

Family Handbook

2022-23



St. Mary of the Immaculate

Conception School:

*Forming disciples of Jesus Christ through
quality Catholic education*

*Quality Catholic Education in Partnership with
SS Peter & Paul Parish*

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We are happy you chose St. Mary of the Immaculate Conception Catholic School for the academic and faith formation of your child(ren). We are proud of St. Mary School and the role it plays in helping families educate and prepare children to become disciples of Jesus Christ. The challenges of living in today's society are great, and we want to work with you to give your children the values and skills needed to make the right choices. May God continue to bless St. Mary families and remain ever present in all of our decisions, both as parents and educators.

The purpose of this handbook is to serve as a guide for the general operations and expectations of St. Mary. Hopefully, it will answer your questions. Please read, discuss it as a family, and sign off saying you have read it from beginning to end.

VISION STATEMENT:

St. Mary of the Immaculate Conception School will cultivate intentional disciples of Jesus Christ to enable students and families to live joyful lives in service to God and others.

MISSION STATEMENT:

St. Mary of the Immaculate Conception School:

Forming disciples of Jesus Christ through quality Catholic education

PHILOSOPHY STATEMENT:

As Catholic educators we are committed to the whole child: body, mind, and soul through physical, academic, and spiritual development. We provide opportunities for spiritual, moral, cognitive, social, emotional, artistic, and physical growth that is truly Catholic. We strive to offer an education that is available, accessible, and affordable to all. Our fourfold purpose is to worship God, proclaim the Gospel, serve one another, and foster community.

GOALS:

As a community we

- will set an example of good Catholic values following the belief that Jesus is the primary teacher
- will recognize each child as an individual, worthy of love, respect, and understanding
- will create an environment for a stimulating, challenging, and enjoyable learning experience
- will be aware of changes that take place in education and adapt them to meet the needs of our students
- will promote a positive self-concept
- will help each child realize a sense of satisfaction with his/her accomplishments
- will show a sincere interest in the child and his/her family and show a willingness to communicate with them

In conclusion, we believe that our greatest contribution to Catholic education is to be sure there is a teacher in every classroom who cares that every student, everyday, learns and grows and feels like a valuable human being.

ACADEMICS:

Basic courses in religion, math, science, language, spelling, reading, and social studies are taught daily. All students, K-8, receive regular instruction two days per week in music, computer and physical education as part of their academic instruction.

- *Catechesis of the Good Shepherd for Preschool and Pre-K

- *Spanish is taught in Middle School.

- *Library skills are taught weekly for students in Pre-K through 8th grade.

- *A part-time reading specialist helps design and implement programs for our students as well as offers individual/group instruction.

- *A guidance counselor is available for individual and group sessions.

- *A Part-time math specialist helps design and implement programs for our students as well as offers individual/group instruction.

AFTERCARE:

St. Mary offers aftercare to families Monday-Friday from 2:45 -6:00.

Please see aftercare information.

ASBESTOS:

St. Mary School follows a state mandated asbestos maintenance program. Asbestos management plans are located in the administrator's office and may be viewed during regular school hours.

ATHLETICS:

Any student participating in sports sponsored by the school must have a Co-Curricular Conduct Code Agreement Form, an Athletic Insurance Waiver, and a Concussion/Sudden Cardiac Arrest Agreement signed by the student athlete and his/her parents allowing him/her to participate in the sport. Students should receive passing grades in all coursework and be current with all assignments to be eligible for athletics. If an athlete is absent for the school day, he/she may not participate in a sport after school on that same day. There is a \$25.00 per year, per child sport participation fee. \$50.00 maximum per family. Payment of this fee is required prior to participating.

In addition, a Physical Card signed by a physician stating that the student is in good health and able to participate in athletics or an Alternate Year Card is necessary. Physicals are required every two years. Students must have these requirements on file in the office before they may participate in any practices or games. The athletic program is under the direction of the Athletic Director and Principal.

ATTENDANCE/ABSENCE/TARDINESS:

Regular and punctual attendance is one of the keys to school success. Except for illness or a serious reason, students are expected to be in attendance every school day. Parents are expected to call the school office to report an absent child by 8:15 a.m. or send a written note with another family member. Otherwise, parents may be contacted at home or work to verify the absence. While appointments during a school day are highly discouraged, a parent may request, by note or phone call, that a child be excused for a

short time for a doctor or dentist appointment. Please arrive early enough for your child to be called out of the classroom. All students leaving the building must sign out in the school office. If you wish to get assignments for a sick child, you may call the school and the teachers will arrange to have the assignment ready to be picked up after 2:45 p.m. or sent home with a brother, sister, or friend.

All calls for homework, for the same day, must be made before 10:00 a.m.

Students arriving late, but before 10 a.m., are considered tardy. Students arriving after 10 a.m. will be marked absent for the AM attendance. Students leaving before 1:30 and not returning for the day, will be marked absent for the PM.

