

St. Mary Parish School

2011-2012 Parent & Student Handbook

**Living Jesus
Through Quality Catholic Education**



St. Mary Parish School
N89 W16215 Cleveland Ave.
Menomonee Falls, WI 53051
262-251-1050
www.stmarymf.org



Dear Parents/Guardians and Students,

Welcome to the 2011-2012 school year and thank you for choosing to be a part of our faith community.

This handbook is very important, and I encourage you to take the time to read it and familiarize yourself and your children with school policies. It is vital that all invested parties have a clear understanding of policies and procedures. With the interest and cooperative efforts of the parents/guardians, teachers, students, administration, clergy, parish community and all involved in our school, St. Mary will continue to flourish well into the next 100 years.

We must remember the value that we have placed upon providing a Catholic education to our children. It is through this understanding and support of school policies that this traditional, high quality Catholic education has been able to exist here for more than 90 years.

Again, please read this handbook with your children and pay special attention to the Archdiocesan Food Allergy Policy, the Bradley Center Policy, and the changes to the Uniform Code. The Covenant, Anti-Bullying Pledge & Bradley Center Commitment form must be signed and returned as soon as possible. Copies of these forms are included in Appendix A and provided in your orientation packet.

I look forward to working with you to make this year the best possible. May our lines of communication remain open, our support of one another remain positive and our prayers sincere for God's blessing on each teaching, learning, and working endeavor of the school year. Your children, our students, are gifts that God has entrusted to us. They deserve our very best, and that is only achieved when we all work together.

Faithfully,

A handwritten signature in cursive script that reads "Linda Joyner".

Linda Joyner
Principal

Administration & Staff			School Committee Members		
Pastor	Fr. Michael Merkt	251-0220 x151	Chair	Michelle Greiner	262-251-0199
Exec. Assistant	Mrs. Lisa Rehlinger	251-0220 x155	Vice Chair	Jana Witney	262-255-8634
Principal	Mrs. Linda Joyner	251-1050 x112	Secretary		
Admin. Assistant	Mrs. Gina Franz	251-1050 x108	Planning Chair	Jane Lopata	262-251-2186
Admin. Assistant	Mrs. Kristin Lynde	251-1050 x108	Finance Chair	Steve Schumacher	262-781-7824
School Secretary	Mrs. Pam Stanley	251-1050 x110	Finance	Jana Witney	262-255-5374
			Finance	Jodi Riesterer	262-255-5374
Dir. of Religious Ed.	Mrs. Roberta Krueger	251-1050 x208	Policy Chair	Joy Conway	262-250-1380
Secretary-Rel. Ed.	Betsy Potter	251-1050 x210	Advancement Chair	Michelle Greiner	262-783-1567
Deacon	Rev. Mr. Tom Monday	251-0220 x163	Advancement	Keith Songstad	262-250-1422
Pastoral Associate	Sr. Jane Mary Lorbiecki	251-0220 x158	Advancement	Denise Hearden	262-946-0066
Admin. Services	Ms. Gayle Rzany	251-0220 x161	Advancement	Julie Hiemer	414-690-3086
Bookkeeper	Mrs. Carol Lawder	251-0220 x159	Policy Chair	Joy Conway	262-250-1380
Buildings/Grounds	Mr. David Ciepluch	251-0220 x154	Alumni	Jana Witney	
School Maint.	Mr. Paul Wettstein	251-1050 x186	Technology: Chair - Barb Bailey		
School Maint.	Mr. Bob Meier	251-1050 x186	Steve Sweeney		
			Keith Songstad		
			Scott Neil		
Faculty			Home and School Association		
		251-1050	President	Rita Calatola-Pofahl	262-372-4088
Grade 8	Mrs. Therese Nennig	Rm/Ext 218	Vice-Presidents	Heidi Larson	262-255-0560
Grade 8	Mrs. Cathy Ferderbar	Rm/Ext 220	Secretary	Sarah Wagner	414-365-0314
Grade 7	Ms. Mary Koman	Rm/Ext 214	Treasurer	Lisa DeSanctis	262-250-1422
Grade 6	Mrs. Susan Schmidt	Rm/Ext 216			
Grade 6	Mrs. Diane Harley	Rm/Ext 212			
Grade 5	Mrs. Mary Jo Helnes	Rm/Ext 201			
Grade 5	Mr. T.J. Kelm	Rm/Ext 202			
Grade 4	Mrs. Ann Warren	Rm/Ext 304			
Grade 4	Mrs. Karen Jaeger	Rm/Ext 312			
Grade 3	Mrs. Jean Sorenson	Rm/Ext 314			
Grade 3	Mrs. Louise Birschbach	Rm/Ext 316			
Grade 2	Mrs. Cristal Halverson	Rm/Ext 320			
Grade 2	Mrs. Janell Harbury	Rm/Ext 318			
Grade 1	Mrs. Roseann McKean	Rm/Ext 120			
Grade 1	Mrs. Robin Grismer	Rm/Ext 118			
K5	Mrs. Nancy Borremans	Rm/Ext 104			
K5	Mrs. Karen McAsey	Rm/Ext 101			
K4	Mrs. Chris Bingenheimer	Rm/Ext 114			
K4 Aide	Mrs. Susan Brandt	Rm/Ext 114			
K3	Mrs. Katherine Pomroy	Rm/Ext 116			
Art	Mrs. Suzanne Shea	Rm/Ext 301			
Music	Mrs. Marie Makal	Rm/Ext 302			
Phy. Ed	Mr. Chris Toter	Rm/Ext 113			
Guidance	Mrs. Karen Schumacher	Rm/Ext 310			
Soc. Studies/Religion	Mrs. Barb Seidl	Rm/Ext 204			
Student Services	Mrs. Susan Schmidt	Rm/Ext 211			
Spanish	Mrs. Candy Sawyer	Rm/Ext 204			



St. Mary Parish School | 2011-2012 CALENDAR as of 8/17/2011

25 Back to School Parent Night & Packet Pick-up – Meet in Church @ 6:00 PM (parents only)
 26 **Picture Day** & Open House for Students 8AM-1PM
 29 First Day of School K4-8th Grades
 30 First Day of School K3 Students

AUGUST 2011						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2012						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

1-3 Catholic School's Week
 3 Family Fun Fair
 7 Market Day pick up 2:45-4:15
 24 No School- Teacher In-Service

2 No School-Teacher In-Service
 5 No School-Labor Day
 6 Market Day pick up 2:45-4:15
 23 Movie Night
 24 St. Mary Golf Outing

SEPTEMBER 2011						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2012						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Spring Musical (Gr. 3rd, 4th, 5th)
 5-16 Iowa Testing
 6 Market Day pick up 2:45-4:15
 9 Movie Night
 23 No School- Teacher In-Service

4 Market Day pick up 2:45-4:15
 13-14 No School-Teacher Convention
 18-23 Book Fair
 21, 22, 23 Feastable
 28 No School

OCTOBER 2011						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2012						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 Market Day pick up 2:45-4:15
 6-13 No School-Easter Break
 16 School Resumes
 24-27 Book Fair
 27 Grandparent's Day
 27 Movie Night

1 Market Day pick up 2:45-4:15
 5 Wine Tasting; 6PM in Activity Ctr.
 8 Picture Retakes
 10-11 No School -Parent/ Student/ Teacher Conferences
 18 Movie Night
 23 Early Release @ 11AM
 24 No School-Thanksgiving Day
 25 No School-Thanksgiving Break
 29 Market Day pick up 2:45-4:15
 30 Santa's Secret Workshop

NOVEMBER 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2012						
S	M	T	W	Th	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

3-6 8th Grade Washington D.C. Trip
 4 Mother/Son Event
 8 Market Day pick up 2:45-4:15
 24 Middle School Musical (Gr. 6, 7, 8)
 25 No School-Teacher In-Service
 28 No School-Memorial Day
 31 8th Grade Last Day
 11AM Dismissal (8th grade only)

1 Santa's Secret Workshop
 15 Christmas Musical (Gr. 5K, 1st, 2nd)
 22 Early Release @ 11AM
 23-30 Christmas Break

DECEMBER 2011						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2012						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2 8th Grade Graduation/Mass @ 5PM Reception to follow in A/C
 5 Used Uniform Sale
 5 Market Day pick up 2:45-4:15
 7 Last Day for 4K-7
10AM DISMISSAL

2 School Resumes
 10 Market Day pick up 2:45-4:15
 12 Activity Day Pictures
 13 Movie Night
 20 No School-Teacher In-Service
 27 8th Grade Picture Day
 29 Open House
 30-Feb 3 Catholic School's Week

JANUARY 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



PARISH MISSION STATEMENT

Called by name in Baptism and nourished by the Eucharist, the faith community of St. Mary Parish embraces the gospel of Jesus Christ to grow in holiness, serve others and bring forth the Kingdom of God.

PARISH VISION STATEMENT

Empowered by the Holy Spirit to carry out our mission, our vision is to “LIVE JESUS!”

- Share our Catholic tradition by promoting faith development and on-going Christian education
- Foster a community of prayer, warmth, and hospitality
- Commit to stewardship as a way of life, offering our gifts of time, talent, and treasure in the service of God and others
- Become a dynamic evangelizing parish
- Prayerfully participate in the sacramental life of the church
- Strengthen family life



SCHOOL MISSION STATEMENT

Living Jesus through Quality Catholic Education

SCHOOL VISION STATEMENT

Empowered by the Holy Spirit to carry out our mission, our Vision is to “LIVE JESUS” in thought, word and action by

- Building faith and character through on-going Catholic education
- Preparing our students for a changing and challenging world
- Achieving excellence in education
- Promoting service, caring and outreach
- Providing a safe, supportive environment in a loving, caring atmosphere
- Nurturing future leaders for our faith and our community
- Strengthening family life and active participation in the sacramental life of the church

SCHOOL PHILOSOPHY

St. Mary Parish School endeavors to be a faith sharing community, which is a part of the larger Christian community of St. Mary Parish. We create a desire for learning, strive to challenge the mind and hope to develop the talents of each child to the fullest potential--spiritually, morally, intellectually, physically, socially, and emotionally--in an effort to heighten the child's ability to make valued decisions and choices.

Within the curriculum of instruction, an appreciation of the arts is fostered, in an effort to awaken interest in, and develop an awareness of the gift of life found in music, drama, dance, painting and creativity. An understanding of technology is provided and integrated in the students' learning. Greater awareness of the world of humanity is brought about through exploration in the field of social studies. The wonder of nature and our responsibility toward our environment as stewards of the earth is studied in the natural sciences.

We believe that each child is unique with individual abilities, experiences, and needs.

Each child is called:

- † To grow in the understanding and practice of Gospel values through education, prayer, worship and service.
- † To live out a faithful relationship with God.
- † To share his/her faith and abilities with others, thus giving strength to the community of the church.

We believe Catholic school education:

- † Creates a Christian community that promotes social justice and provides experiences of prayer, worship, and service.
- † Fosters a learning environment that encourages self-discipline and respect for all creation.
- † Implements a curriculum that makes it possible for each student to accept increased responsibility for his/her own learning.
- † Provides educational experiences for appreciation of the fine arts.

Goals

Intellectual: To identify and nurture students' unique intelligence through the teaching of critical thinking and problem-solving, aesthetic appreciation, responsible decision-making and use of technology.

Spiritual: To create a faith filled environment by celebrating liturgy and prayer as an entire school family, extending our experience of faith in service to the wider community and strengthening family faith in the home.

Emotional: To nurture the growth of positive identity through self-esteem, self-control and self-acceptance.

Social: To develop a school environment which fosters respect for the uniqueness of each person and provides opportunities for children to reconcile differences in a spirit of forgiveness, peace, compassion and responsibility.

Physical: To promote wellness through educational opportunities.



*If children live with fairness, they learn justice.
If children live with security, they learn to have faith.
If children live with approval, they learn to like themselves.
If children live with encouragement, they learn confidence.*

ST. MARY PARISH SCHOOL COMMUNITY

The school is an important ministry of St. Mary Parish. It is supported both by parishioners and parents/guardians who choose to send their children to St. Mary Parish School.

The Pastor and the teaching staff collaborate in the faith formation of the children primarily through weekly Liturgy and sacramental preparation. The Pastoral staff members, too, are available to assist in the faith development of students. The Child Minister and the Youth Minister are available as resource persons for the faculty. The Child Minister and the Youth Minister work with the teachers in the religious and sacramental development of the students.

Sacramental preparation for Reconciliation and Eucharist are parish programs. Therefore the actual preparation, which involves parents/guardians, is held outside of school hours. Since these programs are parish programs, they involve all eligible children of the parish.

The teachers, who teach at St. Mary, because of their faith life, form a faith community which is expressed through their love and concern for each other, and especially in their loving and caring dedication to their teaching profession and your child's care.

The faculty needs to feel the support and cooperation from each parent/guardian. The St. Mary Worshipping Community needs to feel the effects of your beliefs and **attendance at worship.** We also need to feel the cooperation and willingness of each child to eagerly engage in learning and to understand the special gifts shared by each other.

Parents/guardians, as well as others who volunteer their special talents to the school, assist the teaching staff in developing the uniqueness of each student. This is an important aspect in the educational process. As we work together we inspire the children to work to their fullest potential to care for each other.



ST. MARY PARISH SCHOOL HISTORICAL OVERVIEW

St. Mary Parish School has a rich history within the community of Menomonee Falls. Over 30,000 students have graduated from the school during its 88-year history.

At the annual meeting on January 1, 1916, the parish leadership approved plans to build the original school consisting of 2 classrooms, a hall and convent living quarters. The doors opened in September 1916 and the first class of two students graduated in 1919.

Enrollment grew steadily over the years and over time additional classrooms and space were constructed.

Today, St. Mary Parish School is poised to continue its long history of serving the families and children of Menomonee Falls. The addition of a state-of-the art science lab, new Kindergarten classrooms and other remodeling components planned for the school will position our school to continue its mission for our next generation of students.

