



ST. MARY PARISH SCHOOL

Parent/Student Handbook 2026-2027

St. Mary Parish School
9553 W. Edgerton Avenue
Hales Corners, WI 53130
Phone: 414-425-3100

www.stmaryhc.org/school

Dear Parents/Guardians,

As a parish school, we base our program on the principles of the Catholic faith. Within that framework we strive for a high standard of academic excellence while nurturing the spiritual development of our faith community. Our Christian values and ethics are embodied in our thoughts, words, and actions.

This handbook serves as a resource and reference for you throughout the academic year. As parents/guardians, you provide the foundation from which your child comes to us. You bear a precious and awesome responsibility! We strive WITH YOU to enrich your child with Gospel values, instill everyday virtues, nurture potential abilities, and develop fundamental habits essential for success now and in the future. Cooperation between home and school is crucial to provide children with stability, growth, and a strong moral compass. Together, we can build a strong foundation for your child's faith, values, and academic success.

To ensure the success of our program, we welcome input from all members of our school community. Our faculty and staff are dedicated to assisting you throughout the academic year with matters concerning your child's education and personal growth. I urge you to address any questions or concerns directly to the faculty or to me. No issue is too trivial to merit our attention. In regards to issues 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 needed in response to evolving circumstances.

Our school welcomes students of all races, faiths, and nationalities. We take immense pride in our students and appreciate the unwavering support of parents/guardians and parishioners. The parish generously allocates a large part of its resources to support your child's Catholic education, but none of us can replace you. As we strive WITH YOU to educate and form your child, we encourage your active participation and support of our school and participation in the life of our parish. Together, we can realize the hopes and dreams you have for your child. May God abundantly bless you, your loved ones, and our faith community.

Grace and blessings,

A handwritten signature in cursive script, reading "Linda Joyner".

Linda Joyner
Principal

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ABOUT ST. MARY PARISH SCHOOL

Mission Statement

St. Mary Parish School, in partnership with parents and the parish community, celebrates spiritual growth and academic excellence in a Christ-centered environment.

We strive to form students who **Belong, Believe, and Achieve** by:

- **Belonging** - creating a welcoming and inclusive community where every student is known, valued, and respected.
- **Believing** - nurturing a personal relationship with Jesus Christ through faith, prayer, worship, and the teachings of the Catholic Church.
- **Achieving** - inspiring students to develop their God-given gifts, pursue academic excellence, think critically, and confidently contribute to the world around them.

Through faith, community, worship, and service, we prepare students to live the Gospel and become compassionate, responsible disciples who **Know God, Share God, Reflect Love, and Multiply the Kingdom**.

Philosophy of Education

At St. Mary Parish School, we believe that every child is a unique and beloved creation of God. In partnership with parents and the parish community, we are committed to educating the whole child - spiritually, intellectually, socially, emotionally, and physically.

We provide a safe, nurturing, and Christ-centered environment where students are encouraged to discover their God-given gifts, develop a love of learning, grow in faith, respect others, and use their gifts in service to others.

Our Catholic faith is at the heart of all we do, guiding us as we help students **Belong, Believe, and Achieve**.

Organization & Governance

Governance of Archdiocese of Milwaukee (Archdiocesan Policy 2100)

All parishes in the Archdiocese of Milwaukee are incorporated under Wisc. Stat. Sec. 187.01(2) as separate corporations. The Board of Directors of the parish corporation administers all temporal matters affected by civil or Canon law. The Board of Directors includes the Archbishop as President, the Vicar General of the archdiocese as a member, the pastor/priest administrator as Vice-President, and two elected lay members of the congregation, the trustee-treasurer and the trustee-secretary. Men and women serving as trustees are called to a ministry of administration. The specific roles of trustees, their relationship to the parish council, their spiritual formation, and other related issues are developed fully in the Parish Trustee Manual.

Governance of Superintendent of Schools (Archdiocesan Policy 2110)

The Superintendent is responsible to the archbishop or his delegate for the administration of the educational programs in Catholic schools, under the jurisdiction of the Office for Schools, applicable state laws, and the policies of the archdiocese. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies. Staff members of the Office for Schools, under the authority of the Superintendent, assist Catholic schools and parishes of the archdiocese in designing, implementing, and evaluating quality programs. The staff provides administrative, consultative, and supportive services and programs in the areas of personnel, curriculum, instruction and assessment, planning, accreditation, technology, program development, student services, and evaluation.

Faculty & Staff 2026-2027

GRADE / POSITION	ROOM/OFFICE	NAME
3K	201	Mrs. Sonya Dudor
3K	201	Mrs. Jessica Stossmeister
4K	209	Mrs. Jennifer Taken
4K	209	Mrs. Jessica Gutierrez (Assistant)
4K	208	Mrs. Karen Parkinson
4K	208	Mrs. Ann Gennrich (Assistant)
5K	207	Mrs. Jodi Mallum
5K	207	Mrs. Kayhla Jesmok
5K	206	Mrs. Karli Koralewski-Flores
5K	206	Mrs Karen Goller
Gr. 1	203	Ms. Emma Jarumbo
Gr. 1	202	Mrs. Amy Goller
Gr. 2	205	Mrs. Kayla Galaszewski
Gr. 2	204	Mrs. Erica Rice
Gr. 3	121	Ms. Kristen Pintar
Gr. 3	120	Mrs. Sophia Penkala
Gr. 4	117	Ms. Jennifer Romine
Gr. 4	118	Mrs. Heidi Lee
Gr. 5	115	Mrs. Jill Klotz
Gr. 5	116	Mr. Mario Gasparri
Gr. 6 ELA (6-7)	106	Mr. Greg Porath
Gr. 6 MS Science	104	Miss Jessica Jewell
Gr. 7 MS Math	122	Mr. Gregory Karcher
Gr. 7 MS Religion	114	Ms. Adeline Beck

Gr. 8 MS Social Studies	112	Mr. Paul Ferguson
Gr. 8 ELA (7-8)	113	Mrs. Rachel Johnston
Band Director	103	Mr. David Barker
Art	313	Mrs. Kayleigh Wilber
Library & PLTW	314	Mrs. Julie Vanderhoef
Music	105	Mrs. Heather Schultz
Physical Education	102	Mr. Brandon Kunz
Special Education Coord.	109	Mrs. Stephanie Lewis
Reading Intervention	311	Mrs. Crissy Matthews
Guidance Coach	109	Mrs. Carolyn Jarecki
Spanish	317	Sra. Claudia Diaz
Director of Technology	315	Mr. Dale Webler
Marketing & Communications	261	Ms. Jessica Schilling
Principal	227	Mrs. Linda Joyner
School Administrative Assistants	228	Mrs. Mickie Mroczenski Mrs. Holly Latus
School Administrative Secretary	225	Mrs. Kim Jones
School Office Assistant & Health Room Coordinator	245	Mrs. Kristen Doyle
After School Care Coord.	312	Mrs. Susan Russell
Custodial Staff	153	Mr. Jacob Burzynski
Custodial Staff	155	Mr. Paul Fischer
Pastor	Parish	Rev. Aaron Laskiewicz
Deacon	Parish	Rev. Mr. John D'Alessio
Director of Liturgy & Music	Parish	Mr. Jim Clauer
Liturgy Admin.Assistant	Parish	Mrs. HollyAnn Kulmann
Director of Discipleship	Parish	Mr. Sam Rasp
Youth & Young Adult Discipleship Coordinator	Parish	Ms. Julianne Elouadih
Child and Family Discipleship Coordinator	Parish	Mrs. Jess Panlener
Discipleship Administrative Assistant & SEE Coordinator	Parish	Mrs. Debbie Cottone
Director of Administrative Services	Parish	Mr. Dan Hansen
Parish Accountant	Parish	Ms. Mayra Moreno Garcia
Financial Administrative Assistant	Parish	Mrs. Nancy Schwemmer
Parish Administrative Assistant	Parish	Mrs. Janice Treutelaar

Bulletin Editor/ Communications Coordinator	Parish	Mrs. Anne Wycklendt
Human Concerns and Outreach	Parish	Various volunteers
Archivist	Parish	Mrs. Sybil Grandeck
Parish Council Chairperson	Parish	Mr. Jim Podewils
Scrip	Parish	Mr. Tom Cyganek

School Advisory Commission (Archdiocese Policy 2103.1)

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

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

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

Commission Members	Position
Linda Joyner	Principal
TBD	Chair
Katie Owen-Braasch	Vice Chair
Diana Maier	Secretary
Nick Alonge	Member
Meg Sutton	Member
Jeff LaValle	Member
Mark Rydlewicz	Member
Francisco Hurtado	Member
Jenna Lennertz-Stoner	Member
TBD	Faculty Representative
Jen Lester	Parish Representative
TBD	Pastoral Council Liaison

Home and School Association

The purpose of the Home and School Association is:

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

- to provide programs which encourage high standards of Catholic family living
All parents who have children attending St. Mary Parish School are members of the Home and School Association.

St. Mary Athletic Association

The St. Mary Parish Athletics Program extends the school's Christian educational mission by providing students with opportunities to develop athletic skills, sportsmanship, discipline, teamwork, sound judgment, self-confidence, and physical well-being in a positive environment.

Participation is open to students enrolled at St. Mary Parish School and to children of registered St. Mary Parish families who are actively participating in the St. Mary Christian Formation Program. The program follows all Archdiocesan athletic regulations.

- Grades 5K–4: Athletics are recreational and focus on participation, skill development, and enjoyment.
- Grades 5–8: Athletics are competitive and emphasize skill development, teamwork, sportsmanship, and competition.

Student Conduct at Athletic Events

Students represent St. Mary Parish and School whenever they participate in athletics. Students are expected to conduct themselves as ladies and gentlemen and to demonstrate Christian behavior before, during, and after all practices and games. All school rules and behavioral expectations apply to athletic activities. Failure to meet these expectations may result in disciplinary action, including suspension or dismissal from a team.

Parent and Spectator Conduct

Parents, students, and spectators are expected to demonstrate the highest level of Christian sportsmanship at all St. Mary Parish athletic events, whether home or away. Respectful behavior toward players, coaches, officials, and other spectators is required.

Unreasonable, disrespectful, or unsportsmanlike conduct may result in the individual being asked to leave the event. Failure to comply, or continued inappropriate conduct, may result in suspension from the Athletic Association program for the remainder of the season and/or additional action by the Athletic Board or School Administration.

ADMISSIONS & ENROLLMENT

St. Mary's Parish School is non-discriminatory in its admission policies and admits students of any race, color, nationality or ethnic origin. (Archdiocesan Policy 5110)

Admissions Requirements for New Students

1. Children must be of age on or before September 1st the year the child proposes to enter school. Students must be toilet trained prior to enrollment.

