

St. Mary's School Student Handbook

Dear Parents:

This handbook contains information and guidelines that give a foundation and structure for what we do at St. Mary School. There are several revisions from last year so we ask that parents read through the handbook with their children before the start of school and then please sign and return the back page. We welcome any questions you may have and encourage communication at all times throughout the school year.

We use an "ENVELOPE", (AKA the Friday Folder) to communicate between home and school. Please examine the contents of this envelope. Carefully read and fill out all forms (front and back) completely and accurately. Return all completed forms (in the envelope) with your child. *If you have an email address we will also send you news online as well as the Friday folder.*

We thank you for nourishing the spirit of your children by choosing to provide a value-based education at St. Mary School. Our staff is dedicated to working with parents, the child's first and most important teachers. We work together as we share our beliefs and values, putting our faith into action.

FATHER JOHN MEINHOLZ is our pastor. He is originally from Ashton. Father John was ordained a priest in 1977. We thank him for his commitment to Catholic education. He ministers to St. Mary's in Glen Haven, St. John's in Patch Grove, St. Charles in Cassville and St. Mary's in Bloomington. He enjoys restoring old trucks, collecting tractors, attending sports, biking, traveling, reading, and get-togethers with his relatives (including his first cousins).

MS. JULIE ZENZ is our principal. She has a Masters in School Administration from University of Wisconsin- Platteville, a Masters of Fine Arts in Sculpture from the University of South Florida, Certification in Elementary Education, Grades 1-6, Art Education K-12 and Gifted and Talented Certification. She is National Board Certified in Art Education and is a Fulbright Alumnus. The best thing about St. Mary's is participating in daily prayer in the school. She enjoys spending time with family and friends, traveling, reading, gardening, and taking care of her St. Mary family.

MRS. ANDREA MEZERA, is our 1st / 2nd grade teacher. Her degree is from University of Wisconsin- Platteville. She lives with her husband, Matt, and their children, Cody, Mason, Madison, and Clay on a family farm near Bloomington. Mrs. Mezera loves teaching children about Jesus. This year she will lead grades 5-8 in Religion Classes.

MRS. KELLY COPSEY teaches fourth grade and PE for our youngest children. She received her degree from UW-Platteville. Mrs. Copsey resides in Bloomington with her husband, Travis and their two children, Kennedy and Carter. She is our school's Lead Teacher. Morning prayer is the best part of Mrs. Copsey's day with children.

MS. KATELYN DOUGLAS has agreed to teach Reading, Language Arts and Makerspace at St. Mary's. This is her first year teaching and she is excited to work with our middle school

students. She also teaches 3K part time at St. Andrew-Thomas in Potosi.

MRS. JOANIE DICKERSON teaches social studies, science and math for grades 5-8. Her interests outside of school include working with Veterans, Badger Boys and Girls State, and the Coast Guard. We are honored to support her position as President of the American Legion Auxiliary this year. Mrs. Tolle will cover her classes when she travels for duties in the State this year. She has a teaching degree from UW- Superior.

MS. LINDSAY COPSEY teaches 4K/ 5K and physical education. She has worked as a daycare provider for many years. She is also a soccer coach. Nutrition and healthy living are her interests. She is working on a degree from UW-Superior. She is thrilled to have her boys Noah, Lane and Creighton in school at St. Mary's.

MRS. LAURA TOLLE is our music teacher. Mrs. Tolle graduated from the U.W. Platteville and has a teaching degree in science and math. She enjoys spending time with her family and sharing her love of Christ with others. We are blessed to have her accompany and plan liturgy for our Masses during the school year. She is director of Religious Education grades 1-6 for St. Mary's.

MRS. SUSAN MUMM has been the school secretary for many years. She and Gary live on a farm near Bloomington. They have four children. She likes to spend as much time as possible spoiling her grandchildren. She is an Eucharistic Minister in our parish.

MR. ROD NEIS is the St. Mary's custodian. Rod and his wife, Mary, have three children who attended our school. Rod takes care of all of the buildings and grounds of the parish.

MRS. JULIE JENTZ is the Administrative Assistant for St. Mary Parish. She does many important accounting tasks for the parish and the school. Julie and Thomas have five children. Their two sons, Ian and Brendan are students at St. Mary. Julie's favorite pastime, when she isn't busy going to her children's activities, is reading.

MRS. CARA DREW is our head cook. She lives near Bloomington and she loves cooking for the children and staff in our school. Her devotion to the children shows in their happy smiles in the lunch line.

We look forward as a staff to working together with each St. Mary's family to create a quality and memorable educational experience for each child in our care.

VISION STATEMENT

Faith, Family and Academic Excellence

MISSION STATEMENT

The mission of Saint Mary Catholic School is to develop the whole child, and prepare our students to make a positive contribution to life, in society, and the Church, while maintaining strong academic standards. Our school also exists to assist the parents and parish in its educational mission of giving students the teachings and heritage of the Catholic Church.

PHILOSOPHY

We believe that tradition and Scripture are the foundation on which we build Catholic attitudes and values. We implement this philosophy through a nurturing environment for academic and Christian learning. We are dedicated to seeing our students live the Sacramental life of the Church and their Catholic faith, now and in the future.

Each student entrusted to us is a unique gift from God. Spiritual, intellectual, personal, social and physical growth is promoted through individualized instructional experiences which provide the skills necessary for their success.

Parents are the primary educators of their children. Communication from our school strengthens the partnership between families and community. Families are encouraged to take an active and positive role in parish and school life.

HOME & SCHOOL

President Kim Vogt
Vice-President Kelly Copsey
Secretary Janet Patterson
Treasurer Jen Wehrle

EDUCATION COMMISSION

Rita White
Jen Wehrle
Gary Mumm
Darren Tolle
Dale Patterson
Kurt Hamann- Parish Council representative
Teacher representative: TBD

Education Commission Mission Statement

The mission of St. Mary's Education Commission is to serve in an advisory capacity to the pastor and/or principal of St. Mary Catholic School. The committee will advise in regards to school policy, student enrollment, recruitment, and retention, finances, and any activities related

to St. Mary Catholic school life. It is the goal of the committee, in collaboration with St. Mary Catholic School, to provide quality Catholic education in a positive Christian environment. Meetings are held bi-monthly in the church basement on the third Tuesday of the month at 7:00 p.m.

ATTENDANCE

NON-DISCRIMINATION / ADMISSIONS POLICY

Students must be 4 years old by September 1st to register for four year old kindergarten with a copy of their birth certificate.

St. Mary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

St. Mary's is a Catholic School. By sending a child here, the family is promoting the beliefs and practice of the Catholic Church. Non-Catholic children may attend school here if they and their parents agree to respect the beliefs and practices of the Catholic religion, including prayer, frequent attendance of Mass and other religious services and activities in which the class as a whole participates. The family would also be responsible for paying the amount of tuition as decided by the Parish Council and the Pastor.

TUITION

Tuition at St. Mary's is three-fold. Besides tuition, parents are also required to pay their full church support. We are blessed to have the support of St. Mary's Parish, but parents who send their children to St. Mary's School need to take the responsibility of paying the recommended part of their child's education.

Members of St. Mary's Parish, Bloomington, are required to pay annual Church Support, which is \$800.00 per family and \$450.00 for singles. Members of neighboring Catholic Churches are asked to pay their regular church support plus the difference to St. Mary's, as well as the school tuition.

TUITION SCHEDULE FOR THE 2019-2020 SCHOOL YEAR:

The Financial Obligation to attend St. Mary School consists of TWO PARTS:

1) Tuition

Children in St. Mary	Total Tuition	All tuition paid in 2014 is now deductible!
4-year- old Kindergarten	\$575	(2 payments of \$287.50) or (3 payments of \$191.67)
One child:	\$875	(2 payments of \$437.50) or (3 payments of \$291.67)
Two children:	\$1465	(2 payments of \$732.50) or (3 payments of \$488.33)

Three children or more: \$2050 (2 payments of \$1025.00) or (3 payments of \$683.33)

2) Parish Support.

Education Fees do not cover the expenses of educating your child. The remaining amount comes from Parish Funds. It is therefore necessary that you support St. Mary Parish in addition to the Education Charges, regardless of Religious Affiliation.

