



# ST. MARY PARISH SCHOOL

Parent/Student Handbook  
2023-2024

St. Mary Parish School  
9553 W. Edgerton Avenue  
Hales Corners, WI 53130  
Phone: 425-3100  
[www.stmaryhc.org/school](http://www.stmaryhc.org/school)

## ~Core Values of St. Mary Catholic Faith Community~

### **Pray All Ways.**

We are committed to growing our personal relationship with Christ through daily prayer.

*Rejoice always. Pray without ceasing. In all circumstances give thanks, for this is God's will for you in Christ.*

1 Thessalonians 5:16-18

*Therefore, I tell you, all that you ask for in prayer, believe that you will receive it and it shall be yours.*

Mark 11:24

### **Become Eucharist.**

We strive to become the Sacraments we receive through the regular celebration of the Eucharist so that we may be blessed, broken and shared for others.

*Amen, amen, I say to you, unless a grain of wheat falls to the ground and dies, it remains just a grain of wheat; but if it dies, it produces much fruit.*

John 12:24

*I have been crucified with Christ; yet I live, no longer I, but Christ lives in me; insofar as I now live in the flesh, I live by faith in the Son of God who has loved me and given himself up for me.*

Galatians 2:19b-20

### **Know God. Share God.**

We embrace the responsibility to go and make disciples and accompany others on the journey.

*For we do not preach ourselves but Jesus Christ as Lord, and ourselves as your slaves for the sake of Jesus. For God who said, "Let light shine out of darkness," has shone in our hearts to bring to light the knowledge of the glory of God on the face of Jesus Christ.*

2 Corinthians 4:5-6

*Make this proclamation: 'the kingdom of heaven is at hand.' Cure the sick, raise the dead, cleanse lepers, drive out demons. Without cost you have received; without cost you are to give.*

Matthew 7-8

### **Reflect Love.**

We behave in a manner worthy of our call, maintaining healthy relationships, recognizing all as our neighbors so that others may come to believe in God.

*I give you a new commandment: love one another. As I have loved you, so you also should love one another. This is how all will know that you are my disciples, if you have love for one another.*

John: 13:34-35

*Put on then, as God's chosen ones, holy and beloved, heartfelt compassion, kindness, humility, gentleness, and patience, bearing with one another and forgiving one another, if one has a grievance against another; as the Lord has forgiven you, so you must also do. And over all these put on love, that is, the bond of perfection.*

*And let the peace of Christ control your hearts, the peace into which you were also called in one body.*

Colossians 3:12-15

### **Multiply the Kingdom.**

Faith in God is not a prize for our own keeping but is to be shared with the world through our thought, word, and deed.

*And Jesus said to them, "All power in heaven and on earth has been given to me. Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.*

Matthew 28:18-20

*Go out to all the world and proclaim the gospel to every creature.*

Mark 16:15

Dear Parents of St. Mary Parish School:

As the parish school, we build our program on the foundation of the Catholic faith. Within that framework we strive for a high level of academic quality and the spiritual growth of our faith community. We manifest Christian standards and values through our thoughts, words, and actions.

The information in this handbook is a guide and reference for you throughout the school year. You, as parents/guardians, provide the background from which the child comes to us. You have a precious and awesome responsibility. We strive WITH YOU to enrich the children with Gospel values, instill everyday virtues, foster potential abilities, and develop basic habits needed not only for today, but for their future as well. The home and the school must work together to provide stability, growth, and a firm value system for the children. Together we can give the children the required foundation they need to live full Christian lives.

I encourage everyone to bring their questions and concerns directly to the School Office. If I am not available, I will get back to you at my earliest convenience or I will have someone get back to you to follow up. There is no problem “too small” to receive our attention. The staff of St. Mary Parish School will work with you throughout the school year on issues concerning your child’s educational and personal development. For our quality program to be successful, we encourage input from all segments of our school community. For issues which arise that are not covered in this handbook, administrative discretion will be exercised and/or the Archdiocesan Policy Handbook will be referenced. We reserve the right to amend policies as necessary when situations develop that warrant such.

Our school is open to students of any race, creed, or nationality. We are very proud of our students and grateful for the support of parents/guardians and the parishioners. The parish is contributing a large part of its resources to aid you in your task, but none of us can replace you. We encourage your active and enthusiastic support of the school and your participation in the life of the parish. With you, we hope and pray that all the dreams you have for your children may come true. May God abundantly bless you as well as your friends and family.

Pace e bene,

Dr. Mark T. Joerres  
Principal

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## **MISSION STATEMENT**

"Celebrating spiritual growth while providing academic excellence in a Christ-centered environment."

Belong. Believe. Achieve.

### **MESSAGE**

To enhance each student's awareness of the relevancy of Christ's teaching in his/her daily life.

### **COMMUNITY**

To develop a sense of community cognizant of individual and cultural differences which enable each student to productively and confidently immerse himself/herself in both the parish school community and the broader global community.

### **WORSHIP**

To provide a variety of opportunities which enable each student, both as an individual and as a member of the larger community, to experience a more intimate relationship with God.

### **SERVICE**

To develop within each student through positive role modeling and through natural and selected experiences, a sense of mission, as the embodiment of Christ's message, in responding to the needs of others.

## **PHILOSOPHY OF EDUCATION**

We, at St. Mary Parish School, in partnership with parents and the parish community, believe in providing for the quality Christian-Catholic education of the whole student. We believe in providing a secure environment which fosters a positive self-image that is sensitive to societal influences, thereby enhancing each individual student's desire and motivation to learn.

We believe that the following goals assist us in enabling students to fully participate in the broader community. We will strive to:

### **SPIRITUAL**

- provide understanding and practice of Gospel living.
- provide and foster a Christian-Catholic value system.
- nurture the worship and prayer life of each student.
- pass on our Catholic tradition.

### **INTELLECTUAL**

- provide for the mastery of basic academic skills.
- meet individual needs.
- provide opportunities that will develop problem solving and responsible decision-making skills.
- develop good study habits.
- be aware of current trends and to present relevant curriculum.
- provide accurate and constructive mid-terms and report cards.

### **SOCIAL**

- accept each student at his/her level of social development.
- provide purposeful discipline, enabling each student to develop a feeling of self-esteem that leads to acceptance and respect of others.
- provide opportunities for student interaction.
- provide a positive school spirit.
- continue to work for communication and support among students, teachers, administration and parents.

### **PSYCHOLOGICAL**

- provide a secure atmosphere which fosters a positive self-image.
- foster openness and support within the school community.
- assist students in coping with their ever-changing environments.
- direct families to outside professional resources.

### **PHYSICAL**

- provide a safe, comfortable environment conducive to learning.
- comply with State and Federal requirements.
- support and enforce the dress code as stated in the Parent Handbook.
- comply with the Department of Public Health in health education and screening programs.
- provide fine and gross motor skill development.
- provide a safe play area.
- provide a health room during school hours



## FACULTY AND STAFF 2023-2024

<b>GRADE / POSITION</b>	<b>ROOM / OFFICE</b>	<b>NAME</b>
3K	201	Mrs. Sonya Dudor
3K	201	Mrs. Ann Gennrich (Assistant)
3K	201	Mrs. Katie Hoffmeier (Assistant)
4K	209	Mrs. Erica Rice
4K	209	Mrs. Jessica Gutierrez (Assistant)
4K	208	Mrs. Karen Parkinson
4K	208	Mrs. Katie Damon (Assistant)
5K	207	Mrs. Jodi Mallum
5K	207	Mrs. Janice Falzon (Assistant)
5K	206	Mrs. Karli Koralewski-Flores
5K	206	Mrs. Kristin Karakis (Assistant)
Gr. 1	203	Ms. Emma Jarumbo <span style="float: right;">Gr 1 and Science</span>
Gr. 1	202	Ms. Kayla Malecki <span style="float: right;">Gr 1 and Social Studies</span>
Gr. 2	205	Mrs. Kris Kuchenbecker <span style="float: right;">Gr 2 and Social Studies/Religion</span>
Gr. 2	204	Ms. Elizabeth Machi <span style="float: right;">Gr 2 and Science/Math, PLTW</span>
Gr. 3	121	Mrs. Amy Goller <span style="float: right;">Gr 3 and Language Arts, Religion</span>
Gr. 3	120	Mrs. Sophia Penkala <span style="float: right;">Gr 3 and Math, Science, Social Studies</span>
Gr. 4	117	Ms. Sarah Boehm <span style="float: right;">Gr 4 and Math, Science, Social Studies</span>
Gr. 4	118	Ms. Rebecca Lenzie <span style="float: right;">Gr 4 and Language Arts, Religion</span>
Gr. 5	115	Mrs. Jennifer Marlock <span style="float: right;">Gr 5 and Math, Science, Social Studies</span>
Gr. 5	116	Mrs. Mariterese LaBissoniere <span style="float: right;">Gr 5 Language Arts, Religion</span>
Gr. 6	106	Mrs. Wendy Hornik <span style="float: right;">MS Literature 6-7 / English 6</span>
Gr. 6	122	Mr. Gregory Karcher <span style="float: right;">MS Math 6-7-8</span>
Gr. 7	104	Mrs. Jennika Confer <span style="float: right;">MS Science 6-7-8</span>
Gr. 7	114	Mr. Paul Ferguson <span style="float: right;">MS Social Studies 6-7-8</span>
Gr. 8	112	Mrs. Mary Wackman <span style="float: right;">MS Religion 6-7-8</span>
Gr. 8	113	Mrs. Annemarie Wood <span style="float: right;">Literature 8 / English 7-8</span>
Band Director	103	Mr. Pierre Allard
Art	313	Ms. Michelle Gurneé

Library and PLTW	314	Mrs. Julie Vanderhoef
Music	105	Mrs. Heather Schultz
Physical Education	102	Mr. Jesse Duwe
Math Intervention	109	Mrs. Shelia Boinski
Reading Intervention	311	Mrs. Crissy Matthews
Guidance Coach	109	Mrs. Carolyn Jarecki
Spanish	317	Sra. Flor Benitez
Director of Technology	315	Mr. Dale Webler
Marketing and Communications	261	Mrs. Angie Girard
Principal	227	Dr. Mark Joerres
Administrative Assistant	228	Mrs. Mickie Mroczenski
Administrative School Secretary	225	Mrs. Kim Jones
After School Care Coordinator	312	Mr. Mitchel Palus
Kitchen Staff	123	Mr. Matt Acompanado and Mrs. Mary Schalk
Custodial Staff	153	Mr. Jacob Majstorovic
Custodial Staff	155	Mr. Paul Fischer

