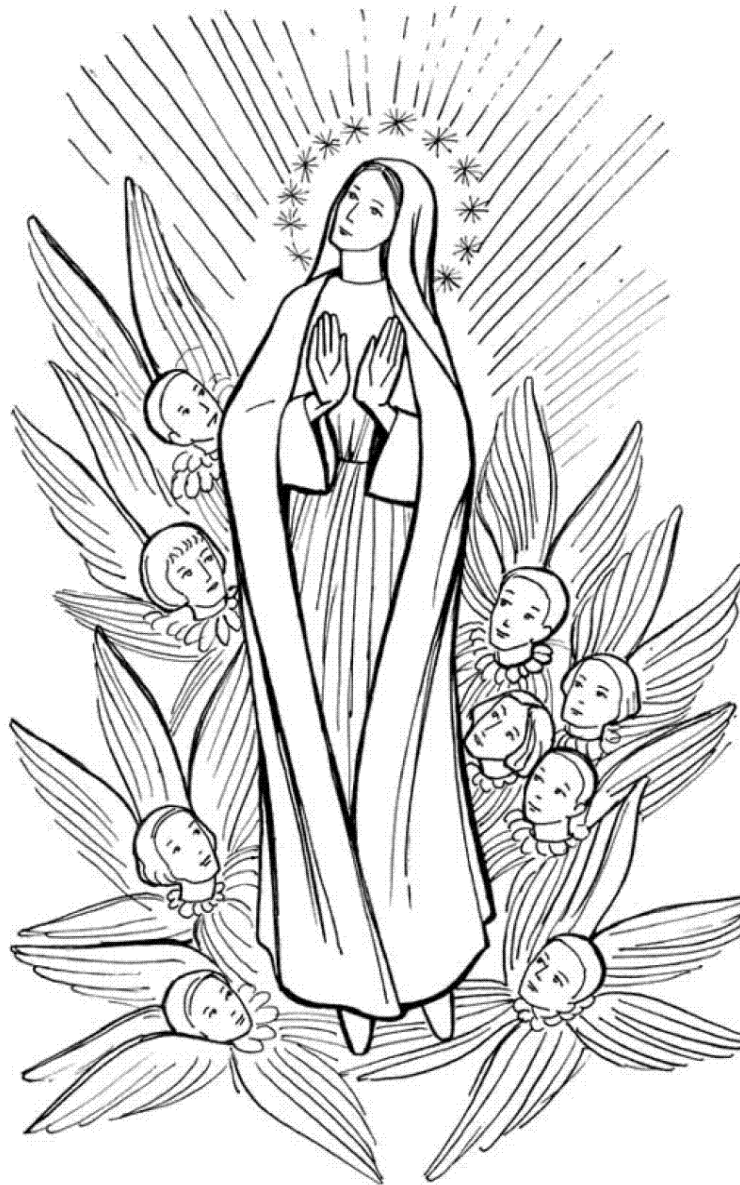


**2021 - 2022**  
**STUDENT/PARENT HANDBOOK**



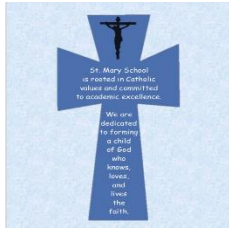
**St. Mary Catholic School**  
**Mayville, Wisconsin**

# St. Mary School Mission Statement

St. Mary School is rooted in Catholic values and committed to academic excellence. We are dedicated to forming a child of God who knows, loves, and lives the faith.

*"All your children shall be taught by the Lord,  
and great shall be the peace of your children."*

*~Isaiah 54:13*



# St. Mary School Parent Code of Conduct

## *Rights and Responsibility of Parents*

- *The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.*
- *Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.*
- *Inherent in the parents' choice of a Catholic school for their child is the understanding that they will support the school's mission and its commitment to the principles of Catholic values and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.*

*~Archdiocese of Milwaukee*

The purpose of the St. Mary School Parent Code of Conduct is to provide a reminder to all parents, caregivers, and visitors to our school about expected conduct. This is so the school can continue to flourish, progress and achieve an atmosphere of mutual understanding. The school expects parents and caregivers to understand that parents and teachers need to *work together* for the benefit of the children and to approach school staff to resolve issues.

In order to support a safe, peaceful, Christian environment the school does not tolerate:

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, office or other area of school grounds.
- Loud or offensive language, swearing, or cursing.
- Threatening bodily harm to a member of school staff, visitor, parent, caregiver or child.
- Sending abusive or threatening emails, texts/voicemail/phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on Facebook, Twitter, or other social media sites should not be posted. Any concerns you may have about the school should be made through the appropriate channels by speaking to the classroom teacher, principal or pastor so the concerns can be dealt with fairly, appropriately, and effectively for all concerned.

Thank you for your cooperation in helping St. Mary School provide a Catholic education for your children!

## **ST. MARY SCHOOL PHILOSOPHY**

St. Mary School, as a Catholic Christian community, strives to educate the whole child spiritually, intellectually, emotionally, physically, socially, and aesthetically. This is achieved in the Spirit of Jesus Christ, the Master Teacher, through example, instruction, and discipline. Parents are recognized as the primary educators. Their participation is encouraged in all areas. Under the guidance of the staff, the systematic progression of education is carried out. The student is taught by example to love and respect his/her own dignity as a child of God. The student is also prepared to make meaningful decisions in order to face the world today and tomorrow. Through varied learning activities and methods of instruction, St. Mary School provides a curriculum for the formation of the whole child, rooted in the traditions of the Catholic faith.