My Parish Support: **paid to St. Mary Parish (weekly, monthly, etc):**

Two Parent Family (married)	\$800.00
One Parent Family (single, divorced, or widowed)	\$450.00

UNPAID BILLS POLICY

It is the policy of St. Mary’s Parish School to deny no child a Catholic Education because of a lack of financial resources. A family experiencing financial difficulty should speak to the Pastor. Tuition Assistance is available based on financial need. Anyone interested in seeking assistance should return the form found in the registration packet or contact the parish office.

If a family has not met with Father to create a plan, and the tuition is not paid by the end of the third quarter, the Parish office will notify parents to work out an agreement. If the agreement is not kept and the fees are not paid by the end of the school year, the school office will hold report cards and transcripts (student files) until the agreement are fulfilled. Failure to keep the agreement may result in a possible forfeiture of student admission the following year.

Please note that if full church support is not paid by June 30, the unpaid balance will be added on to tuition due. A plan will need to be made between the family and the pastor as to how the amount can be paid in full. If this agreement is not kept, the school office will take the same action as above. To prevent this from happening, we strongly advise a meeting with the pastor early in the year to work together on a payment plan that will be agreeable to everyone involved.

ATTENDANCE

Daily attendance contributes to daily progress in education. Written work can be made up, but learning through class participation, discussion, and interaction cannot. Regular attendance at school, and arriving on time should be a priority for all students.

The responsibility of regular school attendance of a student rests upon the student’s parent(s) or guardian. The principal is empowered to approve legal excuses for school absences as per the Grant County Truancy Policy (on file in the school office).

SCHOOL DAY

The school doors will be open at 7:30 A.M. with breakfast being served from 7:35 to 7:50.

Students may use the front or back lobby doors to enter and leave the building. Student will line

up in their assigned areas outside in the back parking lot close to the school. On days when it is raining or too cold, students will come inside to the gym and wait for the start of the day. PLEASE NOTE: Students are not to go to their lockers or classrooms until dismissed after the first bell. In the winter, first through fourth graders may go to the Lunchroom to put away their winter outerwear.

The bell will ring at 8:00 for classes to begin, providing time for students to put items away, use the restroom and prepare for the beginning of their school day. Mass will be at 8:15 a.m. on Thursdays, with some exceptions. The schedule of grades 5-8 is divided into 8 periods, approximately 45 minutes each. Daily announcements will be made over the intercom system by 8:20 a.m., with important information for students and staff. The teachers will also receive a Daily Memo by email with information that is only for them and not students.

School is dismissed at 3:00, unless otherwise indicated on the school calendar. Students who walk home should leave the school grounds after the 3:00 dismissal. The staff person on duty will escort children to the bus which goes to River Ridge, while students on the second route will go to a designated classroom to wait until the buses arrive, at approximately 3:30.

All students must leave school as usual unless written permission is given by a parent /guardian. If for any reason a child is to change their regular dismissal procedure, including time, bus, pick-up person and /or destination, a dated note of explanation signed by parent/guardian should be sent to the office in the morning. This also includes students who walk. A bus pass will be issued only with a note signed by a parent/ guardian or a phone call to the school office by a parent / guardian. Students will not be allowed to ride a different bus without a pass.

PERMISSION

Permission is needed from a teacher for students to be in another part of the school except their classrooms. This is in effect during noon hour as well. No students will be allowed on the top floor or in the main lobby between lunch and 11:45. Between 11:45 and 12:00 students will need permission from a teacher to be upstairs with the presence of that teacher. No student is to enter the school office if the secretary isn't present.

ABSENCES -- EXCUSES

When a child will be absent from school, a parent / guardian should contact the school by 8:00 a.m. Failure to contact the school will result in a telephone call to the home or parent's place of employment. This is standard daily procedure to ensure the safety of the child. It is the responsibility of the student to promptly make up all work missed when absent from school. It would be helpful to have a parent monitor the understanding and completion of these assignments. If at all possible, please specify how your child's homework should be sent home when you make the call that your child will be absent.

If a student has been ill, he/she should not return to school until he/she is ready to participate in all school activities, including recess.

PREPLANNED ABSENCES

It is a general policy that students remain on the school grounds at all times during the day, unless they have special classes held with River Ridge School or written permission from a parent/guardian or from the Principal to leave the school grounds. Any student arriving or leaving during the school day must have a note from a parent /guardian stating the date, time and place of appointment. Students are to go to the office to sign out when leaving and sign in upon returning. (Appointments during school hours are strongly discouraged). Students will receive a dated assignment sheet and should see individual teachers to get the necessary information. We ask that the office is notified in writing the day before a student is to be absent for an appointment or family activity such as “Taking your child to work”, farm work, etc.

Extended absences due to family plans should be arranged with the principal and teachers as soon as plans are definite, so that materials can be prepared to assist your child with the work missed during the absence.

TARDINESS

The bell rings at 8:00 a.m. Anyone arriving AFTER 8:00 will be marked tardy unless the tardiness is caused by bus or weather problems. Students who are tardy are to report to the office before going to the classroom to receive a pass to give to the teacher to explain why they are late. A reason for the tardiness should be given to the office with a note signed by a parent/guardian or a phone call from a parent/guardian.

Students will be marked absent for a half-day if they miss more than one hour of school during the day. Tardiness also includes being late for any class throughout the day. Consequences for consistent tardiness will be given by the teacher affected.

NON-CUSTODIAL PARENT

An increasingly large number of school age children are members of families that have experienced separation/divorce. If this is the situation in your family, you are aware of the fact that the courts resolve custody issues in a variety of ways. Generally the custodial and non-custodial parents both continue to have certain parental rights (to discuss student progress with the education staff, review student records, pick children up, and receive copies of progress reports). Occasionally the court issues restraining orders against one of the parents in the custody agreement. Frequently the school gets caught in the middle and does not know what parental rights the custodial and non-custodial parents possess. Unless we have a copy of a court order that specifies restraints against the parental rights of the non-custodial parent, the school will assume that both parents may continue to exercise parental rights.

If the above applies to your family, please contact the Principal and sign the necessary confidential form.

EMERGENCY SCHOOL CLOSING

School closing due to inclement weather will correspond with the River Ridge public school. Please listen to local radio stations (WGLR - Lancaster or WPRE - Prairie du Chien). Students will be dismissed without parental notice due to inclement weather or other emergencies. Unless the school office is otherwise notified, students are dismissed by normal means (riding the bus or walking), or as designated on the child's emergency card.

If school is cancelled for the day or for the second half of the day due to weather, **all extra-curricular activities** will not be held

EDUCATION POLICIES

Standards Based Instruction

The Madison Diocese has adopted Standards Based Instruction for all Catholic schools in the Diocese. Standards Based Instruction is a cycle of teaching and learning that ensures that all students learn and can demonstrate proficiency in the content standards, concepts and skills in each of the curriculum areas of math, social studies, reading, language arts, science, religion, physical education, art, and music from kindergarten to 8th grade. Student achievement is measured on a regular basis with a variety of formats and assessments. Teachers provide multiple opportunities for students to learn until they master the skill or concept that is taught. Our curriculum is aligned with the standards in each of the subject areas and teachers work hard to focus on student learning with persistence and strategic use of time and resources. Standards drive instruction and help our parents, students, and teachers know what is most important to learn. **Grades are based on achievement. Non-academic factors like: work habits, effort, responsibility, and attendance will not be counted in the grade.** A separate report will be assigned to explain these behaviors. Parents should have more reliable information each quarter with more detail to help describe student progress and growth over time.

Standards based instruction answers four questions:

1. What do students need to know, understand and be able to do?
2. How will we teach effectively to ensure students learn?
3. How will we know that students have learned?
4. What do we do when students don't learn or reach proficiency before expectation?

Grading Students will receive a mark on the report card for each standard with either a letter or a number.

4= Exceeds expectations on grade level standards

3= Meets expectations on grade level standards

2= Partially meets expectations on grade level standards

1= Does not meet expectations on grade level standards

REDO Practicing repeatedly during the learning process leads to proficiency. Some students need more time to build background knowledge in order to learn new material. All students need high expectations. Settling for work poorly done or incomplete is not in the best interest of the students. The objective of the teacher is to identify the most consistent level of performance from students, and expect them to demonstrate that they are learning. Re-teaching, reviewing, reassessing are determined by the teacher. A redo may include:

- Extra study/home based effort
- Homework club after school
- Extra help from a teacher
- Use of a planner and contact parents about assignments

Second or multiple assessments do not mean an endless set of opportunities for students to make corrections. We want students to show mastery of material and responsibility for their learning. Late or missing assignments are to be completed to the best of their ability on in a timely manner. To help students, who have multiple missing or late assignments, and to develop responsible work habits, we will require students to spend time with teachers after school and during recess.

