



ST. MARY PARISH SCHOOL

Parent/Student Handbook
2021-2022

St. Mary Parish School
9553 W. Edgerton Avenue
Hales Corners, WI 53130
Phone: 425-3100
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 the will of God for you in Christ Jesus.

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

Welcome to 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 2021-22

GRADE / POSITION	ROOM / OFFICE	NAME
3K	313	Mrs. Sonya Dudor
3K	313	Mrs. Jenny Ryan (Assistant)
4K	209	Mrs. Nancy Sonn
4K	208	Mrs. Karen Parkinson
4K	208	Mrs. Katie Damon (Assistant)
5K	207	Mrs. Jodi Mallum
5K	207	Mrs. Kristin Karakis (Assistant)
5K	206	Mrs. Karli Koralewski-Flores
5K	206	Mrs. Kristin Karakis (Assistant)
Gr. 1	203	Mrs. Angelia Vogt Gr 1 and Science
Gr. 1	202	Ms. Kayla Malecki Gr 1 and Social Studies
Gr. 2	205	Mrs. Kris Kuchenbecker Gr 2 and Social Studies/Religion
Gr. 2	204	Ms. Elizabeth Machi Gr 2 and Science/Math, PLTW
Gr. 3	121	Mrs. Amy Goller Gr 3 and Language Arts, Reading, Religion
Gr. 3	120	Mrs. Margherita Farrugia Gr 3 and Math, Science, Social Studies
Gr. 4	117	Ms. Brittany Schultz Gr 4 and Math, Science, Social Studies
Gr. 4	118	Mr. Kevin Dineen Gr 4 and Language Arts, Reading, Religion
Gr. 5	115	Mrs. Jennifer Marlock Gr 5 and Math, Science, Social Studies
Gr. 5	116	Mrs. Mariterese LaBissoniere Gr 5 and English, Literature, Religion
Gr. 6	106	Mrs. Wendy Hornik MS Literature 6-7 / English 6
Gr. 6	104	Mrs. Jennika Confer MS Science 6-7-8
Gr. 7	122	Mrs. Sheila Daniels MS Math 6-7-8
Gr. 7	114	Mr. Walt Ziesmer MS Social Studies 6-7-8
Gr. 8	112	Mrs. Mary Wackman MS Religion 6-7-8
Gr. 8	113	Mrs. Annemarie Wood MS Literature 8 / English 7-8
Band	103	Mr. Pierre Allard Director of Bands
Fine Arts	201	Mrs. Sherie Drees Art Education
Library Media Specialist	314	Mrs. Julie Vanderhoef Technology K4-5, PLTW
Music	105	Mrs. Heather Schultz General Music Instructor
Physical Education	102	Mr. Jesse Duwe Physical Education

Math Intervention	109	Mrs. Melissa Becker	Math Interventionist
Reading Intervention	311	Mrs. Ann Luebke	Reading Interventionist
Guidance	109	Mrs. Carolyn Jarecki	Guidance Coach
Spanish	317	Mrs. Dawn Gilles	Foreign Language Instructor
Director of Technology	315	Mr. Dale Webler	IT Director
Project Manager / IT	315	Mr. Blake Manz	Project Manager & IT Coordinator
Principal	227	Dr. Mark Joerres	
Administrative Assistant	228	Mrs. Mickie Mroczenski	
Administrative School Secretary	225	Mrs. Kim Jones	
Extended Care	209	Mrs. Janice Falzon	
After School Care Director	312	Mrs. Janice Falzon	
Kitchen Staff	123	Mr. Matt Acompinado and Mrs. Mary Schalk	
Custodial Staff	153	Mr. Paul Fischer	
Custodial Staff	156	Mr. Jake Kotras	
Custodial Staff	155	Mr. Jim Kotras	

Pastor	Rev. Aaron Laskiewicz
Deacon	Mr. John Burns
Deacon	Mr. Bill Goulding
Director of Liturgical Music	Mr. Christopher Koleske
Director of Catholic Formation	Mr. Jeff Kacala
Youth Evangelization Coordinator	Ms. Julianne Elouadih
Education and Curriculum Specialist	Mrs. Kecia Freschi
Director of Human Concerns and Outreach	Mrs. Pam Lownik
Director of Administrative Services	Mr. Dan Hansen
Parish Accountant	Mrs. Vivian Roe
Parish Administrative Assistant	Ms. Lisa Fox
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	Ms. Mary Beth Katorski
Scrip	Mr. Tom Cyganek



St. Mary Parish 2021-2022 School Calendar

<p>25, 26, 27, 30-(12-3pm) Teacher In-service 30 Open House/Pictures 3:00-7:00pm 31 Teacher In-service</p>	<p>AUGUST 2021</p> <table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td></td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>																															23	24	25	26	27		30	31					<p>SEPTEMBER 2021</p> <table border="1"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td></td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td></td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td></td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>				1	2	3	6	7	8	9	10		13	14	15	16	17		20	21	22	23	24		27	28	29	30			<p>1 Half-day M-Z students 11:30am dismissal 2 Half-day A-L students 11:30am dismissal 3 Half-day for all students 11:30am dismissal 6 Labor Day--No school 13-24 MAPs testing</p>
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<p>2 Last day of class for 8th grade 3 Last day for 3K, 4K, and 5K 3 8th Grade Graduation 10 Last day of school--10:00am dismissal</p>	<p>JUNE 2022</p> <table border="1"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td></td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td></td></tr> </table>				1	2	3	6	7	8	9	10		13	14	15	16	17		<p>Teacher In-service 8/25, 8/26, 8/27, 8/30, 8/31, 10/7, 10/8, 11/5, 11/22, 11/23*, 1/14, 2/11, 3/18 *Plus the eve of 3/16</p>	<p>1st Trimester ends 12/3: 59 days 2nd Trimester ends 3/4: 58 days 3rd Trimester ends 6/10: <u>60 days</u> 177 days March 5, 2021</p>																																																						
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TUITION

4K Full day through 8th Grade:

	Budgeted Cost to Educate*	Parish Subsidy*	Parishioner Subsidized Tuition**	Non-Parishoner Tuition
1 child	\$6,802	\$2,397	\$4,405	\$5,900
2 children	\$13,604	\$5,895	\$7,709	\$9,500
3 or more children	\$20,406	\$9,432	\$10,974	\$13,000
Kindergarten 4K Half Day			\$2,848	\$4,400
Kindergarten 3K - 2 days			\$2,101	\$3,500
Kindergarten 3K - 3 days			\$2,543	\$4,000
Playground Fee/Family			\$75	\$75
8 th Grade Graduation Fee			\$75	\$75

****To be eligible for Parishioner Subsidized Tuition, parents must be registered members of the Parish AND honor their call to stewardship by pledging and giving to the Parish Operating Fund. 4K half-day and 3K are fees vs tuition due to Wisconsin tax law on deductibility of tuition to private schools.**

ALL NEW INCOMING STUDENTS

All incoming new students in Grades 3K-8 will be assessed a \$75.00 one-time, non-Refundable registration fee per child **due at time of registration.**

PARISH SUPPORT

Through the generosity of parishioners like you, St. Mary Parish invests over **\$ 2,500 per student per year** in your child's spiritual, academic, and social development. By the time your child graduates 11 years after coming to St. Mary School, the Parish investment is almost **\$ 30,000 per child.** Your child's faith is worth it. For the Parish to sustain this loving gift, we need everyone's participation in the Parish's mission to form Disciples of Christ in our School.