2. All incoming 3K, 4K, and 5K students must present their birth certificate at registration for school staff to verify. Wisconsin prohibits the school from photocopying the birth certificate or keeping a copy in the student file.
3. Student records and/or a copy of the most recent evaluation (including previous report card, if applicable) must be on file as evidence of achievement in the school last attended.
4. Students must meet the immunization requirements as stated in Wisconsin Statutes and Archdiocesan Policies.
5. All new incoming students in grades 5K-8 may be given an individual achievement test.
6. Any student with known or suspected behavioral issues will not be automatically admitted to St. Mary Parish School. The school may consider admittance if the following steps are taken:
 - a. On-going counseling and/or documentation of on-going treatment will be required.
 - b. The probationary period will be two years from date of enrollment*.
7. Any student from a previous school with known or suspected possession of weapons/firearms, drugs or alcohol use will not be admitted to St. Mary Parish School.
8. Parent/Guardian must disclose any paperwork or information requested by the school and if information is incomplete and/or misleading, the school retains the right to deny or terminate admission.
9. All decisions of the principal are final.

***Probationary Period:** During the probationary period, the school shall determine whether or not it can meet the needs of the student (e.g. academic, behavioral, social-emotional). If a child is suspected of having exceptional needs, the child will be referred for an evaluation prior to finalizing enrollment/re-enrollment.

The Parent/Guardian must complete the new student admission requirements prior to transfer. Should the information provided on the new student requirement form be found to be inaccurate, the principal reserves the right to rescind enrollment. The school reserves the right to extend the probationary period. All decisions by the principal are final.

Admission Policy Enrollment Priorities

Students will be accepted according to the following priorities:

1. Children must be of age on or before September 1st the year the child proposes to enter school. (Based on Archdiocesan Policy and Wisconsin State Statute 118.14).
2. Children who presently have siblings in school or siblings who previously graduated.
3. The children of alumni whose families are current parishioners.
4. New students from families who are parishioners.
5. New students from non-parishioner families.
6. The date of the completed registration form is submitted and/or at the school's discretion.

Admissions will also take into account the current class size for the specific grade levels based on the principal's discretion. If class sizes are full, families may be added to the waitlist.
(Archdiocesan Policy 6151)

Continuous Enrollment

Annual school registration occurs in late fall/early winter of each year for returning students. Families with children currently attending St. Mary Parish School will be accepted for grades 3K-8 via the registration forms sent home in *late fall/early winter*. Tuition payments must be current to register for the next school term.

Gender Identity (Archdiocesan Policy 4470)

In accordance with our catholic faith and the Church's moral teachings regarding the challenges presented by "gender theory" and [Archdiocese of Milwaukee policy](#).

All required school documentation (e.g., registration / application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not be designated a "preferred pronoun."

Students will be required to use the bathroom and locker room which matches their biological sex.

Classroom Assignments

St. Mary Parish School operates with the belief and faith that all our teachers are qualified, dedicated professionals. School staff members use deep consideration when compiling class lists for the upcoming school year. Class lists are based upon many different factors. Taken into account are individual learning styles, academic and social abilities and strengths, personalities and gender. We strive to make our classes as balanced as possible in all areas. We group children for instructional purposes, and placing them in class based on any other factors would defeat this purpose. Consequently, it shall be the policy of St. Mary Parish School that regarding student placement, parent requests for specific teacher placement will not be considered, unless demonstrated specific academic or social needs are communicated by the parents to the principal in writing by May 1st and include the following:

1. The child's current grade level and teacher.
2. A description of the child's strengths— academic and social.
3. A detailed description of the parents' concerns for their child. Include any special needs or personality traits that may need extra attention.
4. Write about the type of classroom or teacher traits that the parent feels their child would do best with.

TUITION & FINANCIAL ASSISTANCE INFORMATION

Tuition Rates for the 2026-2027 school year

Grade	Options	Non-Parishioner Tuition	Parishioner Tuition
4K–8th Grade	First Child	\$7,186	\$5,486
	Second Child	\$4,400	\$4,400
	Third Child	\$4,050	\$4,050
	Fourth Child or more	\$3,900	\$0
4K Half Day (<i>Full Day Rate Above</i>)	—	\$5,630	\$3,927
3K Full Day	5 Days/Week	\$8,690	\$6,990
	3 Days/Week	\$7,730	\$6,030
	2 Days/Week	\$6,725	\$5,025
3K Half Day	5 Days/Week	\$5,890	\$4,190
	3 Days/Week	\$5,285	\$3,585
	2 Days/Week	\$4,690	\$2,995
Fees	Playground Fee	\$48/Child	\$48/Child
	8th Grade Graduation	\$79/Child	\$79/Child
	Technology Fee	\$84/Child	\$84/Child

Payment Due Date and Options

Tuition is paid through Blackbaud Tuition Management. The tuition contract must be completed online by **July 1**. There are two payment options available:

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

Tuition or Fees Payment Default

Tuition is a financial obligation of both parents. St Mary's is willing to work with parishioner families who are under financial pressure through our tuition assistance program. Families who

fall behind on tuition payments should contact the Director of Administrative Services to work out a Tuition Payment Agreement.

However, non-payment of tuition, lunch balances or other fees without good faith effort by the parents to contact us and continue making payments at the highest most diligent level they can afford may result in incurred late fees and loss of enrollment at the first semester break and/or the loss of privilege to register for the next year. St. Mary reserves the right to pursue legal action or engage a collection agency to recover unpaid tuition and fees.

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

Depending on the timing of a student's withdrawal and the amount of tuition already paid, parents may either receive a refund or be responsible for an outstanding balance. Please note that a \$150 administrative processing fee will be deducted from any issued refund checks.

Tuition Assistance Program for Parishioners

St. Mary families who are registered as parishioners, may apply to our Tuition Assistance Program for help with temporary financial difficulties for their kids in grades 5K through 8th grade. Registered parish families interested in applying for assistance should complete the application (available on the [School Website](#) and return it to the Director of Administrative Services at the Parish Office no later than **June 1 of the year prior to enrollment**. Tuition assistance funds are limited and awarded on a first-come, first-served basis. Please be assured that all applications are handled with the utmost confidentiality. Receiving tuition assistance does not negate your stewardship responsibility to the Parish. You must still pledge your support and give as you are able. Fees are ineligible for tuition assistance.

SCRIP PROGRAM - Using Gift cards for tuition

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

Pledging Process for Parishioners

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

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

Tuition, Fees & Tax Deductions

Ask your tax advisor whether the tuition you pay for Kindergarten through 8th grade is tax deductible for income taxes owed in the state of Wisconsin. Generally, amounts paid to private schools for pre-kindergarten (3k and 4K) are not deductible, so we classify them as fees paid, not tuition paid. You will receive a statement for tuition paid in the preceding calendar year from us in late January reporting these fees separately from tuition.

GENERAL INFORMATION

[ST. MARY PARISH SCHOOL ONE PAGE CALENDAR 2026-2027](#) (hyperlink)

Continuous School Improvement & Accreditation (Archdiocesan Policy 6181)

St. Mary Parish School is accredited by both the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA).

In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools* (NSBECS), St. Mary Parish School uses the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

Archdiocese of Milwaukee Handbook

As a member of the Archdiocese of Milwaukee, St. Mary Parish School follows and implements the diocese's recommendations for school manual and processes. The handbook references the corresponding diocesan policies, if applicable. For more information, see the [Parish and School Policy Manual](#).

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

Right to Amend Handbook (Archdiocesan Policy 5101)

The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made. A copy of the handbook should be in the possession of each family. The handbook should be reviewed and distributed annually with the new school year appearing on each copy. Distribution at parent conferences, mailing, direct distribution to students, and email or other electronic distribution are acceptable methods. The school shall require a signed form to be kept on file indicating the receipt of the handbook by the parent/guardian.

Right of Final Decisions

Unless otherwise denoted herein, the school principal retains the right, in his or her sole discretion, to interpret, implement and enforce the policies herein and to make final decisions regarding this handbook, its contents and its enforcement, including but not limited to deciding disputes regarding the policies.

GENERAL SCHOOL OPERATIONS & PROCEDURES

Daily Schedule & Attendance

School Day Schedule (5K–8th Grade)

- **7:15 a.m.** – School doors open / supervision begins
- **7:40 a.m.** – Students must be in homeroom and ready for morning prayer, attendance, and announcements
- **7:45 a.m.** – Classes begin
- **2:40 p.m.** – Dismissal

Morning Recess

- **Grades 3–5:** 10:00–10:15 a.m.
- **Grades K–2:** 10:15–10:30 a.m.

Lunch & Recess Schedule

Grade Levels	Time
Grades 6–8	11:00–11:30 a.m.
Grades 3–5	11:20 a.m.–12:00 p.m.
Grades 5K–2	11:50 a.m.–12:30 p.m.
3K & 4K	11:00-11:30 lunch Recess following

3K & 4K Half-Day Schedule

- **3K:** 7:40–10:50 a.m.
 - Monday/Wednesday/Friday
 - Tuesday/Thursday
 - or Monday–Friday program
- **4K:** 7:40–10:50 a.m. (Monday–Friday)

Arrival & Dismissal Procedures

- Students may be dropped off beginning at **7:15 a.m.** when supervision begins. For safety reasons, students should not arrive before this time.
- All students arriving by car or bus should be dropped off in the designated areas only.

- For safety and traffic flow, please follow the established procedures during arrival and dismissal.

5K–8th Grade Arrival

Students arriving by car or bus should be dropped off in the **lower parking lot**.

Traffic Flow:

1. Enter from **Brookside Drive**
 - Right turn only for cars (buses excluded)
2. Form a single line in the drop-off lane.
3. Pull forward as far as possible.
4. Students should exit on the passenger side of the vehicle.
5. After drop-off, exit slowly onto **Edgerton Avenue**.

Students may enter through:

- **Door #6**
- **Door #8**

3K & 4K Arrival

3K and 4K students may be dropped off at **Door #1** in the upper parking lot.

- A parent or guardian must escort the child into the building and wait with their child in the lobby until the primary doors are opened at 7:30 a.m.
- Families without 3K or 4K students are asked to use the lower lot unless there are special circumstances.

Dismissal Procedures

Bus Riders are dismissed from the upper parking lot.

Vehicle Pick-Up (4K–8th Grade) Students being picked up by car will report to their assigned carline area.

Carline Assignments by Last Name

Last Name	Pick-Up Location
A–J	Lower Lot
K–R	Lower Lot
S–Z	Southwest Hill Route to Upper Lot

Pick-Up Procedures

- Vehicles should line up heading west on Brookside Drive before dismissal.
- Once students are safely in place, vehicles will be directed into the appropriate carline.

- Please discuss daily pick-up plans with your child so they know which vehicle to look for.
- Each family will receive two vehicle signs. Please display the sign in your window during pick-up to help staff safely and efficiently load students.
- There is **no lobby pick-up at 2:40 p.m.**

3K Dismissal - 3K students may be picked up at **Door #1** in the upper parking lot.

- A parent or guardian must escort the child from the building.
- Families without 3K students are asked to use the lower lot unless there are special circumstances.