Any student who is frequently absent from school without an acceptable excuse, whether excused or unexcused shall be examined by the school principal (missing the bus, car problems, oversleeping, and/or preplanned absences, without prior written notification from a parent or guardian, are unacceptable) for part of 5 or more days is considered habitually truant, Wis. Stat. sec.118.16(1)(a) and (c). Upon the fifth day of an unexcused absence of a student a meeting will be held with the parent and principal to determine if habitual truancy needs to be filed with the appropriate county officials. Likewise, repetitive tardiness at the start of the day will be considered a form of truancy and recorded on the child's permanent record.

BAND:

The opportunity to receive lessons on a band instrument is offered to students in grades 5-8 through the Hortonville Schools. Students will be released from class for these lessons. Transportation to and from the Greenville School is provided by Hortonville transportation. All band students will be required to have a field trip permission form and accident waiver form on file for that current school year in the school office.

BIRTHDAYS:

Your child will be choosing a special activity to do with his/her class. No class treats may be distributed at school.

Party invitations given out at school, must include the whole class or all boys and/or all girls. If only some children are invited, invitations need to be mailed and may not be given out at school.

BULLYING:

As Catholics we should always act in a Christ-like way according to Gospel values. St. Mary students are expected to be respectful to each other, to be courageous and stand up to help other students who are being bullied/harassed, to be considerate and friendly to students who are left out, and to be honest by reporting any behavior they see which would be against Gospel values.

Reporting Bullying:

- Telling is not tattling: When you report something to get someone in trouble... you are tattling. When you report something where someone could be in danger or hurt... you are telling.
- Victims: Any student feeling bullied/ harassed should report it to an adult (teacher, principal, other faculty member, or parent).
- Student Witness: Any student witnessing or aware of another student being bullied/harassed should immediately report it to an adult (teacher, principal, other

faculty member, or parent).

- Parents: Parents should report any actions of bullying/harassment that they are aware of, whether it is your own child or another parent's child.

Remember, bullying/harassment is one sided. It happens when someone keeps hurting, frightening, threatening, leaving someone out on purpose, or making someone feel uncomfortable.

The following are examples:

- Verbal or Written: (including electronic): name calling, teasing, taunting, or gossip
- Physical: punching, poking, biting, spitting, pinching, any aggressive behavior towards another, or displaying "power" over another student
- Emotional: jokes, stories, pictures, cartoons, or drawings of objects which are offensive
- Sexual: inappropriate touching or talking about private areas

St. Mary staff will do our best to prevent bullying/harassment from happening. We want our children to feel safe while at school. We will

- closely supervise students in all areas of the school and playground
- watch for signs and stop it when it happens
- respond quickly and sensitively to reports
- take parents' concerns seriously
- look into reported incidents
- assign consequences based on age, grade, and child
- provide consequences for retaliation against students who report an act

Complaint Process:

Students and or parents are encouraged to submit a written or verbal report of the conduct they consider to be bullying/harassment to a teacher or the principal. The principal shall investigate the complaint through interview and conversations with students named in the complaint. Once the investigation is complete, the principal will determine an age appropriate consequence, if needed, and notify the parents of the students named.

BUS REGULATIONS:

Proper behavior on the bus is essential to the safety of all riders. Students who misbehave on the bus will be reported by the bus driver to the principal. Parents will be notified of any improper behavior. Good behavior, observance of bus rules established by Hortonville School District, and respect for and cooperation with the bus driver are expected of all St. Mary students. Consequences for misbehavior are listed on the bus rules. Each family is asked to review the rules. They will be strictly enforced. **(No bussing is available for students under the age of 4)**

If your child will not be riding the bus home on a given day or is being dropped off somewhere other than your home, you must provide a written note stating who will pick up your child from school, and where they will get off the bus.

CALLING HOME:

St. Mary School strives to promote responsibility and accountability in each student. We do not allow your child to call home for forgotten homework, lunches, musical instruments or gym clothes. (Lunch will be available for every student if it is forgotten.) If a sporting event or practice time is changed or cancelled, you will be notified.

CALLING SCHOOL:

You will be able to reach someone in the school office (202-3454) between the hours of 7:20am – 3:15pm. If you are unable to speak to anyone at the school or you do not wish to leave a voice mail message, you will be able to reach the secretaries in the Parish Office (757-6555x205). Please talk with a live person if your message is time sensitive.

CANCELLATION OF SCHOOL:

If it is necessary to close school because of severe weather or other emergencies, an announcement will be made over WROE 94.3 FM, WHBY 1150 AM or WNAM 1280 AM radio stations and the following TV stations: Channel 2, 5, 11 and 26. Please listen for Hortonville Community Schools. We are included when they announce closings. A separate listing for St. Mary School will not be heard. We will notify by Flocknote. Please discuss with your children what procedures will be followed if school is dismissed during the day. You will be asked to complete an emergency closing form, which will be on file in the office. The school will follow the directions given to us on that form.

CELL PHONES:

While St. Mary recognizes after school activities may make it necessary for some students to bring a cell phone to school, **it must be shut off and remain in the student's backpack during the school day.** This policy applies to all school days, functions, and co-curricular activities at St. Mary School.

If a parent deems it necessary for his/her child to bring a cell phone for use after school hours, it is the responsibility of the owner to keep it secure. The school, or its employees, shall not be liable for any personal technology device stolen or damaged on school grounds.