Pastor	Rev. Aaron Laskiewicz
Deacon	Mr. John Burns
Deacon	Mr. Bill Goulding
Director of Liturgical Music	Mr. Jim
Director of Catholic Formation	Mr. Jeff Kacala
Education & Curriculum Specialist	
Youth Evangelization Coordinator	Ms. Julianne Elouadih
Human Concerns and Outreach	Various volunteers
Director of Administrative Services	Mr. Dan Hansen
Parish Accountant	
Parish Administrative Assistant	Mrs. Janice Treutelaar
Parish Secretary and Bulletin Editor	Mrs. Anne Wycklendt
Financial Administrative Assistant	Mrs. Nancy Schwemmer
Assistant to Liturgy	Mrs. HollyAnn Kulmann
Archivist	Mrs. Sybil Grandeck
Parish Council Chairperson	Mr. Jim Podewils
Scrip	Mr. Tom Cyganek



## TUITION

### Tuition Rates for the 2023-2024 school year:

	Non Parishioner Tuition Rate	Parishioner Tuition Rate
4K Through 8th Grade		
First Child	\$6,300	\$4,740
Second Child	\$3,800	\$3,800
Third Child	\$3,500	\$3,500
Fourth Child or more	\$3,300	0
4K Half Day ( <i>Full Day Rate Above</i> )	\$4,950	\$3,390
3K Full Day		
5 Days Per Week	\$7,420	\$5,860
3 Days Per Week	\$6,540	\$4,980
2 Days Per Week	\$5,670	\$4,110
3K Half Day		
5 Days Per Week	\$4,950	\$3,390
3 Days Per Week	\$4,430	\$2,870
2 Days Per Week	\$3,910	\$2,350
Playground Fee	\$48/Child	\$48/Child
8th Grade Graduation	\$75/Child	\$75/Child
Technology Fee	\$80/Child	\$80/Child

### PAYMENT DUE DATE AND OPTIONS:

Tuition is paid through Blackbaud Tuition Management. **We estimated this process has saved the school \$20,000 in 2022-2023.** The tuition contract must be completed online by **July 21, 2023**. There are two payment options available:

1. Pay in full by check or credit card by **August 1, 2023**.
2. Enter a monthly payment plan with automatic payments from either credit card or bank account.

### PLEDGING PROCESS:

Pledges are made only to the Parish Operating Fund. It is from the Operating Fund that the Parish subsidizes the School. For the tax reporting of charitable giving, our annual pledge cycle follows the calendar year, not the school year.

**Note:** Setting up a monthly ACH transfer from your checking or savings account is considered an ongoing pledge of support until it is canceled by you. Doing this means you do not have to issue a new pledge form every year because an ACH is considered an ongoing pledge of support.

### 529 and EDVEST:

Private grade school tuition may be paid from 529 educational savings plans. For additional information, contact your tax and investment advisors about the tax benefits.

**SCRIP PROGRAM - USING GIFT CARDS TO SAVE ON TUITION COSTS:**

Numerous families participate in our “SCRIP” program and save hundreds of dollars on their tuition bills. Simply buy gift cards from March of the present year through the following February for your favorite stores and restaurants and a portion of your purchase is credited toward your tuition bill in April. Unapplied tuition rebates (families with students who graduate or leave) will be credited to the Tuition Assistance Program for families in need.

**TUITION ASSISTANCE PROGRAM:**

Parishioners may apply to our Tuition Assistance Program for help with temporary financial difficulties. Registered parish families interested in applying for assistance should complete the application (available on the School Website) and return it to the Director of Administrative Services at the Parish Office no later than **June 1, 2023**. There is a limited amount of assistance available. Time is of the essence. Your application is kept in strict confidence. Receiving tuition assistance does not negate your stewardship responsibility to the Parish. You must still pledge your support and give as you are able.

**TUITION REFUND SCHEDULE:**

Tuition refund is calculated based on the month in which the student is withdrawn and prorated based on the number of days of instruction received:

Prior to Start of School	August - December	January	February	March	April - June
100%	50%	30%	20%	10%	No refund

Parents will either receive a refund or may owe additional tuition depending upon when the child is withdrawn and the amount of tuition paid to date of withdrawal. If a tuition refund check is issued, a \$50 administrative processing fee will be applied.

**TUITION PAYMENT DEFAULT:**

Tuition is a financial obligation of both parents. Families who fall behind on tuition payments should contact the Director of Administrative Services to work out a Tuition Payment Agreement. If there’s a financial difficulty, job loss or other circumstance, approach us in confidence. Simply not paying past due tuition or paying late causes your family to incur late fees and risks your child’s enrollment status. Transcripts, student files and report cards may be held (excluding health records), until payment or payment arrangements have been made. In extreme cases, St Mary will take legal action to collect unpaid tuition.

**LATE REGISTRATION:**

Families registering after the start of the school year, shall pay a prorated tuition amount based on the number of days their student(s) will attend St. Mary Parish School.

# **ADMISSIONS POLICY**

## **IN-HOUSE REGISTRATION**

Current or new student registrations from families who already have a child or children attending St. Mary Parish School will be accepted for grades 3K-8 via the registration forms sent home in January. These registrations will be accepted in the order in which they are received until the recommended class size of 25 has been met. Up to 5 additional registrants per class will be placed on a waiting list.

## **NEW FAMILIES — ALL GRADES**

New student registrations will begin on the Monday of Catholic Schools Week. The priority system (listed below) will apply in grades 4K—8. The priority system will be in effect for two weeks commencing with the Monday of Catholic Schools Week and ending the following Friday. After this period, registrations will be accepted on a first come first serve basis in accordance with the general admissions statement. Transfer students must show a copy of their most recent grade report and submit additionally requested items.

## **FOUR YEAR OLD KINDERGARTEN ADMISSION POLICY**

Kindergarteners will be accepted according to the following priorities:

1. Children must be 4 years of age on or before September 1st the year the child proposes to enter school. (Based on Archdiocesan Policy and Wisconsin State Statute 118.14).
2. Children who presently have older brothers and sisters in school.
3. Children whose brothers and sisters have already graduated from the parish school.
4. New students from families who are parishioners of St. Mary Parish. Parish membership date will be the primary selection criterion.
5. The children of past graduates whose families are current parishioners.
6. New students from a non-parishioner but Catholic family who want to attend St. Mary Parish School.
7. Non-Catholic family.
8. If a tie is still noted, a lottery drawing will be made.

## **FIVE YEAR OLD KINDERGARTEN ADMISSION POLICY**

Kindergartners will be accepted according to the following priorities:

1. Children must be 5 years of age on or before September 1st the year the child proposes to enter school. (Based on Archdiocesan Policy and Wisconsin State Statute 118.14).
2. Children who presently have older brothers and sisters in the school.
3. Children presently in St. Mary Parish School Four Year Old Kindergarten Program.
4. Children whose brothers and sisters have already graduated from the parish school.
5. Students remaining on the waiting list from prior school year.
6. New students from families who are parishioners of St. Mary Parish. Parish membership date will be the primary selection criterion.

7. The children of past graduates whose families are current parishioners.
8. New students from a non-parishioner but Catholic family who want to attend St. Mary Parish School.
9. Non-Catholic family.
10. If a tie is still noted, a lottery drawing will be made.

### **NEW STUDENT REQUIREMENTS**

1. All incoming 3K, 4K, and 5K students will need to submit a copy of a birth certificate when registering.
2. Student records and/or a copy of the most recent evaluation (report card) must be on file.
3. Students must meet the immunization requirements as stated in Wisconsin Statutes and Archdiocesan Policies.
4. All new incoming students in grades K-8 may be given an individual achievement test. Report card from previous school required.
5. If an incoming student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree.
6. Any student expelled from a previous school due to behavior, drugs, or alcohol will not be automatically admitted to St. Mary Parish School. The school may admit if the following steps are taken:
  - a. On-going counseling is required.
  - b. Documentation of treatment will be required.
  - c. Probationary period will be one year.
7. Any student expelled from a previous school due to possession of weapons/firearms will not be admitted to St. Mary Parish School.

### **TEACHER REQUEST POLICY**

(Policy adoption 2/16/18)

Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child in each classroom. Improving student achievement and forming well-balanced classes across the grade-level is our primary focus. As such, teacher requests will only be considered on a rare exception basis and only if accompanied by a written request letter.

Exceptions will have the following criteria:

- The student or parent has specific concerns about a particular teacher.
- Parents of multiples (twins, triplets, etc.) may submit having their children in the same class.
- Issues relating to medical need or physical impairment.
- Issues relating to learning disabilities.
- Social-Emotional issues.
- Peer relationships.

Parent written student placement letter must include one or more of the following:

- Valid academic concerns.
- Social/emotional needs of the student.
- Personality/motivational concerns.
- Requests must be based on specific teacher traits.

Requests must be submitted to the principal by May 15 of each school year.

Although parent requests will be taken into consideration for student placement it does not guarantee placement of the student into a particular class or teacher. The principal will make the final class placement of a student.

## **EVALUATION OF STUDENTS**

St. Mary Parish School uses Standards Based Grading which involves measuring students' proficiency on well-defined course objectives and standards. With standards based grading, teachers communicate whether students are currently demonstrating learning at a level 1, 2, 3 and sometimes 4. Teachers will provide at the beginning of each school year the criteria and language used for their respective grade level.

Standards based grades:

- are more flexible and can change to reflect a student's learning,
- will fluctuate to reflect the progress a student makes in mastering various concepts and skills and moving on to new or more complex concepts and skills,
- communicate up-to-date information about a student's current level of knowledge/proficiency of the standards, and
- show how a student's learning has progressed over time. It does not average scores from weeks past before a student's learning progressed. It does not penalize a student for not knowing something before it was learned.

Report cards for the students take place formally three times a year for students in grades 1—8. Students in grades 3K-5K receive narrative-based evaluations, while students in grades 1-8 are evaluated using the progress/performance-based format. Student achievement is also assessed through the use of portfolios. Parent-Teacher conferences are held formally two times a year. These conferences allow the parents and teachers an opportunity to discuss the on-going progress and development of the student. Other written reports may be issued throughout the trimester. Conferences at other times of the year can be scheduled at any time upon request of the teacher or parent(s).