Zero All assignments must be completed before the end of each quarter or an Incomplete (INC) will be marked. A grade will be assigned for the class when the work is completed.

Extra Credit Because students are allowed to redo assignments, additional extra credit will not be accepted by teachers.

Homework Club Often parents are frustrated with trying to have their children complete their work and they want their child to have additional help at school. Teachers or staff will be available after school to assist students in completion of their assignments upon request from parents. Students may come to school early to finish work with arrangements made with the teacher.

Differentiation

To make sure that every student learns, we use differentiation. This accounts for differences between the ways that students differ in ability, interest, or style of learning. We want students to make sense of what they are learning through organization, written and oral communication. Students learn by working on projects together and building on what they already know. Our job is to maximize learning for each student. Some children may grasp ideas quickly and others may need more practice to learn and master material. Teachers focus on a student's prior knowledge, interests and styles of learning by using differentiation. Teachers provide Differentiated Instruction is to maximize student growth and individual success by providing many ways to learn.

The small class sizes and multi-age students in our school allow teachers to adjust their teaching to meet the student's needs. Sometimes a child needs more time to practice a skill. The student might make many mistakes as they are learning to master a skill. We want students to see mistakes as an opportunity to learn and make corrections. Student who make corrections on assignments are able to show that they understand the material. The teacher figures out what the

student doesn't understand, and then re-teaches the material to help the student master the concept. Continuous assessment during this process helps the teacher focus on improvement over time. Different methods or materials may be used to help the student learn the material. We believe that allowing students to redo assignments and assessments is a good way to prepare them for adult life.

RELIGION: Since parents are the primary educators of their children, St. Mary's School will enhance and build upon a child's religious education. Our school day begins and ends with prayer. Our staff and students are expected to model the teaching of Christ in everything they do throughout the day. All students attend Mass weekly on Thursdays.

The students take turns being responsible for readings, petitions, taking up gifts and serving at the weekly Mass. In addition to daily and special Masses and religious instruction throughout the year, the children will participate in many other religious activities. Students receive the Sacraments of First Penance and First Communion in the second grade. The Sacrament of Reconciliation will be received by the second through eighth grade students during the school year. The students also participate in the Advent and Lenten activities in preparation for the feast of Christmas and Easter. Parents and friends are always welcome to join in prayer and Celebration. (See DRESS CODE for appropriate attire on Church Days.)

In addition to the regular religion series in grades 5-8, the Family Life Program from Theology of the Body will also be used. This series supports parents and families in raising responsible, morally aware children. Children are encouraged to develop Christian values and an appreciation for God's gift of life and offers clear and practical information on human growth and sexuality. Parents are notified before the program is started and are invited to contact the principal or religion teacher if they have questions or comments concerning this content.

MUSIC

Besides the weekly music classes offered here at St. Mary's, students in grades 5-8 are eligible to join the 5-8 grade band or choir programs that are offered at the River Ridge Middle School. We encourage participation in these groups. St. Mary's parents are responsible for transporting their students to River Ridge for 7th and 8th grade band and choir. Students in grades 5 and 6 will walk to the middle school for class and private lessons. These classes are part of the regular school day and rules of the handbook are in effect. Good behavior is expected on the walk between schools as well as in the music classes. There will be no food or drink on the walk to and from the River Ridge Middle School. If you have any questions, please call St. Mary's office or River Ridge Middle School.

ACHIEVEMENT TESTS Students take a STAR assessment several times each year to determine progress during the year.

STUDENT RECORDS

A student's progress through school is verified by the records that are kept in a student's file. All student records are considered confidential. Access to cumulative records is limited to the school's instructional and administrative staff. Other professionals such as counselors, psychologists, etc., must have written permission from the parent/guardian or authorization from a court in order to obtain access to a student's record.

Parents/guardians have the right to examine their student's cumulative records upon a written request to the Principal. Records may not be removed from the school premises. When a student transfers, records are transferred to the school upon written request from a parent/guardian. Records may be held at school due to non-payment of tuition.

GRADING AND REPORTING GRADES

Grading of student work is based on learning standards in each subject area. These standards for achievement are determined by the diocese. Clear expectations for mastery are communicated to students so they understand the expectations. Grades in content areas are derived from group and independent student class work as well as formative and summative assessments. Formative assessments are designed to improve student learning. They can be done with observation of how students ask questions, interact with others, or respond to questions. Summative assessments are designed to prove what a student has learned. Tests are summative in nature. Grades for students in grades 3-8 are posted online with Teacherease and access is available with your school email account. Grades are earned by students to indicate academic success in school. The grading scale is as follows:

4 Advanced Mastery 3 Proficient Mastery 2 Basic Mastery 1 Minimal Mastery

INC. Incomplete - a grade will be assigned when the missing work is turned in

A separate grade is assigned to describe behavior. Our motto is academic excellence and part of that excellence involves following directions, attentive behavior in class, and cooperation with others, a strong work ethic to meet assignment requirements, respect for the school, staff, classmates and oneself.

"So do not fear, for I am with you; do not be dismayed, for I am your God, I will strengthen you and help you; I will uphold you with my righteous hand." Isaiah 41:10

Discipline Policy

Our discipline policy was created by a group of parents, teachers and parish members in 2015. This policy clearly spells out the consequences for behavior in school that is unacceptable.

The essence of Christian discipline is self-discipline, learning to make good judgments in a variety of situations. Students need guidelines to nurture these decision-making skills, and discipline is an important part of their growth. Just as a child should follow our school

guidelines as stated in the school handbook and recognize and respect the authority of the teachers and principal. We must have discipline if we are to have the quality education we seek. It is important to have support and cooperation between home and school, and we must remember to work together for the good of the child.

We will be instituting a Demerit System with the 2015-2016 school year. Each child will be allowed up to 3 demerits in a school year. The following are the most common, but not limited to, categories of situations that could arise. Each offense is assigned a point value that ranges from 2 to 10 points.

10 Total Points = 1 Demerit

20 Total Points = 2 Demerit

30 Total Points = 3 Demerit

Note: When there is a situation that requires a parent and staff/Father meeting, the meeting must be attended by at least one parent/guardian. If one is unable to attend he or she must inform the principal, but one must be present to allow child to return to school in the case of a suspension.

Please review the outlined situations and consequences and complete the signature page at the end to acknowledge you have received and reviewed the Discipline Policy.

FIGHTING

Verbal Fighting is defined as - teasing/picking on someone/something

Physical Fighting is defined as - kicking, tackling/pushing, tripping, punching, pulling on their person (clothes, hair, body parts), spitting, item being thrown at person

	1 st Offense <i>points</i> 10	2 nd Offense <i>points</i> 10	3 rd Offense <i>points</i> 10
Consequence	1-3 day Recess Detention	Minimum 1 day out of school suspension.	up to 5 day out of school suspension.
	lunch is eaten in lunchroom sitting next to teacher on duty - go back to media room for remainder of	No matter what time of day the incident occurred the child will be sent home. Suspension continues	Punishment pending meeting with family, teacher, Father and principal. After which suspension length will be

	lunch/recess period	until meeting with teacher, family, Father and principal can be arranged.	determined.
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CLASSROOM/ACTIVITY/PLAYGROUND DISRUPTION

Classroom Disruption is defined as - uninvited/excessive or persistent noise, talking out of turn, interrupting the learning process

Activity Disruption is defined as - interruption in Faith Family, free time, physical education, project work, and field trips

Playground Disruption is defined as - taking playground equipment/toys away from others. Using playground equipment inappropriately, and excessive rough play that may cause harm to others

	1 st Offense <i>points</i> 2	2 nd Offense <i>points</i> 5	3 rd Offense <i>points</i> 10
Consequence	Timeout (time away from activity)	1-3 day Recess Detention	Potential 1-5 day in school suspension.
	Optional parent contact depending on severity	lunch is eaten in lunchroom sitting next to teacher on duty - go back to media room for remainder of lunch/recess period Parents are contacted	Suspension continues until meeting with teacher, family, Father and principal can be arranged. No matter what time of day it is the child will be sent home for

			the remainder of the day.
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PROFANITY/ INAPPROPRIATE SPEECH

Profanity and inappropriate speech is defined as – Taking the Lord’s name in vain, name calling, curse words, sexual in context, context in reference to body parts, common words or phrases that are considered racist, sexist or offensive.