ADMISSION

St. Mary Parish School admits students of any race, color, and national or ethnic origin. Children of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child because of the unique religious philosophy of these educational programs. (Archdiocesan Policy: P5110)

New families are admitted into the school community when: on the basis of a personal interview, the school Principal senses the interest and commitment of a family to be consistent with the goals of Catholic education.

In the admission of students to St. Mary Parish School, priority consideration shall be given to these criteria in the following order:

1. Siblings of current students whose families are **active** registered parish members.
2. Siblings of current students whose families are Catholic, but are not registered members.
3. Siblings of current students whose families are not Catholic.
4. Children of members registered in the parish for a minimum of one year. If there were more registered members than there are seats available, other factors considered would be the number of years as a member, participation in volunteer activities and regularity of stewardship.
5. Children of recently registered members of the parish, who recently moved into the area.
6. Children of recently registered (within one year) members who have lived in the area previously.
7. Children of Catholic families who are not registered parish members.
8. Children of Non-Catholic families.

All students are on probation during the first semester of their attendance at St. Mary. During the first semester probationary period, the school shall determine whether or not it can meet the needs of student (academic, behavioral, social-emotional). If a child is suspected of having a physical disability, learning difficulty, or attention deficit disorder, the child will be referred for an evaluation (by the local public school district) or for an attention deficit evaluation (by a private psychologist, at parental expense) prior to finalizing the admission status in January. Students who enter St. Mary Parish School from a home-school program shall be placed in a grade level following an academic assessment determined by the Administration. The decision of the Principal is final.

(Archdiocesan Policy: R5110)

Wisconsin State Statute provides that:

1. No child may be admitted to 3-year-old kindergarten unless s(he) is 3 years of age on or before September 1st in the year s(he) proposes to enter school.
2. No child may be admitted to 4-year-old kindergarten unless s(he) is 4 years of age on or before September 1st in the year s(he) proposes to enter school.
3. No child may be admitted to 5-year-old kindergarten unless s(he) is 5 years of age on or before September 1st in the year s(he) proposes to enter school.
4. No child may be admitted to the 1st grade unless s(he) is 6 years old on or before September 1st the year s(he) proposes to enter school.
(Wisconsin Statute: WS5111)

Consideration for Early Admission

It should be understood that only parents/guardians with children whose birthdays fall prior to October 1st and after September 1st may apply for early admission. The procedures are as follows:

1. The parent/guardian applies to the Principal. An interview is held to determine reasons for early admission.
2. If the school will accept such candidates, the school will test the candidates.
3. The Principal informs the parent/guardian of the final decision.
4. Admission (early) to first grade or kindergarten is considered to be on a trial basis. If within a reasonable period of time, (the first quarter), the child does not adjust to the school situation, the Principal may request that the parents/guardians withdraw the child and enroll him/her at the regular age. Decisions of the Principal are final.

TUITION, PARISH SUPPORT AND THIRD SOURCE FUNDING

Policies of the Archdiocese of Milwaukee require each parish school to charge tuition. Tuition represents the parents'/guardians' fair share of the school's budget. The subsidy provided by the entire parish community and various fundraisers combine to keep tuition at an affordable level.

While tuition and subsidy from the parish are two major sources of funding for the school, third source funding, through various fundraisers, is vital to the generation of the added revenue necessary to meet the school/parish budget. Without the income generated by these fundraisers, tuition would increase significantly. Without regular parish support, tuition would increase significantly. Each family is required to actively support fundraisers throughout the school year.

Tuition and revenue from fundraisers combine to pay approximately 70% of the school budget with parish subsidy making up the difference. To the extent that fundraisers generate less than budgeted, the tuition line will need to make up the shortfall. As parish financial support (through stewardship) increases, parish support of the school ministry would increase. Our goal is to limit/decrease the number of fundraisers.

Cost of Education is covered by: (Tuition + Fundraising which = 70%) + Parish Subsidy which = 30%)

Tuition is covered by: Out-of-Pocket payments, Tuition Grants, Scrip, and Market Day profits earned.

Fundraising Events requiring your support include: Calendar Raffle, Bradley Center, Cash Raffle, Magazine Sale, Trivia Night, Wine Tasting and Golf Outing.

TUITION ASSISTANCE

Two forms of tuition assistance are available to families.

1. Scrip and Market Day fundraising profits can be earned one year and the entire amount of the profits earned will be credited toward the family tuition account for the following school year. By encouraging families and friends to make these purchases in your name, it would be possible to have a significant portion of your tuition for the following year reduced by the profits earned. (Please note that we are required to report to the IRS profits over \$600). April 30th is the cut off for SCRIP and Market Day credit for the 12/13 school year.
2. A second form of financial assistance may also be available to those families experiencing financial difficulties. In addition to generating scrip and market day profits to help themselves, these struggling families are asked to contact the Director of Administrative Services to discuss the circumstances that prevent full payment of tuition and to obtain a tuition grant request form.

Tuition grant requests must be submitted prior to the next school year by May 15th. A copy of the most recent year's tax return must be attached. A final decision on tuition support request should occur no later than June 30th. Tuition requests made during the school year will be considered on an exception basis only and must be submitted no later than February 1st.

PER PUPIL COST CALCULATION

As informational background, actual per pupil costs are based on an annual budget, (which is prepared over a period of several months, presented at an open hearing for public review and input, and then approved in the spring by the Parish Council), and based on Archdiocesan guidelines. The calculation of the per pupil costs includes the following cost components:

- Teacher-Faculty Contracts
- Teacher Substitution Wages
- School Administrative Staff Wages
- Health, Disability and Life Insurance Premiums
- Pension Plan Contributions
- Books, Supplies, Learning and Testing Materials

- Technology Needs
- 60% of Overall Buildings and Grounds Costs
- Allocation of Parish Administrative Staff Wages

Teacher/Faculty contracts (including benefits and taxes) are, by far, the single largest cost of the school's annual budget.

The subsidy provided by the entire parish community approximates 30% of the per pupil cost. The balance of per - pupil cost is then paid by the families of pupils attending school in the form of:

- Tuition & fees
- Fundraising
- Educational Fees: Instructional Materials, Fine Arts, Science & Technology
- Playground supervision
- Other fees for programs (field trips) upon request

TUITION SCHEDULES

The Standard (*non-parishioner*) tuition rate for the 2011-2012 school year is as follows:

K3 Child (2 Half Days)	\$ 2,100
K4 Child (5 Half Days)	\$ 4,800
K4 Child (5 Full Days)	\$ 9,600
K5 Child (Half Day)	\$ 4,800
Additional Children (K5– 8)	\$ 6,250 per child

The Discounted (*parishioner*) tuition rate* for the 2011 – 2012 school year is as follows:

**Note this rate applies to registered parishioners who pledge and maintain a minimum financial support giving level of \$65 per month.*

K3 child (2 Half Days)	\$1,050
K4 child (5 Half Days)	\$2,400
K4 Child (5 Full Days)	\$4,800
K5 Child (Half Day)	\$2,400
1 Child (Full Day K5-8)	\$3,125
2 Children (K5 – 8)	\$4,945
3 Children (K5 – 8)	\$6,325
Additional Children (K5 – 8)	\$1,400 per child

PAYMENT OPTIONS

- Option 1 – Full payment on or before 8/1/2011.
- Option 2 – Mixed Plan – 50% payment by cash or check on or before 8/1/2011 and balance due in regular payments (September-May) using EFT. Withdrawals from designated account each month (see Option 3 below for EFT payment options). **Tuition must be paid in full by 5/20/12.**

- Option 3 – EFT - Monthly payments can be made once per month or twice per month (July-May). Withdrawals from designated account on the date of your choice each month.

MASTERCARD or VISA may be used to pay tuition – either in full or in installments. There is a 5% convenience fee charged for each credit card payment. Returned checks will be charged a \$25 fee.

TIMING OF PAYMENTS:

It is important to realize that all payments of monies owed (tuition + parish financial support) must be made on or before May 31st. Families whose last child is in 8th grade must be certain that all is paid in full on or before May 15th so that your child may participate in graduation.

Should you experience unanticipated financial difficulties, please contact the Director of Administrative Services in the parish office immediately. Please do not wait until the end of the school year to inform us, as we may then be unable to work out a payment plan or provide any financial assistance.

Accounts not paid in full by June 30th will be sent to collections. Parish financial support must be maintained at a rate of \$65 per month and the entire \$780 minimum must be paid in full by May 31st. In the event a family does not maintain this minimum level of giving, St. Mary Parish will move a family’s tuition from the discounted rate to the standard rate prior to sending an account to collections.

Families with a history of irregular payments will be required to pay tuition for an 8th grader in full in August before school begins.

OTHER FEES

Registration Fees:	K3 child	\$100 per child
	K4 child	\$100 per child
	K5- 8	\$100 per family

Educational Fees:

While the parish provides for the basic texts to be used in the various content areas, the current cost of books is overwhelmingly high. Many curriculum programs include consumable components that must be provided annually. The educational fees are applied to those consumable costs in art, music, science, math, social studies, writing, spelling, vocabulary study and religion as well as to the costs of a new curricular area adoption each year.

Fees for the 2011-2012 School Year are as follows:

Grades K5 – 8:

- \$175 Instructional Material Fee per child. Includes books, workbooks, assignment notebooks, classroom magazines, etc.
- \$50 Fine Arts fee per child. Covers materials used in the art and in music programs.
- \$125 Technology/Science Fee per family. Includes the science lab materials, the technology and computer lab fees as well as a set aside to purchase new software, updates & replacement computers as needed.
- \$25 Playground Supervision Fee. Our objective is to provide a consistent set of rules and expectations for the children. This can be best accomplished if the supervising adults are a core group of individuals who will work on a rotating basis. (Compensation will be provided @ \$5 each day worked)

K4 – 8:

- \$10 Home & School Fee per family
- \$10 per child per year fee for milk. White or chocolate milk is available through the government milk program.
- \$35 Fee for using the Tuition Management Program.
- \$17 Archdiocesan Assessment Fee Per Student.

K4: \$125 Instructional Material Fee per child to help defray costs of books, workbooks, music, art, classroom magazines, etc

K3:

- \$10 Home & School Fee
- \$8.00/Day - Lunch Bunch Stay and Play Program (offered two times per month)

RESPONSIBILITY FOR PAYMENT OF DEBT

If it should be necessary to send an account to collections, be aware that State Law provides that both parents/guardians are 100% responsible for payment of the debt even in the event of a divorce.

CURRICULUM OVERVIEW



The St. Mary Parish School staff believes that children deserve the best possible learning challenges. This belief drives the development of curriculum throughout the revision and study process each year as we continue to be informed by research and National Standards in the various curricular areas. To this end we strive to differentiate learning to meet the needs of individual students. The St. Mary curriculum consists of the following:

RELIGION:



The center of our program at St. Mary is faith formation. The emphasis is placed on Christian living and the life of Jesus. This is accomplished by making a conscious effort to integrate faith into the life of each student by creating a Christ-centered atmosphere, stressing Christian values in the classroom as well as throughout the entire school environment.

Faith experiences are an integral part of our religion curriculum. These are provided by using varied prayer experiences in the classroom and by participating in child-oriented liturgies on a weekly basis. Students experience worship with the entire school community in church. Each child should experience worship with the family on a regular basis at weekend liturgies or religious services.

A practical extension of the religion class is service to others. Seventh and eighth grade students are expected to give a specified number of service hours to both the school and to the community. Parents/guardians are asked and encouraged to help their children in this matter. Boys and girls in grades 4 through 8 are invited to be servers at Mass. Children in grade 8 may also serve as Eucharistic Ministers.

According to Archdiocesan Policy, the teachers of religion have completed, or are in the process of completing, the Standards of Religion Certification, which qualifies them to teach religion at St. Mary Parish School.

SACRAMENTAL PROGRAMS:

Sacramental preparation for our students is a responsibility shared by parents/guardians, parish, school and the candidates themselves. The sacramental programs at St. Mary are parish based and the Director of Religious Education coordinates the program for Eucharist and Reconciliation. In the fall, the Sacrament of Reconciliation will be offered to students in second grade. The Sacramental preparation for First Eucharist will be presented in second grade during the spring semester.

Students will be prepared for the sacraments through instruction during the school day. We augment this curriculum with special parish gatherings and activities, along with parental guidance at home. Through this multi-dimensional approach the students will come to appreciate the presence of God in the parish community and to grow in their understanding of the sacrament they are celebrating.

MATHEMATICS:



At the heart of our vision for a quality mathematics program for students, is our belief that all students will learn to value mathematics. They will become confident in their ability to do mathematics, learn to communicate mathematically, become mathematical problem solvers, understand, appreciate and see the connection between mathematics and real life experiences.

We believe that our curriculum should include opportunities to explore important mathematical ideas, as well as relationships among mathematics and the discipline it serves; use children's mathematical ability to make sense of new problem solving situations in the world around them; view mathematics as a process rather than a series of discrete products; read, write, and discuss ideas in which the use of the language of mathematics becomes natural and serves as a way to clarify, refine, and consolidate their thinking; encourage conjecture-making, evidence gathering, and argument building to support doing mathematics.

Students in grades 6-8 who are identified as “developmentally ready”, may be placed in a program that will allow them to complete a full year of Algebra I in grade 8.

READING/LANGUAGE ARTS:



Our Reading/Language Arts curriculum is developed on the belief that a learner needs to do reading and writing in order to learn. Our program is an integrated program of instruction in that good literature serves as a model for good writing and great literature begs a written response in a variety of ways.

In grades K5 through 4th, the model of instruction springs from the use of an integrated program, which includes both basal text and language learning experiences based on the literature studied, as well as a study of particular authors and trade books at appropriate times.

In grades 5 through 8, the 6+1 Traits of Writing are taught. The Rebecca Sitton Spelling program is used and students are exposed to a variety of styles of writing as well as basic grammar skills.

SOCIAL STUDIES:



We believe that Social Studies Education provides both the framework for the other humanities and that art, literature, philosophy, and religion are best studied as they develop over time and in the context of society and its evolution; provides a wide range of models and alternatives for choice in a complex world.