Carline Maps for Drop Off and Pick UP (See Appendix)

Absences, Late Arrival & Tardiness: (Archdiocesan Policies 5112 & 5113)

If a student is going to be absent, *the School Office should be notified by phone or email between 7:00 AM and 8:00 AM the day of the absence.*

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wisconsin State Statute 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the 4 parent/guardian to provide verbal or written reasons for their child's absence before 9:00 AM on the day of the absence. It is the responsibility of the school office to record whether the excuse to be considered is excused or unexcused (truant), according to established school guidelines.

Parents/guardians may excuse their child from attendance in school for up to ten (10) days per school year. A medical excuse will be required for any additional absence(s) exceeding ten (10) days per school year, otherwise the absence(s) will be considered unexcused. The following reasons are acceptable excuses:

- Illness without a doctor's excuse. (The school may request a doctor's excuse for an illness lasting three or more consecutive days.)
- Professional and other necessary appointments (e.g. medical, dental, and legal) that cannot be scheduled outside the school day.
- Attend a funeral.
- Family trip/vacation. (Follow the vacation policy elsewhere in this handbook for notifying the school/teachers).

- Attendance at special events of significant/important educational value (e.g. participation in local events/activities).

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition. The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

Unexcused Absences

The school office shall contact a parent/guardian to verify the student's absence when there is no report of such absence. If the parent/guardian cannot be reached to verify the student's absence, the parent/guardian must provide verbal or written notice. Failure to report an absence, by call or note, will result in the absence being unexcused.

Tardiness/Late Arrival

All students are expected to be in attendance when the tardy bell rings at 7:40 AM to begin the day. Students who arrive late to school must report to the school office for a tardy slip before going to their homerooms. Students are recorded as tardy for up to the first two and a half hours of the school day. If the tardy is due to extenuating circumstances (e.g. bus delay, traffic situation, weather conditions), the students may not be marked tardy.

Recurring tardiness at the start of the school day will result in the school pursuing corrective actions. Arrivals after 10:00 AM are considered half-day absent. Departures before 1:00 PM are considered half-day absent.

Truancy

Per Wisconsin State Statute 118.16, truancy means any student absence for part or all of one or more days from school that is unexcused or during which the school office, principal/designee, or teacher has not been notified of the cause of such absence by the parent/guardian. Students that have been unexcused five (5) or more part or full days in a semester are considered habitually truant.

Process and potential consequences school may impose for excessive tardiness and/or absences

- In accordance with Wis. Stat. § 118.15, 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 in a semester.
- A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.
- There is no legal number of absences which, if exceeded, leads to automatic retention of a student.

- A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused.

Release From School During the Day

The principal may release a pupil during the day upon written request of the legal/custodial parent or guardian and after verifying that a valid request exists for the pupil to be released. As a further precautionary measure, the pupil's record is consulted to make certain that the adult requesting the pupil's release is the legal/custodial parent or guardian. Such absences must be recorded as an absence in the official school records.

Parent requests to release students from school during the day should be submitted IN WRITING to the office for approval prior to the student's release from school. At the appointed time, parents should report to the school office to sign the student out. When the student returns from an appointment, he/she should stop at the office to let us know of his/her return.

NOTE: Parents are encouraged to make all medical and dental appointments after school hours or on free days whenever possible.

Safety & Emergency Procedures

Emergency School Closing/Severe Weather

In the case of a school closing due to severe weather or other emergency conditions, it will be announced via phone, email and/or text message and on one or more of the following TV stations: WTMJ/Channel 4, WISN/Channel 12, FOX-WITI/Channel 6.

Important Guidelines:

1. St. Mary will follow either the Whitnall or New Berlin School districts. If they close, start late or leave earlier, then we will do the same.
2. If the need for school closing is unique to St. Mary, we will announce in the same way.
3. When school is closed due to severe weather, all after-school and evening activities are cancelled.

Severe Weather Dismissal Procedure

In the event of severe weather (such as torrential rain, lightning, a tornado warning, or other hazardous conditions), St. Mary Parish School will use the Severe Weather Dismissal Procedure. Under this procedure, students will remain inside the building until their last name

is called. Car riders will be dismissed from one of the locations below based on last name. Please be sure to display your carline sign clearly when picking up your child(ren). Families will be notified by email, text, and/or phone call if the Severe Weather Dismissal Procedure is being used. Once announced, we will continue with severe weather dismissal for the entire dismissal period, even if weather conditions improve.

Because this procedure will take longer than regular dismissal, please expect longer wait times and thank you in advance for your patience. For safety reasons, please remain in your vehicle. Staff will bring your child(ren) to your car as you pull forward.

Important Reminder: Students may NOT go home with another family unless a parent contacts the school office, earlier in the day or immediately after the announcement to make that change.

Car Rider Dismissal Locations

Last Names A–J

- Exit through the main church doors
 - Cars enter from Edgerton Avenue
 - Pull up to the cone near the church main entrance, then follow cones to exit the parking lot

Last Names K–R

- Exit through Door #8 (lower lot/playground)
 - Cars enter and exit using the normal carline route

Last Names S–Z

- Exit through Door #3 (southwest side of building on hill)
 - Enter and exit using the normal carline route

Bus Riders Dismissal

All bus students will exit through the church bell tower doors to board their bus.

Student Health And Safety Emergency Plan (see also Student Health policies):

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 and Exigent Emergencies

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

student's condition.

Non-Life And Non-Exigent Threatening Emergencies

When an injury occurs the teacher/staff assesses the situation and decides whether it is non-life threatening or not immediately urgent (e.g. bruises, sprains, minor cuts or burns, etc.). Another adult/student is sent to notify the School Office of the injury, the student's name, and the location of occurrence. CPR trained school personnel will conduct an assessment at the scene or in the health room and may administer first aid.

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

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

Emergency Operating Procedures

The school and parish have an Emergency Operations Plan. All staff are expected to be actively involved in the development and implementation of the emergency response procedures.

Surveillance Cameras

The St. Mary Parish School campus is equipped with electronic surveillance cameras to ensure the safety and welfare of all staff, students, parishioners, visitors and vendors. Any attempt to disconnect or cover a camera will result in disciplinary action.

School Procedures to Ensure Safety of Students

St. Mary Parish School prioritizes the safety of all students and staff in decisions throughout the day. Any changes to procedures or policies around safety will be communicated directly to parents and guardians. Furthermore, to ensure the safety of our community, the publicly available Google calendar and website will list only general updates and not provide detailed information pertaining to our student's activities, field trips or plans. Parents may contact their child's teacher or the school office for more information.

Student Use of Office Telephone

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

Student Services & Logistics

Before and After School Care Program

St. Mary Parish School offers a Before and After School Care Program for students requiring care during non-school hours. The program will be open Monday through Friday and will run the length of the school year. On half day dismissals at 11:30 am AND on early release days at 1:00 pm, After School Care is provided for those that are signed up for the program. No care is provided on non-school days. For a complete list of fees and policies, please visit our website or contact the School Office.

Bus Transportation

The bus driver is in complete charge during the boarding, the ride, and departure from the bus – including crossing the street. Students are expected to comply with all rules and regulations of the bus company. Students whose misbehavior is reported by the driver to the bus company become the subject of referral to the principal. The principal will investigate and take appropriate action.

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

- First Report: The principal will discuss the situation with the student and notify parent(s).
- Second Report: The principal will discuss the situation with the student and their parent(s). The student may be suspended from riding the bus if circumstances warrant it.
- Third Report: The principal will discuss the situation with the student and their parent(s). The student may be permanently deprived of bus transportation if circumstances warrant it.

After any incident, including the first incident, the school may take other actions, including, but not limited to, loss of recess privileges, detentions, suspension from extracurricular activities or other consequences deemed appropriate by the school. All behavior referrals and subsequent actions taken will be kept on file.

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

A student, for liability reasons, may not ride a bus that they are not scheduled to ride. In certain circumstances, a bus company may allow a non-bus rider to accompany a bus rider with written permission; however, this is not a regular practice. St. Mary Parish School must adhere to bus company policies.

Bikes

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

premises during school hours.

Hot Lunch & Milk

Lunch and milk money may be turned into the School Office or loaded electronically via our website. It is customary to have a positive balance with which to have your child’s lunch purchases drawn against. When the account balance becomes negative, an email notice will be sent. Each student will be given a lunch card with an ID number. Students who intentionally destroy their card or who misplace their card will be assessed a \$5.00 replacement cost to the child’s lunch account.

Student Hot Lunch.....	\$TBD
Seconds.....	\$TBD
Milk or Water.....	\$ TBD

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

Water Bottles

Water is allowed in classrooms under the following considerations:

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

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

Library

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

Lockers, Locks & Desks (5145.2)

Parishes/schools reserve the right to search anything brought onto parish/school property.

Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

Locker Regulations

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

Field Trips (Archdiocesan Policies 3541.1, 6153, 6153.1 and 3282)

The community affords a wide range of learning experiences that are related to the curriculum and educational objectives. Field trips are an integral part of the total educational process. Written permission by parents is secured before students participate in field trips. Students are accompanied by teachers and by an adequate number of adult chaperones. All monies and permission slips for field trips should be sent to school in a sealed envelope with the student's name and homeroom number. If you plan to take your child/ren home early after a field trip, concert, play, etc. please contact the school office and email the teacher one day prior to the field trip. This helps minimize interruptions to classroom instruction.

Recess & Supervision

Indoor Recess

Determination of indoor recess may be made for weather or safety reasons. In general, students will not go outdoors to play when the temperature (actual or feels like) is 0° or lower.

Playground Rules

Students are expected to interact with respect, good sportsmanship, and with responsibility and kindness. This includes listening to the Playground Supervisors and following rules.

Uniform & Dress Code Policy

The tradition established at St. Mary Parish School has been the wearing of a uniform for all students 3K-8th grade. The purpose of having a school uniform is to simplify the matter of student attire and place that issue in its proper perspective regarding 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 community among the students. Cooperation in wearing a uniform encourages responsibility and self-discipline on the part of the students and families. The dress code also reflects the growth of our students; as they grow older and become examples for younger students and school leaders, the expectation for dress code is similarly heightened. The administration reserves the right to deem items inappropriate in its sole discretion.

All students in 3K–8th grade are required to wear the approved school uniform. The purpose of the uniform is to simplify student attire and keep the focus on learning. The uniform serves as a visible sign of belonging to the St. Mary Parish School community and fosters a sense of school pride, unity, and shared identity among students. Consistent adherence to the uniform policy encourages responsibility, self-discipline, and respect for the school community. As students mature, they are expected to demonstrate increasing leadership and serve as positive role models for younger students. **Accordingly, expectations regarding compliance with the uniform policy increase with age. Students in grades 5–8 are expected to lead by example and follow both the letter and the spirit of the uniform policy.**

Enforcement of Dress Code Policy

Parents/guardians are responsible for ensuring that students arrive at school in proper uniform each day.