Any profanity or inappropriate speech needs to be heard by staff and is up to the staff’s discretion if disciplinary actions are needed.

	1 st Offense 2 <i>points</i>	2 nd Offense 5 <i>points</i>	3 rd Offense 10 <i>points</i>
Consequence	1 on 1 discussion of appropriate use of language between staff and student	1 Day Lunch Detention	1-5 day in school suspension for continued use of profanity or inappropriate speech
	Phone call home is dependent on severity	Parents are contacted	Brought before appropriate staff, family, Father and principal & discussed. Parents are contacted

IMPAIRING HEALTH, SAFETY AND WELFARE OF OTHERS

Defined as – verbal threats of physical harm, impairing safety or harming another person or self. Staff can observe or be reported to.

	1 st Offense 10 <i>points</i>	2 nd Offense 10 <i>points</i>
Consequence	Parents are contacted	Appropriate Government officials contacted

INSUBORDINATION/DISRESPECT – OF PROPERTY

Defined as – disrespect, damage or theft of school/student property

Staff discretion to determine severity and appropriate consequence

	1 st Offense 2 <i>points</i>	2 nd Offense 5 <i>points</i>	3 rd Offense 10 <i>points</i>
Consequence	1-on-1 discussion between student and staff	1 day lunch detention.	1-5 day in school suspension
	Call home and restitution if there are damages depending on severity	Parents are contacted and restitution if there are damages depending on severity	No matter what time of day it is the child will be sent home for the remainder of the day. Suspension continues until meeting with teacher, family, Father and principal can be arranged.

INSUBORDINATION/DISRESPECT – OF PERSON

Defined as – disrespect of person, insulting, rude, lack of respect or courteous behavior, putting a person down, intentionally ignoring or disregarding staff when they are giving direction.

Staff discretion to determine severity and appropriate consequence

	1 st Offense 2 <i>points</i>	2 nd Offense 5 <i>points</i>	3 rd Offense 10 <i>points</i>
Consequence	1-on-1 discussion between student and staff	1 Day Lunch Detention	1-5 day in school suspension

	Phone call home is dependent on severity	Parents are contacted	No matter what time of day it is the child will be sent home for the remainder of the day. Suspension continues until meeting with teacher, family, Father and principal can be arranged.
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A signed Discipline policy will be on file in the office each school year.

Report Cards

Report cards are sent home at the end of each quarter. Mid-term reports are issued at the mid-point of each quarter to make students and parents aware of a student's progress. More frequent communication between school and home will be made if necessary.

Report Cards and mid-term reports will be sent home in a reusable envelope, which is to be signed by a parent/guardian, and returned promptly to school. The reports themselves may be kept at home.

Parent Teacher Conferences will be held on the first quarter and all parents are **REQUIRED** to meet with teachers. Conferences are scheduled as needed during the third quarter. A scheduled appointment may be set and report cards will be given at this time. Need for other quarter conferences are determined by the teacher and/or parent/guardian.

Each quarter an Honor Roll will be published for Grades 5-8. Honor Roll is figured on the 4-point system.

Highest Honors - 3.80 - 4.0
 High Honors - 3.40 - 3.79
 Honors - 3.00 - 3.39

Students who have a cumulative grade point average of 3.80 or better at the end of the fourth quarter will receive the appropriate Honor Roll Award at the end of the school year. Eighth graders will receive awards based on the first three quarters.

Students in grades 1-4 will be given individual awards by their teachers.

Reporting Grades

Teachers will provide students and parents with information about achievement over the course of the school year. Feedback includes:

Report cards: Issued four times each quarter of the semester. They show academic grades based on standards and a report about behavior.

Progress Reports: Issued at four to five weeks in the middle of the quarter. They show academic progress and behavior.

Online grade reports: Available to students and parents in grades 3 to 8 with our Teacherease account and your password on any web-based computer

Conferences: Parents are required to have a fall conference. Teachers and parents are encouraged to attend Spring conferences. Parents are asked to address concerns or questions throughout the year.

Informal methods: phone calls, email, notes in the planner, observation sheets are a few ways teachers and parents can communicate.

Parents are encouraged to talk to their child's teachers about specific questions concerning grades.

HOMEWORK

Homework is an important part of our curriculum standards and content, because there is a positive correlation between the amount of homework done and student achievement. We accept the practice of assigning approximately 10 minutes of homework *per day per grade level*. We assign homework in kindergarten to develop strong work habits and communication with parents. Homework is meant to be practice for what is taught during the day. Effective study skills can help speed up the completion of homework, giving students more free time.

Some good study skills include:

- Time management
- Memory skills (use of flash cards)
- Note taking (outlines, mapping concepts, 2 column notes)
- Define vocabulary
- Review and practice
- Identification of main ideas

Teachers will make an effort to alert parents to their students' homework with the use of an assignment notebook in grades 3-8. It is recommended that parental involvement in homework be kept to a minimum. Students with a positive attitude toward homework generally complete assignments faster than those who practice reluctance or resistance. Minimizing distractions like TV make it easier to concentrate and finish homework faster. Daily reading is encouraged for all students. Homework must be concentrated to be effective. Typically 50% mastery of a skill occurs after four activities, but it can take up to 28 activities to achieve an 80% mastery level.

Students in grades 5-8 have a study hall unless they attend band or chorus at River Ridge. Students have access to a teacher before school or during study hall for questions about assignments. It is expected that assignments are completed and turned in on time. Incomplete assignments are not acceptable. Teachers will maintain a record of late assignments. Students may be invited to stay after school to complete missing or incomplete assignments.

When a student is absent they have time to complete the assignments. Parents can call the school and request assignments that can be picked up or sent home.

How to be a GREAT student

1. A great student.....ASKS QUESTIONS.

It is truly the only way a teacher knows whether you really understand something.

2. A great student is a.....HARD WORKER.

The hardest working students will ultimately be the most successful in life!

3. A great student is....INVOLVED.

Being involved in the classroom and in extra-curricular activities can help a student gain confidence which can improve academic success!

4. A great student is a.....LEADER.

For some, leadership skills are innate, but for others...not so much. The good news is that these skills can be developed over time!

5. A great student is.....MOTIVATED.

The best students are the ones that are motivated to be successful, because they want to be at school, they want to learn, and they want to succeed!

6. A great student is a.....PROBLEM SOLVER.

The world is becoming more complex every day and those students that are able to think critically and solve problems for themselves will be more prepared to face the challenges of the future!

7. A great student.....SEIZES OPPORTUNITIES.

The best students take advantage of the opportunities their afforded and value the education that they have an opportunity to receive.

8. *A great student is a.....**SOLID CITIZEN.***

Students who are well behaved and follow the rules and procedures have a better chance at maximizing their learning potential, as well as being more likely to learn more than their counterparts!

9. *A great student has a.....**SUPPORT SYSTEM.***

Behind every great student is someone that took the time to care!

10. *The perfect student is.....**TRUSTWORTHY.***

Being trustworthy is a quality that will endear you not only to your teachers, but also to your classmates!

PROMOTION -- RETENTION

Students who work up to their ability and are successful in all major academic areas will be promoted to the next grade. Any student failing to complete the coursework at the end of the 4th quarter will not be promoted until the assigned work is completed. Regular communication and cooperation between home and school should be in place during the year to help the student as much as possible.

Bullying

Bullying has had special attention in the news in recent years. Our discipline policy addresses the types of behaviors that people identify as bullying. At St. Mary School, the expectation is that we treat each other like a friend of Jesus, with respect, fairness and compassion. All of our students have the right to expect a safe place to learn, play and grow without fear. Parents and staff must address concerns about unwanted attention or willful neglect of students in their care. Each incident will be discussed and addressed by the Principal and people involved until an resolution is evident.