If a student chooses to use his/her cell phone during the school day, it will be taken away and his/her parent will need to come to the office to pick it up after school.

CHANGE OF ADDRESS/PHONE NUMBER:

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address and phone number record at the school office. If you have a change of address or important phone numbers during the school year, please notify the school office and update all information on Powerschool E-collect forms immediately.

CHILD ABUSE LAWS:

(Administrator code 4071 Safety (Child Abuse); D/B Code 5142 Reporting Child Abuse and Neglect) Wisconsin law (Child Abuse and Neglect Act, Section 48.981 of the Children's Code) specifies that all educational personnel are mandated reporters of suspected child abuse and neglect. If there is reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury, it will be reported.

COMMUNICATIONS:

An envelope will be sent home with the oldest child in your family every Wednesday containing announcements, etc. Please make it your responsibility to keep current with school information. Feel free to communicate with the school whenever you feel it is needed. Staff members will return phone calls or answer notes within one business day but will not be paged during teaching hours as their primary concern is to the children in their classrooms. You may e-mail the teachers by using the first initial of their first name, last name, @stmarygreenville.org. i.e. Jane Doe would be jdoe@stmarygreenville.org.

In communicating your concerns about St. Mary School, please do the following:

- Contact the teacher first; if you feel your concerns are not met, you may contact the principal. If, after speaking with the principal, you are unsatisfied with the outcome, contact the School Board and/or finally the Parish Pastoral Council.
- If you wish to take your concerns to the School Board or the Parish Pastoral Council, please submit your agenda item to the Chairperson two weeks before the scheduled meetings.
- St. Mary School wants your concerns and issues addressed. Resolving issues will improve relations, teaching and learning in our programs. We can all improve St. Mary School by resolving issues early.
- The school will respond to concerns within one business day. Updates will be provided by the school at a regular interval until the issue is resolved.

CONFERENCES:

Conferences will be held during the first and second quarters. Middle School conferences may be different from the primary grades, but every parent must attend his/her child's conference. Conferences afford parents, as well as teachers, the opportunity to question and listen. Strategies should be planned appropriately for your child. Conferences may be requested by the parents, students, teachers, or principal at other times when necessary.

COUNSELORS:

We have a guidance counselor on staff who will help address the needs of our students. In the event of a crisis, we also have access to counselors from the Hortonville School District, and the Diocese of Green Bay offers counseling services through Catholic Social Services and their satellite offices.

CURRICULUM:

St. Mary offers a complete religious and academic education program by a degreed and State certified teaching staff. In addition, educators are also required to meet specific standards for Diocesan religious certification. (Administrative Codes 5020 Curriculum Instruction; 5030 Instruction, 5031 Instruction continued).

DAILY PRAYERS:

Morning Offering:

O Jesus, through the Immaculate Heart of Mary, I offer Thee my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Thy Sacred Heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops and all Apostles of Prayer, and in particular for those recommended by our Holy Father this month. *Amen.*

Angelus:

L. The angel of the Lord declared unto Mary.

R. And she conceived by the Holy Spirit.

Hail Mary...

L. Behold the handmaid of the Lord.

R. Be it done unto me according to Thy word.

Hail Mary...

L. And the Word was made flesh. (Genuflect)

R. And dwelt among us.

Hail Mary...

L. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us pray. Pour forth, we beseech Thee, O Lord, Thy grace into our hearts, that we to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection, through the same Christ Our Lord. Amen.

Act of Contrition:

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against You whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy. Amen.

DAILY SCHEDULE:

The school day begins at 7:45. Students must be in their seats and ready for learning at 7:45. Students who remain in the halls at 7:45 or later will be marked tardy. Drop off ends at 7:40. Students who come to school late must report to the office before going to the classroom. Dismissal is at 2:45.

Student Liturgy:

All school Liturgies are on Wednesdays and begin at 8:00am. Each grade will be responsible for Masses throughout the school year. All parents, other family members & friends are always encouraged to celebrate Mass with us throughout the week. Masses will be at 8:00 on Tuesday, Thursday and Fridays for 3rd through 8th grade and 2nd grade after receiving their First Holy Communion.

Kindergarten:

Hours are 7:45—2:45 for Kindergarten. Children must be five years old by September 1 for the school year in which they are enrolling.

Pre-Kindergarten:

Hours are 7:45 –2:45 Monday—Friday or part-time Monday, Wednesday and Friday same times. Children must be 4 by September 1 for the school year in which they are enrolling.

Preschool:

Hours are 7:45 –2:45 Monday—Friday or part-time Monday, Wednesday and Friday or Tuesday and Thursday same times. Children must be 3 by September 1 for the school year in which they are enrolling.