The administration reserves the right to make final determinations regarding the appropriateness of student attire, grooming, jewelry, hairstyles, cosmetics, accessories, and overall appearance. Failure to comply with the uniform policy will result in (1) parents being notified, and (2) if the student doesn't have appropriate clothes at school, require parents to bring an appropriate change of clothes to school immediately. Students will remain in the school office until the issue is addressed and the student is wearing appropriate clothing. Absences from class due to dress code correction are considered unexcused instructional time and students remain responsible for missed work.

For the school year, St. Mary Parish School administration recommends parents review all highlighted sections because changes have been implemented which include:

- Expectations on uniform bottom styles and lengths
- Shoe policy relating to crocs, mules and slides
- New gym uniform requirement for 5-8th grades
- Example pictures included below are hyperlinked

BOYS UNIFORM AND DRESS CODE POLICY

BOYS	Daily Uniform <i>Monday-Friday for all students</i>	Spirit Wear Days <i>Designated on school calendar - students may wear any St. Mary School spirit wear, including school, athletic, team, or event apparel</i>	Out of Uniform <i>8th grade fundraiser includes a "uniform buy-out" for Fridays and other designated days on school calendar</i>	Never Allowed
Shirt	Polo shirt (with collar): • Solid Navy or white • Small logos permitted	• St. Mary School spirit wear, including school, athletic, team, or event apparel • Solid navy, gold, or white shirts • Regular uniform top	Appropriate top of any color	• Sleeveless or tank tops • Tops that show midriff • Tops with low or plunging necklines • Clothes with inappropriate or offensive words, visual or affiliations • Oversized attire • Tops with holes or rips
Sweater	Worn over polo: • Navy or white • Cardigan, crew V-neck, vest	• Any St. Mary or Royals sweater • Solid navy, gold, or white sweaters • Regular uniform top	Appropriate top of any color	• Sleeveless or tank tops • Tops that show midriff • Tops with low or plunging necklines • Clothes with inappropriate or offensive words, visual or affiliations • Oversized attire • Tops with holes or rips
Sweatshirt	• Worn over polo: • School-approved St. Mary sweatshirt (crew neck or hooded)	• Any St. Mary or Royals sweatshirt • Solid navy, gold, or white sweatshirts • Regular uniform top	Appropriate top of any color	• Sleeveless or tank tops • Tops that show midriff • Tops with low or plunging necklines • Clothes with inappropriate or offensive words, visual or affiliations • Oversized attire • Tops with holes or rips
Jacket or fleece	Worn over polo: • School-approved quarter zip or fleece with St. Mary logo	• Any St. Mary or Royals jacket • Solid navy, gold, or white sweatshirts • Regular uniform top	Appropriate top of any color	• Sleeveless or tank tops • Tops that show midriff • Tops with low or plunging necklines • Clothes with inappropriate or offensive words, visual or affiliations • Oversized attire • Tops with holes or rips

BOYS	Daily Uniform <i>Monday-Friday for all students</i>	Spirit Wear Days <i>Designated on school calendar - students may wear any St. Mary School spirit wear, including school, athletic, team, or event apparel</i>	Out of Uniform <i>8th grade fundraiser includes a "uniform buy-out" for Fridays and other designated days on school calendar</i>	Never Allowed
Pants	• Solid navy or khaki pants • Style must be relaxed fit or straight leg • 3K-2nd grade may wear pull-on pants • No leggings, tights, compression leggings	- Jeans, other pants (joggers, cargo pants, etc.) - Regular uniform bottoms - No leggings, tights, compression leggings	- Jeans, other pants (joggers, cargo pants, etc.) - Compression leggings or tights may be worn under shorts in accordance with fingertip length rule Regular uniform bottoms	• Compression leggings or tights not covered by shorts that adheres to fingertip length rule • Low-rise pants • Skinny style pants • Ripped bottoms • Bottoms must fit appropriately and maintain a modest appearance • Garments that are tight-fitting, body-forming, such as hugging, excessively fitted, or skinny, slim fit or pencil-style pants that fit tight otherwise contouring closely to the body are not permitted • Garments that are oversized or ill-fitting are not permitted • Example of pants that are not permitted are hyperlinked below: 

BOYS	Daily Uniform <i>Monday-Friday for all students</i>	Spirit Wear Days <i>Designated on school calendar - students may wear any St. Mary School spirit wear, including school, athletic, team, or event apparel</i>	Out of Uniform <i>8th grade fundraiser includes a "uniform buy-out" for Fridays and other designated days on school calendar</i>	Never Allowed
Shorts	- Navy, or khaki - Must be longer than student's fingertips 	- Compression leggings may be worn under shorts in accordance with fingertip length rule - Any color, in accordance with fingertip length rule	- Compression leggings may be worn under shorts in accordance with fingertip length rule - Any color, in accordance with fingertip length rule	- Shorts cannot be shorter than student fingertip length - Shorts must fit appropriately and maintain a modest appearance. - Garments that are tight-fitting, body-hugging, excessively fitted, or otherwise contouring closely to the body are not permitted. - Garments that are oversized or ill-fitting are not permitted.
Socks	Solid navy, white or black (A small insignia/logo is acceptable)	Any color	Any color	
Shoes	- Closed toe shoes - Ankle boots - Ugg-style boots (ankle length)	- Closed toe shoes - Ankle boots - Ugg-style boots (ankle or mid-calf length)	- Closed toe shoes - Ankle boots - Ugg-style boots (ankle or mid-calf length)	- Flipflops or slides - Backless shoes or mules - Ugg slippers or similar shoes - Open-toed shoes or jellies - Crocs - Boots taller than mid-calf
Accessories	- Minimal jewelry - neck chains, bracelets, watches - Hairstyles must be neatly groomed and off the face	- Minimal jewelry - neck chains, bracelets, watches - Hairstyles must be neatly groomed and off the face	- Minimal jewelry - neck chains, bracelets, watches - Hairstyles must be neatly groomed and off the face	- Body piercings (except ear lobes) - Temporary or permanent tattoos - Unnatural hair colors or costume hair - Smart watches - No make-up - Excessive or over-sized accessories - No aerosol (or pressurized) body deodorant (e.g. Axe) - Hairstyles must be neatly groomed and off the face

BOYS	Daily Uniform <i>Monday-Friday for all students</i>	Spirit Wear Days <i>Designated on school calendar - students may wear any St. Mary School spirit wear, including school, athletic, team, or event apparel</i>	Out of Uniform <i>8th grade fundraiser includes a "uniform buy-out" for Fridays and other designated days on school calendar</i>	Never Allowed
Winter Attire	6. K-5: snow pants, removable snow boots, hat, gloves, scarf 7. 6-8 th grades: dress warmly for outdoor recess. Removable snow boots recommended			Students must have appropriate attire for weather conditions

BOYS	Daily Uniform <i>Monday-Friday for all students</i>	Spirit Wear Days <i>Designated on school calendar - students may wear any St. Mary School spirit wear, including school, athletic, team, or event apparel</i>	Out of Uniform <i>8th grade fundraiser includes a "uniform buy-out" for Fridays and other designated days on school calendar</i>	Never Allowed
Physical Education	• K-4 is school uniform plus athletic shoes • 5-8th grade: school-issued gym uniform, deodorant, athletic shoes • Athletic shoes must be solid rubber soled and non-scuffing • Deodorant is strongly encouraged NEW CHANGE: Gym uniform required for 5-8th grades. Must be purchased through the school office. 			• Jewelry • Crop tops, mesh shirts • Tight shorts • Shorts that don't adhere to fingertip length rule • Any footwear other than athletic shoes • Footwear that leaves marks or scuffs on flooring surfaces • No aerosol (or pressurized) body deodorant (e.g. Axe)

GIRLS UNIFORM AND DRESS CODE POLICY

GIRLS	Daily Uniform <i>Monday-Friday for all students</i>	Spirit Wear Days <i>Designated on school calendar - students may wear any St. Mary School spirit wear, including school, athletic, team, or event apparel.</i>	Out of Uniform <i>8th grade fundraiser includes a "uniform buy-out" for Fridays and other designated days on school calendar</i>	Never Allowed
Shirt	Polo shirt (with collar): • Solid Navy or white • Small logos permitted	- St. Mary School spirit wear, including school, athletic, team, or event apparel - Solid navy, gold, or white shirts - Regular uniform top	Appropriate top of any color	• Sleeveless or tank tops • Tops that show midriff • Tops with low or plunging necklines • Clothes with inappropriate or offensive words, visual or affiliations • Oversized attire • Tops with holes or rips
Sweater	Worn over polo: • Navy or white • Cardigan, crew V-neck, vest	1. Any St. Mary or Royals sweater 2. Solid navy, gold, or white sweatshirts 3. Regular uniform top	Appropriate top of any color	• Sleeveless or tank tops • Tops that show midriff • Tops with low or plunging necklines • Clothes with inappropriate or offensive words, visual or affiliations • Oversized attire • Tops with holes or rips
Sweatshirt	Worn over polo: - School-approved St. Mary sweatshirt (crew neck or hooded)	1. Any St. Mary or Royals sweatshirt 2. Solid navy, gold, or white sweatshirts 3. Regular uniform top	Appropriate top of any color	• Sleeveless or tank tops • Tops that show midriff • Tops with low or plunging necklines • Clothes with inappropriate or offensive words, visual or affiliations • Oversized attire • Tops with holes or rips
Jacket or fleece	Worn over polo: • School-approved quarter zip or fleece with St. Mary logo	- Any St. Mary or Royals jacket - Solid navy, gold, or white sweatshirts - Regular uniform top	Appropriate top of any color	• Sleeveless or tank tops • Tops that show midriff • Tops with low or plunging necklines • Clothes with inappropriate or offensive words, visual or affiliations • Oversized attire

GIRLS	Daily Uniform <i>Monday-Friday for all students</i>	Spirit Wear Days <i>Designated on school calendar - students may wear any St. Mary School spirit wear, including school, athletic, team, or event apparel.</i>	Out of Uniform <i>8th grade fundraiser includes a "uniform buy-out" for Fridays and other designated days on school calendar</i>	Never Allowed
Pants	Pants: • Solid navy or khaki • Style must be straight leg, wide leg or flare • 3K-2nd grade may wear pull-on pants Tights or leggings (under dress or skirt/skort) that adheres to fingertip length rule: - Solid navy, white or tan Examples of pants that are permitted are hyperlinked below: 	- Jeans, other pants (joggers, cargo pants, etc.) - Leggings must be worn under dress, skirt/skort, or shorts in accordance with fingertip length rule - Regular uniform bottoms	- Jeans, other pants (joggers, cargo pants, etc.) - Leggings must be worn under dress, skirt/skort, or shorts in accordance with fingertip length rule - Regular uniform bottoms	• Leggings or jeggings must be covered by a dress or skirt/skort or shorts that adheres to fingertip length rule • Low-rise pants • Skinny style pants • Ripped bottoms • Bottoms must fit appropriately and maintain a modest appearance • Garments that are tight-fitting, body-forming, such as slim fit hugging, excessively fitted, or skinny, slim fit or pencil-style pants that fit tight otherwise contouring closely to the body are not permitted • Garments that are oversized or ill-fitting are not permitted Examples of pants that are not permitted are hyperlinked below: 