PAYMENT OPTIONS:

Tuition must be paid in full on **July 1, 2021.** Families may either pay their tuition in full by that date, OR make a 10% down payment AND be signed up for SMART Tuition Program. There is a \$50 Administrative fee for late payment of tuition.

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.

- If your family pledged for the 2021 calendar year beginning in January, check the “already made a pledge” option on the Tuition Payment Contract.
- If your family is new to pledging, or you have not yet made your 2021 pledge, we ask you to formalize your pledge by May 30, 2021 for the 2021 calendar year.
- If you make a monthly commitment to support the Parish Operating Fund by setting up a monthly ACH transfer from your bank account, this will be deemed to be your monthly pledge and you will qualify for Parishioner Subsidized Tuition.

Everyone who pledges will receive monthly letters from the Parish Office to help them keep track of their pledge throughout the year.

529 AND EDVEST

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

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

Numerous families participating in our “Scrip” program have saved 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 the tuition 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 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, 2021. 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.

ADMISSION POLICY

Rev. 07/2016

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 early 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 3K—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 9/1 in 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.

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 9/1 in 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 new 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 the Wisconsin Statute and Archdiocesan Policies.
- 4 All new incoming students, 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 or because of behavior, drugs or alcohol will not be admitted to St. Mary Parish School. The school may admit if the following steps 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 or because of possession of weapons/firearms will not be admitted to St. Mary Parish School.

TEACHER REQUEST POLICY

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.

These exceptions will have the following criteria:

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

Parent written student placement letter must include all of the following:

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

Policy adoption 2/16/18

EVALUATION OF STUDENTS

Written evaluation of the students takes place formally four times a year for students in grades K—8. Students in grades K-5 receive progress-based evaluations, while students at the intermediate and middle school levels (4-8) are evaluated using an achievement-based format. Student progress 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. Written reports may be issued throughout the quarter. 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. Should retention become necessary, it is recommended that the child attend another school the next year. The decision to change schools is made by the school and parents, as partners in the child's future.

Standardized Testing during the month of March is mandated for grade 3, 5, and 7 by the Archdiocese of Milwaukee in order to maintain accreditation. 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. *Standardized tests (ITBS) will not be administered to students who are absent due to vacations/outings, etc.*

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 semester. During the first semester probationary period, the school shall determine whether or not it can meet the needs of the student (academic, behavioral, social-emotional). If a child is suspected of having exceptional educational needs, the child will be referred for an evaluation prior to finalizing admission status in January. The school reserves the right to extend the probationary period to one year. The decision of the principal is final.

SCHOOL DAY SCHEDULE

GRADES 5K FULL DAY THROUGH 8:

7:00: Doors Open Officially

7:45: First Bell — All students in homeroom and ready for prayer/attendance/instruction

8:00: Formal Courses begin middle school

10:00-10:15: Recess for Gr. 3-5

10:15-10:30: Recess for Gr. K-2

11:00-11:25 Lunch: Grades 6, 7, and 8
11:25-12:00 Lunch: Grades 3, 4 and 5
11:45-12:25 Lunch: Grades 5K full day, 1 and 2
2:40: Dismissal

HALF DAY KINDERGARTEN:

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

7:45-10:50: 4K AM

7:45-11:45: 5K half day* Please note there is no formal half day 5K program. Parents who wish to have their child in a half day program, will follow the set schedule of the 5K day.

Supervision of students begins at 7:00 a.m. We are deeply concerned with the safety of every child in this school. Safety procedures and rules are taught in each homeroom. The need for safety extends beyond the school grounds. The home and community must share, with the school, the responsibility for maintaining safety standards. We must request that parents do not send their children to school any earlier than necessary.

Those students arriving after 7:45 a.m. must report to the office before going to their respective homerooms. These students are recorded as tardy. If the late arrival is due to a bus delay, students will not be marked tardy.

Students are to leave the building by 2:40 p.m. unless they are working with a teacher. In these cases, the teacher is responsible for the students. Each student will call home if he/she stays after school. 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, are to wait in the Principal's lobby. Because there is no after school supervision, it is highly recommended that parents use the After School Program. **Students are not allowed back into the building after 3PM without a sound reason for the student to return.** Scout groups and athletic teams are to go to their respective meeting places and meet their leader.

All leaders are responsible for supervising their members.

PLAYGROUND PROCEDURES FOR GRADES K—8

LUNCH RECESS TIMES

Middle School	11:20—11:35
Intermediate	11:40—12:00
Primary	12:05—12:25

PLAYGROUND RULES

P	Playing Games	Students will... <ul style="list-style-type: none"> ● demonstrate good sportsmanship, respect, and include others ● not bully, tackle, push, hit, shove, or grab other student's clothes ● not play dodgeball, attack ball games, nor throw the ball at the face or feet in kickball
L	Listen	Students will listen to and obey Playground Supervisors on duty.
A	Attitude	Students will... <ul style="list-style-type: none"> ● demonstrate respect and responsibility at all times ● not bully and will report bullying to a Playground Supervisor or teacher ● immediately line up quietly and orderly, and hold onto all balls after the bell rings
Y	Your Safety	Students will... <ul style="list-style-type: none"> ● walk from the cafeteria to the playground at recess ● 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 ● not stand, walk, or run on the benches or tables; not sit on the back of the benches ● not run (can sit/stand) on the bend around the tree ● not lift others off the ground (no piggy-back rides, no Gymnastic/cheerleading lifts, etc.) ● 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) ● report anything or anyone suspicious to the Playground Supervisor ● leave rocks, sticks, play structure surface material, or other objects alone ● not throw snowballs or ice chunks
S	Slides and Play Structure	Students will... <ul style="list-style-type: none"> ● go down the slide one at a time, feet first, and not climb up the slides ● not climb/sit/stand on the top of the monkey bars or the outside edges of the play structure ● not stand or walk across the top of the rainbow/curved monkey bars ● not play tag on the play structure ● tuck into their jackets any loose scarves or loose necklace items ● not be allowed to play on the play structure if the play structure is wet ● obey directions given by Playground Supervisors for use of play equipment and play structure during inclement weather (snow, rain, puddles, ice. etc.)
A	Accidents	Students will notify a Playground Supervisor if themselves or another student is hurt on the playground, and the Supervisor will send the student to the School Office, if appropriate
F	Food	Students will not bring or eat food on the playground at recess
E	Equipment	Students will... <ul style="list-style-type: none"> ● be allowed to bring approved, safe personal playground equipment from home (e.g., balls, jump ropes) ● bring playground equipment with them to the cafeteria at lunch time ● not bring electronic devices to the playground ● not bounce balls off the roof or walls

		<ul style="list-style-type: none"> • not use playground equipment (e.g., balls, jump ropes) on the play structure or the blue, soft-surface playground • 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
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ARRIVAL AND DISMISSAL also see Severe Weather Pick-up

These procedures are on hold due to COVID-19. Please follow the procedures communicated via email to families at the beginning of the 2020-21 school year.)