Legal References: Sections 115.28(31), 118.13 and 118.155, Wisconsin Statutes PI9 and PI 41 of the Wisconsin Administrative Code Title IX Education Amendments of 1972 Title VI, Civil Rights Act of 1964 Section 504 of the Rehabilitation Act of 1973 Civil Rights Act of 1991 Individuals with Disabilities Education Act

PROHIBITED ARTICLES

Students may not bring any articles to school which may cause injury to any person or property. Items such as knives, water gun, guns of any type, and hard balls must not be brought to school. These articles, if found at school, will be taken to the office and returned to the parent/guardian upon their request.

Student and parent will be responsible for any damage that may occur as a result of any such item.

Personal electronic devices, tape/CD players, radios, iPods, iPads, tablets, cell phones and video games are allowed in school,, with prior permission of the classroom teacher and/or principal. they must be turned off and stored out of sight. St. Mary's School is not responsible for the loss or damage of any personal items.

Gum chewing is NOT allowed in the school or on the school property, due to the difficulty of clean up. Gum may not be given as a treat during school.

Student Activities

Forensics

Students in grades 6 to 8 are eligible to participate in forensics and to compete with area middle schools. Students practice and work with a coach on their selected areas of expertise. All students who compete must be in good academic standing, without failing grades in academics or behavior.

Student Council

Students in grades 5th to 7th elect two representatives from their class, and grade 8 elects three representatives from their class. After the students are elected, they meet and elect a President, Vice- President, and Secretary from among themselves. Mrs. Mumm manages the Student Council checkbook. Students work on various projects during the school year to benefit the students. They review the student handbook in the spring.

Sports

Students can play volleyball and basketball during the school year at St. Mary's. They must have a sports physical to play. To compete in events, students must be in good academic standing, without failing grades in academics or behavior.

Parents and students must sign an agreement that they understand concussions. The agreement must be completed for each sport that the student plays.

A separate handbook for Athletics is available.

SAFETY

A School Safety Plan is on file in the office. Fire drills, tornado drills and emergency drills are held on a monthly basis during the school year. A record of all drills is maintained by the school.

HEALTH POLICIES

Health services are provided by the Grant County School Health Program. The County Nurse oversees the immunization records, scoliosis test, checks for head lice, and vision and hearing tests. Volunteers help with the vision and hearing tests and forward the result to the County Nurse. She records the information, checks the results and makes referrals when necessary. The County Nurse is available for consultation on any health program or problem.

If any student has a special health condition, please notify the principal. Any such information will be considered confidential and will be maintained as such.

If / when a child is ill, it is the responsibility of the parent/guardian to keep that child home until the child is well again. Under no circumstances should a child with a fever be in school. One problem, which frequently causes headaches or stomach aches, is lack of breakfast. Children use and need so much energy, that it is vital that they get sufficient sleep and a good breakfast.

Prescription medicine must have:

- A. A written order from the physician
- B. Student's full name on the original container
- C. Name of drug and dose from the physician
- D. Time to be given from the physician
- E. Signed parent/guardian permission

ACCIDENT OR ILLNESS

If a student is injured or becomes ill at school, every effort will be made to contact the parents immediately. The school must have information on file on how to reach the parents/guardians and know the parents/guardians wishes in dealing with an emergency, so a health emergency card must be completed or updated at the beginning of each year. Please keep the information current and notify the school office of any changes in address and/or phone number.

MEDICINE POLICY In accordance with the policy of the Wisconsin Division of Health and the State Medical Society, **NO DRUGS OF ANY TYPE, INCLUDING ASPIRIN, MAY BE GIVEN BY SCHOOL PERSONNEL WITHOUT WRITTEN PERMISSION OF A PARENT/GUARDIAN** and preferably, the Doctor's written order. A medication form is included in the registration packet. Additional forms are available as needed from the school office.

ADMINISTERING MEDICINE

It is the responsibility of the student to come to the office for medication. Medication will be

stored in a locked cabinet and given to the student by authorized personnel as defined by the principal as any employed staff member.

Students should not have medicine of any type in their possession during the school day. This is for the safety of all children.

Cough syrup, Aspirin, Tylenol, or similar products will be administered with a signed permission note from a parent/guardian with specific instructions. These products should be in the original containers and labeled with the student's name. The signed permission and the medication will be placed in a locked cabinet. The school will keep confidential records of students' administered medication.

WELLNESS POLICY

St. Paul reminds us that even our most everyday actions have a sacred significance. "People who eat do so to honor the Lord and they give thanks to God. People who do not eat abstain to honor the Lord and they give thanks to God. None of us lives as one's own master, and none of us dies as one's own master. While we live we are responsible to the Lord, and when we die we die as his servants. Both in life and in death we are the Lord's." (Romans 14: 6-8)

St. Mary's School must have regulations in place that support the Richard B. Russell National School Lunch Act and the Child Nutrition act, which encourages the establishment of healthy school environments, to reduce childhood obesity, and prevent diet-related diseases. The following regulations are hereby reaffirmed or enacted. It is our hope these regulations help further the above goals and also give glory to God.

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive:

Whereas, good health fosters students' attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity:

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Thus, **St. Mary's School** is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is our policy that:

- **St. Mary's School** will engage students, parents, teachers, food service professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
- All students in grades **4K – 8** will have opportunities, support, and encouragement to be physically active on a regular basis.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutritional needs of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- **St. Mary's School** will provide nutrition education and physical education to foster lifelong habits of

healthy eating and physical activity, and will establish, with related community services, linkages between health education and school meal programs.

TO ACHIEVE THIS VISION

SCHOOL MEALS

Students are highly encouraged to participate in the school meal program. The St. Mary's School Lunch manager shall strictly adhere to the National School Lunch Program rules regarding all aspects of the hot lunch program, including but not limited to their guidelines regarding the nutritional value and serving size amounts of the food served to students.

The following goals are in place in the school lunch program:

- No fried foods are prepared; foods served that were traditionally prepared in fryers are always oven baked.
- Low fat milk choices are always available.
- Only mono-saturated oils are used in cooking.
- Fresh fruits and vegetables will be served as often as possible, given their availability and affordability.
- Vegetables will be only lightly seasoned with salt; salt shakers will not be put out for students, although pepper and sometime other flavorings will be available.
- Use of processed foods will be limited to the extent possible.
- Insure that half of the served grains are whole grain.

Parents are partners in the hot lunch program.

- They are asked to share knowledge of any food allergies with the hot lunch personnel. That information is shared with all school personnel as well.
- Parents are welcome to share their wishes regarding restricting food amounts and types to individual children for reasons of healthy weight loss or gain.
- Parents are invited to eat the hot lunches with their children, with only the courtesy of a pre-call to the kitchen or school office.
- We will allow up to \$100 on account for families. After that please provide a bag lunch for your child or we will provide them with a sandwich.

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Cold lunch students are not allowed to have soda or sports drinks with their lunches and are encouraged to pack a healthy lunch.

Free and Reduced-priced Meals

Families who qualify for free and reduced meals are encouraged to participate. All information is strictly confidential. Participation has a direct benefit in funding to our school.

Field Trips

The hot lunch program will provide a sack lunch and milk for all participants who normally buy lunch at school.

Meal Times and Scheduling

St. Mary's School:

1. will strive to provide students with adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated);
2. milk break/snack break will be **completed** a minimum of two hours before scheduled lunch;
3. should **not** schedule tutoring, club, or organizational meetings or activities around mealtimes, unless students may eat during such activities;
4. special meals, such as pizza parties, **cannot** replace school lunch;
5. will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

Sharing of Foods and Beverages

St. Mary's School will discourage students from sharing their foods or beverages with one another during meals or snack times, given concerns about allergies and other restrictions on some children's diets.

HEALTHY AND NUTRITIOUS SCHOOL ENVIRONMENT

- The sale of all food, beverages, and snacks to students during the school day shall be under the control of the principal or his/her designee.
 - **St. Mary's School** will prohibit the sale of foods and beverages of minimum nutritional value in vending machines during the school day.
 - The distribution of foods sold for fundraising purposes will take place at the end of the instructional day.
 - **St. Mary's School** reserves the right to limit quantities and exercise portion control of any food/beverage item offered at school.
 - Snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Below is a list suggesting beverages and snacks.