## **ST. MARY SCHOOL OBJECTIVES**

The school community promotes full human living by:

- ❖ Daily prayer
- ❖ Learning the word of God and living the Gospel
- ❖ Eucharist celebrated in unity to make meaningful our living in Christ
- ❖ Liturgical celebration of important events with the children
- ❖ Participation in community activities and free services given in a Christian spirit

The intellectual growth of students will be promoted by guiding them to achieve specific academic objectives in each curricular area by:

- ❖ Evaluation
- ❖ Outside resources and personnel
- ❖ Presentation of material using various media
- ❖ Provision of class and individual activities
- ❖ Use of up-to-date text books
- ❖ Sharing through discussion
- ❖ Having volunteers aid in various programs

Students will be aided to full, wholesome personal growth by:

- ❖ Group interaction in meaningful dialogue
- ❖ A happy, earnest classroom atmosphere
- ❖ Mutual helpfulness and friendly acceptance of others
- ❖ Physical education programs appropriate to the age and strength of each
- ❖ Proper conduct and appearance
- ❖ Understanding and appreciation of self
- ❖ Health Services

The needs of each child will be considered. Especially, in the best interest of the exceptional child, there will be a thorough investigation of the background tests given by professionals and inquiries for outside help. These recommendations will then be used to develop a plan of action.

***All information contained in this Parent Handbook is interpreted at the discretion of the Pastor and Principal. Their decisions in regard to these matters will be final. The policies and regulations of the Archdiocese of Milwaukee are to be followed for any information not found in this Handbook. A copy of Archdiocese policies and regulations is kept in the school office and is also online at [archmil.org](http://archmil.org).***

**PROCEDURES AND POLICIES**  
**St. Mary School, Mayville, Wisconsin**

Revised 8/29/19

**EQUAL OPPORTUNITY STATEMENT**

St. Mary School is an equal opportunity institution. It does not discriminate on the basis of national ethnic origin, race, color, sex, or financial status in the education programs or activities that it operates.

**ABSENCES**

If a child is ill and will be absent for the day or part of a day, **parents must call the St. Mary's office (387-2920 X328) by 8:00 A.M. to report the absence.** An attempt will be made to contact parents by 8:15 a.m. if a student is not reported absent. **It is very important that you call your child in if he/she is not able to attend school.**

**When your child returns to school you must SEND A NOTE stating why the child was absent. The note is necessary documentation for the school records. You must send a note even though you called in.** A doctor's note is required for an absence of four (4) or more consecutive days. According to Archdiocese Attendance Policy #5113(a)/5123, a pupil who is absent from school without an acceptable excuse for part or all of five (5) days on which school is held per semester is considered habitually truant. If tardiness or absences become a habitual problem, further disciplinary action will be initiated.

***Pre-excused Absences***—are absences other than illness and unexpected emergencies and must be **preceded** by a written excuse signed by a parent/guardian before the absence occurs. This written excuse must be received at least 24 hours in advance of the absence.

***Excused***—absences are granted for valid reasons when students are not in attendance. An excused absence includes absence due to student illness, serious illness or death in the family, emergency medical/dental appointments, other family events, and unexpected emergencies to be determined by the principal when proper notification and documentation is provided. Parents may excuse their son/daughter for up to 10 days in a school year. These 10 days of absence are for events other than illness and will be excused when the parent/guardian follows school guidelines for reporting absences as outlined above under pre-excused absences.

***Un-excused***—absences are those that occur with or without parental knowledge and have not been classified as “excused” by the administration. See **TARDINESS & TRUANCY** on page 12.

***Tardiness***—If a student is tardy the office must be contacted by the parent/guardian as to the reason.

***Truancy***—Daily attendance is required by State Statute (S.118.15). All students are required to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of both parents/guardians and the students. Students not in attendance are considered to be TRUANT and the incident will be followed up by an administrator.

**ACCIDENTS**

At the beginning of the year, parents authorize necessary medical/hospital services in the event that parents cannot be reached in case of an emergency. Parents are asked to provide home and business phone numbers, as well as an alternate plan in case parents cannot be reached.

## ARRIVAL/DEPARTURE

For your child's safety and to respect our teachers' planning and meeting times, please be sure your child is not on school grounds before 7:45 AM. Students will stay outside the front entrance until the 7:50 AM bell unless it is raining or extremely cold. The school day begins when the second bell rings at 8:00A.M. **School is dismissed at 2:40 P.M. Parents/guardians should wait for their children outside. Doors will be opened by a teacher at dismissal and children will come outside to meet parents/guardians.**

If a child becomes ill at school, an attempt is made to reach the parent. If the parent is unable to pick the child up, a person indicated on the family emergency form is contacted. **An adult is required to sign a student out in the school office or in the Daycare before a child is released from school during school hours.**

## ASBESTOS

St. Mary's School has material containing asbestos in the Boiler Room. None of the children have access to this area. Materials containing asbestos also exists in a storeroom, pipes, insulation in the school ceiling tiles and floor tiles. There is no danger to anyone unless the tiles are disturbed by breakage. If any danger arises, this area will be contained and condition repaired immediately.

## BULLYING

Bullying in any form will not be tolerated. Bullying may be defined as pushing, shoving, hitting, spitting, and tripping, as well as teasing, name calling, making fun of, laughing at, or excluding someone. Bullying causes pain or stress to victims and is ***never*** excusable as "kids just being kids" or any other such rationalization. If a student's pattern of behavior endangers or threatens the physical, mental, or emotional well- being of others, the following corrective measures will be taken:

- 1) Conference with student–The teacher and/or principal will conference with the student about his/her behavior.
- 2) Conference with parents–A conference with the parents will be held to determine steps of intervention which will be taken by both the school and family.
- 3) A follow-up conference will be held to ascertain the effectiveness of the intervention.
- 4) If the inappropriate behavior continues, parents must seek appropriate counseling for the child and/or family.