Decisions pertaining to student retention are made with serious consideration. A student who is considerably behind in academics will find the work increasingly more difficult in the succeeding grades. The scope and sequence of the curriculum in the next grade are essential elements to the decision-making process. Parents will be notified of their



child's difficulties as early as possible in the current school year so that an improvement plan can be developed. The decision to change schools or stay is made by the school and parents, as partners in the child's future.

At St. Mary Parish School all students in grades K-8 are MAP tested tri-annually for the purposes of student evaluation as well as for curriculum planning and assessment. Therefore, we request that parents do not plan vacations, other outings, or routine appointments during our testing time.

## **STUDENT/NEW STUDENT TRANSFER**

If a student is leaving St. Mary Parish School and transferring to another school, parent(s) are asked to notify the School Office. All new students transferring to St. Mary Parish School are on probation for one year. During that probationary period, the school shall determine whether or not it can meet the needs of the student (e.g. academic, behavioral, social-emotional). If a child is suspected of having exceptional needs, the child will be referred for an evaluation prior to finalizing enrollment/re-enrollment. The school reserves the right to extend the probationary period. The decision of the principal is final.

## **SCHOOL DAY SCHEDULE**

### **GRADES FULL-DAY 4K THROUGH 8:**

- 7:15 Doors Open
- 7:45 Start Bell — all students in homeroom and ready for prayer/attendance/direction
- 8:00 Classes begin
- 10:00-10:15 Recess for Grades 3-5
- 10:15-10:30 Recess for Grades K-2
- 11:00-11:30 Lunch: Grades 6, 7, and 8
- 11:20-12:00 Lunch: Grades 3, 4, and 5
- 11:50-12:30 Lunch: Grades 5K, 1, and 2
- 2:40 Dismissal

### **HALF-DAY 3K and 4K:**

- 7:45-10:50: 3K M-W-F or T-Th or M-T-W-Th-F
- 7:45-10:50: 4K M-T-W-Th-F

Supervision of students begins at 7:15 a.m. We are concerned with the safety of every child in this school. Safety procedures and rules are taught in each homeroom. We must request that parents do not send their children to school any earlier than 7:15 a.m. unless using the Before School Care Program.

**Those students arriving after 7:45 a.m. must report to the School Office before going to their homerooms. These students are recorded as tardy. If the tardy is due to extenuating circumstances (e.g. bus delay, traffic situation, weather conditions), the students will not be marked tardy.**

Students are to leave the building by 2:40 p.m. unless they are working with a teacher or part of an organized activity. In these cases, the teacher/adult leader is responsible for the students. A student may stay after school only with the approval of the parents. Students who have missed the bus or are waiting for parents to pick them up after carline pick up has ended, are to wait in the School Office. Because there is no after school supervision, the students may have to go to the After School Care Program. Scout groups and athletic teams are to go to their respective meeting places and meet their leader. All leaders are responsible for supervising their group/team.

## **PLAYGROUND PROCEDURES FOR GRADES K—8**

### **LUNCH RECESS TIMES**

Middle School	11:15—11:30
Intermediate	11:40—12:00
Primary	12:10—12:30

### **PLAYGROUND RULES**

<b>P</b>	<b>Playing Games</b>	Students will... <ul style="list-style-type: none"> <li>● demonstrate good sportsmanship, respect, and include others</li> <li>● not bully, tackle, push, hit, shove, or grab other student's clothes</li> <li>● not play dodgeball, attack ball games, nor throw the ball at the face or feet in kickball</li> </ul>
<b>L</b>	<b>Listen</b>	Students will... <ul style="list-style-type: none"> <li>● listen to and obey Playground Supervisors on duty.</li> </ul>
<b>A</b>	<b>Attitude</b>	Students will... <ul style="list-style-type: none"> <li>● demonstrate respect and responsibility at all times</li> <li>● not bully and will report bullying to a Playground Supervisor or teacher</li> <li>● immediately line up quietly and orderly, and hold onto all balls after the bell rings</li> </ul>
<b>Y</b>	<b>Your Safety</b>	Students will... <ul style="list-style-type: none"> <li>● walk from the cafeteria to the playground at recess</li> <li>● play in designated areas and stay aware from the street and off-limit areas: windows, cars or vehicles, staircases, railings, bike racks, dumpsters, rock wall, dirt/mud, behind or in trees and bushes</li> <li>● not stand, walk, or run on the benches or tables; not sit on the back of the benches</li> <li>● not run (can sit/stand) on the bend around the tree</li> <li>● not lift others off the ground (no piggy-back rides, no gymnastic/cheerleading lifts, etc.)</li> <li>● need to wear the appropriate outerwear for the weather (e.g., coats when cold; snow pants, boots, gloves or mittens in order to play in the snow)</li> <li>● report anything or anyone suspicious to the Playground Supervisor</li> <li>● leave rocks, sticks, play structure surface material, or other objects alone</li> <li>● not throw snowballs or ice chunks</li> </ul>

S	Slides and Play Structure	<p>Students will...</p> <ul style="list-style-type: none"> <li>● go down the slide one at a time, feet first, and not climb up the slides</li> <li>● not climb/sit/stand on the top of the monkey bars or the outside edges of the play structure</li> <li>● not stand or walk across the top of the rainbow/curved monkey bars</li> <li>● not play tag on the play structure</li> <li>● tuck into their jackets any loose scarves or loose necklace items</li> <li>● not be allowed to play on the play structure if the play structure is wet</li> <li>● obey directions given by Playground Supervisors for use of play equipment and play structure during inclement weather (snow, rain, puddles, ice. etc.)</li> </ul>
A	Accidents	<p>Students will:</p> <ul style="list-style-type: none"> <li>● notify a Playground Supervisor if they or others are hurt on the playground, and the Supervisor will send the student to the School Office, if appropriate</li> </ul>
F	Food	<p>Students will:</p> <ul style="list-style-type: none"> <li>● not bring or eat food or beverages on the playground at recess</li> </ul>
E	Equipment	<p>Students will...</p> <ul style="list-style-type: none"> <li>● be allowed to bring approved, safe personal playground equipment from home (e.g., balls, jump ropes)</li> <li>● bring playground equipment with them to the cafeteria at lunch time</li> <li>● not bring electronic devices to the playground</li> <li>● not bounce balls off the roof or walls</li> <li>● not use playground equipment (e.g., balls, jump ropes) on the play structure or the blue, soft-surface playground</li> <li>● inform a Playground Supervisor about equipment that goes outside of the playground area or to off-limit areas so the Supervisor can obtain the equipment</li> </ul>

## **ARRIVAL AND DISMISSAL**

### **ARRIVAL**

Students (5K - 8th grade)\* who arrive by vehicle and bus are to be dropped off on the lower parking lot. Cars and buses enter the lot from Brookside Drive (right turn ONLY – except for buses). Forming a single line, pull forward as much as possible in the drop-off lane. Students should exit the vehicle from the passenger side. After the students have safely left the vehicle, proceed slowly and exit onto Edgerton Avenue. Students may use either door #6 or # 8 to enter the building.

\*3K and 4K students may be dropped off via door # 1 on the upper lot. You must escort your child into the school building. We respectfully ask that families without 3K or 4K children use the lower lot drop off, unless there are reasonable extenuating circumstances.

School doors remain closed until 7:15 a.m. Supervision of students begins at 7:15 a.m.

## **DISMISSAL**

At the end of the day, bus riders are dismissed from the upper lot.

Students (4K - 8th grade)\*\* who are picked up by vehicle will go to their respective carline. The three carlines are divided equitably by family last name. A-J and K-R use the lower lot and S-Z use the southwest hill route that leads to the upper lot. Drivers begin to line up their vehicle heading west on Brookside Drive prior to dismissal. Once the students are safely in place in their carline area, vehicles will pull forward and proceed to their respective carline.

Make sure to discuss with your child who will be picking up each day to ensure that they are looking for the correct vehicle. You will also receive two family vehicle signs to place in your vehicle window. It is helpful to make this visible for the staff to assist the students to their vehicle.

\*\*3K students may be picked up via door # 1 on the upper lot. You must escort your child from the school building. We respectfully ask that families without 3K children use the lower lot pick up, unless there are reasonable extenuating circumstances.

## **SEVERE WEATHER PICK-UP PROCEDURE**

In the case of SEVERE weather (e.g. torrential rain, lightning, tornado warning, or other hazardous weather conditions), St. Mary Parish School will implement the Severe Weather Dismissal Procedure. You will be notified to “follow Severe Weather Dismissal Procedures” by email and/or phone system. Once we have informed you that we will be using the Severe Weather Dismissal, we will **Not** return to normal procedures if the threat of severe weather has diminished.

Severe Weather Dismissal Procedure: Students and staff will be in one of three locations.

- Last names A-J: exit main church doors
- Last names K-R: exit door #8 (lower lot)
- Last names S-Z: exit door # 3 (southwest hill route next to the gym)

## **BIKES**

Students are permitted to ride their bikes to school. The bikes must be parked in the bike stand on the lower playground and LOCKED during school hours. Bikes may not be ridden on the premises during school hours.

## **TARDINESS**

Tardiness disrupts the classroom routine and environment. All students are required to be in the classroom before the 7:45 start bell. Any student arriving in the classroom after the 7:45 start bell will be marked tardy. Allow your child time to travel to the classroom and be ready by 7:45. Tardy notices are given out in the School Office.

The procedure for dealing with repeated tardies is as follows:

After 3 tardies per trimester, the student's homeroom teacher will contact the parent(s) to address the situation.

After 6 tardies per trimester, the School Office will arrange for a conference with the parent(s) to address the situation.

After 9 tardies per trimester, the student will begin to make up the time after school the same day, double the time amount tardy. For example, if the student is 5 minutes tardy, they will remain 10 minutes after school on that day.

After 12 tardies per trimester, the situation will be addressed on a case-by-case basis. Actions may include another conference with parent(s) and/or a written notice of habitual truancy\* to a relevant court or child services agency.

\*Habitual Truancy as defined by WI statute 118.16 is for any student who is absent from school without an acceptable excuse for part or all of 5 or more days per trimester.

Note: on mornings when the weather or road conditions are difficult or dangerous due to snow, ice, etc, we allow an appropriate grace period based on conditions and will not mark students tardy. We would rather you use extreme caution and arrive safely than worry about being tardy.