GIRLS	Daily Uniform <i>Monday-Friday for all students</i>	Spirit Wear Days <i>Designated on school calendar - students may wear any St. Mary School spirit wear, including school, athletic, team, or event apparel.</i>	Out of Uniform <i>8th grade fundraiser includes a "uniform buy-out" for Fridays and other designated days on school calendar</i>	Never Allowed
Shorts/Skirts/Skorts	- Navy, khaki or school plaid - Must reach student's fingertips (or longer) - Examples of skirts/skorts that are permitted are hyperlinked below: 	Any color, in accordance with fingertip length rule	Any color, in accordance with fingertip length rule	5. Shorts, skirts, and skorts cannot be shorter than student fingertip length 6. Skirts, skorts, and shorts must fit appropriately and maintain a modest appearance. 7. Garments that are tight-fitting, body-hugging, excessively fitted, or otherwise contouring closely to the body are not permitted. 8. Garments that are oversized or ill-fitting are not permitted.
Socks	Solid navy, white or black (A small insignia/logo is acceptable)	Any color	Any color	
Shoes	- Closed toe shoes - Less than 1-inch heels - Ankle boots - Ugg-style boots (ankle length)	- Closed toe shoes - Less than 1-inch heels - Ankle boots - Ugg-style boots (ankle or mid-calf length)	- Closed toe shoes - Less than 1-inch heels - Ankle boots - Ugg-style boots (ankle or mid-calf length) - For church dress up days, open-toed shoes are permitted	8. Flipflops or slides 9. Backless shoes or mules 10. Ugg slippers or similar shoes 11. Open-toed shoes or jellies 12. Crocs 13. Heels taller than 1-inch 14. Boots taller than mid-calf
Accessories	Ear lobe piercing	Ear lobe piercing	Ear lobe piercing	Body piercings (except ear lobes)

GIRLS	Daily Uniform <i>Monday-Friday for all students</i>	Spirit Wear Days <i>Designated on school calendar - students may wear any St. Mary School spirit wear, including school, athletic, team, or event apparel.</i>	Out of Uniform <i>8th grade fundraiser includes a "uniform buy-out" for Fridays and other designated days on school calendar</i>	Never Allowed
	- Hair bows or headbands - Minimal jewelry - neck chains, bracelets, watches 6-8th grade students may wear minimal make-up	- Hair bows or headbands - Minimal jewelry - neck chains, bracelets, watches 6-8th grade students may wear minimal make-up	- Hair bows or headbands - Minimal jewelry - neck chains, bracelets, watches 6-8th grade students may wear minimal make-up	- Temporary or permanent tattoos - Unnatural hair colors or costume hair - Smart watches - Excessive make-up - Excessive or over-sized accessories - No press-on nails - No aerosol (or pressurized) body deodorant (e.g. Axe)
Winter Attire	8. K-5: snow pants, removable snow boots, hat, gloves, scarf 9. 6-8 th grades: dress warmly for outdoor recess			Students must have appropriate attire for weather conditions
Physical Education	- K-4 is school uniform plus athletic shoes 5-8th grade: school-issued gym uniform, deodorant, athletic shoes - Athletic shoes must be solid rubber soled and non-scuffing - Deodorant is strongly encouraged NEW CHANGE: Gym uniform required for 5-8th grades. Must be purchased through the school office.			- Jewelry - Crop tops, mesh shirts - Tight shorts - Shorts that don't adhere to fingertip length rule - Any footwear other than athletic shoes - Footwear that leaves marks or scuffs on flooring surfaces - No aerosol (or pressurized) body deodorant (e.g. Axe)

Uniform Supplier

Lands’ End	www.landsend.com/school 1-800-269-2222	Source code: 900058595
Ideal Logo	Forms will be available on St. Mary’s website: www.stmaryhc.org/school	School sales only three times per year.

STUDENT CONDUCT & SAFETY

Student Code of Conduct

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

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

General conduct and rules

Courtesy and good behavior are expected from all students towards teachers and other students.

1. Students on school grounds may not use or possess 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.
2. Students may not interfere 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.
3. Smoking or possessing tobacco, matches, firecrackers, smoke bombs, or drugs on the school grounds will not be tolerated and possible suspension or expulsion may result.
4. Students are not permitted to leave the school grounds during the school day unless permission is granted through the school office.
5. Students may not dress or groom in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
6. Students will be expected to behave in a respectful manner towards teachers, staff and other students while on school grounds.
7. Students must avoid profane language and gestures.
8. Students should walk at all times when moving from class to class. Unnecessary accidents can occur if students run in hallways and on stairways.
9. Students may not throw snowballs or any other non-athletic objects on the school grounds.

10. Posters, signs or other materials may be placed on bulletin boards or on school grounds only with the permission of the principal.
11. 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 items.

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

Student behavior at school sponsored events

The student code of conduct applies when students are representing St. Mary Parish School in any official capacity, including field trips, athletic events and other extracurricular activities.

Reward & Demerit Systems

The Reward System is a program designed to recognize students for good behavior. It supplements the teacher's classroom management system. An emphasis is placed on teaching students to take responsibility for their actions.

The Demerit System, used in middle school, is a program designed to address inappropriate behavior. Such behavior results in a series of progressive consequences and an accumulation of demerits. An emphasis is placed on teaching students to take responsibility for their actions. For each school year, teachers will provide written details of these systems for their respective grade level.

Student Discipline (See also Archdiocesan Policy 5144)

Probation, Suspension & Expulsion

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. Such action may be of three kinds:

1. Probation
2. Suspension
3. Expulsion

Action taken to suspend or expel students must be preceded by internal school procedures, and supported by defensible records. The final decision to expel a student rests with the 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. Expulsion results from conduct which endangers property, health, or safety of others, or repeated refusal to obey school rules or, and is deemed to be in the best interest of the school. Any student who (1) uses, brings or threatens to bring a weapon to school, or (2) uses, distributes, sells, or induces another student to use a controlled substance or alcoholic beverage will be automatically expelled. A 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 are set forth here 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 school pastor. The recommendation will be to:
 - expel
 - suggest other disciplinary actions in lieu of expulsion
 - exonerate the student of any wrongdoing
5. Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
6. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

Appeal

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

Safety & Protection Policies

Mandatory Reporting:

School Violence Threat

Wisconsin state law, Wis. Stat. 118.07(4)(bm) requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform the school office or a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

Student Aggression, Harassment, Bullying, and Intimidation

As a Catholic school, St. Mary Parish School is committed to the Catholic teaching that every person is created in the image and likeness of God and possesses inherent dignity and worth. We are called to treat one another with respect, compassion, and kindness. Therefore, we are committed to maintaining a safe, welcoming, and Christ-centered learning environment free from bullying, harassment, intimidation, and aggression.

- Bullying is unwanted, repeated aggressive behavior by an individual student or group that involves an imbalance of power and is intended to harm, intimidate, or humiliate another student. Bullying may be physical, verbal, social, or emotional and may occur in person or through electronic communication. Bullying differs from a one-time disagreement, argument, or peer conflict because it is repeated and involves behavior that is intentionally harmful or unfair.
- Harassment includes unwelcome conduct or communication that demeans, threatens, intimidates, or interferes with another student's ability to learn or participate fully in school.
- Aggression includes physical, verbal, or nonverbal behavior intended to threaten, harm, intimidate, or provoke another person.

All forms of bullying, harassment, intimidation, and aggression are inconsistent with our Catholic mission and will not be tolerated at St. Mary Parish School.

Reporting procedures

Any student who has been subjected to harassment or bullying should contact an adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor or appropriate supervisor. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited, to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Probation/suspension/expulsion

Any student who engages in harassment or bullying, or who retaliates against anyone due to the reporting of harassment or bullying behavior, shall be disciplined, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action, as appropriate.

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to

Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

Substance Abuse Policies

Alcohol, Tobacco & Substance Abuse Policy

For the purpose of this policy, "prohibited substances" shall include:

1. All controlled substances prohibited by law.
2. All alcoholic beverages
3. Tobacco and vaping 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 reducing that individual's ability to function appropriately in school.

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

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

Vandalism (Archdiocesan Policy 5131.5)

Vandalism comprises those acts which result in damage to parish or school property. Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator. The school reserves the right to contact law enforcement if a student's conduct is a potential criminal act. If a student is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence. Parents of students shall be responsible for the vandalism done by their children and may be assessed for any or all costs associated with the clean-up or replacement of damaged property.

Drugs & Alcohol at School Sponsored Events

The presence and/or consumption of alcoholic beverages and/or restricted controlled substances is forbidden at school sponsored events where children or youth are present.

PARENTS & GUARDIANS

Parental Involvement & Communication

Rights & Responsibilities of Parents (Archdiocesan Policy 1312)

Inherent in the parent's choice of a Catholic school for their child/ren is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in this Handbook, including and not limited to those set forth below, and demonstrate behaviors aligned with good moral and ethical principles.

St. Mary Parish School reserves the right to either terminate enrollment or place students and/or families on probation due to any distrustful, disruptive or harassing behaviors displayed by parents or any violations of school policies.

Parent Code of Conduct

We expect parents, caregivers and visitors to observe the following principles:

1. Respect the values and goals of the Catholic Church and St. Mary Parish School.
2. Understand that teachers and parents need to work together for the benefit of their children.
3. Demonstrate that all members of the school community should be treated with respect and set a good example in their own speech and behavior.
4. Assist in solving conflicts through a multifaceted view, considering both the student's version of events and the school's view to work towards a resolution.
5. Model and reflect values, morals, behaviors and attitudes consistent with St. Mary Parish, school, or Archdiocesan policies, and the expectations of the regarding school tuition.
6. Correct one's own children's behavior when inconsistent with expected student conduct, or when it could otherwise lead to conflict, aggressive, or unsafe behaviors.
7. Approach the school in a Christian problem-solving fashion to help resolve any issues or concern.

Prohibited behaviors for parents, caregivers, and visitors

1. Interfere or threaten to interfere or act in a disruptive way with the operation of the classroom, an employee's office, office area, or any area of the school grounds, including during athletic and extracurricular events.
2. Video or audio recording of staff or students without advance mutual consent.
3. Using loud, profane or offensive language, swearing or cursing.

4. Threatening to harm the person or the reputation of a member of school staff, visitor, fellow parent, caregiver or student.
5. Undermining school disciplinary standards for children.
6. Violating school or parish security standards, such as not following school entry protocol through the school office, or not following parking lot expectations.
7. Damaging parish property.
8. Engaging in abusive or threatening voicemail, email, text, social media or other written communication.
9. Defamatory, offensive or derogatory comments regarding the school or any of the students, parents or staff on social media or other electronic platforms. Any concern parents or caregivers may have must be raised through the appropriate channels by speaking directly to the class teacher, school principal, or pastor, so they can be dealt with fairly and appropriately for all concerned.
10. Gossiping and spreading rumors, speculation or innuendos which may impede a student and family's ability to receive a safe and supportive social, emotional and academic environment.
11. Publicly disregarding Catholic teaching on faith and morals, school, parish or Archdiocesan policies, or expectations of the school tuition contracts.
12. Using physical, verbal, written or persuasive aggression toward an adult or child.
13. Approaching someone else's child to discuss conflicts or to chastise the child.
14. Using illegal substances or misusing legal substances.