We believe that Social Studies Education:

- reaches beyond the acquisition of useful information.
- develops judgment and perspective in students when it focuses upon broad, significant themes and questions rather than short-lived memorization of facts without context.
- reflects the multicultural dimension of our society and our connections with a global world order.

SCIENCE:



We believe that scientific literacy develops an understanding of how and why events occur as they do in the natural world; promotes a way of learning about the behavior of the universe and the matter and energy it contains; organizes knowledge so it is comprehensible and useful, develops models and theories that correlate with past observations and predict future events. We believe that the science program is:

- Constructivist in that all learning is an active process of construction, meaning, and that active construction of meaning is facilitated when teachers create an environment that focuses students to be physically and mentally engaged.
- Integrated in that through a thematic approach to topics, students can explore great ideas in science across disciplines allowing them to make connections more readily.
- Continuum-based in that it allows students to revisit concepts on a periodic basis in order to give them opportunities for which deep levels of comprehension building arise from the experience of science.
- Related to real-world technology and must allow students to gain real world experience, engage actively in real world studies, place students in contact with community leaders and parents/guardians whose lives and work are science-based.

TECHNOLOGY:



We believe that:

- Students need to be able to use a wide variety of technological tools to enhance their future success as students and workers.
- It is imperative for all students to have access to information via technology as a basis for lifelong learning.
- It is essential for all learners, including educators, to process and manage information through the skillful use of technology.
- Skillful use of technology supports the development of process skills such as flexibility, adaptability, critical thinking, problem solving and collaboration, which are essential to success in our rapidly changing information age.
- Technology allows us to better serve the diverse learning styles of our students and educate them for a wider range of intelligences (verbal/linguistic, musical, logical, mathematical, visual/spatial, bodily/kinesthetic, interpersonal, intrapersonal).
- Our schools must prepare students for today's workplace and the workplace of the future.

St. Mary School was introduced to *The Future of Technology* in Education through an Apple Presentation. In Spring of 2006, our School Committee developed a concept and vision which we have labeled as ***Technology Forward***. This initiative is a vision that seeks to transform the traditional classroom environment into a state-of-the-art, interactive learning environment. Our ultimate goal is to energize the digital classroom 1-to-many and Engage our digital students 1-to-1. Through generous donations and grants, St. Mary is fortunate to have installed seventeen SMART Boards in 2009-2010, which are located in each of the 1st through 8th grade classrooms, as well as in the Music Room and Science Lab. K5 classes utilize a Mimio Interactive Mobile Station. Students access the computer lab twice each week while grades K4-3 visit the lab once during the week. Each classroom has an IBM compatible computer in order to practice skills learned. On-line services are available in the computer lab and in the classrooms with SMART Boards.

FINE ARTS



Music and Art classes are an integral part of the St. Mary Parish School curriculum. The department offers experiences in the visual, aural and written arts. Through a program of hands-on activities, critical analysis, historical study, observation, appreciation and performance, our students are called to interact creatively and responsively with one another in our school, our community, and our world.

Understanding that each child is unique with individual abilities, experiences and needs, the Fine Arts Department provides for the: Painter, Singer, Sculptor, Dancer, Visionary, Actor, Doer, Dreamer.

SPANISH



We believe that learning a foreign language is vital to student learning experiences because each student lives in a global society. It includes proficiency in speaking first and foremost as well as in writing, reading and listening; nurtures a greater sense of appreciation for the culture of the language studied. To this end Spanish will be offered to students in grades 5-8.

PHYSICAL EDUCATION



All students are required to participate in physical education. Through participation in a variety of activities, students will develop physical fitness, sports skills, a sense of teamwork, cooperation, knowledge of various games, sportsmanship and fair play. They will come to value their own wellness and nurture it appropriately.

HOMEWORK



The purpose of homework is to enrich what is happening at school as well as to reinforce and practice skills that have been taught. Homework consists of experiences that will supplement, enhance and broaden concepts studied within the classroom. It is not limited to paper-pencil tasks and will attempt to integrate a number of learning options. Reading (silently, or aloud depending upon the age of your child) is considered a vital family practice each evening.

Generally, no homework assignments will be given on weekends or holidays; however, long-term projects will involve weekend time. When a child has been absent, s(he) is responsible for completing the work missed within a week's period of time. Work may be picked up by a brother, sister, parent/guardian or neighbor at 3:05 each afternoon. On rare occasions, family vacations require students to miss a few days of the calendar year. Students will be required to request work/assistance after s(he) returns. Work missed during vacation absence must be turned in to the teacher within a week of return if credit is to be received. It is the student's responsibility to request missed work following absence due to illness or vacation.

Homework is developmental in nature and increases in scope with the maturity and capabilities of the student. **Parent/guardian involvement in homework should be kept at a minimum.**

Homework, properly planned and purposeful in nature, should:

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

The amount and type of homework will be determined by the teacher, who takes into consideration the grade level requirements, the ability of the student, and the homework guidelines suggested by the Milwaukee Archdiocese. These guidelines are:

K3, K4, K5	0-15 minutes
Primary	15-30 minutes
Intermediate	30-60 minutes
Middle School	60-90 minutes
Secondary	1 ½ - 2 ½ hours

(Archdiocesan Policy: R6154)

Please note that these are merely guidelines. Since learning is an individual experience for each of us and study skills vary from student to student, the task at hand may require a bit more or less time. Feel free to confer with your child's teacher or the school Principal relative to the homework policy if any questions arise. Kindly note that if your child is spending longer than the recommended time, you may want to set some clear limits and confer with your child's teacher(s) for assistance in study skills and organization for your child. Please take time to monitor this process at the start of the school year and at periodic intervals so that you can provide your child's teacher(s) with feedback that will be helpful. Please do not hesitate to discuss your concerns about homework with your child's teacher. The greatest support any parent/guardian of children in all grades can provide is to furnish a suitable atmosphere in which a child can study each evening. Parents/guardians may want to spend some concentrated time at the start of the school year observing the strategies each child uses to organize the task at hand, set priorities and approach difficult and challenging material. Since homework serves to give teachers feedback about concepts learned and not clearly understood, parents/guardians are invited to assist children in formulating clear questions about concepts or material not understood which could be given to the teacher the next day as a form of clarification.

STANDARDIZED TESTING PROGRAM

The standardized testing program in the Archdiocese of Milwaukee will include the following assessments, which are required to be administered in all elementary schools:

- All students in grades 3, 5, and 7 will be administered the Iowa Test of Basic Skills (ITBS) during the spring (March) of every school year.
- All students in grades 3, 5, and 7 will be administered the Cognitive Abilities Test in conjunction with the ITBS during the spring (March) of every school year.
- All students in grades 3, 5, and 7 will be administered the Archdiocese of Milwaukee's Religion Assessment at the time of the spring testing.
- All schools will administer some form of assessment test for the purpose of identifying the achievement level and specific needs of in-coming students.
- Elementary schools may choose to administer the ITBS in grades 1, 2, 4, 6, and 8 at their own discretion in the spring of every school year.
- Administration of the WKCE is optional as of the 2009-2010 school year.

REPORT CARDS, PROGRESS REPORTS, CONFERENCES

St. Mary utilizes a web based grading program that allows parents to track their children's current grades and progress, 24/7. All parents are provided with a private access code to WebGrader. Parents are encouraged to access WebGrader on a weekly basis to monitor their child's academic progress. Parents are encouraged to use the WebMail feature to communicate questions and concerns to their child's teachers. **WebGrader access is for parents only.** Students should **NOT** be given the parent's private access code, nor should they use the WebMail feature to communicate with their teachers.

Report Cards

Student performance evaluation is a mutual concern of teachers, parents/guardians, and students. While daily work, class participation, written assignments both in and out of the classroom, and test performance are clear indicators of each student's progress, a formal standards-based report card is shared with students and parents/guardians each quarter along with representative sampling of a student's performance on various assessment tasks. (Archdiocesan Policy: P5123)

Progress Reports

Parents in grades 1-8 should monitor their child's progress via WebGrader on a regular basis. It is recommended that parents of students in grades 3-8 make WEEKLY checks. The school staff will notify parents at midterm each quarter to make electronic management of student progress as efficient as possible. Parents are encouraged to contact teachers any time they have a question or concern about their child's academic progress. A more informal reporting system will be used for students in the younger grades. In this way, both parents/guardians and teachers can provide the necessary support to students who need direction. This practice should also eliminate any surprises at report card and conference times. Parents/guardians are encouraged to contact their child(ren)'s teacher at any time.

Conferences

Education is a parent-child-teacher endeavor. We want to provide a time and place for some mutual sharing regarding the growth of each child and the use of his/her potential. Every effort will be made on the part of staff to accommodate parents/guardians and their work schedules. (Archdiocesan Policy: P5124.1)

UNIFORMS – APPEARANCE AND DRESS

Good standards of dress and appearance reflect a purposeful atmosphere in the classroom. Insofar as education has for its primary purpose the development of the entire student, dress and appearance become important. Following is the policy regarding the uniform code at St. Mary School. **Whenever there is a question regarding compliance with any part of this uniform code, the final decision will be made by the principal.** Students who are in violation of the uniform policy may be sent to the office where parents/guardians will be called to bring appropriate uniform pieces.

ALL STUDENTS

Uniform clothing may be purchased at the Uniform Place, Kohl's, Target, Lands' End, J.C. Penney or any other retailer that sells STANDARD "UNIFORM STYLE" CLOTHING.

Please pay close attention to the approved list of clothing items!

Jumpers and/or skirts may be purchased through **Lands' End**. The jumper style is "**School Uniform Girls' Plaid Jumper**" (\$39.50) and the skirt style is "**School Uniform Girls' Pleated Plaid Skirt**" (\$39.50). The color is "**classic navy large plaid**". The style of these items varies slightly from the current uniform jumpers (for K4 – 5th grade) and skirts (for 6th – 8th grade) available at The Uniform Place, but they are considered acceptable under school policy. **Lands' End also sells uniform style chino pants, polo shirts, blouses and sweaters.**

When purchasing uniforms, **Lands' End will donate 3% of the purchase price back to our school.** You simply need to provide our school number (900128927) OR search for our school (type in St Mary Parish School with no period after St) when shopping online. If shopping by phone, they can find the number for you as well. (**landsend.com or 800-963-4816**). When online, you can find a **list of all uniform items that fit our current dress code** by searching for our school (as above).

Additional benefits of purchasing uniforms through Lands End: you can order scrip and use the gift card (on line or by phone) to purchase uniforms, and besides the 3% that goes back to school **YOU will receive 16% scrip credit**, which comes directly off your tuition bill for the following school year!! Also, if you want to return an item, you can take it to either of the Lands' End inlet stores (Bluemound Road, west of Calhoun OR Port Washington & Brown Deer Road) and return it so that you do not have to pay to ship it back. Additionally, if you reorder at that time, you will not pay shipping on your new order.

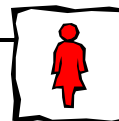
Extreme hairstyles, hair colors, facial hair, hats, kerchiefs and jewelry items that draw undue attention or are disruptive are not permitted for boys or girls. This includes mohawks, shaved heads or shaved sculpted letters or designs in hairstyles. Makeup is forbidden. Earrings must be worn on the earlobe only and are not to hang below the earlobes. Only one pair of earrings may be worn. Only stud or small hoop earrings (nickel size or smaller) may be worn. Dangling earrings of any type are not permitted. Body piercing (other than the earlobe) is not acceptable. Tattoos are forbidden. Nail polish may not be worn.

All clothing should be **UNIFORM STYLE** as well as neat, clean and in good repair. See examples of uniform style pants below: (samples do not necessarily represent specific grade level color requirements).



Tight fitting shorts or slacks and slacks that hang below the waist are not considered appropriate to our environment. All pants must be worn at the waist with no sagging. The bottom hem on shorts, skirts and jumpers must fall to the knee. "Cargo" style pants/shorts are NOT uniform style.

GIRLS



Jumper: Red, white, blue plaid – Grades K4-5
 Skirt: Red, white, blue plaid – Grades 6-8

Shirts: **Grades K4 – 5** White polo or turtleneck shirts or white blouses either long or short sleeve may be worn. White t-shirts or shirts with logos are prohibited. Shirts and blouses must have collars and must be tucked in at all times.
Grades 6 - 8 Navy polo or turtleneck, in addition to above options.

Sweaters: Navy blue, white or red cardigans only are to be worn with blouse. Sweater vests and pullovers of the same colors may be worn in grades 6-8. Sweaters with patterns or other variations from the solid colors are not part of the dress code. Variations on the color blue are not acceptable. **Only St. Mary sweatshirts may be worn with the school uniforms. Other sweatshirts and pullovers will be considered to be jackets and may NOT be worn inside school or church.**

Socks: Plain solid colors – navy blue, red or white, anklets, knee socks, tights or stockings. Socks must be worn at all times and must be high enough to be visible over the shoe.

Pants: **Grades K4- 5** Girls may wear navy blue cotton twill or corduroy (no stretch fabrics) straight-legged uniform pants in place of the uniform jumper/skirt. Leggings (unless under skirt)/sweatpants/stirrups/Capri or low-rise waists are not acceptable.

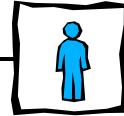
Grades 6 - 8 Khaki (uniform style only) in addition to above option

Shoes: Tennis shoes may be worn. Platform shoes, flip flops, Crocs, fashion boots or sandals may not be worn. All footwear must completely cover the toe and heel.

Shorts: Navy blue cotton twill walking shorts (3/4 length to the knee is a standard walking short) can be worn by girls along with the white uniform shirt/blouse. No substitutions for this code may be made. Blue jean shorts or low-rise shorts are not acceptable. Walking shorts may be worn on gym days with the St. Mary gym t-shirts.

Grades 6-8 Khaki (Uniform style only) in addition to above option

BOYS



Pants: **Grades K4 – 5** Plain, straight-legged navy blue uniform pants in either corduroy or permanent press are to be worn. Pants should be completely navy blue without white or colored stitching. Loose baggy pants, pants that hang low on the hips, “PIPES”, or pants that are not hemmed are not permitted.