Any student arriving during the first 2 hours of the school day will be marked tardy. Later arrivals will result in being marked .5 day absent. Additionally, any student missing more than 2 hours either in the AM or PM will be considered .5 day absent.

Administration and staff discourage doctor and dental appointments during school hours. However, if this becomes necessary, a written note must be presented to the teacher indicating the desired release time. All students must be picked up and released from the School Office.

The following are some examples of unexcused tardies: ongoing car troubles, repeatedly oversleeping, or ongoing missed buses.

## **ABSENCES**

If a student is going to be absent, ***the School Office should be notified by phone between 7:00 AM and 8:00 AM.*** If a student's absence has not been reported, school personnel will call the parent(s).

Any student absent from school because of communicable disease (e.g. measles, chicken pox, mumps, scarlet fever) ***must have permission from the health department or a physician*** before they will be readmitted to school. It is required that parents/guardians report their child's communicable disease to the local health department.

In accordance with Wisconsin Compulsory Attendance Law, a parent will be sent written notification when the child has been absent or tardy without an acceptable excuse for 5 days per half the school year. Another notice regarding habitual truancy shall be sent when a student has been absent or tardy without an acceptable excuse for 10 or more days the entire school year.

The following are some examples of unexcused absences: ongoing care of relatives, repeatedly visiting relatives, or ongoing/extended vacations.

## **VACATION**

As a school staff, we feel that consistency and clear communication are extremely important when we uphold our high academic expectations with all our students. If your child must miss school for a family vacation, some work may be given to take on the trip. However, this is not guaranteed. Students in this situation should advocate for themselves as they complete make-up work and should expect to communicate with their teachers upon their return in order to aid the transition back into the academic program. Remember your child is missing more than “work;” your child is missing instruction.

For assignments that cannot be given prior to the absence, teachers are not obligated to re-teach missed material, but will establish a reasonable time frame for completing missed assignments. It is ultimately the responsibility of the student (and parent) to advise all teachers of their absence and to see that missing work is caught up within one week of the return to school.

## **BEFORE, EXTENDED,\* AND AFTER SCHOOL CARE PROGRAM**

St. Mary Parish School offers a Before, Extended, and After School Program for students requiring care during non-school hours. The program will be open Monday through Friday and will run the length of the school year. On half day dismissal at 11:30 am AND on early release days at 1:00 pm, After School Care is provided for those that are signed up for the program. For a complete list of fees and policies, please visit our website or contact the School Office.

\*if staffing is available for extended care hours

## **EMERGENCY SCHOOL CLOSING**

In case of severe weather, loss of electric power, water failure, heating problems, or other emergency, the procedure for an emergency school closing will be:

- All parents will be notified of the emergency closing and transportation changes via our automated phone calling system (phone voicemail, text, and email) of the emergency closing.

## **SEVERE WINTER WEATHER CLOSING**

St. Mary will decide independently if it will close due to severe winter weather conditions. We do not automatically follow any school district’s decision to close. Parents should always use their discretion when sending their children if the school decides to stay open.

**Information regarding our school closing will be sent via phone voicemail, text, and email, and will be posted on our school website.**

The announcement of our school closing also will be made through the following media sources:

WTMJ/TV4

WISN/TV12

WITI/TV6

CBS58

## **PERMISSION TO LEAVE SCHOOL GROUNDS**

No student is permitted to leave the school grounds without the permission of the principal once they have arrived at school. If, for some reason, a parent wishes a child to leave, the parent **MUST** notify the School Office. All students must be released to a parent/guardian or designee. The parent will sign their child out. This rule must be strictly enforced for student safety.

## **TRANSPORTATION**

A student, for liability reasons, may not ride a bus that they are not scheduled to ride.

In certain circumstances, a bus company may allow a non-bus rider to accompany a bus rider with written permission; however, this is not a regular practice. St. Mary Parish School must adhere to bus company policies.

## **BUS POLICY**

The bus driver is in complete charge during the boarding, the ride, and departure from the bus – including crossing the street. Students are expected to comply with all rules and regulations of the bus company.

Students whose misbehavior is reported by the driver to the bus company become the subject of referral to the principal. The principal will investigate and take appropriate action.

When a complaint regarding bus behavior is received, the following procedure will be followed:

**First Report:** The principal will discuss the situation with the student and their parent(s).

**Second Report:** The principal will discuss the situation with the student and their parent(s). The student may be suspended from riding the bus if circumstances warrant it.

**Third Report:** The principal will discuss the situation with the student and their parent(s). The student may be permanently deprived of bus transportation if circumstances warrant it.

All behavior referrals and subsequent actions taken will be kept on file.

If a child is late in being picked up or coming home, the parent/guardian should call the bus company to inquire about the delay. The bus company is: First Student (414-422-2020).

## COMMUNICATION

Communication between home and school is an essential priority for us at St. Mary Parish School. In order to establish a ritual for our communication, our weekly newsletter, the Royal News, will be sent via email each Friday. In addition, we invite any organization desiring to send a communication to school families to submit that information to the School Office for inclusion in the Royal News. This will be the only opportunity to send any communications to school families during the week. Please know that we reserve the right to determine what will be included in the Royal News.

## FIELD TRIPS

The community affords a wide range of learning experiences that are related to the curriculum and educational objectives. Field trips are an integral part of the total educational process. Written permission by parents is secured before students participate in field trips. Students are accompanied by teachers and by an adequate number of adult chaperones. All monies and permission slips for field trips should be sent to school in a sealed envelope with the student's name and homeroom number.

## FUND RAISING

Fundraisers are determined by the principal, the Home and School Association, and other school organizations.

## HOT LUNCH AND MILK

Lunch and milk money may be turned into the School Office or loaded electronically via our website. It is customary to have a positive balance with which to have your child's lunch purchases drawn against. When the account balance becomes negative, an email notice will be sent. Each student will be given a lunch card with an ID number. Students intentionally destroying their card or who misplace their card will be charged a \$5 replacement cost.

Student Hot Lunch.....	\$4.35
Seconds.....	\$2.50
Milk or Water.....	\$ .55

***Please note what's not allowed in the cafeteria: foods with tree nuts, sharing of lunches, parents bringing fast food to their child/ren.***

## WATER BOTTLES

Water is allowed in classrooms under the following considerations:

- The non-breakable bottle must contain water and water only. No juice, soda, addables, tea, energy drinks, etc. unless under a physician's instructions.
- The bottle must have a closable lid of some sort (a screw on lid or a push top).
- The student will be responsible to fill the bottle between classes or with teacher permission.
- Water bottles are not to be in close proximity to any technology (e.g. computers, chromebooks, ipads, document



cameras, projectors).

- Water bottles will not be allowed in the library.
- Water bottles are not to be played with on school grounds (e.g. throwing bottles, spraying water, or pouring the contents of the bottle on any one).

Failure to follow the above may result in the student losing the privilege of having a water bottle in the classroom.

## **INDOOR RECESS**

Students will not be allowed to remain in for the morning or lunchtime recess without a written request from the parent(s) explaining the reason(s). This written request is to be given to the classroom teacher. Students may stay in the classroom (supervised) or School Office when they are excused from recess.

## **LIBRARY**

Overdue policy: If a book is overdue, a verbal reminder is given to the student to return the book. After two weeks, a reminder note is sent home. After one month, a request will be sent home to have the book returned or replaced. A fee of 25 cents will be assessed every day the item is overdue. Books cannot be checked out until overdue books or replacement costs are paid. Report cards may not be issued at the end of the trimester until all fees are paid or books are returned.

## **LOCKERS, LOCKS, AND DESKS**

School lockers, locks, and desks are the property of St. Mary Parish School. At no time does the school relinquish its exclusive control of lockers, locks, and desks provided. Access by school staff will occur in emergency situations, or if there is cause to believe there are items that involve health or safety or items in violation of school policies. Additionally, periodic general inspections of lockers and desks may be conducted by the principal and/or teacher for any reason at any time, without notice, without student consent, and without a search warrant.

### **LOCKER REGULATIONS:**

1. No student may change their locker assignment without permission from their teacher or the principal.
2. Decorating the outside of lockers is an eighth-grade privilege ONLY and does not apply to other grades.
3. Decorating the inside of lockers must be in accordance with school policies. NO tape of any sort is to be used in decorating. EZ clips, magnets, painter's tape, and blue or yellow tack are acceptable.
4. No outside/personal lock may be placed on the lockers.
5. No presetting of locker combo or setting locker door so it opens when lifting up on lever. This allows for potential theft or damage to school and personal property.
6. Any locker damage will be assessed accordingly.

## **LOST AND FOUND**

The LOST AND FOUND area is located near the School Office. Lost and found items are always available for inspection by students or visiting parents. Every effort is made to locate the owners of lost property; however, at the end of each trimester, unclaimed items may be given to St. Vincent DePaul Society.

## **MEDIA OPT-OUT**

The Archdiocese of Milwaukee recognizes that in today's environment the use of the Internet, social networking, and digital communication are important. St. Mary Parish School wishes to take advantage of these ways of communication as a means to enhance our marketing and educational needs. A media-opt out form will be signed by the parent who does not want their child to appear in photographs or recordings.

## **PARENTS AND VISITORS**

Parents and visitors are always welcome at the school. However, all entrances to the school will be locked throughout the school day for safety. To gain access to the school, parents and visitors are required to park in the upper parking lot and come in the main school entrance (door #1). An intercom system and camera are in use. Please ring the bell. Once identification has been established, parents and visitors will be allowed to enter. **Upon entering the school, register in the School Office and wear a visitor's badge.**

## **SCHOOL PICTURES**

St. Mary Parish School has contracted with Scholastic Reflections Photography for student pictures. All students will be photographed and these pictures will appear in the annual yearbook. School picture packages are available to the parents, but purchase is optional. No pictures will be allowed from another photographer for either the eighth grade class picture or yearbook.

## **STUDENT RECORDS**

St. Mary Parish School respects the privacy of all student records and has approved the following procedures to be followed before access to student information is given.

1. Only the principal and the two school administrative assistants will have access to the locked file cabinets where records are stored.
2. Only a student's current teacher/teachers may request access to student files.
3. Parents/guardians must give 5 days' written notification to the principal requesting to view student files.
4. All student files must be viewed in the presence of either the principal or the two administrative assistants.
5. No student records should be taken out of the School Office.
6. The school principal will determine whether items in the student record can be copied and distributed to teachers or parents/guardians.

