

PARENT HANDBOOK

2011-12

ST. MARY'S SCHOOL

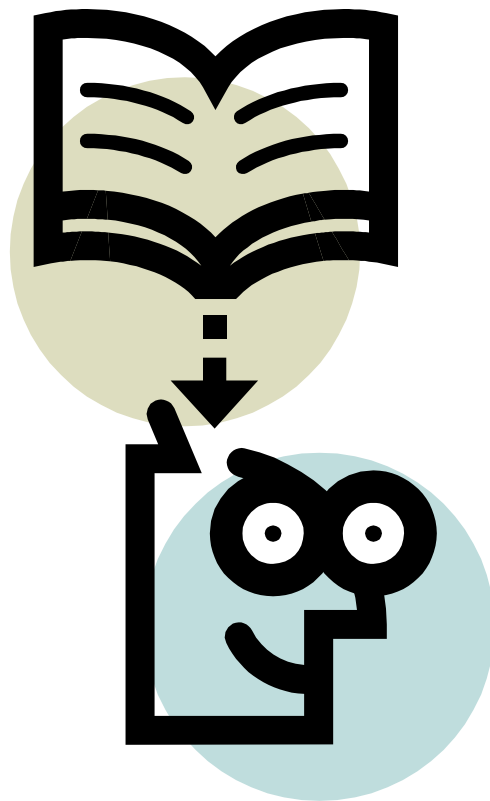


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**Jesus Christ the same yesterday, and today, and forever.
Hebrews 13:8**

MISSION OF CHURCH

**To Grow in Faith,
Follow in Hope,
Serve in Love**

MISSION OF SCHOOL

**To Grow in Knowledge,
Follow in Faith,
Serve in Harmony**

PHILOSOPHY OF ST. MARYS SCHOOL

St. Marys School assumes the responsibility of the mission given to Catholic Schools by the Church; to teach, to build community, and to bear witness to the Good News. St. Marys attempts to inspire in students a desire to live a Christian life. St. Marys tries to equip each student with the skills, beliefs and values necessary for living a Christian life in contemporary society. Therefore, St. Marys is dedicated to both high quality education and thorough instruction in the practice and doctrine of the Catholic Church. St. Marys School works in collaboration with the parents, presuming their partnership and support.

OBJECTIVES OF ST. MARYS SCHOOL

1. Help develop, in each student, a positive self-image that enables themselves and others.
2. Provide meaningful progress for each unique student by varying methods and materials of instruction to answer individual needs.
3. Extend personal interest in the spiritual, emotional, social, academic and physical growth of each student.
4. Develop a Christian perspective that enables students to have a sense of mission and a call to the witness of Christian values.
5. Give opportunities to worship God and to show reverence for his people

SCHOOL GOALS FOR 2011-12

School Climate

- +Fr. Jim Brinkman will officiate at a weekly school liturgy.
- +Prayer services will be planned by Student Council representatives.
- +Daily public address announcements will include reciting the pledge and prayer.
- +Teachers and students will end the day in prayer.

- +The Kindergarten – Eighth Grade students, faculty, staff will join together during October and May to share the Rosary at church.
- +Kindergarten- Eighth Grade students will alternate being responsible for the Wednesday Liturgy responsibilities. Faith friends will assist each other from week to week.
- +The Mission Statement will be reviewed at the first Faculty and Home and School Assn. meetings.
- +A Spirit Day will be shared by the whole school on Early Out Wednesdays.
- +In the fall, the pastor will provide a retreat for Grades Kindergarten – First Grade.
- +The After School Care Program will be available to Pre K – Eighth Grade students.
- +The older/younger children’s Faith Friends Program will start in September.
- +Older students will read to their Pre School – First Grade friends and Third Graders will read to Kindergartners.
- +Faculty, staff, and children will receive Safe and Sacred training.
- +Student Council representatives will be elected during the second week of school.
- +An Athletic Program will include volleyball and basketball at St. Marys School and wrestling, football, basketball, cross country, volleyball and field and track at the School District of New Richmond.
- +The Health Teacher and Principal will arrange for a guest speaker to visit Grades Kindergarten – Eighth Grades and present on bullying prevention.
- +The faculty, students, and staff will participate in community service activities and projects.
- +Parent volunteers will be welcome in the classrooms.
- +Kindergarten Round Up will be held on January 26, 2012.
- +Each grade will be responsible for designing banners for the weekly liturgies.
- +Adoration will be held on October 1st which is National Adoration Day.
- +The St. Marys Children Choir will represent the school at weekend liturgies.
- +The theme of the art classes will be studying artists and their designs.