CARS - ARRIVAL

In the morning, students who travel by car can be dropped off on the upper or lower playground.

Students who arrive by car and bus should be dropped off on the lower parking lot. Cars and buses should enter the lot from Brookside Drive and pull all the way up alongside the cones. Children will exit cars/buses and immediately cross over to the other side of the cones. Cars/buses will pull forward and exit the lot onto Edgerton Avenue.

If you choose to park your car and walk your child into the building upon arriving in the morning, please **park in the upper lot** and enter through the main doors. You are not allowed to drive past the orange cones unless your vehicle is equipped with a handicap sticker. You must escort your child into the school building.

School doors remain closed until 7:00 a.m. Supervision of students begins at 7:00 a.m. *In all weather conditions*, drivers must enter the lower playground via Brookside Drive and pull up on the outer edge of the playground. Cars should form a single line while driving up to drop off children. After children have safely left the vehicle, proceed slowly and exit onto Edgerton Avenue. Students will use the following entrances for arrival:

- Grades K-1-2-3 - entrance near the Gym.
- Grades 4-5-6-7-8 - entrance near the lower lot doors.

CARS - DISMISSAL

The following safety plan for after school pickup is based on a cooperative effort between the Hales Corners Police Dept., Home and School, the teachers and the school administration.

At the end of the day, bus and van riders are dismissed from the lower lot. No vehicles will be allowed to enter or leave the lot until all buses have pulled out. Students may be picked up from the lower lot beginning at 2:45pm or when all the school buses have left the lot. You can begin to line up your car heading West on Brookside Drive prior to the buses leaving the parking lot. Once the buses have pulled completely out of the lot the first car will pull forward and begin to form the pick-up line stopping at the designated cone closest to the exit gate by Edgerton Avenue.

Please remain in your car. Your child will come to your car and should enter the car through the doors on the passenger side. If you are waiting to pull forward, please pull all the way up to ensure that cars can keep loading passengers. For example, if you see your child closest to the tree line of the parking lot but there are open spaces closest to Edgerton, pull all the way up. Your child will walk to where you are. Once your child has entered the car you may pull away and exit through the gate on to Edgerton Avenue.

Make sure to discuss with your child who will be picking up each day to ensure that they are looking for the correct car. You will also receive two family car signs to place in your car window at open house, please make sure this is visible to help the staff assist your child to the car.

WALKER DISMISSAL

Students who walk home will assemble by lower playground doors. When the buses and cars have left students will be dismissed.

Please help us keep our children safe, by following these rules and not crossing cones that are set up. Your cooperation is greatly appreciated!

BIKES and SKATEBOARDS

Students are permitted to ride their bikes to school. The bikes must be parked in the bike stands on the lower playground, and LOCKED during school hours. Bikes may not be ridden on the premises during school hours. Students who bike home will assemble by the lower playground doors. When the buses and vans leave, they will be dismissed. Skateboards are not permitted on St. Mary Parish School premises.

ABSENCES

If a student is going to be absent, *the 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 home or parent's place of employment.

Any student absent from school because of communicable disease i.e. measles, chicken pox, mumps, scarlet fever *must have permission from the health department or a physician* before he/she 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 the Wisconsin Compulsory Attendance Law, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days per semester. A second notice regarding habitual truancy shall be sent when a student has been absent for 10 or more days in the school year.

The following are considered examples of unexcused absences: Working, babysitting, car trouble, oversleeping,

running late, or missed bus.

School sponsored activities, i.e., retreats, field trips, band practice, chorus, eighth grade end of the year activities, etc. have priority over other activities that are scheduled throughout the school year. Advisors, moderators, leaders, are requested to correlate their programs with events that are planned by teachers, staff, and administration.

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 enough time to travel to the classroom and be ready by 7:45. Tardy notices are given out in the 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, he/she 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 1.5 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 1.5 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.

VACATION

As a school staff, we feel that consistency and clear communication are extremely important when we uphold our

high academic expectations with all of 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.

Teachers will circulate a form and write any advanced assignments on this form, as well as sign it to acknowledge their knowledge of the absence. 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 his or her 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. After School Care is not open on half day dismissal at 11:30 am. 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.

SEVERE WEATHER PICK-UP PROCEDURE

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

When a *tornado warning* is issued the Inclement Weather Dismissal Procedure is initiated; however, NO child will be dismissed from the building until the threat of a tornado has passed. Under these circumstances, those picking up students are able to come into the building and wait in designated tornado safety areas.

Inclement Weather Principal Lobby Procedure:

If you pick up your child in the Principal’s Lobby, you will still continue this practice under the Inclement Weather Procedure. There is no alternate plan for your child’s dismissal.

Inclement Weather Car Line Procedures: Students will be housed in two locations.

1. Students with the last names A-L will be located in the primary hallway. Those picking up students A-L will park in the upper church parking lot and enter at door #2 –primary wing.
2. Students M-Z will be housed in the gym. Those picking up students M-Z will park in the lower parking lot, ***after*** the buses have left, and enter at door # 6 - gym.

EMERGENCY SCHOOL CLOSING

In case of severe weather, electric power, water failure, or 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, Calling Post (phone, text, or email) of the emergency closing.

SEVERE WEATHER CLOSING

Parents should use their discretion concerning sending students to school in extremely cold or stormy weather. School will be closed when the Whitnall School or New Berlin School Systems close due to severe weather.

Information regarding a school closing will be sent via phone, text, email, and will be posted on the school website.

The announcement of the closing will be made through the following venues:

WTMJ/TV4	WISN/TV12
WTMJ/AM 620	WITI/TV6
WKTI/FM 94.5	CBS58

TORNADO WATCH/WARNING

All students will practice emergency procedures for tornado conditions. School will be dismissed as usual when a Tornado Watch is in effect, but in no case will students be dismissed while a Tornado Warning (actual tornado sighted) is in effect. In cooperation with the Hales Corners Police Department, we are informed when there is severe weather approaching.