A pupil transferring to St. Mary Parish School presents the most recent student evaluation form (report card) as evidence of achievement in the school last attended. Upon a conversation with personnel at the former school attended, a decision will be made. If the decision is made to enroll the student, we will request that all of the student's cumulative and confidential records be sent directly from the former school. Records are mailed directly to the school in which the student is newly enrolled and not carried by parents or guardians. Parent or guardian written authorization for the transfer of records is not required for the records to be released and sent to the new school in which the student is enrolling. Unless there are compelling reasons for not doing so, this record transfer should take place within five (5) days of receiving the request.

## **OFFICE TELEPHONE**

If there is an emergency or urgent need, students will be permitted to use the School Office or classroom phone with their teacher's permission. Please work with your child in planning the day so there should be no need to call home for forgotten items or to make decisions that should have been discussed at home previously.

## **VOLUNTEERS**

Our volunteers are essential to the total success of our educational system. This support enhances the educational process in ways that would not be otherwise available.

**Volunteers *may* be asked to sign a Volunteer Policy Guide, provided by the School Office.**

Safeguarding God's Children training must also be completed prior to days of volunteering and prior to overnight trips.

### **VOLUNTEER PARENT HELPERS IN CLASSROOMS (3K-5)**

Educators realize the invaluable assistance of volunteer parent helpers with individual or small group tutoring.

### **SECRETARIAL ASSISTANTS**

These parent volunteers do clerical tasks for teachers at home or in school.

### **ROOM MOTHERS**

These volunteers help arrange for special events throughout the school year.

### **LIBRARY ASSISTANTS**

Volunteers assist students in locating reference materials and checking out books. They also file, mend, recover, catalog, and shelve books.

### **TUTORING**

Volunteers tutor students (K-8) in the basic skills area.

## **WATCH DOG DADS**

Being a Watch D.O.G.S. Dad will allow St. Mary Parish School fathers or father figures to see and experience their child's classroom along with other aspects of the day.

There are many other volunteer opportunities available through the Home and School Association.

## **WEBSITE**

For information on St. Mary Parish School, including the calendar, please go to the school's web site at: [www.stmaryhc.org/school](http://www.stmaryhc.org/school). The St. Mary Parish School website is an excellent communication tool providing information to the community-at-large, as well as existing families, regarding the school. Throughout the year, parents should look at the Parents tab for valuable updated information.

## **ACCEPTABLE USE POLICY FOR COMPUTERS AND TECHNOLOGY**

St. Mary Parish School provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence at St. Mary Parish School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. Access is a privilege, not a right. Access means responsibility.

Students are responsible for good behavior on school computer networks, email, PowerSchool, and Internet, just as they are in a classroom or a school hallway. Communications on various networks are often public in nature. General school rules for behavior and communications apply. During school, teachers will guide students toward appropriate websites. Most unacceptable websites are blocked. If a student comes across a website they feel is inappropriate, or identifies a security problem, the student must immediately let the teacher know without demonstrating the problem to anyone else. Deliberate searches for inappropriate content will not be tolerated.

Network access, email, PowerSchool, and Internet based programs requiring a username are the property of St. Mary Parish School. Administrators may inspect files, activity, and communications to maintain system integrity and ensure users are using computers responsibly. Users should not expect their files or communications to be private. When the Computer, Email, PowerSchool and Internet Rules are violated, there are consequences.

Depending upon the violation, one or more of the following actions may occur:

- Verbal warning
- Loss of computer-use privileges
- Disciplinary action
- Notification to law enforcement agencies
- Confiscated device

All students in grades 3-8 must have an “Acceptable Use Policy for the Use of Computers and Telecommunications” Form on file. The full Acceptable Use Policy for the Use of Computers and Telecommunications can be found on the St. Mary School website.

## **CONTENT FILTERING AND MONITORING**

St. Mary Parish School will monitor the online activities of minors and operate a technology protection measure (“filtering/blocking device”) on the network and/or all devices with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law.

Because St. Mary Parish School’s technology is a shared resource, the filtering/blocking device will apply to all school devices with Internet access. Filtering/blocking devices are not foolproof, and St. Mary Parish School cannot guarantee that users will never be able to access offensive materials using school equipment. Evasion or disabling, or attempting to evade or disable a filtering/blocking device installed by St. Mary Parish School is prohibited.

St. Mary Parish School’s Director of Technology may disable school staff’s filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the school.

## **STUDENT USE OF PERSONALLY OWNED DEVICES**

**(BRING YOUR OWN DEVICE - BYOD)**

St. Mary Parish School has an Acceptable Use Policy for the Use of Computers and Telecommunications (AUP) for students also known as AUP, found on St. Mary School Website. This policy includes any personally owned technology devices that students bring to school for use in our classrooms. Similar to other personally owned items, the school is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school. Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instruction process.

Any parent who wishes their child to use a personally owned electronic device at St. Mary Parish School must read the “Acceptable Use Policy for the Use of Computers and Telecommunications” document, sign this BYOD Permission Form and agree to follow any additional guidelines implemented by the classroom teacher.

The student takes full responsibility for his or her device and keeps it with himself or herself, or secured in their locker, at all times. The school is not responsible for the security of the device. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school. The school reserves the right to inspect a student’s personal device if there is reason to

believe that the student has violated school policies, administrative procedures, school rules, or has engaged in other misconduct while using their personal device.

Any violations of school policies, administrative procedures, classroom rules, or school rules involving a child's personally owned device will result in consequences as outlined in the AUP referenced above.

## **DESIGN FOR LEARNING**

St. Mary Parish School is dedicated to providing a quality Catholic Christian education to the community of St. Mary Parish. The basic organizational structure of the school's educational program is:

- Three-Year-Old Kindergarten: half-day and full-day sessions.
- Four-Year-Old Kindergarten: half-day and full-day sessions.
- Five-Year-Old Kindergarten: two full-day sessions.
- Partially self-contained classrooms in Grades 1-5, with the use of specialists in the areas of Art, Music, Phy Ed, Reading and Math intervention, Technology/PLTW, Guidance, Individual/Group Tutoring, and Spanish.
- Departmentalized classrooms in Grades 6-8, with the use of specialists in the areas of Art, Spanish, Music, Phy Ed, and Individual/Group Tutoring.

## **INSTRUCTIONAL MATERIALS SELECTION POLICY**

Instructional materials are selected by St. Mary Parish School to implement, enrich, and support the educational program for the student. Materials must serve both the breadth of the curriculum and the needs and interests of individual students and whenever possible will adhere to our Christian Catholic values. St. Mary Parish School pledges to provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

The main objective of our selection procedure is to provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.

The St. Mary Parish School Commission delegates the school principal the authority and responsibility for selection of all print and non-print materials. Responsibilities for actual selection shall rest with appropriate professionally trained personnel who shall discharge this obligation consistent with the selection criteria and procedures. Selection procedures shall involve representatives of the professional staff directly affected by the selections, and persons qualified by preparation to aid in wise selection.

Staff members involved in selection of resource materials shall use the following criteria as a guide:

- educational significance
- contribution the subject matter makes to the curriculum and to the interests of the students
- favorable reviews found in standard selection sources
- favorable recommendations based on preview and examination of materials by professional personnel
- reputation and significance of the author, producer, and publisher
- validity, currency, and appropriateness of material
- contribution the material makes to breadth of representative viewpoints on controversial issues
- high degree of potential user appeal
- high artistic quality and/or literary style
- quality and variety of format
- value commensurate with cost and/or need
- timeliness or permanence
- integrity

## **ACADEMIC HONESTY**

The mission of St. Mary Parish School calls for all members of the school community to act with integrity. The act of plagiarism violates our expectation that students exhibit ethical behavior as expressed in their academic work.

Plagiarism is defined as “the reproduction, in whole or essential part, of a literary, artistic, or musical work done by one who falsely claims to be its creator.” *Encyclopedia Americana, 2003.*

Cheating in school, including sharing, accepting, or taking information (whether it is on tests, homework assignments, or projects) is never acceptable. The proper use and proper documentation of material in term papers and similar assignments does not constitute cheating.

Students who have violated the cheating policy may endanger eligibility for scholarships and/or awards.

Teachers will discuss this plagiarism policy in every class at the beginning of the course and discuss academic and ethical reasons for not using the work of other people without proper attribution. In order to deter or detect plagiarism, students may be requested to submit assignments to a plagiarism detection website. Many institutions of higher education expel students found guilty of plagiarism. In an effort to prepare our students for the future, we have established the following guidelines:

### **FIRST OFFENSE**

- a. Teacher will discuss the incident with the student and contact the parent/guardian.
- b. The student will serve a detention.

- c. Teacher will document the situation.
- d. The principal, teacher, and student will meet to decide how the student will redo the work and how this will impact the final grade.

**SECOND OFFENSE**

- a-d. Same as the first offense.
- e. The second incident of cheating will result in a half-day in-school suspension, a parent conference, and a determination of how this will impact the final grade.

**THIRD OFFENSE**

- a-d. Same as the second offense.
- e. The third incident will result in placing the student on probation.

**HOMWORK POLICY**

(Archdiocese Policy 6154)

Homework is developmental in nature and increases in scope with the maturity and capabilities of the student.

Homework, properly planned and purposeful in nature, should:

1. Deepen a student’s understanding and skills relative to content that has been initially presented to them.
2. Prepare students for new content or have them elaborate on content that has been introduced.
3. Help students develop good study habits and organizational skills.
4. Foster positive attitudes towards school.
5. Communicate to students that learning takes work at home as well as school.
6. Communicate to parents what is being emphasized in class, what is expected of students, and how the student's work will be evaluated.

The following should guide teachers in the use of homework:

1. The amount of homework assigned to students should be different from elementary to middle school to high school.

<u>Level</u>	<u>Time</u>
Pre-K & K	0-15 minutes
Primary	15-30 minutes
Intermediate	30-60 minutes
Middle School	60-90 minutes
Secondary	1 ½ - 2 ½ hours

2. Parent involvement in homework should be kept to a minimum.
3. The purpose of homework should be identified and articulated.
4. When homework is assigned, approaches to providing feedback should vary.



## MIDDLE SCHOOL

Cognizant of homework “overload,” the Middle School teachers agree to:

- Adjust the material covered to meet the students’ developmental needs and capabilities.
- Allow sufficient time to begin homework during class time for the purpose of clarification and, if necessary, adjustment of scope.
- Assign minimal homework on weekends and holidays.
- Communicate among staff members testing dates and project due dates.