- **St. Mary's School** will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

Beverages

Fruit juice and vegetable juice (100 percent)
 Reduced-fat, low-fat, or fat-free milk, white and flavored
 Bottled water and flavored water

Snacks

Canned fruit (packed in 100 percent juice/no sugar added)
 Fresh fruit (e.g. apples and oranges)
 Pretzels
 Whole-grain bread products (e.g. bread sticks, rolls, bagels, and pita bread)
 Ready-to-eat, low-sugar cereals (6g sugar or less/100g cereal)
 Granola bars made with unsaturated fat
 Low-fat or non-fat yogurt and yogurt sticks
 Snack mixes of cereal and dried fruit with a small amount of nuts and seeds (low-sugar cereal)
 Raisins and other dried fruit (No sugar added)
 Peanut butter and low-fat crackers
 String cheese
 Popcorn
 Low-fat pudding snacks

Rewards

St. Mary's School will limit the use of candy, food, and/or beverages as rewards for academic performance or good behavior. Food or beverages (including food served through school meals) will not be withheld as a punishment.

Celebrations

St. Mary's School will limit celebrations that involve food during the school day. Parties will be scheduled after school lunch. Parents are encouraged to provide healthy snacks and treats for student celebrations and other events.

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Bottled water and flavored water
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scheduled after school lunch. Parents are encouraged to provide healthy snacks and treats for student celebrations and other events.

NUTRITION AND PHYSICAL ACTIVITY PROMOTION AND FOOD MARKETING

Nutrition Education and Promotion

St. Mary's School strives to teach, encourage, and support healthy eating by students by providing nutrient education and engaging in the promotion of healthy nutrition habits:

- nutrition education is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health (i.e. Healthy Hearts curriculum);
- as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
- Include professional development for teachers and other staff.

Integrating Physical Activity into the Classroom Setting

Students will receive daily physical activity, and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television.
- Opportunities for physical activity will be incorporated into other subject lessons.
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION

Physical Education (P.E.) Physical education is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health. The Wisconsin Department of Public Instruction suggests the following:

K-6: Instruction shall be provided at least **three times weekly**, except for days on which special activities are conducted may be exempt.

7-12: Instruction shall be provided at least **one time weekly**; except for days on which special activities are conducted may be exempt. Senior high schools, one year may be optional to students.

Daily Recess

All elementary school students (K-4) will have at least 20 minutes a day of supervised recess, preferably outdoors, during which **St. Mary's School** will encourage moderate to vigorous physical activity through the provision of space and equipment.

Physical Activity and Punishment

St. Mary's staff will not use physical activity (e.g. running laps, for punishment, and will not withhold all opportunities for physical activity (e.g. recess) as punishment. Students may be asked to complete late

or missing work during recess, which is not considered a punishment.

GENERAL POLICIES

BUS

All children should be aware of and abide by the rules of the WARCO Bus Company and St. Mary's School. The rules are standard bus procedure for the safety of all passengers. Please review these rules carefully with your children.

- Be at the loading place at the scheduled time, morning and afternoon. The bus will come to a complete stop, but not wait for students who are late. Stay back five feet from the loading point until the bus has come to a complete stop.
- Wait for the bus in a safe place off the road. Walk on the shoulder facing the traffic if there are no sidewalks. If crossing a road, cross 10 feet in front of the stopped bus, after looking both ways to be sure the way is clear.
- All riders should remain seated when the bus is in motion. Shoving, pushing, fighting, etc. are not allowed.
- Remain quiet and orderly. There must be absolute quiet when approaching railroad crossings.
- Keep head, hands and arms inside the bus. Do not throw anything out of the windows.
- Be courteous to the driver and all other students. Profane or indecent language will not be allowed.
- Help keep the bus clean and orderly. Keep the aisles clear.
- Food and beverages should not be consumed on regular bus routes.
- Animals or pets are not permitted on the bus.
- The rear exit door is for emergency use only and will only be used in case of an emergency.
- The driver will not discharge riders at places other than the regular bus stop, home or school, unless there is a proper authorization from the parent or principal. A school pass requested by parent in advance, is required to ride a different bus. It is recommended that a group of students, planning on going to one student's house, be picked up at school by a parent. Buses may not be able to handle many unplanned riders.
- Inform drivers, if possible, when riders will be absent.
- Riders are expected to obey the bus driver. The bus driver will report any misconduct to the principal. Parents will be notified if misconduct continues. A bus rider may be denied the privilege of riding.
- Damage to a bus, other than normal usage, will be paid for by the rider.
- Parents are asked to impress upon their children the importance of safe and courteous bus behavior AT ALL TIMES.

Technology Guidelines

It is the belief of St. Mary's School, that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing children to live in the 21st century. We believe that a "technology rich" classroom can significantly enhance both the teaching and learning process. This technology includes computer

hardware, software, local and wide area networks and access to the Internet. It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. Due to the complex nature of these systems and the magnitude of information available via the Internet, St. Mary's believes guidelines regarding acceptable and appropriate use are warranted in order to serve the educational needs of students.

- *What qualifies as an electronic communication device?* Cell phones, computers, pagers, and any device that allows direct electronic communication or communication via social networking.
- *When do school electronic communication device rules apply?* During school activities on school time and during school-endorsed activities outside of school hours.
- *What constitutes misuse of an electronic communication device?* Refusal to turn off a device when told; damaging school-owned devices; causing an in-school disruption; using the device for cheating, cyber-bullying, or sexting.
- *When can the school punish a student for misuse outside of school?* When misuse causes school disruptions or harms students, teachers, or other school personnel in a manner that the offending student should have expected.
- *What are acceptable consequences for misuse?* Device searches by parents; verbal and written warnings; confiscations; notices to parents or law-enforcement authorities; extracurricular restrictions; and suspensions or expulsions.

Internet Responsible Use Policy

- Individuals shall not create, display, transmit or make accessible any threatening, racist, sexist, obscene, annoying or harassing language and /or material, including broadcasting unsolicited messages and sending unwanted mail.
- The primary purpose of the Internet at St. Mary's is to support research, education and life-long learning.
- Use of the Internet for illegal, criminal, or commercial purposes is prohibited
- Any on-line communication should always be at the direction and with the supervision of a teacher.
- Never provide last name, address, telephone number, or school name online.
- Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
- Never send a photo of yourself or anyone else
- Never arrange a face-to-face meeting with someone you met on-line.
- Never open attachments or files from unknown senders.
- Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.
- St. Mary's shall not be liable for any damages of any kind as a result of the Internet.

Computer Use

- Users are not to tamper with computer hardware or software. Copying, installing or downloading any files unrelated to classes to the hard drive without permission is prohibited
- Copyright laws are to be complied with.
- Students shall not misuse system resources. Users will not interfere with the network. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies is prohibited. Users shall not engage in activities which damage or disrupt hardware or communication such as virus propagation or overloading the system with excessive data.
- Misuse of the computer will result in the loss of privileges. Misuse includes : banging on the keyboard, tampering with the files, saving data to the hard drive or accessing pornography or sexually explicit materials.

Students will be supervised during computer use at all times. Participating on message boards without teacher direction, or in live chat using but not limited to Facebook, AIM, Yahoo, Twitter, or MSN Messenger is prohibited.

All students must use the computers responsibly, respecting the staff and the school. Students may use the school computer system only for legitimate educational purposes, which include class work and independent research that is similar to the subjects studied in school. Students shall not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher or other professional.

Respect the privacy and usage privileges of others. Students maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Appropriate Use Policy and can subject the student to appropriate penalties and disciplinary action.

Off Campus Internet Expression -- Students may be disciplined for expression on/off campus networks or websites only if the expression is deemed to cause a substantial disruption in school, or collide or interfere with the rights of other students, staff or employees.

Access to the Internet and computer resources is a privilege, not a right. Failure to follow the Acceptable Use Guidelines will result in the suspension or revocation of computer privileges and/or other disciplinary action.

CARE OF TEXTBOOKS, MATERIALS, EQUIPMENT, SCHOOL PROPERTY

In order to maintain a quality educational environment, we ask that all students respect school property and treat it with care. Condition of textbooks will be noted when handed out at the beginning of the year. ALL textbooks are to be covered. Students are to use a book bag to carry textbooks and library books to and from school. All books are to be placed in lockers carefully, so as not to damage any schoolbooks and materials. Lockers will be checked regularly. Students

are encouraged to put cloth covers on their books.