Grades 6 - 8 Khaki (uniform style only) in addition to above option.

Shirts: **Grades K4 - 5** White dress knit, permanent press, or polo, short or long sleeve shirts or turtlenecks may be worn. White t-shirts are prohibited. Shirts must have collars and must be tucked in at all times.

Grades 6 - 8 Navy polo or turtleneck in addition to above option.

Sweaters: V-neck or rounded collar pullover or cardigan, solid navy blue, red, or white. Patterned sweaters or variations of navy blue are not part of the code. **ONLY St. Mary School sweatshirts may be worn at any time with the school uniform. Other sweatshirts and pullovers will be considered to be jackets and may NOT be worn inside school or church.**

Shoes: Tennis shoes may be worn. Boots and sandals may not be worn. All footwear must cover the toe and heel.

Socks: Plain solid colors – navy blue, red or white socks (ankle or higher) must be worn at all times. Socks must be high enough to be visible over the shoe.

Shorts: Navy blue cotton twill walking shorts (3/4 length to the knee is a standard walking short) can be worn by boys along with the white uniform shirt. No substitutions for this code may be made. Blue jean shorts or low-rise shorts are not acceptable. Walking shorts may be worn on gym days with the St. Mary gym t-shirts.

Grades 6 - 8 Navy polo or turtleneck in addition to above option.

PHYSICAL EDUCATION UNIFORM



Students are required to be in GYM UNIFORMS on physical education days. The dress code on these days consists of:

- The St. Mary Parish School navy blue t-shirt (purchased through the school).
- The St. Mary Parish School navy blue sweatpants (purchased through the school).
- If desired, the St. Mary navy blue crew or hooded sweatshirt (purchased through the school). (No substitution may be made.)
- Navy blue walking shorts may be substituted for the sweatpants.
- Gym uniform shirts DO NOT need to be tucked in to sweatpants or shorts.
- Students in grades 6-8 may order and wear straight legged sweatpants instead of the elastic banded leg sweats, if desired.

Tennis shoes must be worn for physical education classes due to the nature of the class and the floor of the Activity Center. All sweatshirts, t-shirts, and sweatpants must be clearly marked with a student's name before they are worn, so that lost clothing can be identified.

Any child who does not have the gym uniform ready for wear on a particular day must wear the regular school uniform. No substitutions may be made.

GYM T-SHIRTS/SWEATSHIRTS/SWEATPANTS

Students are required to wear a uniform T-shirt, sweatpants, and, if so desired, a sweatshirt. These items must be ordered in advance, since they will not be stocked during the school year. Families will have the opportunity to place an order for needed gym clothing in June and January. Any increases in prices will be announced as they occur.

OUT-OF-UNIFORM DAYS



On occasion, students will be allowed to be out-of-uniform for special days or events. These special occasions will be communicated to parents/guardians via The Connection, E-mail or a note home. Tank tops, tight fitting, plunging necklines, shorts and short skirts are examples of clothing items deemed inappropriate. Students dressed inappropriately will be given a uniform to wear for the day. Out-of-Uniform clothing must be appropriate for our Catholic school environment.

Students may also be out-of-uniform on their birthday. Students with summer birthdays may be out-of-uniform on their half-birthday. Students who are out-of-uniform on Wednesday's should wear clothing appropriate for both our school and Church environments.

DISCIPLINE POLICIES



“Respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of the initiative to creatively attain the goals for Catholic Education.” (Vatican II Document)

Discipline is defined as the training that develops self-control, character, and orderly conduct, as well as acceptance of or submission to authority and control.

The discipline policies of St. Mary are built on a belief in the dignity of each person. A central goal of the school is to help students develop self-discipline. Self-direction rather than external control is the ultimate aim of true discipline. A school climate of mutual understanding, respect, and trust based upon faith in the worth and dignity of each individual does much to promote self-discipline.

Standards and rules are necessary for the successful operation of a school. Students attending a Catholic School are representatives to the civic community of the school they attend and the parish that sponsors the school. Any behavior on the part of the student which causes negative or adverse publicity for the school may be a cause for disciplinary action on the part of the school.

DISCIPLINE PLAN

The teacher is the authority in the classroom. All students are expected to adhere to the individual classroom teacher's standards. These standards, established jointly with the Principal, should all have valid and justifiable purposes.

The three basic premises that underlie all discipline procedures are:

1. Procedures/rules are established and posted in each classroom.
2. Consequences for inappropriate behavior are posted in each classroom.
3. The consequences will address and make every attempt to change the inappropriate behavior.

The basic premise behind all discipline at St. Mary is to encourage positive behavior that does not disrupt the learning process. Basic criteria for student behavior include:

1. Students are expected to attend school daily and to report on time.
2. Students are to be in their seats and ready to work at the beginning of each class period. This means sitting quietly with all proper books and materials.
3. Students are to follow the direction of all faculty/staff members.
4. Courtesy and respect must be given to all adults and students.
5. Questions are encouraged, but they must be asked in a respectful and timely manner and place.
6. Students are expected to keep hands, feet, and objects to themselves and to treat all persons with Christian respect and dignity. This would prohibit any hitting, fighting, physical or verbal aggression.
7. Students are expected to use appropriate, respectful language at all times.
8. Students are to move between classes in an orderly and quiet manner.
9. Students may not possess or eat food, candy or gum anywhere on St. Mary campus or on field trips, except on occasions designated by school authorities.
10. Students are to respect the property of all persons as well as St. Mary Parish property.
11. Students are expected to not violate any Wisconsin Criminal Statute.
12. Students are expected to not use or possess alcoholic beverages, narcotics, smoking materials, matches, lighters, pepper spray, or any controlled substances.
13. Students are expected to not use or possess weapons or sharp instruments. It is important that students are not allowed to bring "play" weapons onto the St. Mary campus.

CONSEQUENCES AND PROCEDURES

The consequences for unacceptable behavior range from suspension/probation/ expulsion to detention, quiet table, phone calls to parents/guardians, conferences, notes home, verbal reprimands, counseling, etc. The purpose for this discipline plan is to instill in each St. Mary student the self-discipline necessary to live happy and productive lives in society.

An Incident Report Form may be used to notify parents/guardians of a behavioral incident and the consequences. A copy of this form can be found in Appendix C. *This form must be signed by a parent/guardian and returned the following school day.*

PROBATION, SUSPENSION & EXPULSION

Serious violation of St. Mary Parish School policy may involve one or more of the following:

IN-SCHOOL SUSPENSION: A student may be placed on in-school suspension if the Principal deems this to be necessary. The suspension can be for varying lengths of time, but shall not exceed three (3) consecutive days. In-school suspension is often used when there have been repeated offenses or when there is a more serious offense. In-school suspension is often, but not always, a step that is taken before out-of-school suspension or expulsion.

PROBATION: The Principal may place a student on probation for a trial period. After conferences are held with the student's parent or guardian and school personnel, the Principal sets conditions for release from probation. The Principal's decisions are final.

OUT-OF-SCHOOL SUSPENSION: A temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student resides with the Principal. If it is in the best judgment of the Principal that retaining the student would impair the welfare of the student and/or others, the Principal may initiate the suspension process. 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.

1. Prior to any suspension, the student is advised of the reason for the proposed suspension.
2. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
3. A record of the student's suspension is placed in the student's folder.

EXPULSION: A termination of enrollment permanently or for an extended period. Expulsion is exercised only through procedures designated by the Archdiocesan Office of Child and School Ministry. Parents/guardians are notified in writing of the action.

EXPULSION/HEARING PROCEDURES

Actions taken to expel students will be preceded by internal school procedures, supported by documentation (see *Discipline*, above.)

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. The composition of the hearing committee should be such as to insure objectivity. This committee shall include Pastor, Principal, parish council designee, parish trustee and school committee member.

The hearing committee makes a recommendation to the Principal and Pastor. The recommendation will be to:

- not expel
- allow the student to voluntarily withdraw from school in lieu of expulsion
- expel

Before the hearing is held, the parents/guardians and student are informed of the possible recommendations of the committee and that once the hearing is in progress that the student may not have the right to voluntarily withdraw, in lieu of expulsion, unless that is the recommendation of the committee.

If the decision to expel the student is made, parents/guardians are notified in writing of the action. The right to appeal is made known to the parents/guardians.

(Archdiocesan Policy: R5114)

APPEAL

The student, or his/her parent or guardian may, within five school days following notification of the expulsion appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will only assure that correct procedures were followed as defined by Archdiocesan policy.

(Archdiocesan Policy: R5114)

HARASSMENT/BULLYING

St. Mary Parish School believes it is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to the Catholic tradition. It is vital that our school maintain an environment free of any form of harassment or intimidation.

Harassment is defined as a single incident or pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior; none of which is acceptable. Harassment may take the form of, but is not limited to, jokes, stories, pictures, comments, exclusion or other actions that are annoying, abusive or otherwise demeaning in nature and may create a hostile educational environment.

Harassment/bullying may include, but is not limited to the following:

1. Physical Harassment

- Pushing
- Pinching
- Tripping
- Brushing the body
- Assault
- Other inappropriate and/or unwanted touching or physical contact

2. Verbal Harassment or Abuse

- Insults
- Humor and jokes about sex or gender-specific traits
- Threats
- Suggestive comments

3. Non-Verbal Harassment

- Suggestive or insulting sounds
- Shunning
- Obscene gestures
- Other inappropriate and/or unwanted actions

Harassment/bullying is a serious matter. No one is to touch a student or an adult in any manner that might be deemed inappropriate. In addition, verbal comments or body language must be appropriate in nature.

Students who feel they have been harassed or bullied should be encouraged by their parents/guardians to utilize the following procedures:

1. Verbally communicate to the harasser that they want the behaviors to stop. If this is too difficult for the student to do alone s/he may seek help from a teacher, counselor or principal. If the behavior stops at this point no further action is needed.
2. If the behaviors continue the student should report the harassment to a teacher, counselor or principal using the Student Report of Harassment/Bullying Form (found in Appendix A, classrooms and school office)

Following a valid report, faculty or administration may use but is not limited to the following courses of action: parent conference, assign community service, detention, loss of recess, professional counseling, probation, suspension and/or expulsion.

BUS TRANSPORTATION AND CONDUCT FOR RIDERS



St. Mary School is serviced by:

Johnson School Bus Service, Inc. (262) 251-4230 (Menomonee Falls)

Riteway Bus Company (414) 344-7757 (Germantown)

The safety of all the children on the bus, the safety of the bus driver, and the safety of motorists and pedestrians require the bus driver to give complete attention to his/her driving. In order to enable the driver to assure maximum protection for each passenger, children will be asked to comply with the following regulations:

1. Remain in the seat assigned by the School Administrator and/or Teacher Supervisor.
2. Treat all students and the driver with respect by refraining from name-calling and/or actions that could lead to physical injury.
3. Refrain from throwing objects.
4. Speak in quiet tones.
5. These actions apply to all field trips as well.

Students who choose not to comply with bus regulations designed for their safety are subject to the following action if they are reported to the school Principal by the bus company through a corrective action report:

1. First offense: a written warning to be signed by a parent/guardian and returned to school the next day. Principal will contact parents/guardians to assure compliance since the corrective action report is delivered to the school by the bus companies.
2. Second offense: a one (1) day suspension of bus riding privileges to begin the day following the filing of the report with the school Principal. Principal will contact parents/guardians to assure compliance.
3. Third offense: a three (3) day suspension of bus riding privileges. The Principal will contact parents/guardians to assure compliance.
4. Fourth offense: a one (1) week suspension. The Principal will contact parents/guardians to assure compliance.
5. Further offenses and indifference will result in permanent forfeiture of bus riding privileges.

Upon request of the Principal, the bus company will provide videotaped recordings of student activity on the bus. These recordings may be used in the disciplinary process.

Physical injury to another passenger on the bus may result in an immediate week's suspension of bus riding privileges. Students have a right to ride the bus unharmed by peers. Parents/guardians are asked to give bus drivers complete cooperation and to serve as constant reminders to children of their responsibility. We all understand the burden of responsibility placed on each driver to transport our children safely to and from school. Parental support for drivers is paramount to a successful bus transportation program.

Please Note:

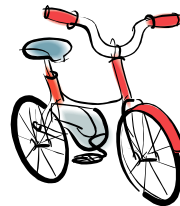
- No child will be permitted to ride a district school bus to a friend's home if s(he) does not provide a written note to the bus driver and the school office.

Bikes:

- Students who ride a bicycle are required to have a lock and are required to park their bicycles in the available bike racks. The school will assume no responsibility for the safety of bikes. Other students are to respect the property rights of bike owners and are not to tamper with bikes at any time. Students who ride bikes to school must walk bikes onto the playground when they arrive in the morning.

Students who choose to ride or race bikes on the playground before or after school are in violation of rules established for the safety of bicycle riders. Their privilege to ride a bike to school will be suspended until the school Principal reinstates this privilege.

At dismissal, bicycle riders will follow the directions of the staff members assigned to this supervisory responsibility. There will be one dismissal route via Cleveland Avenue, and students will walk bikes until they reach Cleveland and Hayes to the east or Cleveland and Water to the west.



DROP OFF/PICK UP PROCEDURES

(See visual diagrams in Appendix B)

Arrival of (Car Riders): Students should be dropped off on Cleveland Avenue (west of the parish driveway) no earlier than 7:50 a.m. Students should be dropped off curbside for safety reasons and follow the sidewalk to the front entrance. Please do not drop off on Hayes Ave. as there is no adult supervision on that side of the building and it creates traffic issues when the cars and buses are leaving the school. Parents/drivers are cautioned to keep a watchful eye on the bus traffic as the busses also approach the school on Cleveland and pull up directly in front of the school to drop off students. Parents/drivers should yield to the bus traffic when pulling back out into the street after drop off.

Arrival of (Walkers): Students who walk to school should proceed to the front entrance. Students should not arrive before 7:50 a.m. Parents/guardians are advised to properly educate (and routinely remind) their children about safety issues such as: crossing the street ONLY at the intersections, looking both ways, staying on the sidewalk, stranger awareness, etc.

