL COMMITTEE	
1. Rev. Michael Erwin	2. Mrs. Angela Zwald, Chair
3. Mr. Mark Roedl, Vice Chair	4. Mrs. Sarah Bindl, Secretary
5. Mr. John Bowser	6. Mrs. Marybeth Schessow
7. Mrs. Estella Calvo-Gil	8. Mrs. Danielle Paul
9. Mrs. Jenny Wendorf	10. Mrs. Jennifer Nampel
11. Mr. Greg Steil, Parish Liaison	

## STATEMENT OF PURPOSE

The purpose of the SKDS **Before and After School Program (BSC/ASC)** is to provide a safe and secure atmosphere for students while their parent/guardian is at work. Students will not need to leave the SKDS campus; thus, are comfortable with their environs. Families will have peace of mind knowing staff who are familiar with their children and the procedures of the school are caring for their children.

All policies and procedures of St. Katharine Drexel School are part of the **Before and After School Program**.

## DESCRIPTION:

- The **Before and After School Program** will be located in Room 207. The gym may be used if not in session for other programs. Children may also play on the Inner Court play structure.
- The hours and days of the week for the **Before School Program** are 6:45a.m. - 7:45a.m. Monday-Friday. The **After School Program hours** are 3:15 – 6:00p.m. Monday through Friday.
- The **Before and After School Program** will be held on **FULL** school days. The **Before and After School Program** will not be held on days when school is not in session, i.e. snow days, regularly scheduled holidays, teacher conference days, or early dismissal days.
- The program will be under the direction of the school principal, who will staff the program with qualified personnel.
- The program will also have time set aside for all children to be able to read a book, do research, work on the computer, participate in physical activity or do other individual academic skill-building activities.
- Students will be asked to provide their own snack which will take place immediately at the beginning for the **After School Program**. PLEASE make sure that your child has something for a snack. **NO NUTS**. If you send snack for the week, place it in a storage container and we will hold it for your child. Be sure your child's name is clearly marked.

## ADMISSION:

- Only K4 through 8th grade students enrolled in SKDS are eligible to attend the **Before and/or After School Program**. Due to the young age of the child, 3 year old participation will be determined on a case by case basis.
- All emergency forms must be submitted and properly updated in the school office. These emergency information forms will be used by the **Before and After School Program** teacher if needed.
- Medicine will not be administered without precise directions from the parent/guardian. Permission to Dispense Medicine forms must be filled out.
- If a student becomes ill or has a bathroom accident at the **BSC/ASC Program** we will call a parent or the person designated on the emergency form in the office to come and pick the child up.
- Each child **will be checked in upon arrival** into the **BSC/ASC Program**. The office will be notified of any child that is not present and should be. The teacher will assume full responsibility for the child from the time he/she arrives at the designated classroom until dismissal time. Dismissal time is indicated on the sign-up sheets.
- A parent or another designated adult must sign out the child. The enrollment form provides for the parent/guardian to indicate who may pick up the child. Children will **NOT** be released to an unauthorized person. If an individual not on the list should come to pick up a child, that child will **NOT** be released to him/her without contacting the parent/guardian first. Proper identification will also be required.
- Pick up for all children using the **After School Program** will be the Main Door off the School Parking Lot. This entrance is locked and parents are asked to ring the doorbell to be let in. The child must identify the parent/guardian before the supervisor will open the door.
- **We will hold admission to 30 students at the onset of the program to ensure a staffing ratio of 15 students to one adult supervisor.**

## SCHEDULING:

- Consistency is the key ingredient to the program's success. It is vital that the weekly planning sheet be submitted prior to the week for which planning is being done.
- In the event that your child participates in any school sponsored after-school activities (sports, scouts, forensics, etc.), your child may leave the **After School Program** to participate and return to the program after its completion. A signed note from the parent stating the time s/he should leave and return must be sent to the office at the beginning of the day so that the **After School Program** supervisor is notified. However, the charge to you remains the same.

- If there is a change in your schedule, written notice may be sent to the office, where it is passed on to the supervisor of the **Before and After School Program**. If you have a last minute change in your schedule, please call the school office (920) 885-5558, during school hours.
- Drop-ins are accepted if you need the **Before and After School Program** unexpectedly (**IF THERE IS ROOM and AMPLE SUPERVISION**). Please notify the office in advance.