Inappropriate use of social media or digital platforms

St. Mary Parish School views the use of social media to defame the school, or to make comments regarding individual students, teachers or staff members, as unacceptable and not in the best interest of children or the school community. Any concerns by a parent/caregiver must be raised through the appropriate channels (e.g., teacher, principal, pastor), including following the grievance procedure policy. If any student or parent/caregiver of a child in the school is found to be posting inappropriate or defamatory comments on social network sites, the school expects comments to be removed immediately. If such comments are posted on a social media site run by the school, parish or associated committee, such comments will be deleted and may result in limiting future ability to comment on the site.

Especially concerning is the issue of cyber bullying or the use of social media by any child or parent or caregiver to publicly humiliate another. St. Mary Parish School will deal with this as an incident of school bullying. **We expect parents/caregivers to take responsibility for making their children aware of this policy and to consider their own actions in modeling to children.** The goal is healthy problems-solving and conflict resolutions; social media use is rarely a step toward this goal.

Consequences

In the instance of any violation of the Parent Code of Conduct, the parent/caregiver will be contacted to discuss the issue in person. **The school may also take further measures up to and including restriction from school / parish property, placing student/families on probation, and/or terminating the family's / their students' enrollment from the school.** In cases where behavior is considered to be a serious and potentially criminal matter, the concerns will, in the first instance, be referred to law enforcement.

Parent Communications

Communication between home and school is an essential priority for us at St. Mary Parish School. 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 communication to school families to submit that information to the School Office via the online link 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. You can find the submission page on our website under the "Parents" section, then click on "Royal News," "Submit Article," and follow the prompts. No submissions will be accepted through email.

School-related information may be emailed out to parents directly via the School Office or principal at the principal's discretion.

Fundraising

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

Media Opt Out

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

Parents and Visitors

Parents and visitors are always welcome at the school. However, all entrances to the school will be locked throughout the school day for safety. To gain access to the school, parents and visitors are required to park in the upper parking lot and come in the main school entrance

(door #1). An intercom system and camera are in use. Please ring the bell. Once identification has been established, parents and visitors will be allowed to enter. **Upon entering the school, register in the School Office and wear a visitor's badge.**

Safeguarding All of God's Family Program

The Safeguarding All of God's Family program exists to protect our church family from sexual abuse and related dangers. Everyone (employees, staff, and volunteers) who has regular contact with children or youth must complete the Safe Environment Education BEFORE they are permitted to work with our youth. Certification is valid ONLY after you receive confirmation from our Safeguarding Coordinator that you have been cleared. The process is managed online through CMGConnect.

Records & Procedures

Student Records

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

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

Student records may be maintained in hard copy form, digitally, or in a combination of the two. The school shall follow federal, state and archdiocesan guidelines to develop policies and procedures governing the collection, verification, storage, and access to those records. The Archdiocese of Milwaukee Cumulative Record shall be maintained for each student in the school. Upon the student's entrance into the school, the student record is started, and the student's history throughout the school system is recorded and maintained. After the student has graduated, transferred, or terminated his/her education, the cumulative record should be maintained permanently.

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 semester, unclaimed items will be donated.

Parental Custody

St. Mary Parish School shall communicate with the parents of a child in a divorce action according to the directives of the court. When a student is the subject of a court decree which restricts the placement or contact of a parent with the child, a request shall be given to the parent who maintains primary physical placement to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this manner will suffice.

If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

Volunteering in the School

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. To this end, the school uses a number of volunteers, including those listed below. Volunteers *may* be asked to sign a Volunteer Policy Guide, provided by the School Office.

VOLUNTEER PARENT HELPERS IN CLASSROOMS (3K-5)

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

ROOM PARENTS

These volunteers help arrange for special classroom and grade level events throughout the school year.

LIBRARY ASSISTANTS

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

TUTORING

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

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

Paid Volunteer Opportunities: Volunteers who provide playground supervision or work in the lunch room during the lunch and recess periods are paid.

Grievance Procedures for Parents (Archdiocese Policy 1312.1)

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our schools or parish religious education programs and an employee (e.g. Principal, Teacher, DRE, Youth Minister, and Catechist) of the parish. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal for non-material matters not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

See appendix for Process

ACADEMICS

Curriculum, Instruction & Homework

Instructional Materials Selection Policy

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

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

The school principal has the authority and responsibility for selection of all print and non-print materials. Responsibilities for actual selection shall rest with appropriate professionally trained personnel who shall discharge this obligation consistent with the selection criteria and

procedures. Selection procedures shall involve representatives of the professional staff directly affected by the selections, and persons qualified by preparation to aid in wise selection.

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

- educational significance
- Catholic values
- contribution the subject matter makes to the curriculum and to the interests of the students with the goal of providing academic excellence
- 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

Continuous Learning

St. Mary Parish School does not offer a continuous learning, i.e., virtual learning, option for students. This policy could be re-evaluated under extenuating circumstances which result in school closure for an extended period of time.

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

The following should guide teachers in the use of homework:

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

Level	Time
Pre-K & K	0-15 minutes
Primary (1-2)	15-30 minutes
Intermediate (3-5)	30-60 minutes
Middle School (6-8)	60-90 minutes

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

MIDDLE SCHOOL

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

- Adjust the material covered to meet the students’ developmental needs and capabilities.
 - Allow sufficient time to begin homework during class time for the purpose of clarification and, if necessary, adjustment of scope.
 - Assign minimal homework on weekends and holidays.
 - Communicate among staff members testing dates and project due dates.
- Each teacher would appreciate having individual parent concerns directed to them so that the teacher, aware of the situation, can make necessary adjustments.

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

Homework Vacation Policy

As a school staff, we feel that consistency and clear communication are extremely important when we uphold our high academic expectations with all our students. If your child will be absent for a family vacation, the teacher may, at their discretion, provide assignments to complete during the trip; however, this is not guaranteed. Please keep in mind that your child will be missing more than just coursework—they will also miss valuable classroom instruction and learning experiences.

Students in this situation should expect to complete make-up work and communicate with their teachers upon their return in order to aid the transition back into the academic program.

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

Evaluation of Students

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

Standards based grades:

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

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

Decisions pertaining to student retention are made with serious consideration. A student who is considerably behind in academics will find the work increasingly more difficult in the succeeding grades. The scope and sequence of the curriculum in the next grade are essential elements to the decision-making process. Parents will be notified of their child's difficulties as early as possible in the current school year so that an improvement plan can be developed.

The decision to change schools or stay is made by the school and parents, as partners in the child's future.

MAP (Measure for Academic Progress) Testing

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. The test measures both academic achievement and growth in reading, math, language use and science. Parents will be notified about testing for their child and will receive MAP report cards with student data throughout the school year.

Academic Integrity

Use of Artificial Intelligence technology

Use of generative AI are prohibited in all stages of assignment completion both at school or at home. Plagiarism is prohibited, including AI generated writing.

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 will endanger eligibility for scholarships and/or awards.

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

FIRST OFFENSE

- a. Teacher will discuss the incident with the student and contact the parent/guardian.

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

SECOND OFFENSE

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

THIRD OFFENSE

- a-d. Same as the second offense.
- e. The third incident will result in placing the student on probation or expulsion, upon the principal's discretion.

Religious & Formation Programs

Religion Curriculum

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).

Safe Environment Education (Archdiocesan Policy 6141.12)

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level each year. Additional resources can be found on the [Safe Environment Education web page](#).

Human Growth And Development Program (Archdiocesan Policy 6141.11)

Grades 4, 5, 6, 7, & 8

"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.

Sacramental Program

The policy at St. Mary Parish School is to build a strong sense of parish community at every level of Parish life, but especially at the time of sacramental preparation. At these special times our parish policy of building Christian unity brings families from the Parish School together with families of those in the Christian Formation Program. In keeping with the mandates set forth by Rome and the Archdiocese of Milwaukee, the Sacrament of Reconciliation will take place before the Sacrament of First Communion. At St. Mary, these are both celebrated in Grade Two. Information about the preparation process, important dates, parent meetings, and the reception of the Sacraments will be communicated early in the school year.

If you have questions regarding First Communion or Reconciliation, please contact the Director of Catholic Formation, Sam Rasp at 414-425-2174. 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.

Student Academic Support

Design For Learning

St. Mary Parish School is dedicated to providing a quality Catholic Christian education to the community of St. Mary Parish.

Children with Exceptional Educational Needs: (Archdiocese of Milwaukee Policy 6164.3)

Catholic schools and parishes in the archdiocese welcome children with special needs and may be able to make reasonable accommodations for them in some circumstances. Whenever a student seeks enrollment into St. Mary Parish School, the school shall inquire whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA).

Students eligible for placement under IDEA should be enrolled in a Catholic school only if a program and resources are available to meet the student's needs. Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. The parents should provide proper documentation to support the student's need for accommodations. Students who may require specialized academic instruction, curriculum modification, or assessment modification can complete the Child Find Process to identify and address their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations should

be referred to the local public school to determine whether the child is eligible for services. The principal makes the final decision regarding any student's admission, instruction, and retention.

Administrators will carefully consider the admission of students with special needs, but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

Special Needs Scholarship Program

St. Mary Parish School participates in the Special Needs Scholarship Program, a state-run scholarship program for students who meet specific criteria and whose needs can be served by the school. Determinations as to whether or not an application is eligible is done within the Department of Public Instruction mandated timeline. For information about the state program or St. Mary Parish School's profile, please visit the [Department of Public Instruction website](#).

There are limited scholarships available for St. Mary Parish students. For more information, please contact Sarah Lindauer, the Special Needs Scholarship coordinator for St. Mary Parish School.

Academic Support Specialists

Our staff have advanced training and certification, and work directly with teachers, students and administration to ensure that all students are given the tools they need to excel in their learning. St. Mary Parish School provides resources for students who may need academic support, regardless of their participation in the Special Needs Scholarship Program.

Additionally, academic support specialists work with local school districts for students that receive services due to their Individualized Education Plan (IEP).

St. Mary Parish staff may identify that a child needs extra support for reading as early as kindergarten. Reading support includes small group instruction, push in or pull-out intervention support, testing Accommodations, assignment and or curriculum modifications and/or supplementary instruction targeted to goals.

Parents will be notified if a student is recommended for additional support. The student and parent will receive additional quarterly feedback pertaining to their academic goals.