***If there is still no improvement, or if no counseling is sought, the child will be asked to enroll in a school which can better meet his/her needs.***

## CHANGE OF ADDRESS/EMAIL/PHONE NUMBER

Please **immediately** notify St. Mary School of changes in address, email or phone number.

## CHILD ABUSE

**State Law 48.981 and Archdiocesan Policy 5142.2 must be followed if a teacher or staff member suspects child abuse.** Dodge County Social Services will be notified immediately.

## CHILD HEALTH

Children need to be healthy to participate and benefit from learning opportunities. Adequate sleep, proper nutrition, and appropriate clothing enhance learning and aid in preventing illness. A good breakfast and nutritious lunch each day are very important. Please also consider sending healthy snacks to school with your child. ***To prevent reactions to peanuts, tree nuts, etc. please refrain from sending food with those items to school. Children and some staff members may be extremely allergic to foods with nuts in them.*** Children 4 years old or younger and weighing 40 lbs. or under, must ride in vehicles while safely secured in a federally consented **child seat**. Kids under 8 years old must be seated in federally approved safety **seats** or boosters until they reach over 80 lbs in weight, or are taller than 4 ft 9 in.

## **CLASSROOM BOOK ORDERS**

Student involvement in book club orders is **optional**. **CHECKS SHOULD BE MADE OUT TO THE BOOK CLUB, NOT THE TEACHER.**

## **COMMUNICATION TO PARENTS**

Communication with parents is done on a regular basis. A newsletter is sent home weekly in the Family Folder. You will also receive the newsletter via email. Family Folders are to be returned to school the next school day (usually Monday). In addition to the Family Folders, emails are sent home on a regular basis. Please check your email so that you are aware of events and happenings at St. Mary School.

Parents may designate which child is to bring home the Family Folder each week. If no designation is made, the folder will be sent with the oldest child attending St. Mary School.

## **COMMUNICATIONS FROM PARENTS OR COMMITTEES**

Any announcements, signs, or posters to be displayed in the school building or sent home through the School are to be approved by the Principal or Pastor before they are posted or distributed.

## **CONCERTS AND PROGRAMS**

All 5K-Grade 2 students are required to participate in school programs and concerts. This participation is considered as part of the student's Music grade. If a student is unable to attend a music program for any reason, please contact the school stating the reason he or she cannot be present at the program. **ALL** students absent from school the day of a concert or program may not participate in the program.

## **CONFIDENTIAL CHILD CUSTODY FORM**

A form indicating child custody arrangements and dismissal permissions is to be filled out each fall by custodial parents/guardians and kept on file in the School Office.

## **CONFLICT RESOLUTION**

If a problem or concern exists between a parent and teacher, the parent should contact the teacher for resolution of the problem. If this concern is not resolved in a satisfactory manner, there will be a meeting with the parent, the teacher and the Principal. If the concern is not resolved in a satisfactory manner, the parent may, within five days of the previous meeting, present written notice to the Principal who will then follow Archdiocesan procedures concerning these situations. This written notice is then brought to the School Advisory Board executive session for discussion. A copy of Archdiocesan policy, number 1312(a) and 4135.4(a), is available in the school office for parents to discuss with the Principal.

## **DAMAGES**

Students are responsible for the proper care of all school property. If a book is lost or damaged, the student or his/her parent must reimburse the school. Cost of furniture and equipment which is deliberately or carelessly defaced must also be reimbursed to the school.

## DISCIPLINE

As a staff of concerned teachers, we, in partnership with our students and their parents, believe that the development of self-discipline is the desired result of disciplinary practices in our school. We believe that learning cannot take place in an undisciplined environment. St. Mary School is committed to the development of a system of discipline throughout our school which stresses respect, good manners, and Christian values and attitudes. Students must understand that school is a learning environment and that teachers, adults, and other students must be respected in their efforts to learn. Being prepared for the learning activity and staying on task are important components of our learning environment. We believe that good classroom management promotes an environment where learning can take place. Students must understand that words and actions are choices that they make, as are the consequences of those words and actions.

We believe that the following basic understandings are necessary for a proper learning environment:

- Everyone must respect one another—teachers, students, and all others with whom we come in contact.
- Students must come to every class prepared to learn; homework must be brought to class on time.
- Each student must keep his/her hands, feet and objects to himself/herself.
- Everyone must show proper respect for all property—his/her own and that of others.
- Students need to try to remain on task throughout the learning activity.
- Enter and leave the classrooms quietly. Quiet tones are to be maintained in the halls.
- Walk in the hallways. No running, shoving, or pushing. (No roller shoes)
- Quiet and respectful behavior is expected when students attend Mass.
- No littering in the halls.
- No gum is allowed in school or on school grounds.
- No food is allowed in school or in the classroom except under the supervision of a teacher.
- **Students should bring healthy food for classroom snacks. Soda is not permitted at lunch or snack time.**

## **PROHIBITED ITEMS**

**Items which threaten the health, safety, property, or well-being of oneself or others, or which interfere with the educational mission or values of the school are not allowed. These items include, *but are not limited to*, the following:**

- **Weapons of any kind, including toy guns, swords or look-alike weapons**
- **Matches, lighters, or other smoking materials**
- **Illegal substances of any kind**
- **Toys or games with violent, sexual, or un-Christian themes**
- **iPods, MP3's, iPads and similar devices, may not be used on school grounds without permission.**
- **Locks on lockers (except locks belonging to the school.)**
- **Electronic games should remain at home. If brought to school, they may not contain violent, sexual, or un-Christian themes**

**A waiver may be signed so that a student may bring a cellphone. The phone must remain in the School Office during the school day.**

## OUTSIDE-OF-SCHOOL FUNCTIONS

**Students participating in or attending school activities or functions outside of school time are expected to abide by the same code of conduct and rules applied during school time. Our students should remember that they and their behavior reflect and represent St. Mary Catholic School.**



## **DISCIPLINE POLICY IN THE CLASSROOM**

Teachers will establish a positive classroom atmosphere by developing classroom rules for conduct and will handle problems in the classroom. Each teacher develops his/her own methods of classroom management, and these will be fair and consistent throughout the year.