PERMISSION TO LEAVE SCHOOL GROUNDS

No one 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, a note asking permission is presented to the teacher and office secretary. All students must be released to a parent/guardian or designee. The parent will sign his/her child out. This rule must be strictly enforced for student safety. We have a CLOSED LUNCH period.

TRANSPORTATION

Normally, a student may not ride a bus that he/she is not scheduled to ride. This creates a liability problem as well as a load capacity problem.

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 and can be void at any time. St. Mary School must adhere to bus company policy.

A written permission slip must be signed by either the principal or the administrative assistant if children need to switch buses for any reason. Only regular bus riders are allowed to do this.

BUS POLICY

Students who ride school buses are expected to await the bus arrival at their bus stop in a safe location away from traffic flow and without activity which might cause a student to be forced into the path of a moving vehicle.

The bus driver is in complete charge during the boarding, the ride, and departure from the bus - including crossing the street.

The following Conduct Rules apply to all students who ride the bus.

- 1. Respect and obey the DRIVER at ALL times.***
- 2. Go directly to your assigned seat.***
- 3. Remain seated at all times.***
- 4. Pushing and or shoving is never permitted.***
- 5. Always keep your hands and head inside the bus.***
- 6. Loud talking, laughing, and other noises are inappropriate.***
- 7. "KILLER" words are inappropriate.***
- 8. Keep book bags, lunches, and coats out of the aisles.***
- 9. Never throw anything out of a bus window.***
- 10. Eating, drinking, or chewing gum is never allowed.***

All students who are assigned to ride the bus after school will ride the bus unless the teacher or office receives written notice from the parent/guardian that the child should not ride the bus.

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 student will be called to the office, and must report his misbehavior to his

parent/guardian. A follow-up call or note will be made to the parent/guardian by the school authorities.

Second Report: The student will be called to the office and the parent/guardian will be called. The student may be suspended from riding the bus if circumstances warrant it.

Third Report: As a final measure, the student may be deprived of bus transportation.

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. Bus companies are: First Student 414-422-2020 (Whitnall buses #51, #52)

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 for students. 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. It is customary to have a positive balance with which to have your child's lunch purchases drawn against. Families are encouraged to submit one payment to be applied to all their child(ren) individual accounts (in the memo field, indicate how to divide the payment). When the account balance becomes negative, an email or text notice will be sent. Each student will be given a lunch card with an ID number. Students intentionally destroying their card or misplace their card will be charged a \$5 replacement cost.

Student Lunch Tickets (includes milk)..... \$3.95 per day

Milk Tickets..... \$.40

Please note: Foods with tree nuts are not allowed in the cafeteria. Shared lunches are not allowed. Parents are not allowed to bring fast food to the cafeteria for 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 (computers, chromebooks, ipads, document cameras, smart writes, or projectors).
- Water bottles will not be allowed in computer class or the library.
- Water bottles are not to be played with on school grounds. This includes 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 stay outside the 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 will be assessed every day the item is overdue. Books cannot be checked out until overdue books or replacement costs are paid. Report cards will not be issued at the end of the quarter 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 for the convenience of students. Periodic general inspections of lockers and desks will 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 his/her locker assignment without checking with the Teacher and/or the Principal.
2. Outside decorating of lockers must be approved by the Principal 24 hours in advance.

3. Inside decorating of lockers must be in accordance with school rules.
4. A **\$10.00** fee will be assessed for loss or damage of the lock.
5. 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 month, 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 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, at 8:00 a.m. all entrances to the school will be locked throughout the school day for the safety of our children. To gain access to the school, parents and visitors are required to park in the upper parking lot and come in the main school/church entrance. ***Please do not attempt to drive onto the lot if students are in the parking lot.*** An intercom system and camera have been installed at the main entrance. Please ring the bell. Once identification has been established, parents/visitors will be allowed to enter. **Upon entering the school, register in the school office and wear a visitor's badge.**

Classroom or school visits are held on an appointment basis so that visitors can be briefed by administration regarding organization and curriculum of St. Mary Parish School. Although it is not recommended, parents may shadow up to 2 hours per year. Dates must be pre-approved.

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 or Legal Guardians must give 5 days' written notification to the school office 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's main office.
6. The school principal will determine whether items in the student record can be copied and distributed to teachers or parents/legal guardians.

A pupil transferring to a given school presents the most recent student evaluation form (report card) as evidence of achievement in the school last attended. When the transfer is not due to a change of address, the principal enrolls the student temporarily while contacting the former school for the reasons for the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled. The receiving school requests that all of the student's cumulative and confidential records be sent from the former school. Records are mailed directly to the school in which the student is newly enrolled. Parental, guardian, or adult student 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. All records to be transferred should be mailed to the receiving school and not carried by parents/guardians or adult students. ADOPTED: 12/1/1983; REVISED: 5/1/2001

TELEPHONE /E-MAIL MESSAGES

Unless an emergency situation exists, neither teachers nor students may be called to the phone during school hours. Teachers will be notified of any call and return it at their first opportunity. ***Students will only be permitted to use the 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.

All Volunteers must sign the Volunteer Policy Guide, provided by the school principal.

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

VOLUNTEER PARENT HELPERS IN CLASSROOMS (3K-6)

All educators realize the invaluable assistance of volunteer parent helpers in individual or small group tutoring.

SECRETARIAL ASSISTANTS

These parent volunteers do secretarial tasks for teachers at home or in school. Ex: typing, checking and recording.

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, card 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/. 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 on school policies, forms, etc.

ACCEPTABLE USE POLICY FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS

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 the network 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 3rd through 8th 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/BYOD

(BRING YOUR OWN DEVICE)

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 my 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: two half day sessions.
- Four-Year-Old Kindergarten: one full day and one-half day session.
- Five-Year-Old Kindergarten: two full day sessions — with a religious and academic focus.
- Partially self-contained classrooms in Grades 1-5, with the use of specialists in the areas of Art, Music, Physical Education and Remedial Reading, Technology/PLTW, Individual/Group Tutoring, and Spanish.
- Departmentalized classrooms in Grades 6-8, with the use of specialists in the areas of Art, Spanish, Music, Physical Education, Art, and Individual/Group Tutoring

THE FOLLOWING FACTORS ENHANCE THE TEACHING/LEARNING ENVIRONMENT

1. State of Wisconsin Certified Principal and Teachers
2. Archdiocesan Certified Religion Teachers
3. Archdiocesan School Accreditation/Wisconsin Non-Public School Accrediting Association
4. School Counselor 4K — 8
5. Integrated Computer Education Program Grades 4K—8
6. Environmental Education Grades 4K — 8
7. Private and group lessons on band instruments Grades 4 — 8
8. Fine Arts Program Grades 4K-8
9. Spanish Grades 5K—8
10. Music Grades 4K—8
11. Availability of Individual Testing Grades K — 8
12. Student Council Leadership Program Grades 4—8
13. Hot Lunch Program
14. Library
15. Intervention in Reading Grades 1-5
16. Intervention in Math Grades 3-8
17. School Ambassadors Grades 6-8

REPLACEMENT/CHALLENGE MATERIALS 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 Committee 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 Board's adopted 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 (whenever possible) and contact the custodial parent/legal

guardian by telephone or letter.

b. The student will receive detention.

c. Teacher will write a discipline referral.

d. The principal, teacher, and student will hold a conference as soon as possible and decide if the student deserves a chance to redo the work and how the grade will affect the final grade.