Curriculum

- +The Christmas Program will be held at school for Kindergarten – Eighth Grades.
- +A Holiday Performance will be held for Pre Kindergarten children.
- +The Spring Program will be held in conjunction with Drive For Kids and include art exhibits.
- +Pre Kindergarten – Eighth Grades will take field trips.
- +Departmentalization meetings will be scheduled throughout the school year.
- +Faculty meetings will be scheduled throughout the school year to review curriculum needs and goals.
- +Social Studies samples will be reviewed.
- +Creative Curriculum will be part of the Pre K instruction.
- +Iowa Basics will be administered to Grades 3, 5, and 7.
- +WKCE will be administered to Grade 8.
- +The Goal Program will be part of Kindergarten – Eighth Grades.
- +Title I classes start in September.
- +The Physical Ed teacher will organize an end of the year Field Day.
- +A Tech Curriculum will be designed for Kindergarten – Eighth Grades.
- +Espindle will be used in Grades 2-8.
- +Pre School and Pre K students will collaborate with older students for Science activities, projects, and experiments.
- +Accelerated Math will continue for Grades 4-8.

- +Opportunities for advance placement in Math and Science will be available for Grade 8 students.
- +Homework Club will be offered to Grades 4-8.
- +The second grade class will perform a Thanksgiving Play.

Staff Development

- +Teachers will complete graduate level classes to enable their teaching licenses to be updated and renewed.
- +Teachers will be offered opportunities for Professional Days.
- +Teachers will observe in each other's classrooms.
- +The principal will informally and formally observe in classrooms.
- +Teachers will mentor each other and schedule regular monthly meetings to review the progress.
- +Interactive Board training will be available throughout the school year.

Finances

- +The accountant and principal will meet regularly to review the budget.
- +The Budget Committee will meet quarterly.
- +Tuition and Volunteer Assistance will be available throughout the school year.
- +The Fund Raising Committee will meet regularly to plan and organize fund raisers.
- +Grants will be written by the principal.
- +An annual Alumni Campaign will occur.
- +Donations will be solicited.
- +Budget Reports will be presented at the Home, School and Church Assn. meetings.
- +The Marketing brochure will be updated.

St. Marys School is an equal opportunity provider and employer.

**Now faith is the substance of things hoped for, the evidence of things not seen.
Hebrews 11:1**

ST. MARYS SCHOOL DEPARTMENTALIZATION FOR 2011-12, GRADES 4 - 8

PHILOSOPHY

The primary mission of Catholic schools is to provide a faith based education for students. St. Marys School follows this long standing tradition while designing curriculum that complements the needs of children blossoming into young adults.

The faculty and staff are very well aware of the physical, emotional, spiritual, and social changes occurring in their students and blend these changes with the teachings of Jesus, The Department of Public Instruction's Teaching Standards, and the Diocese of Superior Policies.

ST. MARYS SCHOOL DEPARTMENT GOALS

- Student needs are addressed individually and in group instruction.
- Weekly meetings are held to identify student needs and modify instruction.
- Parent feedback is strongly encouraged.
- Community Service occurs throughout the school year.
- Our Pastor, Fr. Jim Brinkman, visits on Wednesdays for religious instruction.
- Teachers use diverse instructional strategies.
- Higher-order thinking skills and hands-on instructional activities are encouraged.
- Teachers research lesson plans and incorporate them into the curriculum.
- The Goal Program will continue.
- Students have access to teachers before, during, and after school.

UNIQUENESS

- Accelerated Math is offered to all students.
- Safety Patrol is under the direction of the Eighth Grade students and teacher.
- After school help is available from all teachers.
- Retreats are held under the direction of the pastor.
- The Eighth Grade students and their teacher perform daily service for the Recycling Program.
- Cooking lessons take place in the Multi Purpose Classroom.
- Community volunteers address health issues.
- A teacher helps direct the gardening needs of the school and church.
- A teacher organizes a shawl ministry.
- A teacher organizes community service opportunities that include traveling to Amery, WI or St. Paul for the Help my Starving Children Program.

**Your ways, O Lord, make known to me;
Teach me your paths,
Guide me in your truth and teach me,
For you are God my savior.**

Psalm 25:4-5

GOAL PROGRAM

The heart and spirit of our school reveals itself in the faith conviction that all God's children can learn and be actively involved in their own education. Children develop differently and our teachers are very aware of this. Teachers evaluate individual learning styles and needs and then accommodate accordingly. The Goal Program, which is rooted in Response to Intervention, has this philosophy imbedded in its goals and objectives.