*Classroom disruption of a less serious nature that reoccurs after consequences given.*

- 1. Student misbehavior will be reprimanded by the teacher.**
- 2. If the misbehavior continues, the student may be sent to the principal.**
- 3. If misbehavior continues, parents will be contacted by the teacher to set a conference.**

## **PARENTAL INVOLVEMENT**

Parents are asked to join the teachers in a real partnership of understanding regarding this discipline code. If at all possible, parents are asked to check with the teacher before making a judgment regarding disciplinary action taken by the school. If there is confusion about a decision or punishment, we strongly encourage parents to make an appointment for parent and child to meet with the teacher about the situation. We believe that keeping lines of communication open will result in the best resolution of problems for all concerned.

## **PROBATION, SUSPENSION, EXPULSION**

Whenever a student's conduct is such that it endangers the property, health or safety of others, or disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. Such actions may result in the following:

- **Probation:** a conditional enrollment during a trial period. The Principal sets this time period.
- **Suspension:** a temporary termination of enrollment until stipulated conditions are met. This time period is set up by the principal and is generally 1-3 days. Parents will immediately pick up the student.
- **Expulsion** is desirable only as a last measure and is reserved for cases of continued refusal to comply with school regulations or for engaging in conduct which seriously endangers the school community.
- **Parents will be notified immediately and informed of the reasons for probation, suspension, or expulsion. The parents are given the reasons in writing for the action taken within 48 hours.**

## **EMERGENCY DISMISSAL**

Parents will be given a form at the beginning of each school year on which to give instructions in the event of an emergency or early dismissal. This form must be returned to the Office no later than five (5) days after the first day of school.

## **ENROLLMENT OF STUDENTS WITH SPECIAL NEEDS**

St. Mary School respects the dignity of the child and his/her right to a Catholic education. Children with learning, physical and/or emotional disabilities are accepted on an individual basis depending on the ability of St. Mary's to meet the child's individual needs. The Principal in conjunction with the teaching staff, makes this determination. If it is determined that a student has exceptional educational needs, and that St. Mary's cannot meet the educational needs of the student, such student may be asked to enroll in a school that can better meet his/her needs.

All students new to a school are considered on probation for a minimum of one (1) semester. [Archdiocese of Milwaukee Policy 5144] During this probationary period, it will be determined whether or not St. Mary's can meet the needs of the student. This period may be extended at the determination of the pastor, principal, and teacher(s).

## FIELD TRIPS

Field trips are educational in nature. No student will be allowed to participate in a field trip unless the official school permission slip is signed by the parent/guardian and returned to school. Students may be denied field trip participation dependent on classroom and/or previous field trip behavior. Parents may chaperone field trips provided they have completed the Volunteer Driver requirements and there is room at the event. Siblings are not invited to attend.

## FIRE, SEVERE WEATHER, AND LOCKDOWN DRILLS

Fire drills, severe weather drills, and lockdown drills will be held regularly. Lockdown drills will be announced ahead of time. Students will be instructed about all types of drills before they are held.

## GUM

Chewing gum **IS NOT** allowed in the school, on the playground, or at school functions.

## SCHOOL ADVISORY COMMISSION/HOME & SCHOOL COMMITTEE

In 2016 the Home & School Association joined with the School Advisory Commission to better utilize the time and talents of the committee members. The primary focus is to increase the enrollment, the visibility, and the vitality of the school. This committee is open to all St. Mary's parents, parishioners, and community members. Each year the organization sponsors fundraising activities. Parents are asked to serve on sub-committees. A sign up form is sent home at the beginning of the school year requesting committee volunteers.

## HOMEWORK

Homework may be given when your child has been absent, when his/her daily work has not been completed in school, or assignments designed to develop good study habits. At the primary level, academic homework should not take more than 15-30 minutes for the student. If you have questions or concerns please contact your child's teacher.

### Make-up Work: Due to Appointments

Appointments should be made on non-school days. If there is no alternative other than a school day, the classroom teacher should be notified one day in advance so that make-up work can be assigned. Makeup homework should not be picked up in school before 2:30 PM. This allows teachers time to gather all assignments. **Teachers are not required to provide assignments in advance for students who are out of school due to family vacations.**

## IMMUNIZATION

These forms are sent home at the beginning of the school year and must be updated each year. All immunization records must be up to date and on file in the school office by **September 15** of the current school year.

## INVITATIONS TO PARTIES

We ask that you do not distribute birthday/other party invitations at school unless all classmates are invited. We hope this "all or none" policy will help avoid misunderstandings and hurt feelings. Please be sure to communicate carefully with your child's teacher and other parents if a party is to take place after school. Parents should provide written notice indicating when a child will be going somewhere different from their normal after-school routine.

## LEARNING / BEHAVIORAL PROBLEMS

A teacher identifying a student who may have a learning and/or behavioral problem follows a specific procedure:

1. Parents are notified by the teacher through a phone call, conference, or by written note concerning the student.
2. The student's development is discussed with the Principal.
3. Alternatives to help the positive development of the student are set up with the teacher and Principal.
4. A second discussion to evaluate the student's learning and/or behavioral profile is held to discover if:
  - a. The student has improved and no further steps need to be taken,
  - b. The student has improved but formal testing is recommended, or
  - c. The student has not improved and formal testing is recommended.
  - d. If b or c occur, the parent is notified that the school recommends testing.**

**Contact with the Public School will be made after testing is complete. A staffing with a school representative, parents, and testing personnel takes place. Results of all tests are explained, recommendations are made, programs are set up, and, if necessary, follow-up meetings are determined. If it is determined that a child has exceptional educational needs, and that St. Mary School cannot meet the educational needs of the student, such student may be asked to enroll in a school which can better meet his/her needs.**

## LOST AND FOUND

The Lost & Found box is located near the office. Items not claimed by the end of the year are donated.