**FEES:**

- Non-refundable
- **REGISTRATION FEE:** \$25.00 per family
- Hourly: \$5.00 per hour per child
- All fees paid in full prior to the start of the next week before additional services provided
- **NO REFUNDS / CREDITS** issued if child is not present as scheduled, comes late or is picked up early, with the exception of illness. Refunds issued only in cases in which proper notification is provided.
- The child's actual hours will be calculated weekly; any additional time accrued from the submitted weekly plan will be figured at the regular rate.
- **LATE FEES:** All children **MUST** be **PICKED UP** by 6:00 PM. A late fee of **\$10.00 /every 15 minutes** for pick-up after 6:00p.m. (closing time) will be charged.
- **CHECKS** are made out to St. Katharine Drexel School (SKDS) -- **CANNOT be combined with school lunch!**

**TERMINATION OF ENROLLMENT:**

- Consistently picking up your child after 6:00PM (closing time) is grounds for termination of participation in the **After School Program**.
- Upon the discretion of the principal, s/he has the right to ask that student/s not attend the **Before and After School Program** for being chronically disruptive to the functioning of the program.
- **The Before and After School Program** is an extension of the St. Katharine Drexel School day. **All rules during the school day apply to the Before and After School Program**. The principal reserves the right to amend this guideline for just cause. Parents will be promptly notified in writing if changes are made.

**STAFF:**

- All staff members must meet established education and experience requirements for the position held and participate in workshops as requested/required. Each employee must undergo criminal background checks and participate in the "Safeguarding All God's Children" program. School faculty and main staff are certified in CPR and First Aid.

**SCHOOL VISITORS/CAMPUS SECURITY**

All parent/guardians and constituents connected with SKDS are welcome to visit the school's campus. However, in order to provide security for our students and teachers, it is the desire of our parent/guardians, the School Board, and Administration, that all visitors obtain permission from the Principal/Administrator's office twenty-four (24) hours prior to visiting any classroom or activity. Requests for all visitations shall be in writing. Visiting individual classrooms is the final decision of the professional staff. Visitors coming to the SKDS Campus will need to adhere to Campus Security procedures.

The principal or other authorized school personnel has the discretion to request that a visitor leave the school premises if s/he believes the visitor's presence presents a danger to students, staff or school property or if their presence is disruptive to the operation of the school. Law enforcement shall be called if persons refuse to comply.

Students may not bring guests unless the student's parent/legal guardian and school principal have granted permission to do so.

A student is never permitted to leave the school with anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose. **(Policy 1250)**

**CAMPUS SECURITY**

The security system at SKDS helps ensure the safety of our students and faculty/staff. We will adhere to the following practices.

- Students enter using Main Door off the School Parking Lot.
  - Gym Lobby Doors will remain locked
- Inner Court Doors Monitored



- AM: Personnel remain at door from 7:45-8:15AM
- PM: Personnel remain at door from 11:55AM-12:15PM
- There is a clock in the Inner Court entrance. That is the time that will be honored.
- Upper Inner Stairwell Doors Locked until 8AM
- Parents of our youngest students may still take their children to their classrooms

**All sales reps, all parents, all visitors** are required to enter the building through the Main Door off the School Parking Lot during the school day.

1. The designated entrance is the main door off the school parking lot.
2. **All doors including classroom doors will remain locked during the day.**
3. **ALL** visitors must report to the office to sign in and sign out.
4. when visitors are buzzed in, they will be asked who they are prior to entering and/or physically identified before being permitted to enter.
5. All visitors will be required to sign in and sign out, returning the visitor badge upon leaving.
6. **Visitors will be escorted to their destination or the person with whom they are meeting will come to the office to meet them.**
7. Students and Staff **WILL NOT OPEN** doors for any person.
8. All visitors must enter through the main door off the school parking lot.
9. Incidents of illegal entry, theft of property, vandalism, or damage to property will be reported to the school/parish administration and law enforcement officials as soon as discovered. A written report of the incident will be filed with the office within 24 hours of the discovery.
10. Unauthorized vehicles will be reported to law enforcement officials.
11. Every staff member will be issued a photo ID.