DISCIPLINE:

At St. Mary School, all children and teachers have a right to an atmosphere of learning, acceptance, and safety. With every right comes a corresponding responsibility to respect the rights of others. All the rules of our school are reasonable and coincide with our philosophy of “respect for the rights of others.” Disciplinary action will be used with those who do not abide by the classroom and school rules. Discipline is to be considered an aspect of moral guidance. The purpose of discipline is to develop a respect for self and others, which in turn, creates a school atmosphere conducive to learning. If a student is called to the office for disciplinary reasons, the reason and action taken by the principal will be documented. Communication with the parent(s) by phone or email will be used in serious cases. Parents are asked to cooperate in this joint effort of helping students become aware of their need to obey the rules of our school.

DISMISSAL/ARRIVAL OF STUDENTS:

Morning Drop Off: Preschool through 8th grade will be dropped off at Exit S-2/AKA recess doors (school doors on the south side of the building) or in front of the church under the car port in bad weather. Please enter the road between Father’s house and the cemetery off Highway 76. Your children will be helped out of the car by a Safety Patrol Student or an adult. Smaller students will be escorted to their classrooms by an older student or an adult. If you wish to walk your child to the classroom, you may park in the lot beside the recess doors, sign in at the door, and walk your child to his/her classroom. **The students may not be dropped off in the front of the school, unless they arrive late.** Please remember a “quick” drop off is so much easier for students and parents.

Afternoon Pick Up:

Your student will be brought to your car by a Safety Patrol Student or a teacher in front of Exit S-2/AKA recess doors (last names A-L) or Exit W-4 (last names M-Z) Please follow the map on the next page. **The students will not be dismissed from the front of school.** Please be patient as we learn your faces and car. If the teacher does not recognize you, you will be asked to show your driver’s license.

I

Afternoon Car Line



Last Name A-1



Last Name M-2



UNIFORM DRESS CODE: (Pre-K—8th Grade)

Students are expected to wear neat, un-torn, clean clothes to school. Sweaters and fleece are not required to be tucked in; however, the bottom must rest below the top of the child's bottom half attire.

Clothes must fit appropriately, not being too large or too small.

Hair should be neat, clean, natural colored (no dyes of any kind), and not worn in an extreme style, modest in length and even on all sides.

Girls may wear nail polish and a single set of non-dangling earrings. No make up is allowed.

The principal has final discretion with regard to all dress code and hair style questions or concerns. Parents may be contacted to bring correct clothing to school, should a child come to school out of approved uniform attire.

Acceptable Uniform Apparel

Pants/Shorts/Capris

Cotton blend pants (khaki or black)

Knee-length cotton blend shorts or capris* (khaki or black), season appropriate.

*Capris can be worn by females only

Jumpers, Skirts, Skorts, and Polo Dresses

Solid khaki or black jumpers, skirts, or skorts

Solid royal blue or white polo dresses

All jumpers, skirts, skorts, and dresses must be one inch above the knee or longer

Solid black, navy blue, or white shorts, leggings, and/or tights **must** be worn under skirts or jumpers

Shirts

Short sleeve or long sleeve polo shirt (solid royal blue or solid white – a logo smaller than a quarter or with Saint Mary's logo are acceptable)

Sweater (solid royal blue or solid white – a logo smaller than a quarter is acceptable) with collared shirt underneath (vests, cardigans, pullovers, and 1/4 zips are acceptable)

Embroidered apparel from approved school store (full zip or 1/4 zip fleece with St. Mary's logo may be worn if purchased through this means)

Shoes/Socks

Shoes must have a closed heel and closed toe. Soles must be non-marking, with a heel no taller than 1".

Shoes with blinking lights or roller wheels are not allowed.

Socks must be worn at all times.

DRUGS, ALCOHOL, TOBACCO, AND WEAPONS:

Possession or use of drugs, alcohol, tobacco products or weapons by students at St. Mary School is strictly prohibited. Students who violate this regulation may be subject to suspension. Students involved with drugs, alcohol, or weapons may be referred to the proper legal authorities and parents contacted immediately. Violent, harmful behavior or life-threatening actions will also be dealt with legally. (D/B Code 6144.2 Alcohol/Drug Education)

ELECTRONIC EQUIPMENT:

E-readers are permitted after a signed form is on file. Please see Mrs. Harikkala for a permission form. **No internet connected device may be worn during the school day (this includes Fitbit and Apple watches, etc).**

EMERGENCY INFORMATION:

Emergency information for each child is kept in the office and/or classrooms. Please update this information if it changes during the school year on Powerschool E-collect forms. This includes emergency pick up or contacts.

ENDOWMENT FUND:

An endowment fund for educational purposes has been established at St. Mary Parish. Donations to this fund are invested in mutual funds. Interest earnings may be requested as tuition assistance. We encourage donations to the endowment fund as a meaningful gift to the continuation of Catholic education. Gifts may be in the form of cash, bonds, real estate, insurance, memorials, and bequests through wills. All contributions are tax deductible. Contact the school or parish business office for more information throughout the school year.

FAMILY VACATIONS:

We encourage parents to plan vacations when school is not in session. However, realizing that family situations arise, we request written notification to the teachers and office personnel before you leave. **Work will not be given to the student prior to the vacation.** Missed schoolwork is expected to be completed upon returning and must be handed in within seven days after the student's return from vacation. Students will be given a "0" for any work not completed and turned in during the designated time.