## LUNCH AND MILK MONEY

St. Mary's School does not participate in the Federal Hot Lunch program but assistance is available to cover lunch costs. The federal form can be filled out to determine aid. Lunch money should be placed in an envelope clearly labeled with the student's name, grade, and amount of money enclosed. Pricing information is sent home at the beginning of each school year. Menus are sent home weekly.

## MASS

Mass is usually celebrated on Thursdays at 8:00 A.M. All pupils in grades 5K through 2<sup>nd</sup> grade are expected to attend. Students are expected to dress appropriately; *shorts are not acceptable*. Students may change into shorts *after* Mass from Apr. 1-Sept. 30.

## MEDICATION

**The appropriate medication consent forms must be signed and accompany any medication that a student needs to take.** All medication is to be taken to the school office or the Daycare Room and remain in the *original container* with the child's name, the name of the medication, and directions for taking the medication. Tylenol or aspirin or any medication is not distributed without written parental permission. The school does not keep a supply on hand; all medications must be provided by the parents. Our personnel have training only in administering Epi-Pens and inhalers. All other prescriptions (feeding tubes, etc.) must be provided by parents. **The adult(s) designated to distribute the medication observes ingestion of medication.**

## MONEY

**Any time money is sent to school for any reason, it should be placed in a sealed envelope fully identified with the child's first and last name, grade, amount, purpose, and date.** All money should be turned in to the child's teacher right away in the morning. The teacher will forward all money to the school office.

## PARENT/TEACHER CONFERENCES

Frequent communication between parents and teachers is strongly encouraged. Formal conferences between parents and teachers are scheduled at least once, and sometimes twice, during each school year.

## PARKING

**Please do not park directly in front of the school office.** This is where 4K buses drop/pick up students. **Please be alert when dropping off or picking up students in case they run out between cars.**

## PETS

School can be a stressful environment for pets. Students may not bring pets into the school buildings. Archdiocesan policy does not allow animals in the school buildings. The exceptions are the R.E.A.D. dogs.

## PHYSICAL EDUCATION

If a child is to be excused from PE class for any reason, a medical recommendation signed by a doctor is required. A pair of shoes designated only for PE classes should be left at school.

## PRAYER

Prayer is an important part of the curriculum at St. Mary's. Teachers and students in each class pray together at the beginning and end of each day, as well as prior to the noon meal and before the beginning of classes after lunch.

## RECESS

Every student must go out for recess each day unless a teacher detains him/her in the classroom. Students go out for recess unless weather conditions are prohibitive. **If a parent deems that a child is not well enough to go out for recess, a note must be sent indicating that the child should stay indoors.** Recess is designed for **active** play; **electronic games are not to be used during this time.** The playground supervisor has the responsibility and authority to direct playground activities and discipline. Students will be respectful and act in a kind, courteous, and Christian manner. Disrespectful and bad behavior will not be tolerated. ***Students are to obey the supervisor at all times.*** **Parents are encouraged to volunteer for Noon Recess Duty.**

## PLAYGROUND RULES

- No skateboards, bicycles, roller skates, or hardballs are permitted on the playground.
- Balls may be retrieved off the designated areas only with the permission of the supervisor.
- All students should play and share together without exclusion.
- The following are **never allowed**: unnecessary roughness, tackling games, or piggy-back activities.
- Proper language and respect for everyone are to be practiced at all times.
- There is no throwing or kicking of snow, ice, dirt, sand, gravel or anything else picked up from the ground.
- Eating on the playground is not allowed.
- Students may not climb on basketball poles, fences, dumpsters, the top of the playground equipment or any other objects not intended for play.
- Playground equipment for recess use is kept in classrooms or the storage box by the upper playground.
- Students are to remain outside except in case of emergency or when permission is given to go inside.
- Children will dress appropriately for cold weather; mittens/gloves, boots, hats, coats, snow pants, scarves.
- Making or throwing snowballs or ice is not allowed.
- Sliding on hills or snow piles is only permitted if the supervisor allows this activity and is watching.

## **RELIGION**

Religious instruction and development of Catholic values are the main reasons for the existence of St. Mary School. Students who are non-Catholic are expected to attend and take part in religion classes and attend school liturgies and other services. The National Conference of Catholic Bishops urges all religious education programs to include:

- ❖ The message revealed by God, which the Church proclaims
- ❖ Community and fellowship in the life of The Spirit
- ❖ Christian service and concern for the needs of others
- ❖ Worship and Prayer, with Eucharist as the heart of the Christian life

Students and faculty celebrate Eucharist regularly. Parents are encouraged to join us for worship. Students are prepared for First Eucharist and First Reconciliation through Religion classes at school and in conjunction with the parish religious education program. Attendance at parent meetings prior to the reception of these Sacraments is required. Dates for the reception of Sacraments are arranged through the Director of Religious Education (DRE).

## **REPORT CARDS**

Report cards are issued three times per school year. Assessments are based on observations by teachers, daily oral and written work, and student effort. Questions concerning a student's progress should be directed to the teacher immediately to avoid any misunderstandings.