It is each teacher's responsibility to attend workshops and in-services and enroll in graduate classes that prepare them to offer differentiated instruction to their students. There are various other resources which also assist in this process. Principals assist in organizing the Goal Program for their faculty and staff and there is a Diocese Committee that sets the tone for the program. Goal is an acronym for Growth Opportunities for All Learners and this is the foundation that each school adheres to.

The Individual Catholic Education Plan is a learning plan that supports the unique abilities of all students within the Catholic Schools of the Diocese of Superior. The ICEP is a universal plan that is recognized and implemented by all 15 schools within the diocese. The significance of this plan is found in its widespread application to all students from the elementary through the secondary years, and from all learning challenges that children face.

The curriculum in general provides an in-depth study of all core subjects and is a broad based learning tool. In the Goal Program, individual learning styles are identified and then integrated into these core subjects throughout the school year. Changes are modified as skills are reinforced and enriched.

Some of the principles that are part of the Goal Program are:

- +All students can learn.
- +A student who learns differently is not inferior by virtue of that difference.
- +All students have skills, talents, and gifts to offer to the school and classroom community.
- +The uniqueness of the individual student is to be recognized, respected and valued.
- +It is more appropriate and more productive to focus on ability and possibility than on disability and limitation.
- +Acceptance and integration into school and parish life flow from a Catholic philosophy of education.
- +Classroom teachers acquire the desire and the instructional and assessment skills to teach all students.
- +Classroom teachers are willing to take responsibility for dialoguing with parents, the principal, and peers regarding students' needs.
- +Professional Development is ongoing.

In conclusion, the learning needs of all students are accommodated in the Goal Program. This isn't new to St. Mary School because we are very fortunate that we have been doing this for generations. Accommodating individual learning needs through differentiated instruction is one of our strongest traditions. The Goal Program will continue in our faith based education with the support of parents, teachers, students, the principal, the pastor, the bishop, and the superintendent of schools. It is truly what St. Mary School is about.

**Faith leads us beyond ourselves. It leads us directly to God.
Pope John Paul II**

St. Mary School has served New Richmond and its surrounding areas since 1892. It is among 16 Catholic schools in the Diocese of Superior and its present building was erected in 1953 and refurbished seven years ago. St. Mary School is fully accredited by the Wisconsin Religious and Independent School Assn.

SCHOOL HOURS

Children may report from 7:15 a.m. to dismissal at 2:40 p.m. Children arriving before 7:15 a.m. must report to the Before School Care room and parents will be charged..

Preschool Hours	8:00 a.m. – 10:30 a.m.
Pre Kindergarten Hours	8:00 a.m. – 11 a.m. and 11:30 a.m. – 2: 30 p.m.
Kindergarten – Eighth Grade	7:40 a.m. – 2:40 p.m.

Please refer to SCHOOL CALENDAR next page for late starts and early closings due to weather.

EARLY OUTS

The public school sets the early out schedule for teacher in-services which we must follow for bussing purposes. The early out days are marked on your calendar and will be announced in family newsletters. The dismissal time will be at 12:40 p.m.

ADMISSION and DISCRIMINATION POLICY

St. Mary School is prohibited from discriminating on the basis of race, religion, color, and national ethnic origin, gender, age or disability. The school serves Immaculate Conception Parish in New Richmond. Students are accepted based on classroom availability and eligibility. Class size will not exceed 25 in grades K-2.

- A student must be 3 years old by September 1st to attend Preschool.
- A student must be 4 years old by September 1st to attend Pre Kindergarten.
- A student must be 5 years old by September 1st to attend Kindergarten.

Transfer of students in grades 4 - 8 from any school to St. Mary is acceptable on a probationary basis. (See attachment)

REGISTRATION AND ORIENTATION

Registration for the following school year will be held in February. Orientation and Open House will take place the week before school starts in the fall. A Mentoring Program is in place where new families are paired with current families as a source of information.

TUITION POLICY

At registration, a payment plan and contract must be signed by the parent/guardian. Immaculate Conception and St. Patrick's parishioners receive a \$200.00 discount. Any outstanding tuition from previous years needs to be reconciled before another year begins. All arrangements are made with the parish accountant and finance council of the church. These arrangements are held in strict confidence and managed on an individual basis. If at any time during the year you run into

difficulty with payments, please contact the accountant at the church (246-4652)

If there is a waiting list for any grade for the upcoming school year, the following applies:
Tuition for the current school year must be paid in full by the end of the fiscal year, June 30. Unpaid tuition balances will result in your child being moved from the class list roster to the end of the waiting list.