Arrival of (Bus Riders): Busses from both Menomonee Falls and Germantown pull up directly in front of the school for drop off. Students should wait in front of the school or inside the lobby area (in inclement weather). For safety reasons, students should refrain from running or playing during this time. Students will be allowed to enter the building at 7:50 a.m.

Departure of (Car Riders): Parents/guardians should enter the parking lot via Main Street and park their vehicles. Students will exit the school through the Activity Center doors and follow the coned off walkway to the back of the Church. Parents/guardians are asked to leave their vehicles and come to the coned off area to pick up their children. It is unsafe for students to walk between moving cars. It is also imperative that once students have been dismissed to parents/guardians that they not stop to play in the parking lot. This makes for a very dangerous situation.

Departure of (Bus Riders): Both Menomonee Falls and Germantown busses line up in front of the school for loading. A staff member is assigned to each bus group. Students are to wait in the designated area before boarding.

Departure of (Walkers): Walkers are dismissed before other students and should promptly leave the school grounds so as to avoid crossing the street when traffic is moving. They will exit via the front entrance.

***Any student not picked up on time will be delivered to the school office where the parents/guardians will be called. All students who are not picked up on time must be signed out by a parent or legal guardian in our school log.**

COMMUNICATIONS



In addition to the yearly school calendar, the school office publishes events on the school website calendar highlighting days unique to the month's activities. In addition, all families will receive a Weekly Wednesday Communications Packet containing a newsletter from the school Principal along with other pertinent information about school happenings. Organizations in the parish wishing to include communications in the Wednesday packet may do so according to the guidelines listed in the next paragraph. Please expect this packet each Wednesday and return the clear plastic sleeve on Thursday for use the following week. This packet, which is easily identifiable, will be tucked securely in your youngest child's book bag and can be used to return any surveys/forms/responses requested of parents/guardians in a timely fashion.

Guidelines for organizations wishing to share information with school families via the Wednesday packets: **1)** All items to be included in the packet must be approved by the school Principal prior to printing or distribution; **2)** Organizations will be asked to supply paper for all printing requests; **3)** Printing requests that are to appear in the week's Wednesday Packet must be in the school office for printing no later than 3:00 pm on the Monday preceding packet assembly; **4)** Any items submitted after that time will be included in the packet during the following week.

Items for inclusion in The Connection Newsletter should be emailed to stmsadmin@archmil.org and must also be received no later than noon on Mondays for distribution that week. Please be certain you update any email address changes with the school office so as to not miss out on any important communications.

WEB SITE POLICY



Any organization or individual who establishes a web site that contains information related to St. Mary Parish or School will need to secure the approval of the Principal and Pastor for the content of this site, and the use of St. Mary Parish/School name on this site. (Archdiocesan Policy: P1112.1)

All appropriate Archdiocese policies relating to telecommunications will be adhered to. Failure to follow such policies may result in revocation of permission to use the name of St. Mary Parish/School.

Approved sites need to contain the following statement: "This site contains information that is authorized and approved by St. Mary Parish/School."

Photos of students may be used on Parish/School web sites under the following guidelines:

- Identified photographs of students may be published with written and dated permission from parents/guardians (photo release form). Such photos would usually be for special reasons such as winning a scholarship, contest winner, or athletic achievement.
- No publication of student's addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.



CELL PHONES

St. Mary prohibits students' in-school use of cell phones during the school day. Photo, video, text-messaging and audio recording equipment is prohibited. Cell phones may never be used to take photos of others. In everyday practice, cell phones are not allowed to be out from the start of the school day until the end of the school day. Student cell phones must be turned off and stowed in backpacks during the school day. If violated, the student must surrender the device to St. Mary personnel without objection. Confiscated phones will be held in the school office and only returned to parents. Multiple violations may lead to a student being prohibited from carrying a cell phone to school. Parents are asked not to contact their child by cell phone until after 3:05 P.M. on school days. Students will not be allowed to check messages during lunch, therefore, if parents need to contact their children during school hours, they must call the school office at 262-251-1050. St. Mary is not responsible for lost, stolen or broken cell phones.

MESSAGES TO STUDENTS

In order to minimize classroom disruptions, personal messages to your child during the school day are strongly discouraged. If you must leave a message for your child, please call the school office before 2:30 p.m. to ensure that the message will reach your child before dismissal.

EMERGENCY CARDS

- Emergency cards are kept on file for immediate contact in case of any personal emergency concerning a child. Be aware that the contact persons (names and phone numbers of at least two) should be available to us in case you cannot be reached. These persons should have a means of transportation, since most emergencies require that a child be sent home.
- **Please remember to contact the school office if there are updates to phone numbers, etc.**

VISITORS/PARENTS/GUARDIANS IN BUILDING

For the safety of our children all visitors/parents/guardians must enter the school building through the front entrance, located on Cleveland Avenue, and immediately register at the office window. Visitors will be issued a badge which should be returned to the office upon signing out. Visitors not wearing a badge while in the building may be escorted to the office by school personnel. **No parent/guardian or visitor may interrupt classes when they are in session or speak with a teacher when children are in the classroom.** If a parent/guardian needs to see a child, the office staff will call the child from the classroom. **Parents/guardians wishing to visit a classroom must contact the teacher at least 24 hours prior to the visit.** Parent/guardian visits, while not discouraged, should be kept to a minimum so as not to disrupt the educational process.

If a parent/guardian needs to drop off something for a child, the item must be left, properly marked, in the school office. The office staff will see that the item gets to the student.

CANCELLATION OF SCHOOL

Emergency school closings may be necessary due to severe weather condition during a school day. The decision to close is made by the public school districts and the bus companies serving the district. **St. Mary Parish School will automatically close when either Menomonee Falls OR Germantown Public Schools announce that they are closing due to inclement weather.** Please instruct your child as to where s(he) is to go if you are not home in the event of early dismissal. The television or radio stations may not mention St. Mary Parish School by name. Both school staff and families are to listen to the official television or radio stations for announcements on school closing: **Channels 4, 6, or 12, WTMJ 620 AM, WKTI 94.5 FM.**

Emergency announcements will be made on these stations concerning hazardous road conditions, school closings, delays, or bus cancellations due to adverse weather conditions. When the start of school is **delayed** for a period of time, the same procedure used to close school, as listed above, shall be followed. For example:

If:

- Germantown ONLY is delayed, school will begin at 8:05 a.m. Germantown bus riders will not be counted as tardy.
- Menomonee Falls ONLY is delayed, school will begin at 8:05 a.m. Menomonee Falls bus riders will not be counted as tardy.
- BOTH Germantown and Menomonee Falls are delayed, St. Mary will not open until 9:50 a.m. and there will be no morning kindergarten. In this case, school will begin at 10:05 a.m.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is an important link between families and school. The purposes of the Association are:

1. To effect communication and cooperation between parents/guardians and educators.
2. To establish a means of parent-to-parent networking which are in the children's best interest.
3. To provide well-planned programs of information and interest to parents/guardians.
4. To create a greater appreciation of Catholic Education.
5. To encourage high standards of family life and family faith.
6. To coordinate all fundraising efforts of the school.

All families join the Home and School Association and are invited to become actively involved in the many activities/committees/projects undertaken in support of the school.

SCHOOL COMMITTEE

The purpose of the School Committee is to develop within the school an understanding that the entire community has the responsibility for promoting the educational mission of St. Mary Parish. It has as its primary concern the intellectual and spiritual development of the students and the furtherance of the teaching mission of the Catholic Church through Christian education and formation. The School Committee shall assist the Principal in the design, implementation and evaluation of the Catholic school program. In addition, it is the role of the Committee to support the Pastor, Principal and staff in maintaining the distinct Catholic identity of the school and to communicate that identity.

The School Committee will meet monthly during the school year. Anyone wishing to address the School Committee should contact the Chair at least one week prior to the scheduled meeting and request to be put on the agenda. Dates and times for School Committee meetings will be posted on the website and in the monthly calendar.

HOT LUNCH PROGRAM



St. Mary provides a daily hot lunch program through Menomonee Falls in which students preorder the lunches using the monthly order forms. A pre-plated salad option has been added for the 2010-11 school year.

Each Wednesday is designated as a Tuition Angel Lunch. These lunches are organized and served by parent/guardian volunteers and rotate between "Pizza Lunch" and "Hamburger Lunch". Proceeds from Tuition Angel Lunches are used to provide tuition assistance for qualifying families.

SNACK/WATER BOTTLES



Parents/guardians are encouraged to provide a mid-morning nutritious snack such as the following: cheese, crackers, string cheese, graham crackers, pretzels, dry cereals, raisins, granola bars, beef sticks, veggie sticks, and fruit (no fruit cups with juice, please). Please send small appropriate sized portions for your child.

Parents/guardians are also encouraged to send a water bottle to school each day with their child. The water bottle may be refilled during the day. However, water bottles should be brought home each afternoon to be sanitized.

SCHOOL WELLNESS POLICY

Nutrition Education

The primary goal of nutrition education is to influence students' behaviors by enhancing their knowledge and skills to help them make healthy eating and physical activity choices. Schools should provide nutrition education that is appropriate for and reflects students' cultures; is integrated into subjects such as math and reading; and provides opportunities for students to practice skills and have fun. Schools should also choose education curricula that are easy to teach and foster lifelong healthy eating.

The key elements of the school's nutrition education policy are that:

1. Students receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. Nutrition education is offered in the school lunchroom as well as in the classroom, with coordination between the foodservice staff and teachers.
3. Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community and media.
4. Health education curriculum standards and guidelines include both nutrition and physical education.
5. Nutrition is integrated into the health education and other core curricula (e.g., math, science, language arts.)
6. Schools link nutrition education activities with the school health program.
7. Staff who provide nutrition education have appropriate training.

Physical Activity

The primary goals for the schools' physical activity components are: to provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short-and-long-term benefits of a physically active and healthful lifestyle.

The elements of the school's physical activity policy are that:

1. Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess/free-time, and the integration of physical activity into the academic curriculum.
2. Students are given opportunities for physical activity through a range of before-and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.

School Nutrition Guidelines

Nutrition influences a child's development, health, well being and potential for learning. To afford the students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

The policy of our school is to:

1. Provide a positive environment and appropriate knowledge regarding food.

Ensure that all students have access to healthy food choices during school and at school functions.

Provide a pleasant eating environment for students and staff.

Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.

Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.

2. When using food as part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.

3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.

4. Reduce student access to foods of minimal nutritional value.

Ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch program.

Encourage the practice of good nutrition by reducing the sales or distribution of foods of minimal nutritional value through a plan that focuses on:

- Reducing access to non-nutritional foods
- Educate students about healthy foods

The principal shall be responsible for ensuring that the school wellness policy is implemented and that there are measurable goals.

FOOD ALLERGIES

Some students in attendance at our school have a dangerous allergy to certain foods such as peanuts, chocolate, etc. For this reason the schools' environment must be as free as possible from the allergy producing food products. In these grade levels all families need to consider this in preparing lunches, treats and snacks. The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (school to provide form). The health care plan will be kept on file in the office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

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

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

EXTRA-CURRICULAR ACTIVITIES

Students have many options to participate in a variety of extracurricular activities that include (but are not limited to) interscholastic, sports, intramurals (grade 5), Destination Imagination, Spanish, Scouts, and Chess Club. These activities are dependent upon the generosity of staff members or parents/guardians who are willing to volunteer their time.

PARISH-BASED ATHLETIC PROGRAMS

Interscholastic athletics provided through St. Mary Parish is designed to be a supportive element in the total educational process. This process concerns the total person, the person's growth as an individual. Interscholastic athletics intends to provide:

1. A cooperative learning experience.
2. A positive base for Christian development.
3. An understanding of competition, emphasizing cooperative teamwork as well as fine sportsmanship.
4. An opportunity for all participants to develop and share knowledge and skills appropriate to their level.

As a school, we are governed by policies and regulations of a larger Archdiocesan system. The Archdiocesan Regulation governing Athletics in Elementary Schools and Parish based programs are as follows:

1. No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.
2. The following three sports are regulated by the Archdiocese and offered by St. Mary in their own season only:
 - Basketball
 - Track
 - Volleyball

The sport seasons are defined as follows:

a. Fall season:

Boys' Volleyball	August 15 – November 15
Girls' Volleyball	August 15 - November 15



b. Winter season:

Boys' Basketball	November 1 - March 31
Girls' Basketball	November 16 - March 31



c. Spring season:

Boys' & Girls' Track April 1 - end of School Year

ELIGIBILITY CRITERIA FOR STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students who represent St. Mary Parish School by their participation in extra-curricular activities enjoy not only the opportunity for participation in these events but also the responsibility to represent the school community in the best possible way. Consistent with the school discipline standards, students are expected to live according to the Gospel values of love and respect. Each student is called to accept responsibility for creating a peaceful environment, both in school and wherever practices and competitions take place. Respect for one another, for those in authority, for students and adults from other schools/parishes, as well as respect for property at the parish and other parishes, are critical values.

Eligibility Philosophy: The faculty, staff, and administration of St. Mary Parish School wish to:

- Emphasize that a student's first priority is to learn. At no time may academic/behavioral effort or performance be compromised because of the demands of practice or play. Academics remain first and foremost.
- Encourage regular school attendance, promptness, academic work, and good conduct at all times.
- State that extra-curricular activities are an additional form of learning, not an alternative to it.

At any time, it is the school or parent's/guardian's responsibility to remove a student from any extra-curricular activity if they feel such action will be of benefit to the growth and development of the student. The school Principal reserves the right to suspend any student whose behavior or academic performance warrants immediate intervention between reviews.

All students must be doing a minimum of "C" level work in all subjects to be scholastically eligible. Failure to maintain "C" level work in all subjects at the end of any nine week grading period will result in an "Eligible to Participate with Warning" status. Parents/guardians will be notified in writing at this time.

Students whose status is "Eligible to Participate with Warning" may continue to participate in their extra-curricular activity. However, every two weeks, they must receive a positive academic report from their teacher. Failure to achieve a positive academic report will result in the student being "Ineligible to Participate". The "Ineligible to Participate" student will be suspended from participating in all practices, scrimmages, games, and extra-curricular activities for two weeks.