St. Mary's uses a Standards Based Grading System as directed by the Archdiocese of Milwaukee. The grading system is:

- 3= Proficient; student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. Student can complete assigned tasks independently.
- 2 = Developing; student demonstrates partial understanding of grade level standards. Student can sometimes complete learning activities without assistance.
- 1 = Emerging; student needs more time to develop understanding of grade level standards. Student can complete learning activities with assistance.

A child may move to the next grade level earlier if tests indicate the child is capable of doing the academic work for that grade level and is socially and developmentally able to advance to the next grade level in accordance with Archdiocesan policy. The conditions of advancement are:

- The child's progress will be evaluated at the end of the first quarter and if the child is not able to keep up academically, socially or developmentally, the child will be put back into the appropriate grade.
- If the child experiences difficulty in the second or third quarter, it may be necessary to retain the child for the next academic school year.
- Promotions and retentions are handled according to Archdiocesan policy.

## **SCHOOL GYM USE**

Students may be in the gym only with adult supervision. Students may not enter the Storage Room unless directed by a teacher. Use of the school gym for non-related school activities must be cleared with the Pastor.

## **SCHOOL CLOSING**

School closings or delays due to bad weather will be announced over these radio and television stations:

Mayville: WMDC, 98.7 FM

Beaver Dam: WBEV 1430 AM/WXRO 95.3 FM

West Bend: WBKV 1470 AM/WBWI 92.5 FM

Fond du Lac: KFIZ 1450 AM/K107 FM;

Milwaukee: WTMJ/WKTI, 620 AM/94.5 FM

Television: WTMJ Milwaukee, Channel 4.

Decisions regarding school closings are usually made around 6:00A.M. **If Mayville Public Schools are closed, St. Mary School is also closed even if St. Mary's is not specifically mentioned in the announcement.**

## **SECURITY**

Doors to the school are locked during the school day except when the weather is inclement. Visitors are asked to push the buzzer to the left of the doors and wait for a staff member to buzz them in. 3 security cameras are operational 24/7 and are located in each hallway as well as the front of the school.

## **SEXUAL HARASSMENT/OFFENSES**

State Statutes 111.21(13) and 48.981 and Archdiocesan policy 5131.1 must be followed in cases of sexual harassment. There are also guidelines from the Archdiocese of Milwaukee regarding the issue of sex offenders. They are available to schools depending on individual situations.

## **SMOKE-FREE SCHOOL**

During regular operating hours and for all school-related activities, a no-smoking policy will be enforced for the entire school building and grounds.

## **STUDENT DRESS CODE**

**St. Mary School strives for an atmosphere that promotes its Catholic identity and is conducive to learning. The Dress code is consistent with this goal. Students should dress in a neat and clean fashion in styles that are appropriate for a Catholic school. Classroom teachers are the judges of appropriate attire on a daily basis. The Principal reserves the right to pass judgment on questionable attire. When and if such an issue arises, parents/guardians will be notified.**

The following **ARE NOT** acceptable:

- Strapless tops or crop tops
- Frayed, ripped, or torn jeans, cut-offs and pajama pants
- Clothing that is exceedingly distracting, ill-fitting, careless in appearance, or that advertises alcohol, drugs, cigarettes, violence, or un-Christian attitudes
- Clothing depicting anti-educational or gang related pictures or words
- Clothing displaying prejudice, skulls, zombies, putdowns, suggestive messages or sexual messages
- Slippers or boots that are intended for outdoor wear
- Extreme hairstyles (such as Mohawks, bold colored dyed hair (blue, green, purple, etc.) Boys' hair must be above the collar; bangs for both boys and girls should be worn above the eyebrows.
- Tattoos or body art. Visible piercings are permitted only in the ears.
- Hats in the classroom or during Mass
- Sandals and flip-flops in PE class

**Shorts, sandals, and flip-flops may be worn *only* from April 1 to September 30.**

## SUPPLIES

A supply list for each grade is sent home in the last Family Folder prior to summer vacation so that supplies may be purchased for fall. Lists are available at local stores, as well as on the school website and in the school office.

## TARDINESS & TRUANCY

The early elementary school years are the most important time for your children to form positive school habits and attitudes. Regular school attendance increases the chances for a successful, positive school experience. Please strive to reinforce daily school attendance for your child. It is very important for the school to know when and why your child is absent. The responsibility for seeing that a student attends school rests with the parents/guardians. **Attending school means the student is in the class each and every school day.**

A student who is late for class will be marked tardy. Three (3) incidents of tardiness will result in a meeting with the principal and loss of privileges. Six (6) incidents of tardiness will be treated as truancy. Section 118.16 of the Wisconsin Statutes states, "Truancy means any absence from school during which the principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. In cases of apparent truancy, contact is first made with parents or the guardian. If further measures seem necessary, the truancy officer or social worker assigned to the school is notified." Students who arrive after 9:30A.M. or leave before 1:30 P.M. will be marked a half-day absent. A student leaving school before 9:30A.M. or arriving after 1:30P.M. will be marked a whole day absent.

Consistent or persistent violation of the school attendance policy will result in appropriate disciplinary action and legal referral for Habitual Truancy. In accordance with S118.16(5) truancy is defined as absent from school without a valid excuse for all or part of any five days in one school semester (1997 Wisconsin Act 239).

In cases of truancy, the school will attempt to call the parents/guardians the day the student is truant. Also, an attendance notification letter will be sent to the parents/guardians. Additionally, a statement quoting the state law governing school attendance will be enclosed. Habitual truancy violations will be referred to the Local City Police Department at which time a local citation may be issued.

The following are considered excused absences:

- Personal illness. Medical verification is required if the illness is four (4) days or more.
- Family emergencies or crises
- Attendance at a funeral or religious service
- Medical and legal appointments
- Severe weather when school is not officially closed

The following are examples of, but not limited to, unexcused absences:

- Oversleeping
- Missed bus
- Running late
- Car trouble

Students must be allowed to complete the work missed during an absence. Students who are absent from school are not allowed to participate in evening activities (concerts, programs, sports events).