TECHNOLOGY & ELECTRONIC DEVICES

Acceptable Use Policy for Computers & Technology (Archdiocesan Policy 6161.2)

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

Students are responsible for good behavior on school computer networks, email, PowerSchool, and Internet, just as they are in a classroom or a school hallway. Communications on various networks are often public in nature. General school rules for behavior and communications apply. During school, teachers will guide students toward appropriate websites. The school uses best efforts to block unacceptable websites (see Content Filtering and Monitoring Below); however filtering/blocking devices are not foolproof, and St. Mary Parish School cannot guarantee that users will never be able to access inappropriate websites or offensive materials. If a student comes across a website they feel is inappropriate, or identifies a security problem, the student must immediately let the teacher know without demonstrating the problem to anyone else. Deliberate searches for inappropriate content will not be tolerated.

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

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

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

All students in grades 3-8 must have an “Acceptable Use Policy for the Use of Computers and Telecommunications” Form on file. The Acceptable Use Policy is included in the PowerSchool portal under “FORMS.” See also the [Personal Electronic Devices] Policy below.

Content Filtering & 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.

Cell Phones & Electronic Devices Policy

An electronic device is any device that electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include but are not limited to, cellular phones, smartphones, smartwatches, laptops, tablets, portable gaming devices, cameras and other devices that allow a person to record and/or transmit, on either a real-time or delayed basis, sound video or still images, text, or other information.

Students are NOT allowed to have cell phones, smartwatches, etc. out/used at any point of the school day while on campus unless given permission to use them by a staff member. They are to be powered off and safely stored from the time they exit a vehicle or bus until they return to the vehicle or bus. Electronic devices are not allowed to be used between 7:15 - 7:30 am while waiting in the hallway, bathroom, locker rooms or cafeteria. Electronic devices are not allowed while attending the afterschool care program without permission of a supervisor.

The school is not responsible for preexisting content on student-owned devices. The user of the personal electronic device is solely responsible for its preservation and care. The school is not liable for lost, stolen or damaged property. The school maintains the right to confiscate and search personal electronic devices when being used for violating the law and/or against school rules. The appropriate legal authority may be contacted if an electronic device contains evidence of illegal activity.

Phones or electronic devices that are audible, visible or used in any other way during the school day will be confiscated and turned into the school office. Each confiscated phone or electronic device will be kept until a parent picks up the item from the office and signs for the device. Students who fail to immediately comply will receive further disciplinary action.

HEALTH & WELLNESS

Student Health Policies

School Wellness Policy (Archdiocesan Policy 5140)

St. Mary Parish School will follow the directives for Student Welfare, Health and Safety as written in the Archdiocese of Milwaukee Policies and Regulations Manual. St. Mary Parish School is committed to the optimal development of every student. Good nutrition and regular physical activity before, during, and after the school day are strongly correlated with positive student outcomes. The school believes that we need to create and support health-promoting learning environments throughout our schools, giving students the opportunity to achieve success.

This policy outlines the school's approach to ensure all students practice healthy eating and physical activity behaviors throughout the school day.

Nutrition Standards for All Foods

St. Mary Parish School is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices.

Standards and Guidelines for School Meals and Snacks/Treats

St. Mary is committed to ensuring that:

- Withholding food as a punishment shall be strictly prohibited.
- All meals are appealing and attractive and served in clean and pleasant settings.
- Drinking water is available for students during mealtimes.
- Students are provided a 20-minute lunch period.
- Lunch shall be scheduled around recess periods for elementary students.
- When utilizing food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.

- The school will establish allergy-controlled zones in the lunchroom and other instructional areas where appropriate.
- St. Mary provides nutrition education that helps students develop lifelong healthy eating behaviors.
- St. Mary provides students with age and grade appropriate opportunities to engage in physical activity, that may include the following components: physical education, recess, classroom-based physical activity, and out of school time activities.
- St. Mary is committed to ensuring students bring healthy snacks, lunch, and drink options.
- St. Mary is committed to not allowing soda, caffeinated beverages, and energy drinks during the school day.

Health Room

St. Mary Parish School maintains a Health Room. A student who is ill or injured is sent to the Health room where they are cared for by staff or volunteers.

Students unable to participate in phy ed, must have a note from a health care provider to be excused from phy ed classes. This note should be given to the phy ed teacher. Students who have been excused from phy ed classes for medical reasons will also need a written release from the health care provider upon their return to class.

STUDENT ILLNESS/ACCIDENTS (5141.1)

General protocol for when a student is sick: When students are absent due to illness, they cannot return to school until they are fever and symptom free for 24 hours without the use of medication. Keeping your child home when sick and following the 24-hour guidelines will greatly help to prevent other students and staff from becoming ill. Thank you for your support and cooperation.

Children who are experiencing symptoms such as fever, nausea, vomiting, diarrhea, rash, or significant pain should remain at home and, when appropriate, be evaluated by a healthcare provider before returning to school. Students and staff should remain home until symptoms have improved and they have been free from **fever, vomiting, and diarrhea for at least 24 hours without the use of medication.**

If a child is well enough to attend school and participate in classes, the child is generally expected to participate in outdoor recess and noon-hour breaks. If a medical or other exception is necessary, parents/guardians should consult with the principal or associate principal.

Keeping sick children home helps prevent the spread of illness to other students and staff. Any serious illness or accident occurring at school will be reported to the principal as soon as possible.

If a child becomes ill during the school day, a parent/guardian will be contacted to pick up the child. The student will remain in the health room until picked up by a parent/guardian or an individual designated by the parent/guardian.

Communicable Diseases

Any student absent from school due to a communicable disease, such as measles, chickenpox, mumps, or scarlet fever, **must have permission from the local health department or a physician before being readmitted to school.** Parents/guardians are required to report their child's communicable disease to the local health department.

Missed Assignments Due to Illness

In case of an absence, arrange for missed work to be completed in a timely manner. The number of days absent will equal the number of school days given to complete work assigned during the absence.

Any serious illness or accident is to be brought to the attention of the principal/office staff as quickly as possible. Parents will be notified if any serious accident or illness occurs which involves their child. Parents will be contacted to pick the child up in the office. No child will be sent home unless accompanied by a parent or someone designated by the parent.

If the situation warrants it, the parent or guardian is notified. When the parent or guardian cannot be reached, the local police department or law enforcing agency is notified to assist in locating the parent/guardian.

Emergency health information is on file in the school office. It is of great importance to **KEEP YOUR CHILD'S EMERGENCY INFORMATION UPDATED.** In case of emergency, the paramedics will be called and parents will be notified.

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.

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.

Notify the school office immediately when your child has a communicable disease. A written release from a health provider or the Health Department is recommended before a child may return to school. 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

In order to minimize the spread of head lice, St. Mary Parish School has adopted a “no nit” policy. If a student is found to have head lice, the student’s parent/guardian will be notified by telephone. Recognizing the sensitive nature of this diagnosis, we will do our best to maintain confidentiality. Prompt and proper treatment of the condition is in the best interest of the student and his/her classmates. Parents/guardians of all children in the child’s classroom will be notified, encouraging that children be checked at home and treated if appropriate before returning to school the next day.

The student may not return to school until he/she has received proper treatment and all lice/nits (louse eggs) have been removed from his/her hair as determined by the public health nurse or a health care provider.

Recommended treatments include the use of pediculicide shampoos and [Lice Clinics of America](#).

STUDENT HEALTH AND SAFETY EMERGENCY PLAN (see section III)

Allergy & Medication Policies

MEDICATION POLICY (5141.5)

4. No medication will be administered by school personnel without the appropriate Medication Authorization Form. All nonprescription and prescription medication must be supplied by a child’s parent or guardian.
 - a. **Nonprescription medication:** A Nonprescription Medication Authorization Form must be filled out by the parent/legal guardian and addressed and returned to the school office. Nonprescription medication must be sent to school in the original manufacturer’s packaging with a list of active ingredients and recommended

- therapeutic dosage. **The over-the-counter medication must be supplied by the parent or guardian.** Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian
- b. **Prescription medication:** Medical Provider Authorization Form – Prescribed Medication must be filled out by the prescribing physician and addressed and returned to the school office. Medication to be given in the school must be sent in the pharmacy labeled container and have the following information printed on the container:
 - i. Child's full name;
 - ii. Name of the prescriber;
 - iii. Name of the prescription medication and dosage;
 - iv. Effective date;
 - v. Directions for administration
 - c. The School Office Staff, Health Room Volunteer, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
5. Medication will be taken by the child at the designated time administered by the School Office Staff, or by a Health Room Volunteer, who has been trained and identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to Form 5141.5 (b)). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a health care plan (refer to Form 5141.5d) for a student who requires an emergency prescription medication.

6. Only limited quantities of any medicine are to be kept at school.

7. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
8. The length of time 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 period it is to be administered is changed from the original instructions.

SCHOOL FOOD ALLERGIES (5141.4)

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 the school of the child's allergy. The parent/guardian must submit a Food Allergy Action Plan, provided by the school. These plans will be kept in the health room/ school office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats that do not contain the allergen. Students with food allergies are encouraged to keep safe treats in the classroom that they can enjoy when various treats are provided.

The school will provide an allergy-controlled table in the lunchroom for students with severe food allergies when needed.

It is the responsibility of the parent/guardian of a student with severe food allergies to communicate with the supervisor/leader/coach of extracurricular activities to make proper arrangements.

EPIPEN POLICY

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

- 911 will be called
- parents will be notified

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

SCHOOL APPROVED PROGRAMS (See also Archdiocesan Policy 6145)

SCOUTING PROGRAM

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

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

The following programs are offered:

Girls: Grade K – Daisy

Grade 1-3 – Brownies

Grade 4-6 – Junior Girl Scouts

Grade 7-9 – Cadettes

Boys: Grade 1 – Tiger Cubs

Grades 2-5 – Cub Scouts

Grades 6-8 – Boy Scouts

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

ATHLETIC PROGRAM (See also Archdiocesan Policy 6142.2)

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

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

St. Mary Parish athletic events should be conducted in such a manner that good sportsmanship prevails at all times. It is an expectation that every effort is made by students,

athletes, coaches, and parents to promote good sportsmanship and healthy competition. Unsportsmanlike conduct by any student, athlete, coach, or parent may result in consequential action taken by the St. Mary Parish Athletic Board and/or school administration.

[Link to Athletics website and handbook.](#)

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, self-confidence and well-being.
7. Teach fundamentals of sports and help develop athletic skills.
8. Raise funds to support the athletic programs.

ELIGIBILITY

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

PARISH ATHLETIC PROGRAMS FOR BOYS AND GIRLS

SPORT	GRADES	SEASON	TEAM SIZE
Basketball	5-8, Boys and Girls	November - March	5-15 players
Track	5-8, Boys and Girls	April - May	No minimum or Maximum
Volleyball	5-8 Boys and Girls	September - October	6-15 players
Futsal	4K-4 Boys and Girls	April - May	5 player minimum; no maximum
Soccer	5K-8 Boys and Girls	September - October	5K: 8 player minimum

			GR1: 8 player minimum GR2: 9 player minimum GR3: 10 player minimum GR4-8: 11 player minimum
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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 and/or at the school. Since players represent St. Mary Parish, all school conduct rules apply at all times.