ENROLLMENT POLICY

In the event that enrollment exceeds the suggested class size* of twenty-four students grades Kindergarten – 8, consideration for admission will be given in the following order. This is based on registrations received by 7:00 pm, March 1, 2011. Current families must be current on tuition due as of January 31, 2011 and other payments in order to register. All eligible registrations must include the non-refundable registration fee. Priority for admission will be given to the child(ren):

1. incoming into Grades 1 – 8 who is currently enrolled in St. Mary School K-8 program.
2. incoming whose siblings are currently attending St. Mary School K-8 program.
3. who is the sibling of a graduated student of St. Mary School and whose parent is registered in one of the sponsoring parishes** in order by the earliest date of parish registration.
4. enrolled in the current year's St. Mary Pre-K classes and whose parent is registered in one of the sponsoring parishes** in order by the earliest date of parish registration.
5. whose parent is current church or school staff.
6. who has been on a waiting list for entry into the current school year when there was not enough space in the desired class at St. Mary School and whose parent is registered in one of the sponsoring parishes** in order by the earliest date of parish registration.
7. whose parent is registered in one of the sponsoring parishes** in order by the earliest date of parish registration.
8. who is a sibling of a graduated St. Mary School student whose parent is a non-parishioner.
9. whose parent is a graduate of St. Mary School.
10. of non-parishioners.

In the event of too many students for enrollment at any given step listed above, consideration for enrollment will be given by lottery within that step.

In the event of twins or more than one child per family per grade, the drawing will be entered into by all eligible children per grade within the one family. There must be enough enrollment spots remaining for the multiple children if their name is drawn.

In the event a prospective new student to the school is not enrolled and is no longer on the waiting list, the registration fee will be refunded.

* Class size is subject to change per principal's discretion, in close consultation with the teachers, pastor, and Ministry of Education.

** Immaculate Conception, New Richmond, and St. Patrick's, Erin Prairie

NON-SUFFICIENT CHECK

An “NSF” check is a check written against a bank account, that doesn’t have sufficient funds to cover the amount that the check was written for, to St. Mary School. If an NSF is received from a family, the business manager will be in contact with the family that the NSF check has been received, and that the family will need to bring in cash to cover the check as well as cash to cover the service charges that the school has been charged by our bank. If St. Mary School receives THREE NSF checks from a family within a given school year, St. Mary School will no longer accept checks from that family during that school year, but only accept cash. When cash is received, a receipt will be given to the family that cash has been received. At the beginning of the following school year, if the family wishes to pay by check once again, they must bring a letter from the bank, that they wish to draw checks on, that states that they as a family have had no NSF checks drawn from that account for the past six months.

HOLDING CHECKS

St. Mary School will not hold checks to be cashed at a certain time later. Ex: A family brings in a check on the first of the month to buy SCRIP for \$100 of Walmart, and gives a check to the seller and asks that the check be held for cashing until the 15th of the month. Checks will be deposited on the next date of deposit. They will not be held until a specific date for cashing.

RELIGIOUS PARTICIPATION OF STUDENTS

The Catholic School participates in the evangelizing and catechizing mission of the Church. Therefore, all students, Catholic and non-Catholic, shall participate in: 1) Religion classes, 2) programs of service sponsored by the school, 3) Liturgical services at church. (non-Catholics participate to the extent that they feel comfortable.)

Students in Grade Two are instructed in preparation for receiving their First Communion. Workshops for parents and students are available through ICC’s Christian Formation Department and are held in the evening and on Saturdays.

Students in Grade Two are instructed in preparation for receiving the sacrament of Penance. Workshops for parents and students are available through ICC’s Christian Formation Department and are held in the evening and on Saturdays.

PASTOR’S ROLE IN THE SCHOOL

Father Jim Brinkman officiates at a weekly liturgy celebrated on Wednesday at 10:00 a.m. He also provides religious instruction to children in Kindergarten – Eighth Grades on Wednesday afternoons. He officiates at children’s Penance Services, organizes yearly retreats, and is available for spiritual counseling. He oversees the ministry of the principal, consults on school policies with Ministry of Ed, attends Home, School and Church Assn. meetings, and approves the hiring and non-renewal of all faculty and staff. The pastor is the final authority in terms of all decisions pertinent to the school’s mission.

TEACHER IN CHARGE/ABSENCE OF PRINCIPAL PROCEDURES

In the event the Principal is out of the building, teachers will be assigned the task of supervising situations as they arise. Preschool through third grade and Seventh through Eighth will be supervised by Ms. Rita Riley and Fourth through Sixth by Mrs. Laura Jo Jarchow. Both teachers have been trained by CESA 11 through their DPI mentoring program.