## TUITION

Parents who have children attending St. Mary School are expected to pay tuition and instructional fees. *A signed selection of the payment plan is required at the time of registration. Registration will not be considered complete without it. Registration will not be accepted from families with outstanding tuition balances unless an approved payment plan signed by the pastor is in place.*

### Tuition Payment Policy:

Tuition is an essential part of the school/parish budget. In order for all to receive a quality, cost-effective Catholic education, each family is required to pay their tuition according to the payment plan agreed upon.

Tuition may be paid in one of three (3) different options:

- 1) Payment in full on or before August 15, prior to the start of the school year.
- 2) Payment may be made in two (2) equal payments, on or before August 15, prior to the start of the school year, and on or before February 15 of the school year.
- 3) Payment may be made in ten (10) equal monthly payments, due the 15<sup>th</sup> of each month from August through May. **EFT payment plans are also available.**

Payments may be accelerated at any time, if the parent/guardian chooses to do so. Monthly notices of payment are sent out. It is the responsibility of the parent/guardian to send your payments to school or the Parish Center, clearly indicating "Tuition Payment."

### Overdue Tuition Payments:

Parents/Guardians who are overdue in their plan of tuition payment will be notified by the Pastor (or designee), and required to bring the account current within ten (10) days of notice. Any extenuating circumstances need to be brought to the attention of the Pastor. Any Parent or Guardian who *anticipates* or *experiences* a sudden financial change or crisis is expected to communicate this change to the Pastor. This will allow the Pastor to seek possible financial assistance. No student shall be terminated during the first semester for non-payment of the agreed-upon tuition fee.

Any family who has a delinquent balance from any prior year will not be allowed to register for the upcoming school year unless the Parent/Guardian has contacted the Pastor or Principal. Every effort will be made to work with the family to make arrangements for bringing the outstanding amounts current. The Pastor may assist any family in financial need in obtaining assistance, as available. Detailed information regarding possible types of Financial Assistance can be obtained by contacting the Pastor. Failure to carry out the above will prevent your child from returning to St. Mary Primary School the following school year.

Tuition will be reimbursed, minus a \$25.00 processing fee, if a student transfers prior to the first day of school. Once the school year has begun, tuition will be reimbursed on a pro-rated basis. Book fees and other related school supply fees will not be reimbursed. Other identified fees, which have not been consumed, will also be reimbursed. These include hot lunch tickets.

*All students will be allowed to complete all academic work in progress, including class/semester/final exams, before terminating for non-payment of tuition fees. Dismissal of a student during the second semester for non-payment of financial obligations is only done when the parent or guardian has failed to demonstrate sufficient good faith in attempting to meet his/her financial obligations. Each parish shall give consideration to parish family members' abilities to pay.* --Archdiocese of Milwaukee Policy #3240 5/6/97



## VISITORS

The school building is locked at all times during the school day. All visitors to St. Mary School must report to the office immediately upon entering the building. **Please do not go directly to a classroom without stopping in the office. All visitors must sign in at arrival and sign out at departure, and wear a Visitor badge while in the building.**

**All students arriving or leaving during the school day must be signed in and/or out accordingly at the school office.**

## VOLUNTEERS

Volunteer help from parents/guardians is vital for the successful operation of St. Mary Catholic School. Parents/guardians are welcome in the school for a wide variety of support functions. The following is a list of some of the ways you can help at St. Mary's.

- Lunch Recess Volunteer
- Chaperone on Field Trips
- School Advisory Commission member
- Home and School Association (Every parent is automatically a member.)
- Marketing/Development

In order to volunteer at St. Mary School and Parish you must:

- Attend a Safeguarding All God's Family training session
- Read and Sign the Code of Ethics
- Undergo a Criminal Records Check
- Fill out a Volunteer Driver Form and complete a video training if you wish to drive on field trips.

## WELLNESS POLICY FOR SCHOOL NUTRITION

The policy of St. Mary Catholic School is to provide a positive environment and appropriate knowledge regarding food. The school wants to ensure that all students have access to healthy food choices during school and at school functions. We strive to provide a pleasant eating environment for students and staff. A minimum of 20 minutes is provided for students to eat lunch and socialize. We hope to enable students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime. In 2019 St. Mary's became a Blue Zones Certified School.

When using food as part of a class or student incentive program, staff and students are encouraged to utilize healthy, nutrition choices. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever possible. To ensure the integrity of the school lunch program, soda and other high-sugar beverages are not permitted. Morning snacks should not consist of sugary treats. Birthday treats may be sweet, but you are encouraged to consider healthier choices.

## WHEN A CHILD MAY RETURN TO SCHOOL AFTER HEAD LICE

- When children are initially found to have head lice (either live bugs or nits) they will immediately be sent home. Parents are then requested to begin the recommended treatment for head lice (available at local pharmacies).
- A child may return to school after the first treatment **AS LONG AS THERE ARE NO LIVE BUGS.** Nits (the lice eggs) should continue to be picked out every day and then another treatment (as recommended on the medication) should be used.
- If only nits are present, children may attend school; the staff will continue to monitor the situation and inform parents if nits are found at school.

**It is important to respect the health of all children. Please refer to this information if/when your child is ill. St. Mary's strives to ensure that all students have a safe and healthy learning environment.**

### **WHEN TO KEEP A CHLD HOME FROM SCHOOL**

**Temperature:** The oral temperature should be below 100°F for 24 hours *without the assistance* of Tylenol or aspirin before returning to school. If a child's temperature is over 100° he/she should not be at school. (Parents are cautioned against giving aspirin to children with fevers due to possible Reye Syndrome.) If your child has a temperature of 100°F or greater, this indicates an infection of some nature. If the child develops a fever in school, parents will be contacted and asked to take the child home.