Books will be available in the school library as well as classroom libraries. These books are also to be treated with care and returned in good condition when due. There will be individual replacement costs for lost or damaged textbooks and library materials.

All other school property needs to be treated with care. If any damage results from student abuse, that student will be charged a necessary repair or replacement fee. Some items included are lockers, desks, and gym and playground equipment. These fees must be paid at the end of each quarter, before Report Cards are handed out. Students may also be asked to help with any clean up or repair as needed.

Faith Families

To promote a feeling of appreciation and positive interactions between students in different grade levels, we hold meetings of “faith families” several times a semester. A student is selected as a leader who guides the children in their group through a simple activity. Cooperation, communication, and celebration are all part of our family meetings. The students pray the Angelus together at noon each school day.

FIELD TRIPS

Principal approved field trips are considered a part of the educational program and a part of the school day. Each class will be allowed one major field trip, which can be taken anytime during the school year. Attendance and good behavior are expected.

Some are walking trips and others require transportation provided by parents or WARCO buses. Students must have written permission of their parent/guardian in order to participate in a school field trip.

Only one “Walking Field Trip” permission slip (one per family) needs to be completed for the school year. Those trips that need transportation will require separate permission slips, which will be sent home in advance of each field trip. A student must have a completed permission slip to be able to attend. Field trips are a privilege, not a right. The school reserves the right to deny participation to any student who does not have authentic permission, who has been unable to cooperate with school rules, or has incomplete homework.

Adults who volunteer to drive for field trip must be at least 21 years of age, have a valid driver’s license, have completed VIRTUS training, and have a safe driving record. Completed volunteer driving forms must be on file in the school office before driving. Drivers must transport only as many students as their vehicle has seat belts (1 each) and be responsible to have the students in their vehicle wear the seat belts at all times while the vehicle is in motion. This is according to Wisconsin State Law.

Camp Gray

Students in grade 6 attend Camp Gray with their science teacher. A separate fee is charged to attend the camp and each student is expected to attend this overnight camping trip with their class.

American Players

Students in grades 7 and 8 attend the American Players Theater in Spring Green in the fall to see a Shakespeare play that is studied in class with the language arts teacher.

Washington DC

The 8th grade trip is an educational field trip to visit the historic and educational sites in Washington DC. The students will be accompanied by a teacher or staff member.

The goals of this trip:

- foster cooperation and team building between members of the 8th grade class
- provide experience in business, marketing, accounting, sales, and production of a product
- research and plan a trip based on individual and group interests
- communicate with members of the community and Congress
- respect differences and support members of the class
- promote critical thinking and problem solving skills in a real life experience

The trip includes two full days of travel by train and four days in Washington DC. The trip will take place after 8th grade graduation. Parents or other family members are welcome to pay their own way for the trip. Students bake Dog Treats for a year before the trip takes place in order to raise money to pay for their trip. All students in 8th grade are expected to attend the trip and to raise money with their classmates.

DRESS CODE

The dress of students is a parental responsibility, which the school supports by encouraging a manner of dress appropriate for the learning atmosphere. Modesty must be the guideline at all grade levels. The students at St. Mary's should reflect positive Christian values in their clothing as well as their behavior. A helpful rule of thumb is: If you have to ask if it is appropriate, then it probably isn't! Parents will be contacted if a student is dressed improperly.

Clothing with POSITIVE messages which respect and promote Christian values is acceptable. NO shirts with negative messages or unacceptable pictures are allowed. Students are not permitted to wear hats in the school building. Good daily personal hygiene is a must. Flip-flops are not permitted for safety reasons. All shoes including sandals must have straps on the back or have covered toes to be safe and comfortable. Socks are recommended during cold weather, but do not have to be worn during warm weather. Please avoid shoes that leave black marks on the floors. Mini-skirts, baggy sleeveless shirts/tops, and tops with spaghetti straps, are not permitted. Sleeveless shirts or dresses may be worn only if they fit snugly under the arm. Shirts need to fit close to the neck and shoulders. Tank tops or short shorts may be worn with another article of clothing under the top or shorts. Straps should be three fingers wide. Modesty is appreciated. Dresses, skirts, and shorts length should reach the end of the fingertips.

Students are NOT permitted to wear shorts to church. We ask that students dress respectfully for Mass. This is an excellent way to teach the students respect for the celebration of Mass and a consciousness of dressing appropriately when attending liturgies. Examples of shirts that may be worn are: cotton knit shirts, button shirts, polo shirts, dress shirts, sweaters, or blouses. Check the calendar for special Mass days. Students may bring clothes to change into after Mass.

Shorts may be worn at the beginning of the school year and at the end of the school year or at the discretion of the Principal. Students will be required to change or call home for another outfit if they are inappropriately dressed.

COLD WEATHER POLICY

Students will be allowed in the school building in the mornings if it is raining or if the temperature/wind chill is below 15 degrees. During recess time the same procedure will be followed.

Students should arrive at school properly dressed for the weather conditions. During cold weather months this includes: Boots, socks, snow pant/suit, heavy jacket, gloves/mittens and a hat or scarf. Students in grades 5 K to 6 must wear boots outside when snow is on the ground. Students in grades 5 - 8 will store coats and boots in the locker room.

Students who go off the blacktop on snowy days must wear snow pants/snowsuits and boots. It is expected that students wear hats and mittens or gloves during cold weather. We ask that students bring TWO pair of WARM mittens or gloves to school and place names on all the items. As a general policy shorts may be worn after the school furnace is turned off.

PHYSICAL EDUCATION

Growing children need physical exercise and fresh air. To meet this need, recess is scheduled each day as well as structured physical education classes, which are held twice a week for each grade. Participation is expected by all students, unless there are extenuating health reasons that must be documented in writing from the parent and/or doctor. Written excuses must include length of time to be out of class.

GYM CLOTHING -- all students must wear athletic type shoes during physical education class. Gym shoes may be the student's regular school day shoes, provided they are dry, clean, and do not leave black marks. Grades 5-8 are asked to bring a plain short sleeved or appropriate sleeveless shirt (see dress code) and loose fitting athletic shorts. Shirts may not be cropped or torn. **Physical Education clothes may not be worn during the school day.** Students should take Physical Ed. clothing home weekly for laundering. Students are also asked to only bring and use solid or roll-on deodorant (no spray). Locker rooms are to be used quickly and quietly before and after class. Good behavior is expected in the locker rooms.

The schedule for weekly physical education classes will be given out at the beginning of the

school year. Students are to have appropriate clothing at school for P.E. class, which is the same as completing an assignment for another class. Lack of proper clothing, and therefore reduced participation in physical education class, will have a detrimental effect on that student's physical education progress and their grade.

St. Mary Locker Room Policy

Locker rooms are provided for the use of physical education students, athletes and other activity groups or individuals authorized by the building principal or the priest. St. Mary's recognizes the privacy rights of individuals using the locker room and shall take reasonable measures to protect an individual's privacy.

No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker rooms at any time. Such interviews may take place outside of the locker room.

Under no circumstances may cameras, video recorders or other recording devices be used in the locker room. Also, no person may use a cell phone to capture, record or transfer a representation of nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Persons violating this policy shall be subject to appropriate disciplinary action in accordance with the student code of conduct and /or penalties under state law or local ordinance. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicized annually in the student handbook and posted in each locker room.

LEGAL REFERENCES: Wisconsin State Statues 175.22, 120.13, (35), 995.50, 942.09, 942.09

PLAYGROUND DUTY / RULES / EQUIPMENT

A teacher or staff member will supervise recess. Noon hour is from 11:05 - 12:05. Please review the following playground rules with your child/children.

OUTSIDE:

Students need to use the bathroom and get needed clothing and materials prior to going outside.

1. Once outside the students are to remain outside.
2. Students must stay within view of the supervisor at all times. Off limit areas are: in the front and on the south side of the school building, at church or the rectory, the neighboring yards, and the grove.