A student can receive a positive academic report by demonstrating a positive attitude, strong effort, respectful attitude, and completion of all assignments, projects, and tasks. Assessment of a student's efforts is subjective. Using teacher recommendations, the Principal will make the final decision.

Students may be placed on probation for behavior/conduct reasons, and will be required to follow the above procedure. Any student suspended from school for violation of school rules shall be suspended from all extra-curricular activities for at least the duration of the suspension, including weekends.

Exceptions to the above policies may be made for students with recognized learning disabilities and/or extenuating circumstances. Said exceptions will be based on personal student data. The Principal will handle exceptions with input from appropriate faculty members. The decision of the Principal is final.

GRIEVANCE PROCEDURE

A grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student and an employee. 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 can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal grievance not raised generally within 10 days is considered waived.

Step 1

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

- The name and position of the employee with whom the disagreement exists.
- Factual information and background regarding the disagreement.
- The date/time/place of the informal meeting.
- 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 ten (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and the potential concern involved elementary schools or parish programs, proceed to step 2.

Step 2

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

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

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

Step 3

Should resolution not occur through steps 1 and 2, the parents(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocesan Due Process Office through the Director/Superintendent, which serves as the appropriate appeal body on the issue. Should an appeal not occur within the time period, the issue is considered closed.

The Judicial Vicar shall decide whether the issue contested warrants accepting the case.

After investigation and decision by the Due Process Office the Judicial Vicar may, at the request of one of the parties, refer the case to the Administrative Tribunal. (Norms and Procedures for the Due Process Office and Administrative Tribunal are available upon request.).

(Archdiocesan Policy: P4135)

MEDICATIONS



Prescription

Wisconsin State Law forbids school personnel from administering to students any drugs or medication that is taken internally unless explicit and written permission, with directions, are given by the parent/guardian and the attending physician. Medication consent forms are available in the office. For the safety of children we discourage the administration of prescription drugs if at all possible. The Principal's Office shall maintain an accurate medication file, which includes all of these necessary forms of each student receiving medication.

1. Medication to be given in school must have the following information printed on the original container:
 - a. Child's full name.
 - b. Name of the drug and dosage.
 - c. Time to be given.
 - d. Physician's name.
2. Medication will be taken by the child at the designated time, administered by the school secretary or Principal who has been identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to come for his/her medication at the designated time.
3. Only limited quantities of any medicine are to be kept in school.
4. All medication administered at school will be kept in a locked drawer.
5. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage or time it is to be administered is changed from the original instructions.

6. School personnel under no circumstances will provide aspirin/Acetaminophen, ibuprofen or other non-prescribed medicine to students without meeting all criteria in 1-5 above, including the necessity of having a signed Medication Consent Form completed by the parent/guardian and/or physician.
7. Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon and EpiPens. Any 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 (see office for form). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication. The parent must provide a copy of a health care plan for a student who requires an emergency prescription medication.
8. Only limited quantities are to be kept at school.
9. All medication administered at the school will be kept in a locked cabinet. (Archdiocesan Policy: R5140.2(a))

Non-Prescription

St. Mary discourages sending nonprescription medications to school. However, if necessary, parents/guardians must send a Medication Consent Form to the school, giving permission to use any non-prescribed medication, including cough drops, aspirin, etc., during the school day. This non-prescription medication will be kept in the school office. No medication may be administered in the classrooms.



STUDENT IMMUNIZATION LAW

THE WISCONSIN STUDENT IMMUNIZATION LAW requires schools to have written evidence of immunization for certain vaccines for the prevention of the transmission of these diseases. Any student admitted to any elementary, middle, junior or senior high school shall, within 30 school days, present written evidence to the school of having completed certain immunizations for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall (booster) immunization series for mumps, measles, rubella (German Measles), diphtheria, pertussis (whooping cough), poliomyelitis, tetanus, hepatitis B and varicella (chickenpox). The parents/legal guardians have the obligation to keep the school informed of the student's compliance with the immunization schedule. The school will notify the parents/legal guardian if a student has not met the immunization or waiver requirement of the law, and encourage documentation be received according to the schedule established in state law.

Required minimum immunization records for the 2011-12 school year are as follows. Dates must be provided in Month/Day/Year format to meet the requirement:

DEPARTMENT OF HEALTH SERVICES Division of Public Health P-44021 (Rev. 05/10)		STATE OF WISCONSIN s. 252.04, Wis. Stats.				
STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2011- 2012 SCHOOL YEAR						
The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.						
Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶	
Grades K through 3	4 DTP/DTaP/DT/Td ¹	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶	
Grades 4 through 5	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶	
Grades 6 through 9	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

Waivers are available for personal conviction, religious or medical/health reasons. Children for whom waivers are filed are compliant, however, they may be subject to exclusion from school in the event of an outbreak of diseases for which they are not completely immunized. If a waiver is selected, all vaccines the child has already received should be listed on the Student Immunization Record.

CONFIDENTIAL FAMILY/STUDENT INFORMATION

Each family is required to file a Confidential Family/Student Information form so that the school can be appropriately apprised of a child's custody arrangement if a court has issued an order affecting the physical placement of a child. This information is critical to the school since it affects the parties with whom the school shares student progress reports during the year. There are two parts to the form. All families must complete (1) one form for each child in the family. Part I of the form must be completed by all school families for each child. Any family wherein the parents/guardians are divorced, separated, remarried, widowed, or unmarried must complete part II. Part II is to be substantiated by attaching a copy of the court order/divorce decree to the form. (Archdiocesan Policy: P5124.2)

TEACHER/CLASSROOM REQUESTS

School staff members use deep consideration when compiling class lists for the up coming 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 do know that parents sometimes have preferences for teachers; however, we cannot place children in classes only on the basis of the parents' preferences or the teacher's reputation in the community. We group children for instructional purposes, and placing them in class based on any other factors would defeat this purpose.

St. Mary Parish School operates with the belief and faith that all of our teachers and are qualified, dedicated professionals. Consequently, it shall be the policy of St. Mary Parish School that with regard to student placement, recommendations for placement from the teachers or Principal will take precedence over any request received from parents/guardians. Parent requests must be put in writing and delivered to the principal on or before May 1st each calendar year.

A child is placed on a class list after the teachers have considered that child's academic progress, personality, talents, needs, special requirements and many other considerations including gender and talent balance for the class. We do the best job of placement that we can, because it is important to us that every child has a good chance for success.

FIELD TRIPS



Field trips are planned at the discretion of grade level teachers to enhance concept development for various thematic units and to develop breadth and depth for the important roles laboratories, studios, theaters, museums, environmental centers and community health care facilities will play in lifelong learning. Teachers are encouraged to vary the experiences from year to year in order to provide students with a wide range of educational experiences. Teachers are encouraged to prepare a study guide that focuses students on the learning goals for the experience for each trip.

Parent/guardian chaperones are vital to the field trip experience. The number of supervisors needed is greater when students are younger or in instances where risk is greater. No field trip can take place without adequate chaperones. Therefore, to insure the safety of the school children, pre-schoolers may not accompany adults who chaperone field trips. A field trip will be canceled on the day of the trip if all necessary chaperones are not in attendance. Each chaperone will be provided with a clear description of his/her role to and from the field trip sight (on the bus), as well as at the field trip sight. Please note that students are not permitted to take spending money for use in Souvenir shops in public facilities or for buying food. If money is needed for lunch, the amount will be specified in the field trip permission form. Since the purpose of the trip is to make learning connections, there is no need to skew the focus of the experience with a spending agenda.

Prior to the field trip date, each student will be issued a permission slip stating the details of the trip -- times, dates, cost, and mode of transportation. This slip must be returned prior to the day of the field trip with parent/guardian signature and phone number where the parents/guardians can be reached in case of emergency on that day. No student will be permitted to participate in the trip without this form. A handwritten note or phone call from a parent/guardian will not substitute for the form issued from the office.

In-House Field trips

When deemed appropriate, school assemblies may be planned which require contracting an Arts Group (First Stage Milwaukee) or individual Artists-in-Resident (storytellers, authors, musicians, etc.) to perform for the entire student body or a large segment of the student body. Students, will be assessed an in-house-field trip fee for this event. These will be limited to 2 - 5 events per school year.

LITURGICAL CELEBRATION AND PRAYER EXPERIENCES

We celebrate our life experiences as a Christian community through liturgy and prayer. Our children participate in:

- Daily classroom prayer using a variety of media and methods, songs, formal prayer, spontaneous prayer, Scriptural reflection.
- Classroom or all-school paraliturgies called forth by special events or seasons of the year.
- Weekly Eucharistic liturgies.
- Sunday Eucharistic liturgies with family in the context of the larger Parish Community.

Through these experiences, it is hoped that:

- Children personally come to know and relate to God as One who loves and cares for them.
- Children learn their Christian faith and doctrine through familiarity with the person of Jesus and His message in the Word.
- Children are aware of belonging to a community of faith, and that their concerns for the needs of the wider community grow.
- Children respond in service to the word of God shared each week.

ACCIDENTS/HEALTH GUIDELINES



When an accident occurs on the playground, in the classroom, gymnasium, or anywhere on school premises, the teacher/supervisor evaluates the extent of injury to determine the type of care needed. In case of immediate danger to a child's life, 911 will be called for immediate medical treatment and parent/guardians will be contacted simultaneously. For this reason, it is always necessary for Emergency Cards in the office to contain the most UP-TO-DATE phone contacts with parents/guardians or emergency contacts.

In most cases, students will be sent to the office where decisions regarding whether an injury could be potentially serious, rests in the hands of the school Principal and/or office staff. Generally, all head wounds and injuries to limbs (sprains, etc.) will prompt a call to parents/guardians requesting that the parent/guardian take the child home for further observation and treatment. NO child will be sent home unless accompanied by a parent/guardian or emergency contact designated by the parent/guardian. An accident report will be placed on file in the office for all accidents occurring on school premises. The attending teacher/supervisor is responsible for the filing of the report.

The following are public health recommendations when deciding whether or not to send a child to school who wakes up not feeling well. This is a general guideline for common mild illness.

- **Diarrhea/Vomiting** - within the last 24 hours: keep student home.
- **Fever** - 100 degrees or greater: keep student home until fever-free for at least 24 hours.
- **Runny Nose** – 1) Due to allergies or mild irritation: student may attend school. 2) Due to cold virus with other symptoms such as cough, sore throat, headache, and yellow/green drainage from nose: keep student home.
- **Strep Throat** – symptoms are sore throat, fever, and aches, sometimes associated with stomachaches. A student must be excluded from school until 24 hours after antibiotic treatment has begun.
- **Pinkeye** – symptoms are usually red, itchy eyes with yellow drainage. The student must be excluded from school during the acute stage and/or started on an antibiotic by a physician and released to return to school with a physician note.
- **Chicken Pox** – symptoms are usually a low-grade fever, distinctive red vesicle rash. Students must be excluded from school for a minimum of 5 days after the eruption first appears and/or vesicles are dry or crusted over.
- **Lice/Scabies** – symptoms are usually lice/nits in the scalp hair or lice and microscopic mites under the skin causing an area of irritation and itching for scabies. The student needs to be excluded until after the first treatment with a lice shampoo for lice, and treatment prescribed by a physician for scabies.
- **Impetigo** – symptoms are usually red spots that fill with fluid usually on hands and face especially around the nose and mouth. Students must be excluded from school until they have been started on an antibiotic. Any draining lesions need to be covered while in school.
- **Rash** – some rashes are contagious and frequently this is hard to identify. You may be asked to have your child seen by a physician and to obtain a signed release to return to the school stating the rash is not communicable.

Head Lice Policy

- Students' hair will be checked at the beginning of each school year, and on an as-needed basis throughout the school year.
- If lice are found, parents will be notified and the child must be picked up as soon as possible.
- Use only safe and recommended practices and products to treat head lice.
- Siblings who live in the same home will be screened as soon as possible.
- Students need to be free of both live insects and nits (eggs), and will be checked by school personnel before returning to class.
- Further information about head lice, prevention, and treatment is available in the school office.

WELFARE, HEALTH AND SAFETY

CHILD ABUSE: According to Wisconsin State Law, any school administrator, teacher, or related professional who has reasonable cause to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately (as soon as possible but not more than 24 hours) by telephone or visit to the local County Child Welfare Agency, the office of the County Sheriff or the Village Police Department. (Archdiocesan Policy: P5140.1)

The Archdiocese of Milwaukee requires all adults to exercise reporting responsibilities for any suspected physical or sexual abuse of minors, whether or not designated as a mandatory reporter under Wisconsin law.

SAFEGUARDING ALL OF GOD'S FAMILY

The goal of the **Safeguarding All of God's Family** program of the Archdiocese of Milwaukee is to protect our children and all in the church family from sexual abuse and related dangers. Many of the components of Safeguarding All of God's Family employ the VIRTUS program developed by the National Catholic Risk Retention Group, Inc.

St. Mary Parish School is committed to providing a safe environment for all of our children. We are following Archdiocesan guidelines, which require some things of us and some of you. What's required is:

1. **The parish** is required to have criminal background checks on file for each person who has regular contact with minors. This includes all personnel and volunteers. These records are to be rechecked every five years. The Pastor, along with the appropriate supervisor would normally see the results of the check and make the appropriate decisions. If you do not want us to perform such a check, we will refrain from doing so, however you may not continue in your ministry with children.
2. **You** need to complete a Volunteer Enrollment Form and send it to the parish office.
3. **You** need to read two Archdiocesan documents: *Code of Ethical Standards and the Mandatory Reporting Responsibilities Policy*.
4. **You** must attend a three-hour facilitated "awareness session" about childhood sexual abuse and creating a safe environment, using program materials provided by VIRTUS.

*Note that scout leaders who have received training for the Boy Scout Youth Protection Program are exempted provided they present a certificate of training from the Boy Scout Program.