FIELD TRIPS:

Parents are required to sign a permission slip and return it to school for field trips. Students will not be permitted to accompany their class on field trips without written permission.

Chaperones:

There will be many opportunities for parents to chaperone field trips during the year. Please remember, the main purpose of adults assisting with field trips, is to help supervise the student experience. All chaperones will be required to have completed the VIRTUS course before attending field trips or working with children in the classroom. An online class is offered. Instructions for taking the class will be sent to families.

FINANCIAL RESPONSIBILITY:

Parents or guardians of students attending St. Mary School must agree to assume full financial responsibility for tuition, \$100.00 for unfulfilled lunch duty requirement, milk, field trip fees, athletic fees, band bus fees (if applicable) and all charges incurred by St. Mary for insufficient funds, for the 2022-23 school year. All unpaid bills will be included in the final June eft draw.

In the case of divorced or separated families, division of costs between parents, spouses and others are between the parent/guardian and those other parties, not between St. Mary and other parties. Both parties must submit, in writing, how their tuition and other fees will be paid and a copy of the separation agreement.

FIRE, TORNADO, INTRUDER DRILLS:

Both the State of Wisconsin and the Diocese of Green Bay, require that schools participate in drills regarding the safety of children. These drills will be held monthly. Evacuation plans are displayed in every classroom and are communicated to students throughout the year.

FOOD SERVICE:

Government subsidized hot lunches are served on school days. Monthly menus will be posted on our web page. Hot lunch money should be placed in an envelope marked with the child's name, grade, hot lunch money, and the amount enclosed. Checks should be made out to St. Mary School. Students with a balance lower than the cost of a hot lunch (\$3.00), in their lunch account, will not be able to receive a hot lunch. The school will provide milk, a peanut butter sandwich and fruit/vegetable. After a deposit is made in the account, the full amount of a hot lunch will be charged to the account. Milk (.35) may be purchased by those choosing to eat a bag lunch from home. All families will be signed up to receive automated notification of a low lunch balance through PowerSchool. Parents must order their child's hot lunch through the office, by 8:30 am., if their child will be arriving late. In an effort to keep lunch costs down, every family is required to work in the lunchroom five times per year for five full day preschool through eighth grade, two times per year for two full day preschool and pre-kindergarten, three times per year for three full day preschool and pre-kindergarten. You will be assessed a prorated amount, not to exceed \$100, if your commitment is not met by the end of the school year.

Morning Milk:

Is available for the students and may be purchased at the beginning of each school year for .35 per day.

FUND RAISING ACTIVITIES:

All families will be expected to participate with SCRIP and volunteer for various fundraisers and parish/ school activities during the school year.

Scrip program:

When you purchase SCRIP, 60% of the rebate will go towards the reduction of your tuition and 40% towards the parish. For example, a family can buy a \$100 Woodman's scrip card for \$100, which is worth \$100 at the checkout. St. Mary receives a 5% rebate from Woodman's, which is shared with the family who purchased the card (60% towards your tuition and 40% to parish).

Cards may be purchased with cash, check, or Presto Pay. If using check or Presto Pay, an overdraft fee is charged if the payment is returned for insufficient funds.

Tuition amounts will be adjusted in January to reflect your SCRIP purchases. Credit will be applied toward next school year's tuition for families who pay tuition in full in July. Please remember that your tuition is significantly discounted from the actual cost of each child's education, which is over \$8,000 per child.

This is automatically calculated for the family per order, so no special form is needed to designate the rebates to the tuition account. If there are no students enrolled from the family, for the next academic school year, the rebates will be applied to the parish general fund.

*This program is sponsored by St. Mary

GRADING:

Grades K-Two:

- S+ = Very good, exceeds basic requirements
- S = Satisfactory progress
- S- = Having difficulty meeting basic requirements
- U = Unsatisfactory
- P = Below grade level

Grades K-Eight:

Skills and Behaviors:

- + = Very good
- - = Blank indicates satisfactory performance
- / = Showing improvement
- N = Not evaluated this quarter

Three-Eight:

- 99 - 100 = A+
- 95 - 98 = A
- 93 - 94 = A-
- 91 - 92 = B+
- 87 - 90 = B
- 85 - 86 = B-
- 83 - 84 = C+
- 79 - 82 = C
- 77 - 78 = C-
- 75 - 76 = D+
- 72 - 74 = D
- 70 - 71 = D-
- 0 - 69 = F

HEALTH:

State law requires all students to be immunized against certain diseases. These records are kept in each student’s health file and should be updated as needed.

HEALTHY SNACKS AND LUNCHES:

St. Mary School promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. We encourage all members of the school community to help create an environment for students that supports active and healthy lifestyles. We believe that improved health optimizes student performance. (See St. Mary’s Wellness Policy on our website.)