#### **AFTER SCHOOL IDENTIFICATION PROCESS:**

Students will be asked to identify the individual through the main door before being permitted entry. **ONLY THE SUPERVISOR MAY PERMIT THE "VISITOR" ACCESS.** The individual picking up the child must show ID upon entering the building before taking the child. Only those individuals listed on the registration sheet as having permission to take the child will be permitted to do so.

#### **SMOKE FREE CAMPUS**

St. Katharine Drexel provides a smoke-free environment for all its employees, parishioners, volunteers, and students. Smoking is prohibited throughout all parish facilities. Smoking is not allowed near the entrances of any buildings.

#### **ALLERGIES/FOOD**

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (request Form 5140.2d). The health care plan will be kept on file in the office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school. The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction. The school will, in good faith, provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats that do not contain the allergen. The school will provide an allergy controlled table in the lunchroom for students with severe food allergies. Consultation with the Office for Schools and Catholic Mutual will occur when making accommodation arrangements for individual students and their families.

Some students at SKDS have a lethally dangerous allergy to peanuts; and for this reason, our environment must be as peanut-free as possible. We ask all families to consider this in preparing lunches. In the grade levels of these students, we will request that snacks and class treats be totally peanut-product-free. For other grades, if a peanut product for snack, treat, or lunch is sent, the student(s) should be instructed to wash up carefully after eating, to avoid contaminating any surface. We can all help in keeping our very allergic children safer. One table in the lunchroom and one computer in the lab will be designated as **PEANUT FREE.**

#### **TREATS**

Treats containing any peanut product are not recommended. In classes which have students with peanut allergies, they are **NOT** permitted.

### **BULLYING AND HARASSMENT (5131.1)**

Recognizing that all students, faculty and staff strive for a community based on love and respect, harassment of any kind is unacceptable and contrary to our Christian calling. Saint Katharine Drexel School maintains an educational environment that encourages optimum human growth and development. Respect for the dignity of each individual is essential. Therefore, it is imperative that SKDS maintains a learning environment that is free from any form of harassment.

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

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

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

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

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

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

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

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

#### **Reporting Procedure**

When a parent feels that a student has been a victim of harassment or bullying, s/h may initiate Harassment Intervention by contacting the school office and filing a Harassment Intervention Request.

##### **Harassment Intervention Request**

- The parent of the victim will be asked to provide a description of event(s) which constitute harassment.
- Upon receipt of the request, the principal/designee shall schedule and mediate a meeting involving the victim along with his/her parents and the individual who is accused of harassment along with his/her parents.
- The principal shall also inform appropriate school personnel regarding the situation.
- If substantiated, a plan will be established to prevent further harassment and a notice of the harassment intervention will be placed in the offender's cumulative record.
- Repeat offenders may face further disciplinary actions including suspension and expulsion.
- School personnel report and/or investigate all incidents of harassment and take appropriate action, whether they personally observe these incidents or are made aware of them by other means
- Any student who feels s/he has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the Principal/Administrator, pastor, or appropriate supervisor. According to Archdiocesan protocol, any case involving sexual misconduct also must be reported

to the director or the Archdiocesan Response to Sexual Abuse (414-758-2232.) An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken.

- In a Nutshell:
  - Written documentation of the incident
  - Disciplinary sanction(s)
  - Peer mediation
  - Professional counseling
  - Referral to outside agencies
  - Probation/Suspension/Expulsion
  - Probation/Termination

To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate civil authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated.

### BULLYING

Bullying is generally defined as “an intentional act that causes harm to others, and may involve verbal harassment, verbal or nonverbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive behavior that intends to hurt, threaten or frighten another person.” Bullying will not be tolerated at St. Katharine Drexel School. Students need to tell a teacher or other staff member if they are bullied or if they are aware of someone being bullied.

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

All school staff members and school officials who observe or become aware of bullying are required to report these acts to the school administration. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report. (See Harassment Intervention Request on previous page.)

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration shall take disciplinary action, up to and including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

#### *Excerpts from Wisconsin Model Bullying Policy*

Any form of Bullying is prohibited and will be dealt with as soon as it is brought to the school staff's attention. We cannot deal with issues of which we are unaware. Anti-Bullying practices/behaviors/procedures are addressed throughout the year as appropriate per grade level. Bullying includes such behaviors as the following.