As part of the Archdiocese of Milwaukee Safeguarding All of God's Family program, schools and religious education programs are called on to provide age-appropriate abuse prevention education in all classrooms to teach children to recognize, resist and report abuse. It is expected that in each classroom, every year, there will be at least one presentation documented to assist children in acquiring and enhancing skills to prevent abuse.

FIRE AND TORNADO DRILLS: On a regular basis children participate in fire and tornado drills, which require them to evacuate the premises in a timely manner (in case of fire) or seek shelter in a more protected area (in case of severe weather). A plan also exists for immediate evacuation of the building and area in case of natural gas leaks.

SAFETY PRECAUTION: State law requires that students participating in hazardous activities in science wear protective devices such as safety glasses.

SEARCH AND SEIZURE: Student desks are the property of the school and at no time does the school relinquish its control of desks/storage space provided for the convenience of students. Periodic general inspection of desks/storage space and any items in the desks/storage space may be conducted by school authorities (Principal and staff members specifically delegated by the Principal) for any reason, at any time, without notice, without student consent, and without a search warrant.

If students are suspected of being in possession of contraband items (alcoholic beverage, controlled substance, smoking materials, matches, knives, and weapons), they may be asked to empty their book bags/backpacks, as well as pockets, in the presence of the school Principal for the safety of the entire student body.

IDENTIFYING/SUPPORTING CHILDREN WITH SPECIAL NEEDS

St. Mary Parish School follows a plan designed to identify and provide for students with special needs. Through the supportive consultant program implemented by the Archdiocese of Milwaukee as an outreach program designed to help schools identify students with learning and behavioral disabilities, St. Mary Parish School has a trained supportive consultant on staff to whom teachers or the Principal may refer a student for testing after consultation with parents/guardians. The model for services for the child include the following steps:

1. Identification: Whenever a teacher, parent/guardian, or the Principal initiates a concern about a child, a referral for a staffing is scheduled. (A concern may be related to a physical, social, emotional or learning difficulty). The referring party or parties complete a referral form with as much detail as possible regarding the suspected problem.
2. The school Principal, teacher(s), parents/guardian, and any support personnel participate in the staffing.
3. Strategies and follow-up decisions will be planned using the suggestions and "brainstorming" from the staffing participants. If it is decided that the supportive consultant will do some initial testing, parental permission for testing will be obtained.

4. A future reconvening of the staffing may be scheduled to evaluate the strategies and plans (including testing) agreed upon at the initial staffing. The supportive consultant will share at this time both testing results, data from observations, school records and student observations. Recommendations regarding the student's programming needs will be made at the meeting.

If a child is suspected of having an attention deficit or attention-deficit hyperactivity disorder, a child will be referred to a licensed physician (pediatrician or child psychiatrist) or a psychologist for a diagnostic evaluation. (An attention deficit hyperactivity disorder is a term used to describe children who experience behavioral difficulties with distractibility, inattention, impulsively, or hyperactivity. It affects a child's ability to concentrate, learn and maintain a normal level of activity.) Proper diagnosis is necessary in order to develop an educational plan to which a child may be responsive. Parents/guardians will be provided with the names of professionals in the field who specialize in Attention Deficit Disorders.

If a child would benefit from a counseling relationship with a professional in the field because of self-esteem or social/emotional/drug/alcohol/eating disorder or their related issues, appropriate recommendations will be made to parents/guardians at the time of this staffing. In addition to recommendations which detail strategic teaching or learning approaches in the classroom which might achieve results for a child and/or referral to specialists outside the immediate school staff whose expertise may be needed for further diagnosis, students may be referred to the school learning center for supportive reading/writing/study skills instruction and/or to private tutors in the area who will provide another level of support to the child.

EXCEPTIONAL EDUCATIONAL SERVICES

While it is the intent of St. Mary Parish School to provide Catholic education for all children, some children have exceptional needs, which require special programming to meet those needs. St. Mary does not have the facilities or personnel to provide an exceptional educational program. State and Federal law requires that a program be made available through the public school. For these reasons, if staffing recommendations result in the need for further testing to determine if a child has a disability which entitles a child to the appropriate services s(he) deserves, it is expected that:

1. Parents/guardians will agree to promptly initiate or allow the school to initiate a multidisciplinary team evaluation through the local public school district to determine whether the child is eligible for placement in a public school program, which addresses his/her disability. Parents/guardians will be informed about the procedures for a referral and their verbal approval for such a referral will be sought before the process begins. The school Principal will request appropriate forms from the public school building Principal or M-Team Manager of the public school district where the student resides.
2. Parents/guardians will cooperate with and pursue prompt completion of the appropriate testing by the local public school when requested by the Principal.

3. Upon identification by the M-Team of exceptional educational needs in a child enrolled at St. Mary, the Principal will meet with parents/guardians to explain identified needs and available program options at St. Mary (if they exist).
4. If a student presently enrolled in St. Mary Parish School is determined to have an exceptional educational need by the local public school M-Team, reconsideration of his/her continued enrollment in St. Mary will be reviewed by the Principal with the likely recommendation that the child be placed in an appropriate program which will address the identified educational needs. If the parents/guardians elect not to follow through on M-Team recommendations, the school's determination will be put in writing shared with parents/guardians, and becomes part of the student's permanent record.
5. In addition to #1-4 above, transferred students to St. Mary will be considered to be temporarily enrolled until receipt of all prior school records and classroom performances indicating that the child is not in need of exceptional educational programming. (See admissions section of handbook detailing probationary enrollment for the first (2) quarters of a student's academic enrollment.)

ATTENDANCE, ABSENCE, TARDINESS, EARLY DISMISSAL, FAMILY VACATIONS

Attendance Policy

In order to develop habits of self-discipline and responsibility, students are expected to attend class regularly. While it is possible for an absent student to make up most of the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Students who must be absent but fail to make up work may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up work missed.

Tardy students not only affect their own studies, but also interfere with the progress of others. Tardiness to class creates an obvious interruption and confusion for all class members. It is unfair that an entire class may be interrupted by students who are unprepared because of irregular attendance and/or tardiness.

Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of punctuality, responsibility and self-discipline. Students with good attendance records are developing these good habits with prompt, regular school attendance.

Students are not to be dropped off at school before 7:50 A.M. The school doors open at 7:50 A.M. The school day begins each morning at 8:05 A.M. and closes each afternoon at 3:05 P.M. Students are expected to be in the classroom and ready to begin the day promptly at 8:05 A.M.

Shadow Days

On occasion eighth grade students have opportunities to visit prospective high schools. Whenever possible, we ask that you try to schedule these visits on off days from school, however, we recognize that this is not always possible. Therefore, eighth grade students will be allowed one shadow day during the school year without being marked absent. Additional shadow days will be recorded as absences. Parents must call or send a note indicating their child is visiting a prospective high school.

Leaving school premises during school hours

No child may leave the school premises during the noon or afternoon recess for any reason. Children that must leave for an appointment must be signed out by parent/guardian in the school office. If child returns to school before the end of the day, the child must check in at the office prior to returning to their classroom.

Absence from School

As a safeguard and a check, parents/guardians are asked to phone the school office (251-1050) before 8:15 A.M. if a child is to be absent that day. The child's name, teacher, and the reason for the absence should be given. If the school has not been notified before attendance has been taken, the office will contact the parents/guardians at home or work.

Any child arriving late to school should report directly to the office for a tardy slip.

Early dismissal is occasionally necessary due to doctor or dentist appointments that cannot be arranged outside the school day or for other family emergencies. If parents/guardians know about this in advance, they are asked to notify the school office by phone or in writing that they will pick the child up at a specific time. Parents/guardians are then required to sign the child out in the school office. For the safety of our children, they will not be allowed to meet you outside or wait at the door.

Make up work/Vacations

As you examine our school calendar in this handbook, you will note our scheduled vacation days and our teacher professional development days. Please try to arrange your family activities so that the student will not miss school. Vacations that result in absence from school are not encouraged. Families are encouraged to schedule vacations during the time school is NOT in session, rather than taking children out of school. If a student is to be gone from school for a vacation, the teacher should be notified in writing prior to the absence. Teachers, however, will not prepare advance work. The student will be responsible for all work and tests missed during his/her absence. Missed work must be made-up upon return to school. It is the students' responsibility to see that all work is made-up.



CARE OF SCHOOL TEXTBOOKS

Textbooks are the property of the school. All textbooks are to be covered at all times to preserve the life of the textbook. Teachers will oversee the book covering process. Covers may never be taped to the inside of the book. Because of the great investment made in new textbooks by the parish each year, students will be required to purchase any books that they damage, (damage may include writing in texts or on the book edges, torn binding, water damage to pages, defaced illustrations). Parents/guardians will have an opportunity to inspect texts at the start of the year and to note in writing, to the teacher the pre-existing condition of the text(s) your child is using. The school Principal reserves the right to determine the extent of damage to a textbook. Complete replacement costs will be assessed for damage of the above-mentioned types. (Please note that most texts now average \$50 to \$65 per textbook!)

Since paperbacks are used extensively in the literature program K4 through 8, students who use these books and deface them in any way will be required to secure and purchase their own paperbacks to meet course requirements for the remainder of the year and in future years. Lack of respect for materials provided for the school by the parish will not be tolerated. Damaged books will be replaced by the student.

BOOK BAGS are required for every student from K4 through 8. No textbooks will be permitted to be taken home without a waterproof book bag or backpack.

RESPONSIBLE USE OF RESOURCES/CARE OF THE EARTH



Today people are changing our earth faster and more drastically than any force of nature. We are using up the earth's resources before we have learned to distribute them fairly among all people. We are damaging the earth's environment before we have learned how to restore it. We are changing the earth in ways that may never be undone. In response to the Gospel call to be careful caretakers of the earth's resources, our school community will be striving to implement practices which are "earth friendly". Our efforts will revolve around education, advocacy and commitment to new practices and patterns of living as a result of the consciousness-raising that we do. We are asking all families to begin the year following these practices:

- Each child will have a non-consumable nylon lunch bag or lunch box with name/room number clearly marked on it for the lunchroom. No paper bags will be permitted.
- Rubbermaid containers will be used in lunches wherever possible to reduce the volume of trash in the lunchroom each day.
- Recycle ALUMINUM cans in the bins provided in the cafeteria and outside the activity center. Plastic/glass must be taken home for recycling in student lunch boxes since there are no provisions for recycling of these materials.

- Loose leaf paper/copy paper will be recycled in classrooms and students will use both sides of the paper before placing it in recycling bins. Newspapers, magazines, and other forms of newsprint will be recycled.



PLAYGROUND SUPERVISION GUIDELINES

At the beginning of the school year every family will receive a copy of the procedures to be followed while supervising the cafeteria and the playground at noon. Playground supervisors should review the policy prior to their supervisory assignment. A copy for parent/guardian reference is posted in the cafeteria.

ACADEMIC EXPECTATIONS

Each child is expected to do his or her best in every area of the curriculum. This includes academic grades as well as effort grades. Students who fail to meet these expectations may be placed on probation.

STANDARDS FOR PERSONNEL

Teachers shall be certified or certifiable by the State of Wisconsin Department of Public Instruction (DPI). In extraordinary circumstances, non-certified teachers may be considered for employment in specialist teaching positions provided they meet the guidelines established by the Archdiocese of Milwaukee.

STUDENT RECORDS

The school has the responsibility to keep educational records for each student that will reflect the inter-relationships of the physical, emotional, social, and intellectual aspects of the student's development.

Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it.

All reports, tests, and evaluations, upon the request of an adult student or parents/guardians of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall upon request, be provided with a copy of the records.

St. Mary will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility. An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree they may add a written statement of disagreement to the file. No one but school personnel, adult students and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents/guardians.

Student Supervision:

- Supervision will be provided for all students in attendance at the following times:
 1. While school is in session from 7:50 A.M. – 3:05 P.M.
 2. In the cafeteria, during noon hour on the playground and during afternoon recess.
 3. In the classrooms/school building at all times.
 4. At dismissal.

Destruction of Parish Property:

- If a student is observed damaging parish property, the student and/or the student's parents/guardians will be responsible for the damage. If the item is repairable, they will be charged the cost of the repair, including labor. If the item must be replaced, they will be charged the cost of the replaced item, including shipping. If the damage is not repairable, but it is decided not to replace the item at this time, the individual will still be charged a proportional amount of the replacement cost. This includes classroom chairs/desks/windows, etc., which students use on a daily basis.

Invitations to Parties

Encouraging children to form accepting, caring communities where all are welcome and appreciated in their diversity is an essential ingredient of our religious education curriculum. Jesus' mission has implications for practice in children's lives that we as adults can nurture. It is our goal to help children experience belonging and acceptance by encouraging sensitivity to those practices which might isolate or hurt others. In the past, the practice of sending party invitations to school for distribution has had adverse effects on those children who are not included on the guest list. The message of rejection is internalized readily by children of all ages. In an effort to avoid this dynamic, we ask that no invitations be brought to school or school functions (Scouts, athletic gatherings, etc.) where children might experience the sting of exclusion. We encourage parties/gatherings to be as inclusive as possible. Where that is not possible, we expect parental discussion with a child about ways to avoid hurting others' feelings. As always, the Gospel model of relationships guides our living and patterns of relating.

PETS IN SCHOOL



For health and safety reasons, family/household pets are not allowed in the school building. This does not include classroom animals.

The Principal, for special educational events such as St. Francis Blessing of the Animals, High Interest/Career Day, or “Care for Critters,” may grant exceptions. (Archdiocesan Policy: P5140.3)

INTERNET POLICY



St. Mary Parish School is proud to be able to offer Internet service for its students. The Internet represents a unique opportunity for our students to explore an incredible wealth of information that will enhance their learning.

With this educational opportunity also comes responsibility. It is important that you and your child read the Acceptable Use Policy for the use of Computers and Telecommunications and discuss them together.

Staff will supervise your child’s use of the Internet. We are using security settings available through our Internet provider, which are designed to limit access to inappropriate material. We encourage you to consider the potential, however slight, of your child being exposed to inappropriate material in your decision of whether or not to sign the forms.

The consent/non-consent form must be returned to school. Students will have access to the Internet only after you have given us your consent.