SECOND OFFENSE

a-d. Same as the first offense.

e. The second incident of cheating will result in an in-school suspension, a parent conference, and a determination of how the grade will affect 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

HOMework 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 students 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
Upper Elementary	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.
- 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.

On those evenings that students attend Eucharist and Reconciliation programs, a limited amount of homework will be assigned. Students will be given one day to make up homework for everyday they missed.

LATE WORK AND ABSENT WORK GUIDE

Intermediate Level Late Work Guide (Grades 3-5)

- First missing assignment a note indicating missing work will be sent home.
- Second Missing Assignment a note indicating missing work will be sent home and will need to be returned with parent signature
- Third missing assignment will result in the student’s teacher contacting parents regarding missing work.
- Fourth missing assignment will result in a referral to the principal.

Middle School Late Work Guide

- Full credit is possible if it is turned in on the due date at the *beginning* of class.
- If work is turned in within 24 hours of the original due date, the maximum credit received will be lowered by one letter grade.
- After 48 hours (2 days) of the original due date, the maximum credit received will be lowered by a second letter grade.
- Assignments will receive no more than 50% credit if turned in after 72 hours (3 days). All assignments must be turned in before the completion of the unit/chapter in order to receive 50% credit. All required work must be turned in or privileges will be lost.

Middle School Absent Work Guide

- At the end of each school day Middle School teachers will deliver missing work to the absent student’s homeroom teacher. The work will remain with the homeroom teacher until the student returns to school.

- Work assigned prior to and due on the day of a one-day absence must be turned in on the first returning day in order to earn full credit. Previously scheduled exams taken on a day of absence must be taken on the first returning day.
- Students will be given the same number of days to complete and turn in work as the number of days missed due to illness.
- When an absence is planned (vacation, etc.), work assigned or given out before the absence must be completed and turned in on the first returning day in order to receive full credit. Work that is not assigned or given out before a planned absence must be completed in a timely manner. Each individual teacher must be consulted. Exams missed due to planned absences must be made up in a timely manner. Each individual teacher must be consulted. Please remember that classroom time can never really be made up and we encourage families to try and plan vacations around the school calendar.

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:

Kindergarten: God Made the World

Grade Five: We Meet Jesus in the Sacraments

First Grade: God Loves Us

Grade Six: We Are God’s People

Grade Two: Jesus Shares God’s Life

Grade Seven: A Journey with Jesus
Relationships

Grade Three: We Are the Church

Service

Grade Four: God’s Law Guides Us

Grade Eight: Forming our Catholic Identity
Social Justice
Prayer

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, the Archdiocese, and Archbishop Jerome ListECKI, the Sacrament of Reconciliation will take place before the Sacrament of First Communion.

- Second grade Reconciliation preparation will begin in January with reception in February.
- First Communion will continue to be celebrated in second grade as usual, in the spring after Easter, with preparation in March and April.
- Students in Grades two and four will receive books and materials appropriate for their levels.
- Dates for the parents' meetings and the reception for the Sacrament of Reconciliation will be forthcoming.
- If you wish, you may delay the celebration of First Reconciliation until fourth grade. Parents would prepare their child for this at home.

If you have questions regarding First Communion or Reconciliation, please contact the Director of Youth Ministry, 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 such as Career Days, “Care for Critters” or the St. Francis Blessing of the animals, may grant exceptions.

CHILD ABUSE

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 Statutes.

UNIFORM SUPPLIERS

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

UNIFORM 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/Chinos/Dockers/Trousers/Capris -

Navy or Khaki (tan), Tailored, Plain or Pleated Front

****Pants that are made to cling to the body are NOT allowed. NOT ALLOWED: Pants with spandex or lycra, Jeggings, Leggings, Joggers, Oversized, Cargo, zip ankle, elastic ankle, sweatpants, wind pants or pants made with jean or denim material.**

Shorts –

Navy or Khaki (tan), Tailored, Plain or Pleated Front, length must be no shorter than 4” from the top of knee

****Shorts that are made to cling to the body are NOT allowed. NOT ALLOWED: Shorts with spandex or lycra, Cargo shorts.**

Jumper -

Uniform Plaid (Lands End Classic Navy/Evergreen plaid), solid khaki (tan), solid navy

Available from Lands End – length must be no shorter than 4” from the top of the knee.

Skirt/Skort –

Plain or Pleated Front or side button

Uniform Plaid (Lands End Classic Navy/Evergreen plaid), Solid Navy, Solid khaki (tan)

Available from Lands End or Ideal Logo, length must be no shorter than 4” from the top of the knee.

Polo Shirt (short or long sleeve) -

Plain button front with collar, Solid Navy or White, Logoed apparel from Lands End or Ideal Logo

****Small (quarter sized) insignias are acceptable (i.e. the polo logo), plain shirts are preferred**

****If two shirts are worn together, the shirt underneath must be the same color**

Sweater –

Cardigan, crew neck, V-neck, sweater vest, Solid Navy or White

Logoed apparel can be ordered from Lands End or Ideal Logo only

****Uniform shirt must be worn underneath**

Sweatshirt –

Navy St Mary Sweatshirt from Ideal Logo only

****Spirit Wear Sweatshirt and “Throwback” sweatshirts are not approved on uniform days**

Fleece Jackets/Fleece Vests –

St Mary Navy logoed jacket/vest only, Logoed apparel can be ordered from Lands End or Ideal Logo

Holloway Transformation Jackets –

Navy and bronze Jacket with Logo, full or half zipper, Available from Ideal Logo

Tights/Socks/Leggings –

Navy or White only

****Tights and Leggings can be worn under shorts, skirts or jumpers only**

****If wearing Shorts/Skirts/Jumpers - socks must be white or navy blue, small insignia such as a Nike symbol is allowed. Students can wear any color socks under their pants.**

Shoes –

Closed toed shoes of any kind

****No flip flops, backless shoes or open toed shoes**

Accessories –

Visible tattooing and body piercings other than ear lobes are NOT allowed.