The following are examples of healthier snacks:

Whole-grain bagels – small size	Yogurt (low fat or fat free)
Unsweetened Fruit Juices	Go-Gurt
Vegetable Juices	String cheese
Fresh fruits	Sliced cheese and crackers
Fresh vegetables (cut-up)	Air-popped popcorn
Canned fruits/fruit cups (in Juice)	Whole grain crackers
Whole grain cookies	Unsweetened cereal

HOMEWORK:

Teachers will assign reading and math for the week in 1st through 4th grade. The amount of time for reading and math to be covered will depend on the child’s grade level. The only other additional homework your child may receive is work that did not get finished during allotted study times throughout the school day or studying for tests and quizzes. Students will be responsible for completing the required weekly work during extended absences due to unexpected family leave.

Middle school homework may vary from the above in order to help prepare students for high school and develop more independent study skills.

HONOR ROLL:

To qualify for “A” Honor Roll, the students must have straight “A’s” on their report card. To qualify for “A/B” Honor Roll, the students must have a combination of “A’s” and “B’s” on their report card. The students must be in 4th through 8th grade, produce grade appropriate quality work, be an independent, responsible worker and have good conduct and effort for the quarter in all subject areas (including halls, recess, and the lunch room).

ILLNESS OR INJURY:

(D/B Code 4145.1, 4145.2) In case of illness or injury a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary and parents/guardians or emergency contact cannot be reached, the school will call 911.

INDOOR ENVIRONMENTAL QUALITY:

St. Mary School’s buildings will be kept in good repair, suitably equipped and in safe and sanitary condition and promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and

Wisconsin Administrative Code PI 8.01 (2) (i), St. Mary of the Immaculate Conception School's designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), St. Mary of the Immaculate Conception School will maintain indoor environmental quality (IEQ) with measures that include quality heating, ventilation and air conditioning (HVAC) systems, integrated pest management, cleaning and maintenance schedules, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

LEAVING SCHOOL GROUNDS:

No student is allowed to leave the school grounds during school hours for any reason without the permission of the parents and the school. If an early dismissal is needed, this request should be written and turned into the office. Each family is required to have a form on file in the office listing those people with whom students may leave the school grounds. This is intended as safety for each student and family. Additionally, all students must be signed in/out at the school office during the school day. If you need to pick up your child during the school day, your child will be called to the office when you arrive to pick him/her up. If separated or divorced, a copy of the custody section of the divorce or separation decree must be on file in the school office.

Please refrain from making appointments for your child during regular school hours. The yearly calendar contains **no school days** and **half days** for such appointments.

LIBRARY USE:

Weekly library periods are scheduled for all grades. Library skills are taught to students during their library times. Younger students also have a story time during their library periods. All books are due two weeks from check out date. Books are renewable. All books that are lost will have to be replaced at cost.

LOST AND FOUND:

The school will not be held accountable for items lost or stolen. Children are therefore encouraged not to bring anything of value to school, or items that they would not like to have broken, since the latter may occur. **Clothing items should be labeled with the child's name.** Items found will be placed in a designated area. All lost and found items, not claimed at the end of each semester, will be donated to a local charity.

MEDICATIONS:

(Administrator Code 4060 Health; D/B Code 5141 Administration of Drugs; State Statute 118.29 Administration of drugs to students) No prescription medication shall be given to a student by any school personnel, unless written instructions from a doctor, for dispensing the medication, is given. In order for school personnel to dispense prescription medication, parents must complete a Medication Consent Form for each prescription and each dosage occurrence. The prescription should be sent in the original container.

PARENT/GUARDIAN ENTERING SCHOOL:

Parents entering the school building must sign in and sign out when leaving.

Please call your child's teacher and make an appointment to discuss any concerns you might have regarding your child. Out of respect for you and your child, the teacher will not hold a conference in the hallway or classroom with other students present.

PARENT ORGANIZATIONS:

Athletics:

The purpose of the St. Mary Athletics is to promote and support the various athletic activities of the students attending St. Mary School. All parents with students in sports, are expected to attend athletic meetings for their sport. It is the belief of St. Mary School that, all students shall have the option of joining the program and, therefore, are eligible to play in the competition. Coaching emphasis will be on teaching correct techniques for each sport and Catholic attitudes toward sportsmanship and win-lose situations. All sports are regulated by Diocesan and local policies. These are volunteer programs; all parents of students participating in a sport are expected to give their fair share of service to make the program run smoothly.

Board of Education:

The St. Mary Board of Total Catholic Education is a regulating body operating educational facilities and programs at St. Mary Parish. The St. Mary Board coordinates all formal educational activities and functions as policy maker for such approved programs. All meetings are open to the public and held every second Tuesday of the month. Any executive sessions during meeting times, however, are closed. To be placed on the agenda, you must notify the Board President at least two weeks prior to the meeting.

Parent Teacher Organization (PTO):

The St. Mary PTO includes all parents of children in St. Mary School. PTO meetings will be held in the school lounge and are announced on the school calendar. The objectives of this organization are

- to aid with parenting issues
- to coordinate spiritual and educational programs and activities
- to offer information of special interest to parents
- to create a greater appreciation of Catholic education

PICTURES:

Pictures of students are taken yearly. Dates are located on the school calendar. Purchase of these pictures is optional.

PLAYGROUND:

Students (K-4) have a 15-minute supervised recess during the morning and a supervised noon recess. Middle School students will have a supervised lunchtime recess. Recesses will consist of safe fun.