3. No teasing, hitting, punching, tackling, or shoving will be allowed.
4. No foul or abusive language will be allowed.
5. For safety reasons, no baseballs or hard footballs are permitted. Rag balls and foam footballs are provided for the students to use.
6. Children should not climb any trees.
7. Balls should not be hit or thrown against the school. This is hard on the balls.
8. During winter months snow may be used for building snowmen or snow forts. No caves or tunnels will be allowed. Students are not allowed on large snow piles. Throwing or kicking of snow or ice will not be tolerated. Sliding on ice is also prohibited.
9. When the bell rings, signaling the end of recess, ALL students will stop playing and talking. They will line up and return to the building. They will remove boots on the rug by the milk cooler and carry them to the cafeteria.
10. It is expected that students wear hats and mittens or gloves during cold weather. Students in grades 4K-6 must wear boots outside when snow is on the ground. Students who go off the blacktop on snowy days must wear snow pants/snowsuits and boots. See Cold Weather Policy for expected outdoor apparel.
11. Mud and wet grass are to be avoided at all times. Students who track mud into the building will be asked to clean it up.

Any student who behaves inappropriately may lose recess privileges and stand by the school wall during that recess or be sent to the office. Serious misbehavior will be reported to the principal.

INDOORS

If the weather is rainy or cold (below 15 degrees), a decision will be made by the principal to stay indoors for noon recess. Students in grades 4K-4 will share the gym with grades 5-8 students

Some indoor recess rules are:

1. Rules 3-5 apply (from Outside playground rules)
2. No hanging on basketball hoops
3. No using of equipment in unsafe ways
4. No kicking of any type of ball (except kickball)
5. Do not play under bleachers or on stage
6. Students are to remain in gym

7. Equipment / materials taken to the gym and cafeteria need to be with them when they line up
8. Students may not enter the P.E. storage room to get equipment

BREAKFAST / LUNCH / MILK PROGRAM

Student breakfast prices will be \$1.50 for regular and \$.30 for reduced or \$.50 for single items. Milk is \$.30. Adult prices for breakfast will be \$2.00. Breakfast will be served from 7:35 a.m. to 7:50 a.m. A voucher will be sent home to identify any credit, and the designated amount can be applied to the next payment. Monthly payment slips, identifying the number of days per month and the amount due, will be handed out the beginning of the year. Please fill in the form completely & send with the correct payment. **Hot lunch checks need to be separate from other school payments, since they don't go into the same account.**

Student lunch prices will be \$2.85 for regular and \$.40 for reduced. Adult prices for lunch will be \$3.75. Lunch bills are to be paid monthly, by the semester, or by the year. **Parents who are eligible for Free or Reduced Meals are encouraged to apply.** Forms must be filled in and given to St. Mary's School to receive the reduced prices. This information remains confidential. If any children in the same family attend both River Ridge and St. Mary's, a copy of the completed form needs to be sent to St. Mary's for the child attending here. Lunches include a choice of meat, milk, fruit, vegetable and bread.

Milk prices will be \$.30 for milk taken at break time and extra milk taken at breakfast or lunchtime. Teachers will mark student charts each time milk is taken. Milk will be purchased by quarters. Students, who want milk on a certain day, may pay \$.30 per day. Speak with your child regarding their choice to drink milk during break.

The Policy for Non-Payment for lunch is as follows: Parents are encouraged to use the monthly payment slips. Lunch payments are due on the fifth of each month. If payment has not been made by then, a reminder will be sent home about the amount of money that is due. Students may not receive milk during milk break unless they have money. Up to \$100 will be held on account for lunch. After that amount has been reached, parents will be asked to supply a bag lunch. If a child does not have a lunch the school will provide a sandwich and milk for the day.

HOME & SCHOOL ASSOCIATION

All parents become members of the Home & School Association when they enroll their children in St. Mary's School. The purpose of Home & School is to provide a means for the school and parents to work more closely together for the good of the students. It is also the main source of raising funds for the extras in our school.

Meetings are held on the third Wednesday of the month at 6:30 p.m. in the school media center. Please become involved and make an effort to attend these meetings, as your support and input as a parent is valued!!

VOLUNTEER PROGRAM

Parents / Grandparents / Parish members may choose to become as involved as they wish!! St. Mary's is very fortunate to have many wonderful people volunteering in our school on a regular basis. All volunteers must be trained in the "Protecting God's Children" program known as VITUS. The training is offered at different times in area parishes during the year. All volunteers must have a background check on file to work with children in our parish. Drivers must have a copy of their insurance card on file in the school, in addition to having VITUS training.

Foster Grandparent Program

Seniors, who may want to earn a stipend and lunch, may work under the Foster Grandparent Program. A minimum of 15 hours per week is required. Please contact the principal for more information.

COMMUNICATION

Communication is vital in any successful program. Parents are encouraged to call a teacher to check on their student's progress. Teachers are usually available from 7:30 to 8:00 a.m. and from 3:15 to 3:45 p.m. If a concern arises, the teacher should be contacted first, then the principal.

PHONE CALLS

Neither teachers nor students are allowed to leave the classrooms for phone calls during school hours. Messages that are urgent and necessary will be delivered to the teacher or student. Outgoing calls by students should be made **ONLY** in case of emergency. **Students should know their "after school plans" before arriving at school in the morning.** In order to teach students responsibility, they should accept the results of forgotten articles.

VISITORS

Parents are welcome to visit the school and classrooms at any time. Please check in the office before going to the classroom. Visitors are asked to stop at the office and sign in before entering the classrooms.

EMERGENCY PROCEDURE

The following steps will be taken to insure that our students remain safe.

- Procedures for safety in case of a crisis within the school will be followed. The School Safety /Crisis Management plan will be discussed with staff and practiced with students.
- If students and staff need to leave the school during an emergency, they will exit to the church basement.

NEWSLETTER -- FRIDAY FOLDERS

Communication between home and school is very important. To further increase two-way

communication, St. Mary's uses Friday Folders. These envelopes, handed out at registration (one per family) will be used regularly throughout the year to ensure that important information reaches home and back to school again. We ask that parents look for these brown envelopes, then check and respond to its contents. Please return the envelope along with necessary replies to school the following school day. **Your dated signature each week will ensure that you have received the enclosed items.** The parent memo will be sent by email to parents when we have an email address on file at the school.

IN-SERVICE DAYS

St. Mary's is part of the Madison Diocesan School System. There will be some variation from the Public School Calendar in view of religious education programs, diocesan meetings, conventions, and teacher in-services. Public school in-services/ early releases will be used as in-services for our teachers as well. Events only related to St. Mary's will be placed on the school calendar and every effort will be made to notify you in advance.

DRUG FREE SCHOOL ZONE

St. Mary's School is a designated drug-free area. Any use or possession of drugs, tobacco vaping material or alcohol will result in suspension and/or expulsion. All smoking and use of all tobacco products are prohibited by state law (ss120.12(19)) on school grounds and will be referred to the proper civil authorities. Students in fifth and sixth grade take a DARE class every other year offered from the Grant County Sheriff's Department.

FIRE /SAFETY/ TORNADO DRILLS

Fire and Safety Drills are held once a month during the school year, and reports are sent to the proper authorities. Also, the school participates in the Tornado Drill each year as designated by the state authorities during Tornado Awareness Week.

ASBESTOS

St. Mary's School has been inspected and a management plan developed for asbestos containing building materials. This management plan of the identified materials has been submitted to the State of Wisconsin in compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 effective October 1987.

The management plan and all asbestos records are available for inspection during normal business hours in the school's administrative office. Mr. Rod Neis, the custodian, is required to take a certification course yearly. If you have any question you may contact Mr. Neis. There is no restriction as to who will be allowed to review the plan, and there is no cost involved. The extreme size and complexity of these documents may require assistance of a staff person familiar with the plan during your examination of the document in our office.

Operations and maintained activities are and will be performed as any need arises. Asbestos Consulting Group, Inc., La Crosse, WI, is currently performing mandatory six-month periodic

surveillance. Our mandatory three-year re-inspection has been performed by personnel from Schauer & Associates, Inc.

These activities do not indicate an asbestos problem in our school. Asbestos related activities and public notification of these activities are mandatory under the EPA Federal Register, Vol. 52, N. 210, Sec. 763.93.

REVISED: AUGUST 2002 PASSED INSPECTION: APRIL 2007

Nothing in this document can be taken to be a contractual obligation.

St. Mary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administrated programs.

“For nothing is impossible with God.” Luke 1:37

Updated August 2019 Julie Zenz