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

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

The Parent and Student Handbook Acknowledgement is found in the PowerSchool portal under “FORMS.”

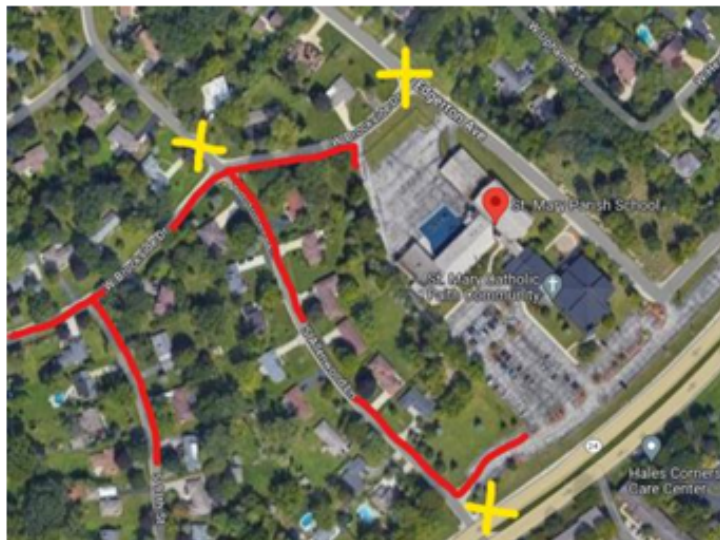
APPENDIX

Carline Map

Clarifications for carline – morning and dismissal:

Car line instructions:

- There are multiple options to line up as indicated by red lines on the map:
 - o Brookside Drive
 - o Allenwood Drive (end of line will wrap into upper lot)
 - o 98th Street
 - o Cars will alternate at intersections to get into the main line on Brookside



- Yellow X marks locations you should NOT line up. Do not line up on Forest Home Avenue, do not line up on the north side of Allenwood, and do not turn left into the lot from Edgerton.
- All cars should enter through the lower lot in one line. Once in the lower lot, lines will split based on last name. Please have your name sign visible. A-J stays to the left, K-R will stay in the middle and curve by the playground, S-Z will stay to the right and go to the upper lot.
- Please pull all the way up to the car in front of you and **do not** get out of the car. You can pull over after pick up if your child needs assistance buckling.
- Morning car line will follow the same route but lines are generally much shorter and there is only one drop off location in the lower lot by the playground. **DO NOT GET OUT OF YOUR CAR!**

All students that are not picked up in carline by the time carline is finished will be sent directly to after school care in the library. Please pick up your child by entering door #1 on upper parking lot and go through the doors to the gathering space and take the stairs to upper level.

As always, let us know in the office if you have questions or concerns. Thank you.

Police Questioning & Apprehension (Archdiocesan Policy 5145)

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age.

However, the law enforcement officers may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. A school administrator should not attempt to act as the student's legal representative in situations where a police officer wishes to interrogate a student; however, the school administrator may insist that any such interrogation be conducted in a manner and place which will cause a minimal amount of disruption to the educational setting of the school.

A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement. The administrator is not the legal representative of the student and could in fact be charged with obstructing an officer in the course of a lawful investigation if the administrator attempted to impede the investigation in this matter. The school administrator is not required to notify the parents before allowing a pupil to be. The administrator may, of course, notify the parents that the child is being questioned. Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

Archdiocesan Policies

School transportation of Students (Archdiocesan Policy 3540.1)

4. The school shall provide transportation by bus to and from school sponsored events during the school day for those students required to attend any events, such as field trips, picnics, etc.
5. The school shall provide transportation for teams, clubs, and other groups required to participate in activities that take place outside the metropolitan area during non-school hours. In instances where activities take place in the city or the surrounding area, parents may provide transportation for their children.
6. Parents have the option of allowing a son/daughter to transport himself/herself to a scheduled event, or the parent may choose to transport his/her child.
7. Parents must be alerted to the liability they assume in providing transportation for students other than their own.
8. Vehicles used for parish/school/agency business must be insured for the following limits: \$100,000 per person and \$300,000 per accident. The parish insurance program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.

9. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
10. The vehicle must have a valid, current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
11. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
12. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
13. The parish/school/agency should submit the name and driver's license number of any new driver to Catholic Mutual Group using the Request for Driver's Record Check. Catholic Mutual will check the driving record through the state and communicate the results to the parish. The Employee/Volunteer Driver Information Sheet should be completed for each driver and kept in parish files. This is especially important for anyone transporting youth. Repeat drivers need to follow the steps for approval every three years.
14. Drivers must complete the on-line video, "Be Smart – Drive Safe" found on the Catholic Mutual home page at <http://www.catholicmutual.org>. This applies to new drivers and drivers engaging in the three-year re-approval process.
15. Administrators or volunteers responsible for programs that require driving must view the Catholic Mutual video, Church Transportation – is it Necessary and Ministry-Based.
16. Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability insurance.
17. Passengers must be belted and/or in booster seats as prescribed by law.
18. Drivers transporting children must meet Safe Environment protocols.

Child Abuse and Neglect (Archdiocesan Policy 5140.1)

According to Wisconsin State law, Wis. Stat. 48.981(2), any staff member who has reasonable cause to suspect child abuse or neglect is obligated to report the case to Child Protective Services within 24 hours. The school will follow the guidelines and meet the requirements for reporting suspected child abuse, sexual abuse, or neglect as written in the Archdiocese of Milwaukee Policies and Regulations Manual, #5140.1(d) and according to Wisconsin State Statutes.

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child. The

Archdiocese of Milwaukee requires all adults, employees, or volunteers to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened. A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity; exposing a child to pornography; participation in human trafficking; or exposing and/or participating in sexting.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

Mandatory Reporters

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees

- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both Wis. § 48.981 (6). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The

educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.

- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

Report to Child Protective Services:

- Intentionally inflicting injury (or death) of a minor
- Suspicion that a child is going to be harmed
- Neglect
- Child-on-child sexual abuse (under 10 years of age. If older, report to law enforcement)
- An individual engaged in behavior that was dangerous to the child (even if there was no intent to cause injury)

- Manufacturing methamphetamines when a child is present, in the place where a child resides, or when a child could reasonably see, smell, or hear the manufacturing of methamphetamines
- Concerns related to mental health and wellbeing of a minor if the parent/guardian is not able to keep the minor safe when there have been threats of harm to self or others.

Report to Local Law Enforcement (for the city or county where the incident occurred):

- If the child is in imminent danger
- Sexual abuse or assault
- Any illegal behavior
- Any image, video or social media content that contains a minor that involves nudity and/or sexual content \
- If the matter involves child pornography, human trafficking, or sexting
- Any concern that involves imminent danger to a person's life

If the matter involves a threat of violence to a school building, staff, or students The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age. • Reporter's relationship to the child. 126 ©2023 Archdiocese of Milwaukee
- Parent's name, address, workplace (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in

any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Report of Suspected Parish/School Employee

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.

6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.
11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.
14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

Screening, Background Checks, and Training

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
- Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse and neglect.
- Read and sign the Code of Ethical Standards for the Archdiocese of Milwaukee and the Mandatory Reporting Responsibilities
- Read and sign the Social Media & Digital Communication Policy acknowledgement
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years. All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

Suicide Prevention and Awareness (Archdiocesan Policy 6164.12)

Each school shall establish suicide prevention and intervention programs to meet the needs of students who become depressed and suicidal. All faculty and staff should have annual professional learning on this topic. Student suicide prevention and intervention is a community issue that necessitates coordination with public and private services available to the school. School-based programs need to be supported to prevent suicide among minors. The program shall include: curriculum, staff development, student awareness, and a crisis response plan.

An effective communication network is essential to the planning, implementing, and evaluation of a suicide prevention and intervention plan.

1. The suicide prevention curriculum may be integrated either totally or in part into a variety of different curricula such as health, religious education and family life, and developmental guidance. The DPI publishes suicide prevention guides that provide resources and documents that will assist in creating a comprehensive youth suicide prevention program.

Suicide curriculum should consist of:

- Sound decision making skills
- Knowledge of signs of suicidal tendencies and potential causes
- Knowledge of relationship between youth suicide and use of alcohol and controlled substances
- Knowledge of available community youth suicide prevention and intervention services

15. Staff development should be done on a yearly basis and consist of:

- How to assist minors in positive emotional development
- The detection of conditions which indicate suicidal tendencies
- The proper action to take when there is reason to believe that a minor has suicidal tendencies or is contemplating suicide.
- The coordination of school and community youth suicide prevention programs.

- Student awareness:

The curriculum is the major effort to achieve student awareness. However, other activities can provide a positive effect on the identification of, and intervention with, students who are depressed and suicidal. Examples include student-planned activities to communicate to peers the importance of getting help for friends and themselves, crisis cards with help numbers distributed to all students each year, and periodic articles in the student newspaper or announcements on the public address system regarding the availability of help for students.

- Mandatory reporting responsibilities:

When any employee shall have reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) should be summoned to transport the student to the nearest hospital emergency room. The school administrator shall seek guidance from appropriate local agencies such as hospitals, social services, or other certified professional personnel.

Unless there is concern that child abuse may be a contributing factor to a student's suicidal ideation, ALL concerns regarding suicidal ideation should be reported to parents. If there is a concern regarding child abuse being a contributing factor, contact CPS and share the concerns of both child abuse and suicidal ideation. If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this should also be reported to CPS.

Asbestos Hazard Emergency Response Act (AHERA) (Archdiocese Policy 5140.11)

AHERA is a federal law which requires that all primary and secondary schools develop and implement a plan for managing all school building materials which may contain asbestos. As part of this plan, very specific practices are mandated including: periodic inspections, maintenance, removal practices and annual notification. New buildings are inspected and detailed inventories are maintained. Asbestos materials are also investigated prior to any

renovations which may disturb suspect materials. The complete asbestos management plan is accessible in the school office.

Pet Policy (Archdiocese Policy 5140.3)

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

Gender Identity continued (Archdiocesan Policy 4470)

Students may not take "puberty blockers," even if self-administered, on school property, with the purpose of a potential or actual "gender assignment."

Field Trips continued (Archdiocesan Policies 3541.1, 6153, 6153.1 and 3282)

Certain field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the principal. All funds raised must pass through the parish or school and must be used for costs associated with the field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

In the event the field trip is cancelled for any reason, all funds raised are the parish and schools and may not be disbursed to individual students or families. The principal is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal on the use of the funds is final.

Grievance Process continued (Archdiocesan Policy 1312.1)

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 form a 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 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.

Weapons-Free Zones (Archdiocesan Policy 6114.6)

All schools will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes.

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

Parent/Guardian & Student Handbook Acknowledgment. This acknowledgement is e-signed and submitted annually through PowerSchool Forms.