**Colds/Cough:** A runny nose is the way many children respond to pollen, dust, or simply a change in seasons. Many runny noses are caused by allergies and allergies are not contagious so the child does not need to stay home. If the child has a moderate or severe cough or symptoms that make him/her moderately uncomfortable, keep him/her at home to provide extra rest, and push fluids. Seek medical advice if the child has severe difficulty breathing or is becoming dehydrated.

**Headaches:** Children are encouraged to remain in school with headaches unless it interferes with learning. Keep a log of when headaches occur, and what relieves them. Over-the-counter pain medication is only given at school if a medication consent is signed by the parent and parent provides medication. See page 12.

**Abdominal Pain and Nausea:** Students are encouraged to remain in school unless pain is accompanied by fever, vomiting, or diarrhea. If the child complains of only abdominal pain and eats breakfast without any problems, he/she can be sent to school. **Children who have been vomiting must remain home until 24 hours has passed since the last time they vomited.**

**Chickenpox:** This viral disease is not life-threatening, but is very contagious. Fever, itching, and pink or red spots (with watery centers) on the back, chest, and/or face indicate chickenpox. Keep the child home until lesions are dry and crusted over.

**Head Lice & Nits:** See the page 16 for detailed information on this condition.

**Ear Infections:** These can be contagious and unless properly treated can cause permanent hearing damage. Keep the child home and seek medical attention.

**Pink Eye (Conjunctivitis):** Pink eye is a very contagious disease of the eye. Symptoms include redness of the white of the eye often accompanied by green or yellow discharge from the eye. Children who exhibit these symptoms are immediately removed from the school and need to seek medical attention. Medication for pink eye needs to be given and the child needs to remain at home for 24 hours after medication has been started.

**Sore Throat:** Strep throat is a highly contagious condition caused by a bacterial infection. Usually it is accompanied by a fever. A child with strep throat must be kept home, medically evaluated, and treated with antibiotics. A child with strep throat may return to school after being on antibiotics for 24 hours as long as he/she is feeling well enough. Seek medical advice for a sore throat accompanied by fever, pus in back of throat, or rash.

**Rash/Sores:** Skin is a very sensitive organ and is often the first to indicate something is going on in the body. Therefore, children may develop rashes for all sorts of reasons. **DO NOT SEND A CHILD TO SCHOOL** if a rash is accompanied by fever or is spreading. Seek medical advice if your child develops a rash with open sores or blisters, has severe itching, or is unrelieved by home treatments.

## **Treatment of Head Lice & Nits:**

Head lice (Pediculosis) is a common condition found among young children. **Remind your children that sharing combs, brushes, hats or scarves with their friends should be avoided to cut down on the chance of getting head lice.** The first indication of an infestation of head lice is usually itching at the back of the head and around the ears. If your child comes down with head lice, **IT IS IMPORTANT FOR YOU TO NOTIFY YOUR CHILD'S SCHOOL AND THE CHILD CARE** so other families can be alerted to look out for this common nuisance. A letter will be sent home if/when the school becomes aware of a case of head lice. Information about head lice and treatment will be included in the letter. The letter will NOT give the name of the child(ren) who have the condition. Please remember that *anyone* can become infested with head lice, regardless of age, sex, race or standard of personal hygiene.

### **How are head lice spread?**

Head lice can be spread whenever there is direct contact of the head or hair with an infested individual. Lice can also be spread through the sharing of personal articles like hats, towels, brushes, helmets, hair ties, etc. There is also a possibility of spreading head lice via a pillow, headrest or similar items. Head lice do not jump or fly and generally cannot survive longer than 24 hours off the host. **Head lice do not have hind legs to hop or jump. They also do not have wings and cannot fly.**

### **How do you treat a home or school for lice?**

Homes or schools don't get head lice – people do. Head lice are human parasites and require human blood to survive. Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from upholstered furniture, rugs, stuffed animals or car seats – wherever someone with head lice may have rested their head. Pesticidal sprays are unwarranted and may pose personal and environmental hazards. Vacuum and save your time and energy for what benefits you the most – thorough nit removal.

### **Do I need to spray my furniture and bedding?**

Head lice are human parasites and require human blood to survive. They are not environmental pests so pesticidal sprays for furniture and bedding are unnecessary and a serious risk to health. Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from upholstered furniture, rugs, stuffed animals and cars.

### **Do I have to bag stuffed animals and other items?**

Experts used to suggest bagging items such as stuffed animals for a number of weeks to help bring infestations under control. Since lice cannot survive without human blood, this is unnecessary; vacuuming is a sufficient safeguard for any questionable areas or items that may be in contact with those who are infested. You can also put bed linens, stuffed animals and other items in a dryer for 30 minutes. Save your physical and emotional energies for screening and thorough lice and nit removal.

### **According to Bob Gionet, R.N., Community Oriented Parish Nurse:**

If your child has head lice, you must treat it with a special shampoo and comb. It is important to carefully and correctly follow the directions in the package of the treatment you have chosen. The shampoo only kills live lice by contact. Lice that are developing inside the egg (nit) are protected by the egg and will hatch in 7 to 10 days if the nit is not removed. During this stage in its life a female lice will grow but is not able to lay eggs until it is 12 to 14 days old. This is the reason for waiting 7 to 10 days per package directions before using the shampoo a second time. Combing is an important and sometimes the most difficult part of the process. It is important this be done correctly. See <http://www.ridlice.com/getting-rid-of-lice.php> for more information on the treatment schedule and a good explanation of the process. Please talk with the pharmacist where you purchase the treatment medication if you have any questions or concerns.