PROMOTIONS AND RETENTIONS:

(Administrator Code 4030 Progress) Promotions and retentions are based on each student's academic, physical, social, and emotional growth and will involve consultation with parents, teacher(s), principal and any other personnel involved with students.

RECORDS:

(Administrator Codes 4060 Student Records and 4060 Health; D/B Code 5125 Student Records; State Statute 118.125 Pupil Records) A student's official file is kept in the school office. This file contains the student's diocesan progress reports and/or report cards, sample writing and standardized test results. A parent/guardian wishing to review this file must give a 24-hour notice by way of written request and set up an appointment with the principal to review the file.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

RELIGIOUS EDUCATION:

We are a Catholic school and our philosophy influences all facets of our education. We offer the opportunity to participate in liturgies and religious experiences as follows.

- School Liturgies are held once a week for the whole school, Tues, Thurs, Fri for grades 3-8 and grade 2 after receiving First Holy Communion, on Holy Days, and on special feast days.
- Individual classes plan and celebrate Mass with their peers.
- Prayer Services, formal and spontaneous prayer, and religious instructions are part of the daily class program.
- Instructions are presented by the Director of Faith Formation or the Parish Priest, in each classroom, when requested by a teacher and in middle school every Friday.
- The faculty is certified by the Diocese on Religious Education and receives the opportunity to attend in-services on religious topics.

REPORT CARDS:

A final report card will go home at the end of the school year. PowerSchool enables parents to view their child's daily progress throughout the year. Should a conference at any time with a teacher be necessary, parents should call the school office or contact the teacher directly.

SCHOOL SUPPLIES:

A supply list is provided to all families for the school year. It is the responsibility of the student and the family to have the necessary school supplies. Assistance is available for families having difficulties obtaining school supplies.

SOCIAL COMMUNICATION:

Parents are the primary catechists and role models of discipleship to their children. All ministry representatives have a responsibility to respect the wishes and stated desire of parents with regard to their child's level of participation in the use of social media or any form of digital communication and the parent's right to be aware of the content of non-public communications between ministry representatives and their children.

A parent or guardian must complete the Parental/Guardian Statement of Intent before

any ministry representative may engage in any electronic communication with any unrelated minor or individual at risk, with whom they have any connection because of their ministry. The signed Parental/Guardian Statement of Intent is kept on file at the local level, and is refreshed annually. No ministry representative may engage in any non-public electronic communication (any digital communication to which a parent or guardian does not have direct and immediate access) with any unrelated minor or individual at risk without a parent or guardian having granted permission to do so in the Parental/Guardian Statement of Intent.

SUSPENSION/EXPULSION:

(Administrator Code 4030 Attendance; D/B Code 5114 Suspension and/or Expulsion)

There are two general situations that may lead to suspension or expulsion; both must be verified with evidence:

1. When the moral or physical well-being of the student body or staff is endangered
2. When there is prolonged and open disregard for school authority.

Prior to suspending a student, the student must be told the reason for the proposed suspension or expulsion.

The parent or guardian of the student must be given immediate notice and the reason for the suspension or expulsion.

The parent or guardian may appeal the suspension or expulsion, within two school days, by submitting their appeal in writing to the pastor. The pastor will meet with the student and his/her parent or guardian within five days after reviewing the appeal. A final decision will be made by the pastor, within two days of that meeting.

Suspension:

Is of a temporary nature and should be used only until the reason for the suspension is removed.

Expulsion:

Is permanent and must be reported to the local public school district administrator.

TELEPHONE:

Students will be allowed to use the school phone to call a parent for emergency reasons only. Plans for after school are not considered emergencies. Please discuss the next day's events with your child the night before.

TESTING:

MAP (Measures of Academic Progress) tests are given in grades three, four, five, six, seven and eight (three times per year). Results are shared with parents as soon as results are received. These tests assist the school in evaluating and planning curriculum. The classroom teachers will notify you of the dates as they approach. **It is highly recommended that students do not leave school and are present for times of testing.** Students testing at separate times than peers, sometimes do not do as well.

TEXTBOOKS AND SCHOOL PROPERTY:

The students at St. Mary School are made aware of the value of our school property and the need to use it carefully. Textbooks must be covered at all times. **No cloth book covers are permitted!** The student must replace any school property that is damaged or destroyed through misbehavior or improper use.

TITLE IX:

It is the policy of the Diocese of Green Bay and St. Mary School that all shall respect biological sex with which a person is born and shall apply all policies and procedures in relation to that person according to that person’s biological sex at birth.

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

TRANSFER:

When transferring to another school, records will be issued upon written request from the new school.

TUITION:

- Each year, the Board of Total Catholic Education sets tuition according to the anticipated costs of educating a child. Other revenues, such as parish subsidy and third source funding, pay for the majority of the per-child cost, which is \$8,000 per year.
- The following includes multiple student discounts.
- In-parish tuition rates apply to registered members of St. Mary Greenville or SS Peter & Paul Parishes, who are participating as a faithful steward of their parish.