Each teacher would appreciate having individual parent concerns directed to them so that the teacher, aware of the situation, can make necessary adjustments.

Teachers will provide at the beginning of each school year the homework plans and policies for their respective grade level, including homework turned in late as well as homework deadlines due to absences.

## RELIGION

Religious Education is integrated into the life of each student. This is done by a continuous effort to create a Christ-centered atmosphere in each classroom and in the school as a whole.

A formal religion program is taught on all levels (3K — 8). The basic text is entitled “We Believe.”

The Theme for each grade is as follows:

<b>Kindergarten:</b> God Made the World	<b>Grade Five:</b> We Meet Jesus in the Sacraments
<b>Grade One:</b> God Loves Us	<b>Grade Six:</b> We Are God’s People
<b>Grade Two:</b> Jesus Shares God’s Life	<b>Grade Seven:</b> A Journey with Jesus, Relationships, and Service
<b>Grade Three:</b> We Are the Church	<b>Grade Eight:</b> Forming our Catholic Identity, Social Justice, and Prayer
<b>Grade Four:</b> God’s Law Guides Us	

## HUMAN GROWTH AND DEVELOPMENT PROGRAM

Grades 4, 5, 6, 7, & 8

(Archdiocesan Policy 6141.11)

“Education in human sexuality shall be a part of the curriculum in all elementary and secondary schools and religious education programs.” At St. Mary Parish School great care has been taken to assure integration of children’s spiritual, physical, intellectual, and psychological maturation, within a solid Church approved framework of Catholic values.

**Texts used:** “Fully Alive”  
Silver Burdette (Grade 4 & 5)  
“New Creation”  
Brown-Roa (Grades 6-7-8)

## **SACRAMENTAL PROGRAM**

The policy at St. Mary Parish School is to build a strong sense of parish community at every level of Parish life, but especially at the time of sacramental preparation. At these special times our parish policy of building Christian unity brings families from the Parish School together with families of those in the Christian Formation Program. In keeping with the mandates set forth by Rome and the Archdiocese of Milwaukee, the Sacrament of Reconciliation will take place before the Sacrament of First Communion.

At St. Mary, these are both celebrated in Grade Two. Information about the preparation process, important dates, parent meetings, and the reception of the Sacraments will be communicated early in the school year.

If you have questions regarding First Communion or Reconciliation, please contact the Director of Catholic Formation, Jeff Kacala at 425-2174. Children of Catholic parents, who have not received the sacrament of Eucharist and Reconciliation, will be assisted in sacramental preparation by school personnel and the Christian Formation Office. The children of non-Catholic parents may participate in all the liturgical and devotional services celebrated at our Parish School. However, out of respect for the faith tradition of both non-Catholic and Catholic families, non-Catholic children are not allowed to receive the sacraments.

## **PET POLICY**

(Archdiocese Policy 5140.3)

For health and safety reasons, family/household pets are not allowed in the school building or grounds. This does not include classroom animals. The school administrator, for special educational events (e.g. Career Days, "Care for Critters," or the St. Francis Blessing of the animals) may allow exceptions.

## **CHILD ABUSE AND NEGLECT**

According to Wisconsin State law, any staff member who has reasonable cause to suspect child abuse or neglect is obligated to report the case to Child Protective Services. The school will follow the guidelines and meet the requirements for reporting suspected child abuse, sexual abuse, or neglect as written in the Archdiocese of Milwaukee Policies and Regulations Manual, #5140.1(d) and according to Wisconsin State Statutes.

## **UNIFORM SUPPLIERS**

<b>Lands' End</b>	<b><a href="http://www.landsend.com/school">www.landsend.com/school</a> <b>1-800-269-2222</b></b>	Source code: 9000-5859-5
<b>Ideal Logo</b>	<b>Forms will be available on St. Mary's website: <a href="http://www.stmaryhc.org/school">www.stmaryhc.org/school</a></b>	School sales only three times per year.

## DRESS CODE POLICY

The tradition established at St. Mary Parish School has been the wearing of a uniform. The purpose of having a school uniform is to simplify the matter of student attire and place that issue in its proper perspective with regard to the learning process. The uniform is viewed as a sign of belonging to St. Mary Parish School and is an expression of pride in the developing community. A uniform promotes a sense of equality among the students. Cooperation in wearing a uniform encourages responsibility and self-discipline on the part of the students. The administration reserves the right to deem items inappropriate.

### **Pants/Capris**

Solid navy or solid khaki (light tan); plain or pleated front.

**NOT ALLOWED: spandex or lycra, jeggings, leggings, joggers, zip ankle, sweatpants, or pants made with jean or denim material.**

### **Shorts**

Solid navy or solid khaki (light tan); plain or pleated front. Length must be either no shorter than 4" from top of the knee or less than the length of the student's finger tips.

**NOT ALLOWED: shorts made of spandex or lycra.**

### **Jumper/Skirt/Skort**

Uniform plaid (Lands' End classic navy/evergreen plaid), solid navy, solid khaki (light tan). Plain or pleated front or side button. Available from Lands' End. Length must be either no shorter than 4" from top of the knee or less than the length of the student's finger tips.

### **Polo Shirt (short or long sleeve)**

Plain button front with collar; solid navy or white. Logoed apparel from Lands' End or Ideal Logo.

**Note: small (quarter sized) insignias are acceptable (e.g. the polo logo). If two shirts are worn together, the shirt underneath must be white or solid navy.**

### **Sweater**

Cardigan, crew neck, v-neck, sweater vest, solid navy or white. Uniform polo shirt must be worn underneath. Logoed apparel can be ordered from Lands' End or Ideal Logo.

**NOT ALLOWED: oversized sweaters**

## **Sweatshirt**

Navy St. Mary sweatshirt (crew neck or hooded) from Ideal Logo. Uniform polo shirt must be worn underneath.

**NOT ALLOWED: oversized sweatshirts or spirit wear sweatshirts.**

## **Fleece Jacket/Fleece Vest**

St. Mary navy logoed jacket/vest only. Logoed apparel can be ordered from Lands' End or Ideal Logo.

## **Holloway Transformation Jacket**

Navy and bronze jacket with logo; full or half zipper. Available from Ideal Logo.

## **Tights/Leggings**

Solid navy, solid tan, or solid white only.

**Note: tights and leggings can be worn under shorts, skirts, skorts, or jumpers.**

## **Socks**

Any color is allowed. A small insignia (e.g. Nike symbol) is acceptable.

## **Shoes**

Closed toed shoes.

**NOT ALLOWED: flip flops, backless shoes, open toed shoes, heels higher than one inch, shoes/boots higher than ankle length. (There is one exception: Ugg-type Boots are acceptable.)**

## **Accessories**

**NOT ALLOWED:** visible tattooing, body piercings (other than ear lobes), excessive make-up, unnatural hair coloring, costume hair accessories (such as headbands with unicorn horns, cat ears, very large/oversized bows, etc).

## **Non-Uniform Days**

***Out of Uniform Days (Passes may only be used on Fridays, with occasional exceptions for other days. Never allowed on liturgy days.)***

### **ACCEPTABLE ATTIRE:**

Bottoms: jeggings, leggings, joggers, denim jeans, and pants of any color. Shorts, skirts, and dresses of any color and length must be either no shorter than 4" from top of the knee or less than the length of the student's finger tips.

Tops: long/short sleeve T-shirts, sweatshirts, sweaters, sweater vests, socks/tights of any color.

Shoes: closed toed shoes.

### **NOT ALLOWED:**

Bottoms: ripped or holey material on any bottom worn.

Tops: tops with inappropriate, violent, or messages/slogans that are offensive or contrary to our Christian faith,

halter tops, crop tops, sleeveless tops, any type of tank top, bare midriffs, oversized tops.

Shoes: flip flops, backless shoes, open toed shoes, heels higher than one inch, shoes/boots higher than ankle length.

Note: can also wear standard uniform attire on out of uniform days.

***Spirit Wear Days – designated days per school calendar. St Mary spirit wear is available at Ideal Logo.***

**ACCEPTABLE ATTIRE:**

Bottoms: jeggings, leggings, joggers, denim jeans, and pants of any color. Shorts, skirts, and dresses of any color and length must be either no shorter than 4” from top of the knee or less than the length of the student’s finger tips.

Tops: St. Mary logo on t-shirts, polo shirts, sweatshirts, jackets. Or, tops with school colors of solid navy, solid gold, or solid white. No other colors are acceptable.

**NOT ALLOWED:**

Bottoms: ripped or holey material on any bottom worn.

Tops: sleeveless, bare midriffs, oversized tops.

Shoes: flip flops, backless shoes, open toed shoes, heels higher than one inch, shoes/boots higher than ankle length.

Note: can also wear standard uniform attire on spirit days.

***Dress Up Days – designated days per school calendar.***

**ACCEPTABLE ATTIRE:** Dress up days consist of what is generally accepted as “Sunday Best” and appropriate for special occasions. Shorts, skirts, and dresses of any color and length must be either no shorter than 4” from top of the knee or less than the length of the student’s finger tips.

**NOT ALLOWED:** What you would wear for out of uniform days or spirit days.

Note: can also wear standard uniform attire on dress up days.

## **Physical Education Clothing**

**Grades K-5** – Regular uniform attire and separate pair of athletic shoes to be kept at school.

**Grades 6-8** – Need to bring or keep at school: deodorant, a change of shirt with sleeves, pants (or sweatpants), shorts, and athletic shoes (separate pair to be kept at school). Students may NOT share their phy ed clothes with other students.

**NOT ALLOWED:** jewelry, watches, and dangling earrings, cut off shorts, shorts that are made to cling to the body, crop tops, and mesh shirts.

## **Scouting Uniforms**

May be worn on Scout Meeting days. (Shorts may only be worn aligned with the boundaries of the dress code.)

## **Winter Weather Dress**

Grades K-5 – Students should wear boots that can be removed during the day and snow pants. Students should wear hats, gloves, and scarves.

Grades 6-8 – Students should dress appropriately to stay warm during outside lunch recess.

## **CODE OF SCHOOL CONDUCT**

St. Mary Parish School is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in such a manner that allows teachers to effectively carry out their lesson plans and students to participate safely in classroom learning activities. Students are also expected to abide by all rules of behavior established by administration and classroom teachers for all areas of the school campus.