VISITORS

Visitors must report to the school office.

VOLUNTEERS

Volunteers are welcome in all aspects of the school. Volunteers are given the Parish Personnel Policies Booklet and instruction in Safe & Sacred if they will be in contact with students.

SCHOOL CALENDAR

St. Mary follows the New Richmond School District's calendar. When there is a departure from this calendar, parents and teachers are notified in advance. When school is closed because of snowstorms or other emergency, the information is carried over WCCO (830 AM), WIXK (107.1 FM), Channel 11 TV, and Channel 5 TV.

A schedule for the upcoming school year is sent to all families in July. The updated calendar is sent home in the family folder in September.

ABSENTEEISM AND TARDINESS

Accurate records are kept of a student's absences and tardiness. Parents should call the school by 7:40 A.M. if their child will be late or absent that day. A written excuse must be presented to the teacher on the day a student returns to school after an absence. Excuses are then sent to the Office. Students are tardy if they are not in their homeroom at 7:40 AM. Students arriving after 7:40 A.M. must report to the office before going to the classroom. The office will issue them a pass to return to class. Students are marked half-day if they arrive after 10:00 AM. Students may not leave the school premises without permission. The students' safety is always the first priority.

Parents should avoid scheduling family vacations during school days. A schedule is sent out in the summer for the upcoming school year so that parents can see when school vacations will be held. In the event that a family schedules a vacation during school time they must notify the school at least 6 weeks in advance so the teacher(s) may prepare class work and homework assignments. Upon returning from vacation, the student is responsible for turning in the assignments. Parents are responsible for supervising their children's attention to the assignments. When deadlines aren't met, a form will be sent home to the parents notifying them of the unexcused work. This form will reflect grades and be put in the student's file.

PERSISTENT IRREGULAR ATTENDANCE

Any student who misses ten days in a quarter is at risk for falling behind in academic performance. Special guidelines and counseling services are available in the county to provide for the proper referral of these students. Absences beyond ten days in a quarter will require a doctor's note with a diagnosis which will enable planning to occur between school and home. During absences, parents and teachers are expected to work together to bring the child's academic performance to where it is supposed to be.

HEALTH

If a student becomes ill during the day, they are sent to the office. Their temperature is taken and if a student has a fever, the student must go home. The office will notify the parent or guardian of the illness. This information should be on the emergency file form. Parents/guardians must make

arrangements to pick up the child.

Your child must stay home the next day if your child is ill during the night with vomiting, diarrhea, sore throat, fever, etc.

No students will stay in from recess due to illness. If your child is too sick to be outside, he/she is too sick to be in school. The only exception will be with a Dr.'s note for a non-communicable illness or injury. The student will spend that time in the sick room for supervision reasons.

MEDICATION POLICY

No prescription or non-prescription medication will be administered to any student without specific written consent. No student is allowed to have on his/her person or in his/her locker any type of drug, prescription (except inhalers) or non-prescription. All medication must be in a labeled container and will be kept in the office. The only exception to this rule is cough drops. Students should notify the teacher if they have cough drops to take.

Children with asthma will be able to carry their inhaler with them at all times if a Physicians Consent form is turned in to the office.

A "Physician Order" **must** accompany any prescription medication to be administered at school. No prescription medication will be given without this form on file. The medication should be in a bottle with a clearly marked label stating the child's name, medication, time of day to be given and doctor's name.

Medication requests for general types of discomfort will be monitored by teachers, the principal and staff. This is to protect the student while using the guidelines recommended on labels and to assist them in choosing other ways to deal with their discomfort.

HEALTH SERVICES

The school is responsible for vision and hearing tests, which are done in the fall, and scoliosis screening which is done in the spring. The school will also check the immunization records, contact parents about health problems and suggest educational programs when needed.

WISCONSIN SCHOOL IMMUNIZATION LAW

Requires that every child attending a Wisconsin school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and hepatitis. Exceptions are made if a physician certifies immunizations might be harmful to the child or a parent/guardian objects in a written statement for religious or personal conviction reasons. All new students must provide proof of immunizations or exemptions. The Public Health Office provides free immunizations for all students.

STUDENT RECORDS

Permanent records of students are kept in the office files. Records are both current and confidential. No one handles a cumulative record file except authorized personnel. Contents of these files may be reviewed by the parent/guardian of the student. The file must be checked out with the Principal and must be reviewed in the office. When a transfer of records is requested the administrator is provided a reasonable amount of time not to exceed 45 days. The administrator is

responsible for determining which records of data will be accumulated in a student's file.