St. Mary Morning Prayer

Thank you God for this new day!
Help me to use it well by doing my best in school,
and open my mind to everything that I am taught today.

May I give my teachers attention and respect,
May I give my classmates courtesy and kindness.

Please be with me as I study and as I play.
Guide me in all that I do and in all that I say.

In the name of the Father and of the Son and of the Holy Spirit
AMEN



St. Mary Afternoon Prayer

We thank you Lord for the gift of this day.
For what we have learned about you and your world,
and for the friends we have made.

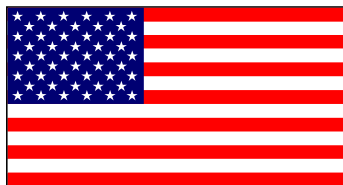
We are sorry if we have wasted our time and talent,
or if we have hurt anyone.

Help us to make tomorrow better.
Help us to appreciate your gifts of life and learning.
We ask this to Christ Our Lord, Amen.

St. Mary, Mother of God, pray for us.
In the name of the Father and of the Son and of the Holy Spirit
AMEN

Pledge of Allegiance

I pledge allegiance to the flag
Of the United States of America
And to the Republic for which it stands
One nation, under God, indivisible
With liberty and justice for all



Appendix A

St. Mary Parish School

Anti-Bullying Pledge for Parents/Guardians

Please complete this form and return to the school office along with your parent/guardian covenant. Thanks!

We the parents/guardians of _____ agree to join together to “bully proof” our school.

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids will be kids,” “just teasing,” or any other rationalization. The victim is rarely responsible for being the target of a bully.

By signing this pledge, we the parents/guardians agree to:

- 1. Keep ourselves and our children informed and aware of school bullying policies.*
- 2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.*
- 3. Discuss regularly with our children our feelings about schoolwork, friendships, and other relationships.*
- 4. Inform faculty of changes in our child’s behavior or circumstances at home that may change a child’s behavior at school.*
- 5. Alert faculty if bullying has occurred.*

Signed by: _____

Printed Name: _____

Date: _____

Appendix A

Student Report of Harassment/Bullying

Your Name _____ Date of harassment _____

Grade _____ Teacher _____

Describe what happened _____

When did the harassment/bullying happen? _____

Where did it take place? _____

Who is harassing or bullying you? _____

List any witnesses to the conflict _____

Your signature _____ Today's Date _____



This incident was followed up by _____

On this date _____

Please record findings/interventions below (continue on back if needed)

Appendix B



St. Mary School Bradley Center Volunteer Policy

The following policy applies to the 2011-2012 school year and all future years until such time as the school committee decides to suspend or terminate the policy. This policy is necessary due to the continuing need of St. Mary to meet annual budget requirements while creating a fair and equitable volunteer policy that shares the burden of Bradley Center fund raising across all St. Mary School families.

- All St. Mary School families will be required to select one of the following options pertaining to volunteering at the Bradley Center for fundraising concession stand duty:
 - 1) Each family will provide one adult volunteer (18 years of age or older) to work a minimum of one Bradley Center event during the school year.
 - OR-
 - 2) A family can indicate a preference to “buyout” their Bradley Center volunteer commitment at a cost of \$150 per family. This buyout will last through the current school year only.

- The number of families that are allowed to select the “buyout” option (Option 2) each year will be capped at 75. This will ensure that there are enough families to work the minimum 12 game schedule at the Bradley Center.
- Selection of option 1 or option 2 must be indicated at the time of registration, or alternatively must be received with payment of tuition, but no later than the first day of school.
- Any family for whom St. Mary does not receive a Bradley Center volunteer form indicating the selection of either option 1 or option 2 will be automatically assessed the \$150 buyout fee, payable immediately with tuition, unless the 75 family cap has been met. If the cap has been met, the family will be assigned to option 1.
- All families that either select option 2 or are allocated to the option 2 buyout for failure to turn in a Bradley Center volunteer form must pay their \$150 fee by the end of the current school year or their unpaid balance will be added to the next year’s tuition obligation.
- Families that select option 1 but who fail to fulfill their volunteer commitment will be assessed a \$200 fee for missing their commitment. Alternatively, if the family can find a substitute individual to work a game for them, they can indicate this to their team captain and receive credit for working the game.

Please note that in the 2011-2012 school year, it is expected that there will be approximately 215 school families. If the buyout cap is reached, there will be 150 families to work 12 events, or about 12.5 volunteers per event, which is an adequate number per Bradley Center policy and past St. Mary experience.

Appendix B



**St. Mary Parish School
Bradley Center Volunteer Policy
Commitment Form
2011-12 School Year**

**Please complete this form and return to the school office by Tuesday, September 6, 2011.
Thank you!**

Family Name _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

We select the following option to fulfill our Bradley Center volunteer commitment:

Option 1: Our family will provide one adult volunteer (18 years of age or older) to work a minimum of one Bradley Center event during the school year.

Option 2: Our family would like to "buyout" of the Bradley Center volunteer commitment this school year at a cost of \$150.00. (payment must be returned with your completed form).*

I/We have read and understand the Bradley Center Policy which will be in effect for the 2011-12 school year.

Parent signature

Date

Parent signature

Date

*The number of families allowed to "buyout" is limited to 75 and will be honored in the order they are returned.

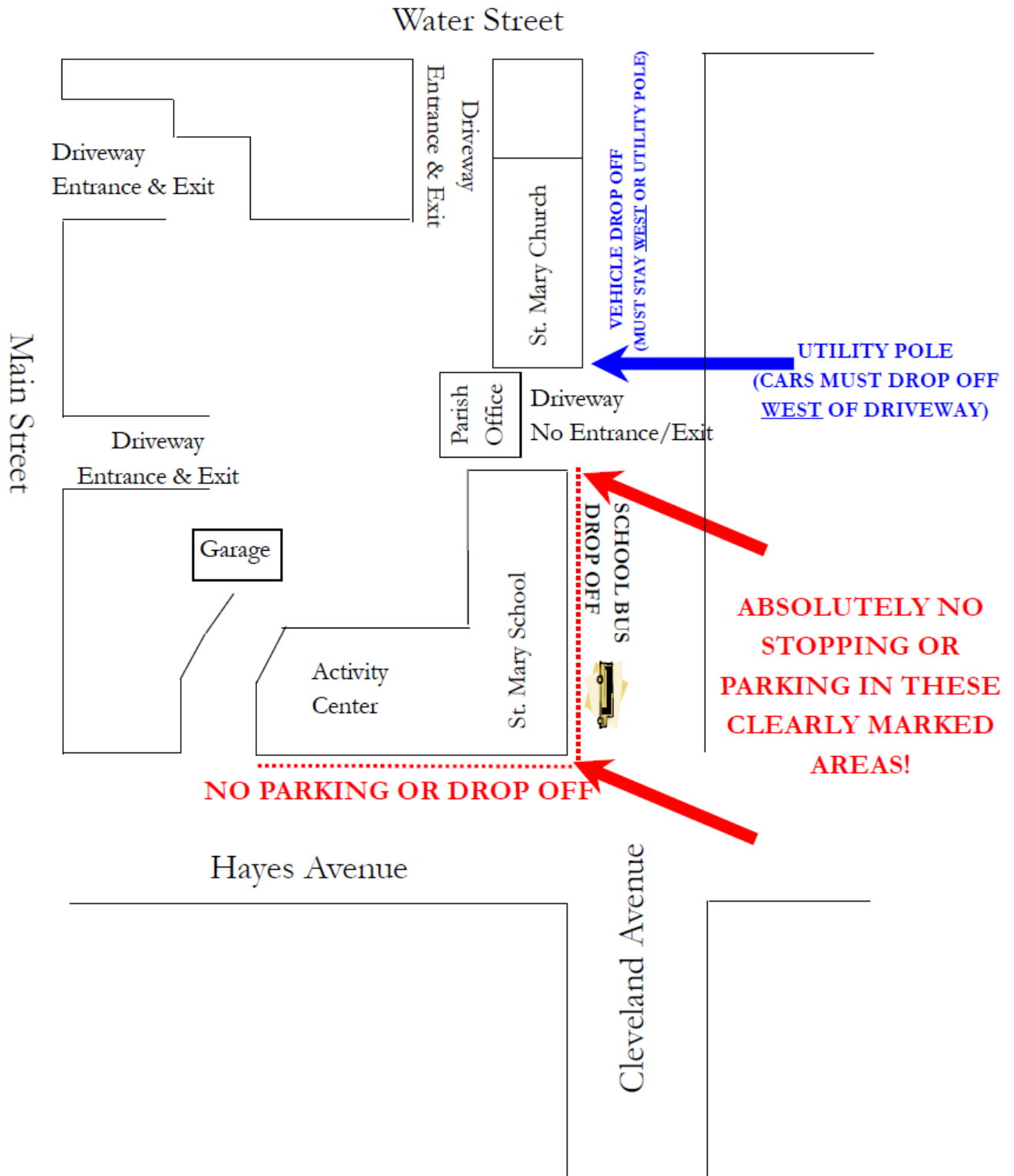
Office Use Only

Received on _____ at _____ AM/PM

Check # _____ Initials _____

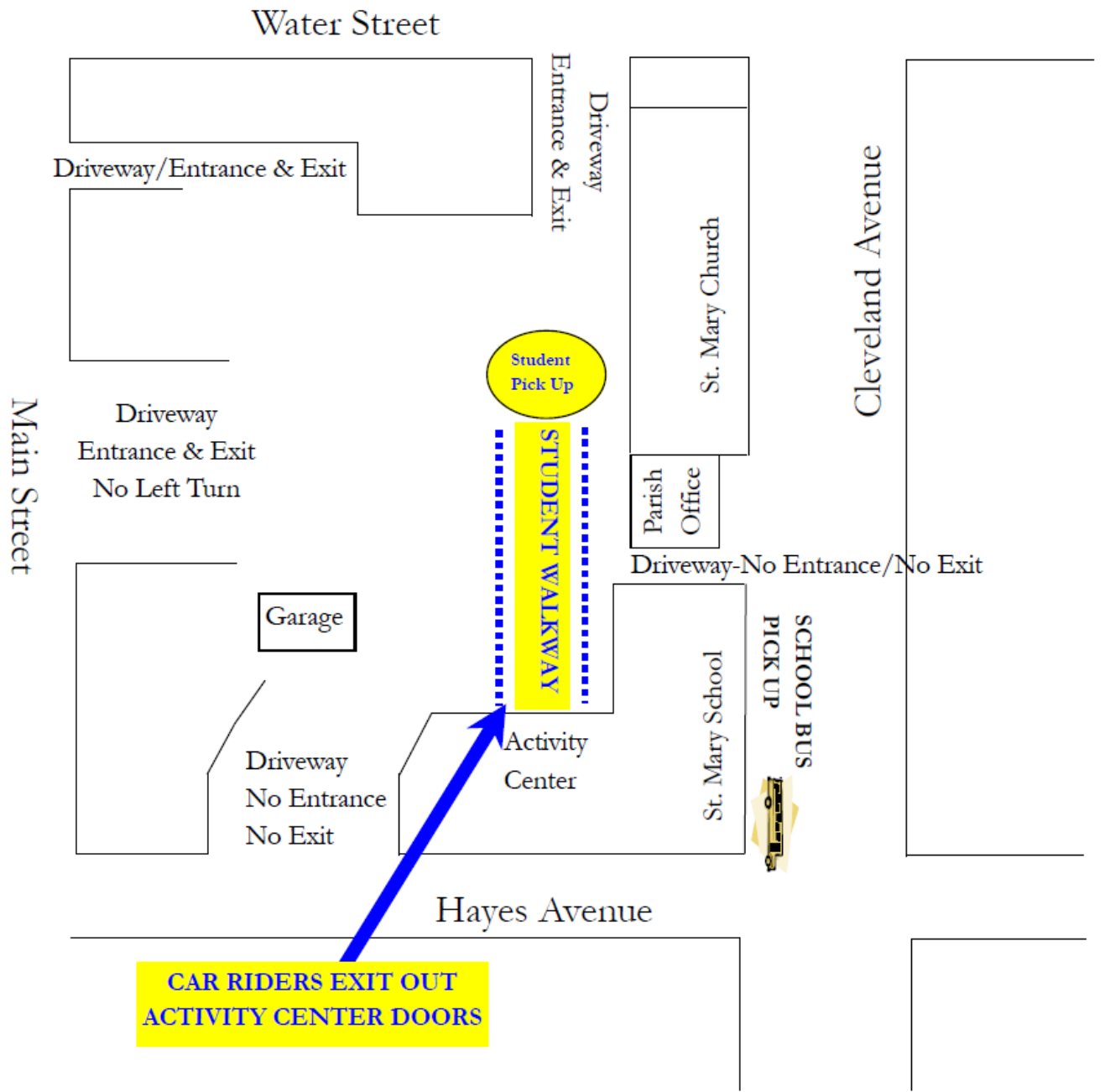
Appendix C

**BEFORE School
Drop Off Procedures**



Appendix C

**AFTER School
Pick Up Procedures**



Appendix D

St. Mary SCHOOL INCIDENT REPORT

Date:	Grade	Room
Student's Name:		
Difficulty in/at:		
Select one or more:		
<input type="checkbox"/>	Disrespect or defiant behavior toward adults	
<input type="checkbox"/>	Lack of Respect and courtesy toward other students	
<input type="checkbox"/>	Destruction of property	
<input type="checkbox"/>	Foul language or gestures	
<input type="checkbox"/>	Disturbing others	
<input type="checkbox"/>	Rough play in the classroom, hallways or playground	
<input type="checkbox"/>	Gum or candy on school premises	
<input type="checkbox"/>	Running in the building	
<input type="checkbox"/>	Toys or other inappropriate objects	
<input type="checkbox"/>	OTHER/EXPLAIN:	

ACTION TAKEN:

Signatures:

Teacher	
Student	
Homeroom Teacher	
Principal(<i>optional</i>)	
Parent/Guardian	

This report must be signed by a parent/guardian and returned the following school day.

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