Student behavior that is dangerous, disruptive, unruly, interferes with the teacher's ability to teach effectively or maintain an orderly and safe environment, will not be tolerated. Any student who engages in such behavior may be subject to removal from class (or activity) and to disciplinary action in accordance with school rules and policies.

Teachers will provide at the beginning of each school year the behavior expectations and procedures for their respective grade level.

## **CELL PHONES AND ELECTRONIC DEVICES**

Students are NOT allowed to have cell phones out/used at any point of the school day while on campus unless given permission to use them by a staff member. They are to be powered off and safely stored from the time they exit a vehicle or bus until they return to the vehicle or bus. Electronic devices are not allowed to be used between 7:15 - 7:30 am while waiting in the hallway or cafeteria. It is too difficult to monitor proper usage with the number of students gathered at that time.

Teachers will provide at the beginning of each school year the protocols for cell phones and other electronic device usage for their respective grade level.

## **REWARD SYSTEM AND DEMERIT SYSTEM**

The Reward System is a program designed to recognize students for good behavior. It supplements the teacher's classroom management system. An emphasis is placed on teaching students to take responsibility for their actions. The Demerit System is a program designed to address inappropriate behavior. Such behavior results in a series of progressive consequences and an accumulation of demerits. An emphasis is placed on teaching students to take responsibility for their actions.

Teachers will provide at the beginning of each school year the details of these systems for their respective grade level.

## **STUDENT HARASSMENT (BULLYING)**

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 a learning and working environment free of any form of harassment or intimidation toward students.

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following: threatening behavior, derogatory ethnic slurs, physical or mental abuse, bullying, unwelcome sexual advances or touching, sexual comments/jokes/gestures, threatening words, racial insults, using “kill words.”

St. Mary Parish School will not tolerate any form of harassment or bullying. Any employee or student who engages in harassment shall be disciplined. Any person who believes they have been harassed or a staff member that has knowledge that a policy violation has occurred may file a complaint. All harassment complaints shall be seriously and properly investigated, and appropriate action shall be taken to prevent or correct harassing behavior. There shall be no retaliation against the complainant. Any person who engages in retaliatory conduct against a complainant will be disciplined.

## **SCHOOL VIOLENCE THREAT – MANDATORY REPORTING**

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform the school office or a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

## **DISCIPLINE MANAGEMENT POLICY**

(Archdiocesan Policy 5144)

### **PROBATION, SUSPENSION, AND EXPULSION**

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may 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

Action taken to suspend or expel students must be preceded by internal school procedures, and supported by defensible records. Final decision to expel a student rests with the secondary school principal or elementary school pastor.

## **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 relevant school personnel, the principal sets conditions for release of the probation. The principal's decisions are final.

## **SUSPENSION**

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student must be 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 as decided by the principal, but should not exceed five days. In-school suspension conditions are to be determined by the building principal. In-school suspension students remain the responsibility of the school.
4. 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 to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

## **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 from 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 due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well-articulated in the student handbook. The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

## **EXPULSION PROCEDURES**

1. The actions and procedures for probations, suspension or expulsion shall be published in the school handbook.



2. Actions taken to suspend or expel students shall be preceded by internal school procedures and 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; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to ensure objectivity and procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the secondary school principal/elementary school pastor. The recommendation will be to:
  - expel
  - suggest other disciplinary actions 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 be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
6. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

## **APPEAL**

The student, or their parent/guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for 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 school with a recommendation of which steps of the procedure need to be further processed.

## **ALCOHOL, TOBACCO, AND SUBSTANCE ABUSE POLICY**

The possession, distribution, use of, or being under the influence of tobacco, alcohol, or controlled substances, or the possession of drug-related paraphernalia while on the school/parish premises, on school/parish sponsored transportation or at school/parish sponsored activities IS PROHIBITED by students, staff, parents, and visitors. This is in accordance with Wisconsin Statute 120.12(20).

Students violating this will be subject to penalties as outlined in the school's discipline policy and the Archdiocese of Milwaukee policy.

## **GRIEVANCE PROCEDURES FOR PARENTS**

(Archdiocese Policy 1312.1)

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our schools or parish religious education programs and an employee (e.g.

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

### **STEP 1**

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

1. the date/time/place of the informal meeting
2. the name and position of the employee with whom the disagreement exists
3. factual information and background regarding the disagreement
4. specific recommendations for resolution of the issue

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

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

### **STEP 2**

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

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

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

### **STEP 3**

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

### **STEP 4**

Should resolution not occur through STEPS 1, 2, and 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. The Delegate for Parishes will convene the grievance committee and chair its proceedings. Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved. The findings of the grievance committee will be communicated to all parties involved. Upon such communication the work of the grievance committee will be closed.

## **STUDENT WELFARE, HEALTH, AND SAFETY**

St. Mary Parish School will follow the directives for Student Welfare, Health and Safety as written in the Archdiocese of Milwaukee Policies and Regulations Manual.

### **COMMUNICABLE DISEASE POLICY**

It is the policy of St. Mary Parish School, pursuant to federal, state, and local laws and regulations, and in cooperation with state and local public health agencies, to establish and maintain appropriate health standards for the school environment. These standards promote the good health of students and educate students in disease prevention methods and sound health practices.

In an effort to maintain a safe and healthful school environment, the school staff will provide educational opportunities to students regarding measures that can be taken to reduce the risk of contracting and transmitting communicable diseases at school and in school related activities.

In recognition that an individual's health status is personal and private, the parish school will handle information regarding students with suspected or confirmed communicable diseases in accord with local state and federal law and Archdiocesan policies regarding the confidentiality of student records.

The following diseases are of urgent public health importance. Parents are to report IMMEDIATELY to your local health officer upon identification of a case or suspected case.

**Cholera**

**Measles**

**Tuberculosis**

**Diphtheria**

**Pertussis**

**Yellow fever**

**Food/Water borne outbreaks**

**Rabies (human)**

**Mumps**

**Hepatitis, viral type A**

**Rubella**

**Covid-19**

Students may be excluded from school and/or related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others or that renders them unable to adequately pursue their studies.

**Head lice** is an infestation of the scalp by *Pediculus humanus capitis*, a very common parasite, especially in school age children. Lice infestations are not a major health threat but they are communicable and create embarrassment and panic reaction within the school community. In order to prevent the spread of head lice in the classroom, St. Mary Parish School has adopted a “no nit” policy. If the student is found to have head lice, he/she may not attend school until he/she is treated with a pediculicide product (a special louse killing shampoo) and all nits (louse eggs) are removed from his/her hair, as determined by the public health nurse or the child’s personal physician. The student may return to school as soon as these measures are accomplished.

## **ADMINISTRATIVE PROCEDURES REGARDING HEALTH**

The school will enforce the examination/immunization requirements for all students. In cooperation with the local public health department as well as state and national health agencies, the School Office shall be responsible for the appropriate maintenance of a health room in the school building and upholding all health standards and protocols set forth by local and state guidelines or laws. A complete list of processes of the following is kept in the school health room and available for parents to review:

- EDUCATIONAL AND PREVENTATIVE MEASURES
- CONFIDENTIALITY/REPORTING
- HEALTH CARE TEAM
- EXCLUSION FROM SCHOOL - STUDENTS
- HUMAN IMMUNODEFICIENCY VIRUS (HIV) - ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

## **STUDENT ILLNESS**

General first aid may be provided by school personnel when injuries are minor. In an emergency, all necessary action will be taken by the school personnel.

When a student shows symptoms of serious illness or injury, the parent or the designee listed on the emergency information form will be contacted. For serious illness or injury, the parent or designee will be requested to pick up the student from the School Office. Therefore, it is **IMPERATIVE THAT EMERGENCY NUMBERS GIVEN ON SCHOOL RECORDS BE KEPT UPDATED** throughout the year so that a responsible adult can be reached quickly in the event of an accident or illness.

If a student cannot participate in phy ed, written notification must be given to the phy ed teacher. Students must have a note from a health care provider to be excused from phy ed classes. A written release from the health care provider must be presented to the phy ed teacher upon return to phy ed.

## **STUDENT HEALTH AND SAFETY EMERGENCY PLAN**

To maintain a safe and secure environment in the parish buildings, the school provides the following safety measures to reduce the risk of injury during school hours:

### ***LIFE THREATENING EMERGENCIES***

When an injury occurs, the teacher/staff makes an immediate initial assessment and decides that it is a life-threatening injury (e.g. failure to breathe, unconsciousness, hemorrhaging, severe head injury, cuts or burns, compound fracture, serious eye injury, shock). The teacher/staff immediately notifies 911 and the School Office. CPR trained school personnel will then respond to the emergency situation and conduct a second assessment at the scene. At the same time the teacher/staff continually remains with the injured student, administering first aid.

The parent(s)/guardian(s) will be immediately notified regarding the student's condition.

### ***NON-LIFE THREATENING EMERGENCIES***

When an injury occurs the teacher/staff assesses that the injury is non-life threatening (e.g. bruises, sprains, minor cuts or burns, etc). Another adult/student is sent to notify the School Office of the injury, the student's name, and the location of occurrence. CPR trained school personnel will conduct an assessment at the scene or in the health room and may administer first aid.

After completing the assessment, the parent/guardian may be notified of the injury while the student is receiving first aid. When a child injures their head/face, a parent/guardian will be automatically called. The parent/guardian may be encouraged to come to the school and assess the injury. The decision to remove the child from school will be up to the parent/guardian.

If any blood is at the scene, it is immediately and properly cleaned by the maintenance staff. Any blood contaminated materials are immediately and properly disposed of by the maintenance staff.

## **MEDICATION POLICY**

Administration of medication to students (prescribed or over the counter).

1. No medication will be administered by school personnel without the Medication Consent Form and/or the Physician Order for Medication Administration Form being filled out and returned to the School Office.
  - a. Medication Consent Form must be filled out by the parent/legal guardian.
  - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician.
  - c. School Office staff will maintain an accurate medication file which includes all these necessary forms on each student receiving medication.
2. Medication to be given in school must be in the original container and have the following information:
  - a. child's full name
  - b. name of the drug and dosage
  - c. time to be administered, and
  - d. physician's name (if prescribed).
3. Medication will be taken by the child at the prescribed time administered by the school personnel, or in some instances by the individual who has been identified to do so.
4. Only limited quantities of any medicine will be kept at the School Office.
5. All medication administered at school will be kept in a locked cabinet.
6. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage or time it is to be administered has changed from the original instructions.
7. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
  - a. A list of pupils needing medication during school hours, including the type of medication, the dose, the time to be administered, and the date the medication is to be discontinued, is kept in the School Office.
  - b. School personnel will report any unusual behavior of pupils on medication to the principal and to the parents.
8. School personnel will under no circumstances provide aspirin/Tylenol or other non-prescribed medicine to students. Diagnosis and treatment of illness and the prescribing of drugs are not the responsibility of school personnel.