Cumulative records include: Permanent School Record (grades and attendance); Cumulative Permanent Record Registration; Picture Sheet; Report Cards; Standardized Testing Results; copies of Legal Reports; Behavioral Reports; and other pertinent information.

Exceptional Education Records are kept in a separate file and include psychological tests and personality evaluation. Health Records are kept in a separate file also in the school office.

STUDENT RETENTION AND SPECIAL NEEDS

Pupils will be required to repeat a complete grade level when, in the judgment of the teacher and parent, it is in the best interest of the pupil involved. When retention seems likely, parents are kept informed throughout the year. In some instances it will be suggested that students receive special help from services provided by the New Richmond School District.

Special Services: Parents who suspect that their child may have a handicapping condition may contact their child's classroom teacher to either initiate a referral or a team screening. Team screening is comprised of various elementary staff who meet to discuss your child's needs and suggest various strategies.

If a special education referral is made, your child will be assessed to determine if he or she has a disability in one or more areas of learning, emotional/behavior, physical health, cognition, development, vision, hearing, traumatic brain injury or autism. To find out more about the special education process, contact the principal.

BUILDING REGULATIONS FOR STUDENTS

Before School: The school day begins at 7:40 AM. The school building will open at 6:30 AM. Students arriving before 7:15 AM will go to the Before School Care room and parents will be charged.

Noon Hour: All students will go outside for recess during the lunch period. They will only be allowed inside if they have written permission from their Doctor because of medical reasons, or if the weather is inclement. All students must dress appropriately for the weather throughout the school year.

Recess: A fifteen-minute recess is scheduled during the day for grades K-5. Teachers are responsible for supervision. Appropriate dress is again required.

After School: Students are not permitted to stay after school unless required by parent or teacher. If students decide to walk instead of riding the bus for any reason, they must have a note or a phone call from their parent. If there isn't a written note or parental permission, the student will be required to go on their regular bus route. Walkers must always leave the school premises at dismissal time.

DISMISSAL POLICY

The exit by the After School Care Classroom is where parents meet their children, Gr. K-8 at dismissal time. Parents may choose to wait outside or inside by the Gym doors. Parents are discouraged from waiting outside their child's classroom because it is distracting and there isn't enough space in the halls for children and adults during this busy time.

LIBRARY POLICY

Students in grades 3-5 will be using the public library for research, reports, and independent reading. All students will have library cards and a signed permission slip from their parent giving permission for the walk to and from the library. (5 blocks)

PLAYGROUND REGULATIONS

For uniformity in playground rules, the following regulations will be in effect.

1. Students are not to run into the street. If a ball rolls into the road, the supervisor on the playground must monitor its return.
2. Students may not walk up or down the slide.
3. Wood chips, sand, rocks, snow, ice, etc. is NEVER THROWN. They are considered dangerous weapons.
4. No objects of any kind may be thrown unless it is equipment for a game that is supposed to be thrown.
5. No tackle games, wrestling or karate games allowed.
6. The cemetery, cherry trees and the church grounds are off limits. Keep off the grass around the church.
7. Students may not play ball near the windows.
8. Eating is not permitted on the playground.
9. Metal bats may not be used.
10. Toys from home should not be brought for recess.
11. Play in safe areas and avoid water, mud, and ice.
12. Play in the designated playground area and stay free of the cemetery unless a ball needs to be retrieved.
13. Keep all equipment clean and free of water and mud.

When children are present on the playground a supervisor is also present. The school takes seriously its responsibility to provide a safe environment for your children.

PLAYGROUND ATTIRE

During the winter season, each child must wear boots. A child is not to wear boots of any kind inside the classroom because this brings snow and water in and gradually ruins carpeting. Hats, mittens and snow pants are to be worn when the weather calls for such attire.

COURTESY AND RESPECT

Students are expected to show respect and courtesy to all adults and students. The classroom has certain formalities that they will be expected to observe. School personnel are addressed by Mr., Mrs., Ms. Courtesy and politeness characterize a student's classroom discussions. In the classroom the teacher determines the proper procedures and routines; students adhere to what is established. Classroom behavior takes into consideration the many people working together to learn. Loud, distracting talk and disruptive behavior are inappropriate. Students in a classroom are attentive and focused on the tasks of the day. A quiet and busy classroom requires everyone's cooperation.

GUM CHEWING

Gum chewing is not allowed anywhere in the building or at recess during school hours.

BIRTHDAY PARTY ETIQUETTE

Birthday treats are acceptable after 2:00 p.m. Birthday party invitations should be mailed and not handed out at school unless you invite the whole class.