In-Parish Tuition: (Board Policy 3055) Normally parents who are members of St. Mary Parish, pay an in-parish tuition rate. Parents of St. Mary School students, who choose not to support St. Mary Parish financially, will pay tuition at the out-of-parish rate, for the next school year.

Number of Students per Family	Annual Tuition In-Parish	Annual Tuition Out-of-Parish
1 Child	\$3,135	\$4,389
2 Children	\$6,167	\$8,634
3 Children	\$8,994	\$12,592
4 Children	\$11,615	\$16,261
5 Children	\$14,030	\$19,642

Preschool & Pre-Kindergarten Options	Days Attending	Tuition In-Parish	Tuition Out-of-Parish
Preschool-3 Year Old	5 Full Days	\$3,135	\$4,389
Preschool-3 Year Old	3 Full Days M/W/F	\$2,015	\$2,821
Preschool-3 Year Old	2 Full Days T/Th	\$1,550	\$2,170
Pre-Kindergarten-4 Year Old	5 Full Days	\$3,135	\$4,389
Pre-Kindergarten-4 Year Old	3 Full Days M/W/F	\$2,015	\$2,821

*1/2 days are optional for any choice, but tuition will remain at the full day cost.

Refund Policy:

If a student is withdrawn, or asked to leave after the beginning of the school year, all fees will be held, tuition will be refunded on a prorated basis. Policy is subject to administrative approval.

Registration:

Registration for the next school year takes place during Catholic Schools Week, which is typically the last week in January, while registration for the current year are accepted at any time. A registration fee of \$100.00 per student is required. The St. Mary Board of Total Catholic Education sets the policy for tuition payment. Families must sign up for EFT or pay full cost of tuition by August 1 of that school year. All accounts must be cleared by June 15. If an account is deemed behind in payment, the Board will begin procedures to notify families, which may affect enrollment status.

VIRTUS:

VIRTUS training will be offered online only. The Green Bay Diocese is committed to creating an environment that protects our children and individuals at risk from harm; therefore requires all employees and volunteers to attend a Diocese of Green Bay VIRTUS Protecting God's Children, Adult Awareness Session, before commencing employment or volunteering services. If you wish to be involved in the classroom, attend field trips, or participate in any way with other students, you must complete this session. Please visit www.gbdioc.org and go to Protecting Our Children for the VIRTUS session.

Reporting Sexual Abuse If you know of an incident of sexual abuse of a person who is now under the age of 18 by a priest, deacon, employee or volunteer, PLEASE IMMEDIATELY CALL THE CIVIL AUTHORITIES AND THEN THE DIOCESE. If the person was abused as a minor but is now an adult, please contact: Office of Safe Environment Diocese of Green Bay 920-272-8174 or 1-877-270-8174 (toll free) We always encourage you to report the incident to civil authorities. YOU MATTER TO US – THERE IS HOPE!

VISITORS POLICY:

On school days all visitors entering the school will be asked to sign in and take a numbered visitor badge to wear. Visitors entering through school entrances, as well as the main church entrance, will be required to sign-in. This applies to visitors who arrive from the time the school and parish offices open in the morning and continues until the School Aftercare ends for the day.

All visitors will display the badge in an obvious place, so that it is clearly visible. The school office must have prior notification from a custodial parent before a non-custodial parent or any other relative may see a student. This is to ensure the safety of students. Visitors include, but are not limited to, the following: parents or guardians, anyone who is volunteering in any capacity, parish members or other visitors with business in the school and vendors performing work in the school. If the visitor is unfamiliar with the building, they will be escorted to their destination in the school. Key school and parish staff will be informed of any family situations that involve specific restrictions. On non-school days, no visitor sign-in is required.

Main School Entrance:

Vendors will wait in the school office until they are met by the staff person who will escort them to their worksite. At the end of the business day, the sign-in binder and

badges used at the school entrance, will be audited to determine that all the visitors have signed out and all the badges have been returned. The book and badges will be stored in a secure location, so that badges cannot be taken without the knowledge of staff.

Church Entrance:

On school days, visitors who need to go beyond the security doors, between the church and school, must sign in at the parish office. If a visitor is here to see or pick up a student, he/she will be directed to enter through the main school entrance at the North end of the building. Visitors who are escorted into the school and who will be remaining behind unescorted, will sign in and wear a badge. The staff person escorting visitors, who will remain behind in the school to work independently, is responsible for introducing the visitor to the school secretary and advising her that they have signed in at the parish entrance. At the end of the business day, the sign-in binder and badges used at the parish entrance, will be audited to determine that all the visitors have signed out and all the badges have been returned. The book and badges should be stored in a secure location, so that badges cannot be taken without the knowledge of staff.

VOLUNTEERS:

We depend on parent volunteers a great deal. The PTO depends on many volunteers. The Athletic Committee needs many volunteers to run their programs smoothly. Parent help is very much appreciated. Volunteers must have **VIRTUS** Training (Keeping Children Safe Program.) Contact the school office for details.

St. Mary School welcomes all students and personnel. We do not discriminate on the basis of religion, sex, race, or national origin. We are an equal opportunity provider and employer.

The school principal retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.