9. Students are not to have any over the counter or prescribed medications in their possession during the school day. All medications must be brought to the School Office with a Medication Consent Form. Inhalers are the exception, and may be carried by anyone having a prescription for one.

## **ALLERGY POLICY**

St. Mary Parish School staff will do all that is reasonable to ensure the safety of the children with severe food allergies. It is the responsibility of the parent/guardian of a student with a severe food allergy to notify St. Mary Parish School of the child's allergy.

The parent/guardian must submit a Food Allergy Action Plan, provided by the school. The action plan will be kept in the health room in the School Office and be displayed in the lunchroom. Parents/guardians must also provide a photo of the child to be kept in the lunchroom for quick identification of students who may have a need for medication.

For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent/guardian to be kept in the school health room. If requested by the parent/guardian, additional EpiPens can be provided to go out on the playground at recess with the playground supervisors or be kept in the student's classroom.

St. Mary Parish School does not guarantee an elimination of any of the food products that may cause the student to have an allergic reaction. The school will in good faith provide accommodations to maintain an environment that is as free as possible from the allergen.

St. Mary Parish School will provide when necessary an allergy controlled table in the lunchroom for students with severe food allergies. The school will also send a letter of notification to parents in the grade levels of students with severe food allergies requesting the snacks and treats do not contain the allergen. Students with food allergies are encouraged to keep safe treats in the classroom that they can enjoy when various treats are provided.

Students will be educated about food allergies and their risks. School staff will be trained about food allergies and the use of an EpiPen. For all school extra-curricular activities, it is the responsibility of the parent/guardian of a student with severe food allergies to communicate with the supervisor/leader/coach to make proper arrangements.

## **EPIPEN POLICY**

Parents are responsible for informing the school, after school program, extra-curricular activity leader of their child's allergy and the potential need for an EpiPen. Students with EpiPens will need to have a separate form completed by their parent/guardian. An Emergency Health Care Plan for Students with Epipens Form must be completed and EpiPens provided to the School Office.

The following steps will be taken once an EpiPen has been administered:

- 911 will be called
- parents will be notified
- the student should be medically evaluated and monitored
- transportation will be via ambulance or parent/guardian

## **PARISH SCHOOL COMMISSION**

(Archdiocese Policy 2103.1)

Our Parish School Commission is a group of parents who are dedicated to the promotion and welfare of Catholic education. It is a standing commission of the St. Mary Pastoral Council. The Parish School Commission is an advisory body to the school principal. Its purpose is to assist the school principal in:

- ensuring the school thrives and remains viable for the future,
- ensuring excellence in Catholic Culture, Academics, Whole Child Education, and the Stewardship of Resources, and
- supporting the school in its efforts to collaborate with the parish and community.

The exact method of implementation of plans and procedures shall be the responsibility of the principal.

## **HOME AND SCHOOL ASSOCIATION**

The purpose of the Home and School Association is:

- to provide channels of communication between the home and the school in order to continually improve the quality of education
- to enhance the school environment beyond the basic needs through various fundraising activities
- to host school related functions and activities
- to promote school spirit and goodwill among administration, teachers and parents
- to provide programs which encourage high standards of Catholic family living

All parents who have children attending St. Mary Parish School are members of the Home and School Association.

## **SCOUTING PROGRAM**

It is the primary purpose of the scouting program to provide an extracurricular extension of the moral, ethical and judgmental teachings of the parish and its school. The program, which includes activities designed for all developmental levels, promotes the concept of self-worth, moral growth, sound judgment and discipline with an emphasis on the responsibilities of citizenship.



Primarily, students enrolled in St. Mary Parish School or parish members involved in St. Mary Christian Formation program participate in the St. Mary Scouting Program. Ultimately, the scouting program at St. Mary is open to any interested area child.

The following programs are offered:

Girls: Grade K – Daisy

Grade 1-3 – Brownies

Grade 4-6 – Junior Girl Scouts

Grade 7-9 – Cadettes

Boys: Grade 1 – Tiger Cubs

Grades 2-5 – Cub Scouts

Grades 6-8 – Boy Scouts

For additional information about the scouting program, please contact the School Office.

## **ATHLETIC PROGRAM**

It is the primary purpose of the St. Mary Athletic Association to provide an extension of the Christian educational experience. The Parish Athletic Program is designed to provide enjoyable extracurricular activities for children and teach the fundamentals of sports. The program strives to develop self-worth, sportsmanship, discipline, sound judgment, and physical well-being.

St. Mary Athletic Association consists of parents of children participating in parish sports programs, coaches, and volunteers involved in the program. The Athletic Board of the Athletic Association has the responsibility for the administration of all the programs. The general membership provides input, ideas, and promotes the programs.

St. Mary Parish athletic events should be conducted in such a manner that good sportsmanship prevails at all times. It is an expectation that every effort is made by students, athletes, coaches, and parents to promote good sportsmanship and healthy competition. Unsportsmanlike conduct by any student, athlete, coach, or parent may result in consequential action taken by the St. Mary Parish Athletic Board and/or school administration.

### **OBJECTIVES**

1. Offer a positive Christian learning experience.
2. Foster a sense of sportsmanship -- how to win with grace and lose with dignity.
3. Provide an opportunity for wholesome and enjoyable use of time by children through sports activities.
4. Provide an opportunity for parents to become involved in sports programs and to set good examples for their children.
5. Foster teamwork and unity among participants.
6. Aid in physical development and well-being.
7. Teach fundamentals of sports and help develop athletic skills.
8. Raise funds to support the athletic programs.

## **ELIGIBILITY**

1. Only students enrolled in St. Mary Parish School or children of registered parish members actively participating in the St. Mary Christian Formation Program may participate in parish athletic programs.
  - a. Christian Formation attendance will be monitored.
  - b. Failure to attend two or more classes during any one Christian Formation session will result in athletic ineligibility.
  - c. Failure to complete the entire year of Christian Formation Classes will result in ineligibility for the next year's participation.
2. For grades 5-8, a physical examination is required prior to participation every year. The health form must be signed by the student athlete's physician and on file with the Athletic Association prior to participation. Participation includes practice and games.
3. Eligibility will be subject to regulations set forth by the Archdiocese of Milwaukee in addition to those stated in this document.
4. Payment of a participation fee is required as well as any other fees that may be established by the Athletic Board.

## **PARISH ATHLETIC PROGRAMS FOR BOYS AND GIRLS**

<b>Basketball:</b>	<b>Grades:</b>	<b>5-8, Boys and Girls</b>
	<b>Season:</b>	<b>November - March</b>
	<b>Team Size:</b>	<b>5-15 players</b>
<b>Track:</b>	<b>Grades:</b>	<b>5-8, Boys and Girls</b>
	<b>Season:</b>	<b>April - May</b>
	<b>Team Size:</b>	<b>No minimum or maximum</b>
<b>Volleyball:</b>	<b>Grades:</b>	<b>5-8, Boys and Girls</b>
	<b>Season:</b>	<b>September - October</b>
	<b>Team Size:</b>	<b>6-15 players</b>
<b>Futsal:</b>	<b>Grades:</b>	<b>4K-4, Boys and Girls</b>
	<b>Season:</b>	<b>April - May</b>
	<b>Team Size:</b>	<b>5 player minimum; No maximum</b>
<b>Soccer:</b>	<b>Grades:</b>	<b>5K-8, Boys and Girls</b>
	<b>Season:</b>	<b>September - October</b>
	<b>Team Size:</b>	
	<b>Grade 5K:</b>	<b>8 player minimum</b>

Grade 1:	8 player minimum
Grade 2:	9 player minimum
Grade 3:	10 player minimum
Grade 4-8:	11 player minimum

Grade 5K-4 sports activities are designed to be recreational. Grades 5-8 sports activities are competitive.

All Students will conduct themselves as ladies or gentlemen, in a Christian manner at all times, before, during and after practices and games. Failure to do so may result in disciplinary action up to and/or including suspension or dismissal from the team. Since players represent St. Mary Parish, all school conduct rules apply at all times.

St. Mary Parish parents and student spectators are expected to exhibit the highest level of sportsmanship at all St. Mary sponsored athletic events, both home and away. Parents, students, and fans that display “unreasonable” or unsportsmanlike conduct toward referees, players, and/or other spectators will be asked to leave the event. If a parent refuses to honor this request, the family will be dropped from the St. Mary Parish Athletic Association program for the remainder of the season for that particular sport. Continued unsportsmanlike conduct at St. Mary sponsored athletic events may result in further actions deemed necessary by the St. Mary Athletic Board and/or School Administration.

For additional information on team formation, playing time guidelines, as well as student, parent, and coach responsibilities, contact the St. Mary School Office or the Athletic Director. For forms and information, visit the school website and click on Athletics.

## **RIGHTS AND RESPONSIBILITIES OF PARENTS**

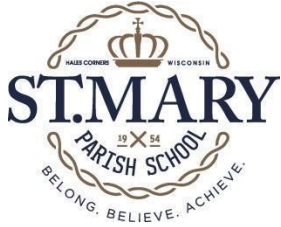
(Archdiocesan Policy 1312)

Inherent in the parent’s choice of a Catholic school for their child/ren is the understanding and expectation that they will support the school’s mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school’s handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. Such behaviors may result in the termination of the enrollment of the parent’s child/ren.

## **ARCHDIOCESE OF MILWAUKEE MANUAL**

**For all situations not addressed (or fully articulated) in this St. Mary Parish School Parent/Student Handbook, the Archdiocese of Milwaukee Policies and Regulations Manual will be referenced and followed, as needed.**

# 2023-2024 PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT



We have received and reviewed the Parent/Student Handbook (also available at [www.stmaryhc.org/school](http://www.stmaryhc.org/school)) and understand the contents. This handbook applies to the 2023-2024 school year.

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**Parent/Guardian Signature**

**Date**

**Student(s) Name(s)**

**Grade(s)**

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