No excessive make-up

No unnatural hair coloring

No costume hair accessories such as headbands with unicorn horns, cat ears, very large/oversized bows, etc.

Physical Education –

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

Grades 6-8 – Will need to bring or keep at school a change of shirt with sleeves, pants, shorts or sweatpants, deodorant and athletic shoes (separate pair to be kept at school.) Not Allowed - Jewelry, watches, and dangling earrings, cut off shorts, shorts that are made to cling to the body, crop tops and mesh shirts.

Non-Uniform days –

Out of Uniform Passes - May only be used on Fridays.

Acceptable Attire:

denim jeans/pants/shorts/ skirts/dresses of any color (length must be no shorter than 4” from the top of knee)

Grades 3k-2 Leggings/Jeggings are allowed

Grades 3-8 Leggings/Jeggings are allowed ONLY WHEN the shirt is long and covers the buttocks

Comfortable/Casual NON collared or collared long/short sleeve shirts, sweatshirts, sweaters, sweater vests, socks/tights of any color.

Not Acceptable Attire:

Ripped or holey jeans/pants

Clothing with inappropriate or offensive messages/slogans

Halter tops, crop tops, spaghetti straps or bare midriffs

Sandals, open toed or backless shoes

Out of Uniform passes not allowed on liturgy days

Spirit Wear Days – on Designated Wednesdays and various other days, see school calendar.

Acceptable Attire:

T-Shirts/Shirts/Sweatshirts/Jackets with St Mary logo – “throwback” shirts/sweatshirts are allowed. St Mary spirit wear available from Ideal Logo

denim jeans/pants/shorts/ skirts/dresses of any color (length must be no shorter than 4” from the top of knee)

Grades 3k-2 Leggings/Jeggings are allowed

Grades 3-8 Leggings/Jeggings are allowed ONLY WHEN the shirt is long and covers the buttocks

**See out of uniform passes description for not acceptable attire

Dress up days –

Dress up days consist of “Sunday Best” appropriate clothing. Can also wear appropriate uniform attire. Dress up days do not include what is acceptable when using an out of uniform pass such as jeans, non-uniform shorts, sweats, t-shirts, tank tops, etc.

Scouting Uniforms –

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

Winter Weather Dress –

Grades K-5 – All students must wear boots that can be removed during the day and snow pants to school during the winter months. Students should wear hats, gloves, scarves daily during the winter season.

Grades 6-8 – Students should dress in clothing appropriate to stay warm for 15 minutes outside during the winter months.

DISCIPLINE MANAGEMENT POLICY

Archdiocesan Policy 5144 Adopted 11-05

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

(See Regulations)

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 his/her parent or 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 parish/secondary school with a recommendation about at which step of the procedure needs to be further processed.

CODE OF SCHOOL CONDUCT

CODE PHILOSOPHY/SCOPE

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 the classroom and school grounds 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 the Parish School Committee, administration, and classroom teachers.

Student behavior that is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach effectively, will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established school rules and policies.

This code of school conduct applies to all students in grades 3K—8.

STUDENT REMOVAL FROM CLASS OR LOSS OF RECESS TIME

Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes but not limited to the following:

- Possession or use of a weapon, anything that looks like a weapon, anything that is intended to be used as a weapon, or other item that might cause bodily harm to persons on school grounds.

- Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies (see p. 25).
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
- Fighting
- Taunting, baiting, inciting and/or encouraging a fight or disruption.
- Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke an altercation or confrontation.
- Pushing or striking a student or staff member.
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruption and excessive talking
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
- Throwing objects in the classroom.
- Disruption or violation of classroom rules
- Behavior that causes the teacher or other students fear of physical or psychological harm
- Physical confrontations or verbal/physical threats
- Damage to school property
- Defiance of authority (willful refusal to follow directions or orders given by Teacher).
- Repeatedly reporting to class without bringing necessary materials to participate in class activities
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Repeated use of profanity.

When a student is removed from class, the teacher shall send the student to the principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee before the end of the next school day after the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

GENERAL CONDUCT AND RULES

1. Courtesy and good behavior is expected from all students toward teachers and other students.
2. School buses are an extension of school and misbehavior will result in the student not being allowed to ride the bus.
3. Students are asked not to chew gum while at school. It leads to maintenance problems.
4. Students should walk at all times when moving from class to class (ample time is provided for class changes.) Unnecessary accidents can occur if students run in hallways or on stairways.
5. Any type of vandalism, defacing or destruction of school or personal property is considered a serious offense and will be treated as such. Restitution must be made for any act of vandalism.
6. Throwing snowballs or any other object on the school grounds will not be tolerated.
7. Skateboards can result in serious injury. As a result students are to leave them at home.
8. Smoking or possession of tobacco, matches, firecrackers, smoke bombs, or drugs on the school grounds will not be tolerated and possible suspension or expulsion may result from these actions.
9. Students are to stay away from automobiles and school bicycle racks.
10. Posters, signs, or other materials may be placed on bulletin boards or on school walls with the permission of the principal.
11. Students are not allowed in any teacher's desk unless the teacher gives permission and is present.
12. We ask students not to bring valuables or excessive amounts of money to school. The school tries to prevent theft, but is not responsible for lost or stolen articles.
13. Students are not to be in any other student's locker or desk at any time.
14. Students should leave the school grounds promptly at the end of the day unless under the supervision of a teacher or sponsor.
15. Students are not permitted to leave the school grounds during the school day unless permission is granted through the school office. Parent(s) must sign the student out in the school office.
16. Students will be expected to know, understand, and follow these rules.

HONOR LEVEL SYSTEM

The Honor Level 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.

An additional goal of the system is to create a building atmosphere in which students strive for proper behavior. Rewards for positive behavior include special events and other incentives of interest to adolescents. Inappropriate behavior results in a series of progressive consequences and an accumulation of demerits. As the number of demerits increases, a student's Honor Level is adversely affected.

An infraction Slip "worth" 1 or 3 "demerit points" is issued to a student as a consequence for inappropriate behavior. The student is requested to sign his/her Infraction Slip to become aware of the inappropriate behavior and to correct it immediately. The teacher then submits the Infraction Slip to the office where it is recorded. Please note: demerit points issued by a substitute teacher will be doubled.

With certain levels of demerits comes repercussions for the student. Below is an explanation of these actions that will be taken.

- **One 3 point demerit**
 - Lunch detention, home reflection (signed by parent and students), still eligible for incentive
- **4 points (sum total from 1 or 2 point demerits)**
 - Lunch detention, home reflection (signed by parent and students), still eligible for incentive
- **Total of 5 points**
 - Not eligible for incentive
- **Total of 6 points**
 - After school detention, home reflection, not eligible for incentive
- **Total of 7 point or more**
 - Referral to principal and re-evaluation of procedures for particular student

****Only serve one lunch detention up to four points**

The honor level system is forgiving. All demerits will be erased at the beginning and middle of each quarter and the student starts with 0 points.