Children are often invited to birthday parties that take place directly after school. These children are welcome to change out of their uniforms after dismissal takes place. As the dismissal announcements are made, children may go change when the announcer says, "Children being picked up may leave now." Children may then change in the bathrooms under the direction of the parents responsible for their supervision.

SNACKS

Effective Sept. 1, the Department of Public Instruction has issued a list of appropriate snacks for the classroom. We must adhere to this list or our hot lunch reimbursement could be in jeopardy. Classroom snacks are at the discretion of the teacher and must come from the Appropriate Snacks List that will be distributed by your child's teacher. Snacks not from this list will be sent home with your child. Birthday treats will be served after lunch.

PROPER CARE OF SCHOOL FURNITURE AND MATERIAL

Books and materials as well as desks, tables, lockers and chairs demand respect. All cost money and are paid for by the people of the parish. Carving, marking, shoving, and tossing of any school materials damages those items. Students will be expected to pay for what they damage, deface or lose.

Backpacks with wheels will not be allowed as they do not fit properly in the locker and damage is occurring to the lockers.

TEXTBOOK REPLACEMENT

The school provides books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. However, unreasonable damage to textbooks will result in parents being responsible to replace them at the full cost including shipping and handling.

SAFE AND SACRED TRAINING

All parents who intend to chaperone any field trip throughout the year must attend the Safe & Sacred training scheduled at the beginning of the school year.

Parish and school personnel, parents, volunteers, and coaches as representatives of the Church, have a distinct responsibility to be advocates for our young children. With this in mind, in December 2002, the United States Conference of Catholic Bishops pledged to be proactive in protecting our children and keeping them safe. One way to enable this to occur is to provide a safe and sacred training class as the new school year begins. **Any adult who interacts with children throughout the school year must attend this class** to become better informed and prepared to carry out this awesome responsibility of keeping our children safe from uncomfortable and unwarranted situations. This is a mandatory training session and participants are subject to background checks provided by the Diocese of Superior.

Students will attend a safe environment training session and will have opportunities to practice skills learned throughout the year. A "Creating Safe and Sacred Places for Children and Youth:

Training Permission Form” will be sent to parents prior to the training. Any parent who does not want their child to be present for the training will be sent the Parent Resource Guide.

CHILD ABUSE

If a school staff member has reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, this must be reported to the proper law enforcement authorities, Principal and Pastor immediately by that school staff member. A penalty has been set by the state for willfully failing to report abuse or threatened abuse. A confidential referral sheet for the purpose of reporting abuse is kept in the principal's office.

COMMUNICATION WITH PRINCIPAL AND FACULTY

If a parent has a concern with his/her child, the first step is for the parent to telephone the teacher with questions and concerns about their own child's learning environment. If the teacher is unable to satisfy the concerns of the parents, the principal should be called.

Effective ways to communicate with the teacher:

- 1) School Email (found in back of the cover of the Family Directory)
- 2) Letters and notes in the student planners (Gr. 3-8)
- 3) Leave voice mail message at school
- 4) Home emails in some cases
- 5) Call teacher at home before 9:00 p.m. (Family Directory)

Information, written or verbally communicated through others, without a name will be discredited by the principal. Likewise, the principal will not respond to unprofessionally stated emails or voice messages for liability reasons.

RESPECTFUL COMMUNICATION

Go directly to the person with whom you have the concern. It is vital that it is your concern and that you speak only for yourself. Speaking for others encourages “hearsay,” miscommunication, and breaches confidentiality. It is also expected that you won't discuss the situation with others before you do so. When difficult discussions take place it is appropriate to respectfully disagree. Be willing to listen, to understand, and to express thoughts and feelings in constructive ways. Sharing is meaningful and it is the respectful thing to do. Confidentiality is crucial to bringing about positive change and resolving conflicts in a meaningful way.

Thoughts to consider:

- +Pray for guidance.
- +Be a patient listener.
- +Assume that all work together for the best interest of all.
- +Speak about your own concerns rather than “hear say” ones from others.
- +Attempt to reach a common understanding.
- +Honor each other's roles and responsibilities.
- +Goodwill promotes the school's mission.
- +Mention good things by ending on a reflective note.
- +Mentoring is available from pastor or principal.

Be kind to one another, compassionate, forgiving one another as God has forgiven you in Christ.
Ephesians 4:3

DISCIPLINE POLICY

Definition of Discipline: Discipline is a code of conduct that governs one's behavior. It implies the ability to control and to direct one's actions according to the Christian norm. Each person, as a unique child of God, has the right to be respected and the responsibility to respect others.