- **Physical Aggression:** Hitting, kicking, destroying property
- **Social Aggression:** Spreading rumors, excluding from group, silent treatment
- **Verbal Aggression:** Name calling, teasing, threatening, intimidating phone calls, indirect threats
- **Intimidation:** Graffiti, dirty tricks, taking possession, coercion, gestures, social exclusion
- **Written Aggression:** Note writing, graffiti, slamming books
- **Cyber Bullying:** The sending of insulting messages or pictures by mobile phone or by use of the internet
- **Sexual Harassment:** Comments or actions of a sexual nature which are unwelcome and make the recipient uncomfortable. Examples: Rumors of a sexual nature, inappropriate touching, grabbing, comments about someone's body

o **Racial and Ethnic Harassment:**

Comments or actions containing racial or ethnic content which are unwelcome and make the recipient uncomfortable.  
Examples: Ethnic jokes, racial name calling, racial slurs  
To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

**SAFETY PROCEDURES/FIRE DRILLS/TORNADO DRILLS**

Emergency drill procedures: types of alarm bells are as follows:

1. Fire alarm continuous buzz - **FIRE DRILL.**
2. PA announcement: "We are now having a tornado drill; go to your assigned places." - **TORNADO DRILL.**

**FIRE DRILL REGULATIONS**

One fire drill per month will be held. The first drill is announced the remaining drills are unannounced. Teachers direct individual classrooms and are familiar with fire drill instructions. There is an evacuation plan posted in each classroom by the door. Each teacher will instruct children regarding specific procedures. Students will follow directions of the teachers in charge. Students should be clear of building structures. In summer 2016, an entirely new fire alarm system was installed.

**TORNADO DRILL**

This alert will be employed in the case of weather alerts for high winds and tornadoes in which the health and safety of students in our buildings may be threatened. Time is not a major factor in this type of alert as in the case of a fire drill alert. The greatest concern is for controlled orderly movement as it is impossible to predict the exact distribution of students in the building at the time the alert may be given.

When the alert is given, each class will move to the assigned protected areas within the building. Upon reaching the assigned area with a teacher, everyone will assume a protective position. This position will be maintained until the "all clear" is given, and a return to class is ordered.

When students are in the tornado position, they will do the following:

1. Sit on the floor facing a wall or main support clear of a straight line of windows, doors or other outside entry/exit.
2. Place head between the knees and cover the head with hands.
3. Remain in the "head between the knees" position until the drill is completed and the all clear is given.

**WEATHER/EMERGENCIES, INCLEMENT**

The closing of school will be broadcast on the following stations:

WBEV/WXRO and then on Madison Channel 3, Channel 15, and Channel 27.

Our weather information is posted on the Beaver Dam School District website at <https://www.bdusd.org/students-families/weather-announcement.cfm>

A **mass email/text** will be sent to all SKDS families and staff.

The same information will be posted on the SKDS website [www.skds.org](http://www.skds.org)

Our campuses will follow the directions for the Beaver Dam Unified School District in this regard.

In case of a **LATE START for inclement weather**, Kindergarten-Grade 8 will begin at the announced start time. **Preschool, MORNING 4K and Extend A Day (ALL DAY) WILL BE CANCELLED.** Usually, this start time will be two hours later. Listen carefully to the information given. Kindergarten-Grade 8 will dismiss at the regularly scheduled time.

The **Before and After School Program** operates only when school is in session.

**SAINT KATHARINE DREXEL SCHOOL**  
503 South Spring Street  
Beaver Dam, Wisconsin 53916  
Phone: 920-885-5558 Fax: 920-885-7610 Web: www.skds.org

**ST. KATHARINE DREXEL SCHOOL  
BEFORE AND AFTER SCHOOL PROGRAM  
ACKNOWLEDGMENT FORM**

I/ We acknowledge that I/we have read and understand the policies in the St. Katharine Drexel School Before and After School Program Handbook for 2020/2021. I/we agree to follow and support the policies and procedures as outlined.

Print Parent/Guardian Name:

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Parent/Guardian Signature:

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Print Parent/Guardian Name:

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Parent/Guardian Signature:

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Child's Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date: \_\_\_\_\_