STUDENT HARASSMENT

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain 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

Threatening words

Racial insults

Sexual comments, jokes or gestures

Using “kill words”

St. Mary Parish School will not tolerate any form of harassment. Any employee or student who engages in harassment shall be disciplined. Any person who believes he/she has 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 shall be disciplined.

PROCEDURES

1. Teacher alternatives/Classroom interventions.
2. Teacher-Parent-Student involvement may include the following:
 - a. Phone calls and/or notes home
 - b. Conferences
 - c. Contract/plan
 - d. Recess, lunch time, or after school detention
3. Principal involvement may include the following:
 - a. Review of past history
 - b. Meet with parent(s), student, and teacher(s)

- c. Develop a plan
- d. Detention/suspension/ expulsion

Detention may be assigned to a student for failure to follow school rules. This will be used after other interventions have not provided positive results or appropriate behaviors. If a student misses detention, he/she will need to make up two detention periods. After school detention times run 2:45-3:30.

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 policy will be subject to penalties as outlined in the school's student discipline policy. Violators shall be disciplined by the principal according to the following procedures:

1. Confiscation of the contraband/device(s).
2. Parent/Guardian notification.
3. Possible suspension or expulsion, depending on the students' use of the contraband/device(s).

The school will provide supportive information, guidance and referral for treatment for these students.

DRUG POLICY - For the purpose of the policy, "drugs" shall mean:

1. All controlled substances prohibited by law.
2. All alcoholic beverages.
3. Tobacco products.
4. Any prescription or patent drug, except those for which permission to use in school has been granted.
5. Any substance that alters perception or behavior reduces that individual's ability to function appropriately in school.

The school prohibits the use, possession or distribution of any drugs:

1. During school hours and school/parish sponsored activities.
2. On school/parish property.
3. On school/parish buses or transportation provided by the school/parish.

Students possessing or using tobacco, alcohol or controlled substances will be subjected to school disciplinary actions:

1. **FIRST VIOLATION:** Any student found to be in violation of this policy will be suspended. The student will be required to seek professional counseling along with his/her parent or guardian and provide written evidence of this counseling to the principal.

Cost of said counseling shall be borne by the parents/guardian of the student in violation of this policy.

2. **SECOND VIOLATION:** Any student found in violation of this policy for the second time will be expelled.

NOTE: Any student who distributes, sells, or induces another student to use a controlled substance or alcoholic beverage will be automatically expelled.

GRIEVANCE PROCEDURES FOR PARENTS

Archdiocese Policy 1312 Rev. 11-2005

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, DREW, 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 Milwaukee Archdiocesan 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 by telephone 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 PROCEDURE

A. EDUCATIONAL AND PREVENTATIVE MEASURES

1. The school will enforce examination/immunization requirements for all students.
2. In cooperation with the public health nurse, the principal shall be responsible for the appropriate maintenance of a health station in the school building. A list of communicable diseases, as defined by the Department of Health and Social Services, shall be posted in the health station, and information regarding the suppression and control of communicable diseases shall be available for review by interested staff, parents and students.
3. Information regarding suppression and control of communicable diseases will be included as a regular part of the Science, Religion, and Social Studies curriculum for students.
4. Standard procedures, as set forth in the current edition of Control of Communicable Diseases in Man, to prevent the spread of communicable diseases transmitted by air (such as tuberculosis, chicken pox, measles, mumps, and rubella) or by exchange of body fluids (such as hepatitis A and B, rotavirus, cytomegalovirus, salmonella, staphylococcus aureus, Acquired Immune Deficiency Syndrome and HIV the spread of other conditions such as pediculosis, and scabies) will be followed by all staff in the performance of their duties. A single case of measles shall be considered a public health emergency. The local public health officer will be contacted immediately to determine an appropriate course of action.
5. First aid supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school, as determined by local public health officials, will be available in the school office.
6. The school will establish routines for handling body fluids consistent with the recommendations from the Center for Disease Control.

B. CONFIDENTIALITY/REPORTING

1. The principal shall function as the school's liaison between students, staff, parents, physicians, public health officials and the community at large in matters concerning communicable disease issues in the school.
2. Any person who knows or suspects that a student has a communicable disease should share the information with the principal. The principal will confer with the public health nurse serving the school and, to the extent circumstances warrant and permit, with the subject of the report and the student's parent or guardian.
3. If required by public health statutes and regulations, the principal will make a report to the local public health officer.

4. The school will maintain the confidentiality of the health records of students and will not disclose any such records except to the extent required or permitted by law and essential to the safe conduct of the school's operations.

C. HEALTH CARE TEAM

1. The health care team will consist of the Principal, the Administrative Assistant, and the School Secretaries, public health care nurse serving the school, local health officer, and to the extent that cooperation of such individuals can be obtained, the student and/or the student's parent or guardian and the student's physician. The team will confer, as necessary, with the village's medical advisor, the Parish's legal counsel, and with state public health officials.
2. The health care team will convene at the request of the Principal to determine whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance. The health care team may also receive referrals for the purpose of formulating recommendations regarding educational program modification, short of exclusion, that could permit the student to attend school without posing a significant threat to the health of self and others.
3. The health status of a student temporarily removed from the usual school setting to protect the health of self and others will be re-evaluated by the health care team at regular intervals.
4. The health care team will provide information to the Pastor and the Archdiocese to the extent permitted in light of confidentiality requirements.

D. EXCLUSION FROM SCHOOL - STUDENTS

1. Students who are suspected of having a communicable disease that could be detrimental to the health of self or others in the parish school environment may be sent home for diagnosis and treatment. Students who are diagnosed as having a communicable disease that renders them unable to pursue their studies or poses a significant risk of transmission to others in the parish school environment shall be excused from attendance until their presence no longer poses a threat to the health of themselves or others.
2. The determination as to whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance shall be made by the principal and/or a member of the health care team.
3. The principal may refer this determination to the health care team and the local public health department. If the disease in question appears to pose a serious health threat to the student or others (tuberculosis, rubeola, hepatitis B, and Human Immunodeficiency Virus, for example), the principal shall refer the determination to the local health care team.
4. Before making a determination that a student should be sent home for diagnosis and treatment or excused from school attendance, the principal will inform the student and the student's parent or guardian of the

reasons for the contemplated action and shall consider any information the student and parent or guardian may choose to offer regarding the student's condition as confidential. If a student is sent home or excused from school attendance pursuant of this procedure, the principal shall immediately notify the student's parent or guardian of the action and the reasons therefore.

5. Alternative education opportunities will be arranged for students who must be excused from school attendance for a significant period of time.
6. The principal, in consultation with the public health nurse serving the school, shall determine when a student who has been excused from school attendance may be readmitted. As a condition of continued or renewed attendance, the Principal may require a statement from the student's physician that the student is in a state of acceptable health to attend school.
7. The following appeal procedure shall be established:
 - a. A parent or guardian of a minor student who disputes the determination or action of the Principal, and health care team concerning exclusion of a student from school attendance pursuant to this procedure may appeal such determination or action by bringing or sending a complaint to the Parish Pastor.
 - b. A written complaint, signed by the complainant, and submitted within five (5) consecutive school days of the disputed determination or action must contain: a) a statement of the facts, b) a statement of the relief requested, and c) any necessary medical information.
 - c. The Pastor shall confer with the complainant within five (5) consecutive school days of the receipt of the complaint to verify the nature of the complaint and to explain the procedure that will be followed to resolve the complaint.
 - d. Complaints involving pupil discrimination on the basis of handicap or of physical, mental, emotional, or learning disability will be resolved through the procedures established by the Archdiocese to comply with Section 118.3 of the Wisconsin Statutes, Wisconsin Administrative Code, Section PI 9.04, and Section 504 of the Federal Rehabilitation Act of 1973.
 - e. Other complaints will be heard by the Parish School Committee and resolved by the Pastor. The Pastor will confer with the involved parties, as outlined in Paragraph C above, and will render a decision within five (5) consecutive school days of his receipt of the complaint. A complainant who remains unsatisfied with the Pastor's decision may appeal to the Milwaukee Archdiocesan Office of Schools. A written appeal must be signed by the complainant and submitted to the Superintendent of Archdiocesan Schools within five (5) consecutive school days of the Pastor's decision and must state the reasons for disagreement with that decision. The Archdiocese will afford the complainant a

hearing, upon request, and will render a written decision within ten (10) consecutive school days of the receipt of the appeal or, if a hearing is held, at the conclusion of that hearing.

- f. Except to the extent prohibited by law, a student may be excluded from school during the pendency of any appeal hereunder.

HUMAN IMMUNODEFICIENCY VIRUS (HIV) - ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

- A. In addition to maintaining normal confidentiality regarding health records of students, the school will not disclose the results of a test for the presence of HIV or an antibody to HIV except as expressly authorized by the test subject or by law.
- B. As a general rule, students suspected of or diagnosed as being HIV infected will be allowed to attend school in their regular classroom setting and will be considered eligible for all rights, privileges, and services provided by law and school policy.

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 a Physical Education activity, written notification must be given to the Physical Education teacher. Students must have a note from a physician to be excused from Physical Education classes. A written release from the physician must be presented to the Physical Education teacher upon return to Physical Education class.

Upon return to school, students should make arrangements with their teacher(s) to complete all missed assignments.

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 i.e. failure to breathe, unconsciousness, hemorrhaging, severe head injury, cuts or burns, compound fracture, serious eye injury, and 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, using proper first aid techniques.

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 i.e. 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 place 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 the appropriate first aid. When a child injures his/her head/face, a parent/guardian will automatically be 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 cleaned with 1-10 bleach solution by the maintenance staff.

Blood contaminated tissue, paper toweling, etc. will be disposed of in a double bagged covered container marked (Contaminated Waste) in the School Health Office.

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. The School Personnel, Nurse, where available, or the Principal shall maintain an accurate medication file which includes all of 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 given, 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 by the other 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 given, 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 OTC (over the counter) or prescribed medications in their possession during the school day. All medications must be brought to the office with a Parental Consent Form. Inhalers are the exception, and may be carried by anyone having a prescription for one.

ALLERGY POLICY

Adopted 5/2015

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 students' 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 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 birthday treats are provided.

Students will be educated about food allergies and their risks. School staff will have annual training 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/coach to make proper arrangements.

EPI-PEN POLICY

Parents are responsible for informing the school, after school programs, coaches, etc. of their child's allergy and the potential need for an epi-pen. Students with epi-pens will need to have a separate form completed by their parent/guardian. An "Emergency Health Care Plan for Students with Epi-pens" form must be completed and an epi-pen provided to the school office.

The following steps will be taken once an epi-pen 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 COMMITTEE

PURPOSE

Our Parish School Committee is called to support and encourage the school staff in their endeavor to provide a quality Catholic education by developing policies and procedures that promote a cooperative family, school, and parish relationship. The Principal shall implement the Committee policies and procedures on guidelines and suggestions set forth by the Committee. The exact method of implementation shall be the responsibility of the Principal. For a complete set of by-laws, please contact the school office.

HOME & 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 voting members of the Home and School Association. For the complete Constitution of St. Mary Parish School Home and School Association, please contact the school office.

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's Parish School or Parish members involved in St. Mary's Faith Formation program participate in the St. Mary's Scouting Program. Ultimately, the Scouting program at St. Mary Public School is open to any interested area child.

The following programs are offered:

Girls: Grade K - Daisy	Boys: Grade 1 - Tiger Cubs
Grade 1-3 - Brownies	Grades 2-5 - Cub Scouts
Grade 4-6 - Junior Girl Scouts	Grades 6-8 - Boy Scouts
Grade 7-9 – Cadettes	

For additional information about the Scouting Program, please contact the school office.

ATHLETIC PROGRAM

It is the primary purpose of the St. Mary's 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 judgement, and physical well-being.

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

St. Mary Hales Corners Parish athletic events should be conducted in such a manner that good sportsmanship prevails at all times. It is an expectation at SMHC Parish 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 SMHC 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's Parish School or children of registered Parish members actively participating in the St. Mary's Parish 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 Association Board.

PARISH ATHLETIC PROGRAMS FOR BOYS AND GIRLS

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

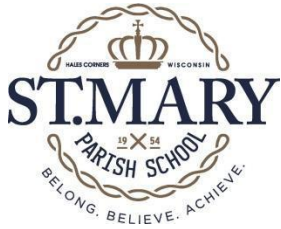
All Students will conduct themselves as ladies or gentlemen, in a Christian manner at all times, before, during and after practices and games. Failure to do so may result in disciplinary action up to and/or including suspension or dismissal from the team. Since players represent St. Mary Parish all school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

St. Mary Hales Corners Parish parents and student spectators are expected to exhibit the highest level of

sportsmanship at all SMHC Parish 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 SMHC Parish events. 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 SMHC Parish athletic events may result in further actions deemed necessary by the SMHC Athletic Board and/or School Administration.

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

2021-2022 PARENT STUDENT HANDBOOK SIGN OFF



We the undersigned have downloaded and/or reviewed the Parent/Student Handbook at www.stmaryhc.org/school and understand the contents. We agree to abide by these rules and regulations.

Parent/Guardian Signature

Date

Student(s) Name(s)

Grade(s)