The philosophy of discipline at St. Mary is based on the underlying principle that the "heart" of discipline in our Christian tradition is discipleship. We believe a disciple is one who shares a close and definitive relationship with another. For us, this relationship is with Jesus to whom we look for our life's meaning and example.

We share the gospel message of discipleship by our daily witness to the meaning of Christian faith and living. We believe that communicating this message requires the example of teachers, parents and adults. These examples and lives have a profound influence upon the education and formation of our students.

We believe our school is a partnership of discipleship and faith in which each parent, teacher, staff and student choose a complete Christian education. We believe in and provide opportunities for communication and collaboration, for the sharing of ideas and resources, for supporting, reinforcing and extending learning.

ST. MARY'S CLASSROOM BEHAVIOR RULES

Students will: 1) Follow directions; 2) raise hand to speak; 3) be in class on time; 4) respect rights and property of others; 5) bring proper equipment to class; 6) keep hands, feet, objects to self

TIME-OUTS

There may be times when a student needs to be removed from the classroom and placed in a time-out because of misbehavior at school or at school sponsored activities. Time-outs will be held in the Principal's office. The teacher will determine when a student needs to go into time-out and how long it will last. The teacher is responsible for giving the student clear tasks to accomplish while they are in a time-out. If a student's time-out does not result in the choice of appropriate behaviors, the teacher will confer with the principal to determine the next steps. It is our goal that the time-out will be used as little as possible.

DISCIPLINE WITH PURPOSE

Discipline With Purpose was formed in 1984 and has become a nationally acclaimed program that is currently being taught in hundreds of schools by thousands of teachers. The first five skills are called Basic Skills and promote getting along with people. The next five skills are called Constructive Skills and promote the rights and responsibilities expected of members of our society. The last five skills are called Generative Skills and require a more comprehensive worldview. They teach that people can encourage change in positive ways.

Self-Discipline Skills:

Listening

Following instructions
Questioning
Sharing: Time, space, people, and things
Interacting socially
Cooperating with others
Understanding rules
Figuring out how to accomplish tasks
Exhibiting leadership
Communicating effectively
Organizing: time, space, people, things
Resolving mutual problems
Taking the initiative in problem solving
Distinguishing fact from feeling
Sacrificing/serving others

Discipline encourages our faith based education by respecting others, their property, and the school's mission. Respect interacts with all other academic, social, emotional, physical, and spiritual goals of the school. Students make mistakes and are forgiven in nurturing ways.

Expectations:

- +Faculty, staff, volunteers, and students will use affirming and encouraging words.
- +All will appreciate differences in sincere ways.
- +All will offer positive alternatives to inappropriate behaviors.
- +All will reconcile differences with a hand shake or another appropriate gesture.
- +All will respect privacy and confidential issues.
- +All will treat others with dignity and respect.
- +All will respect other's opportunity to learn.
- +All will accept responsibility for their own actions.
- +All will respect other's property.
- +All will work collaboratively with each other

These behavior goals will emphasize cooperative and preventative discipline techniques. Recognizing students' need to belong, we, teachers, staff and parents, are here to help them choose appropriate behaviors to achieve a complete Christian education.

The discipline process encourages a positive relationship between teacher and student, teacher and parent, teacher and teacher, and teacher and principal. Within the discipline process, theories are translated into a useful diagnostic, corrective and prescriptive tool – The School Action Plan. This plan enables teachers to develop discipline strategies specific to an individual student's needs through the completion of five action steps:

1. Pinpoint and describe the student's behavior
2. Identify the goal of the misbehavior.
3. Choose intervention techniques for the moment of misbehavior.
4. Select encouragement techniques to build self-esteem.
5. Involve parents as partners.

The role of the students is to be a model of Christian behavior as they engage in the pursuit of quality education. The student is at the heart of our discipline code. They are expected:

1. To make choices for positive behavior
2. To abide by the St. Mary School Discipline Plan

When a student's behavior is disruptive at school or school sponsored activities, the student is expected :

1. To inform their parents of their misbehavior
2. To be present at the conferences convened as a result of their misbehavior
3. To participate in designing a School Action Plan to help them change their behavior
4. To accept the consequences of their misbehavior

As students choose inappropriate behaviors, the following may occur:

1. A student may be sent for a time out or supportive time opportunity in another classroom. There are designated classrooms that are available to receive children who work on their regularly scheduled work.
2. A student may be sent to the Principal's Office to be supervised for a designated amount of time.
3. A student's parent may be notified in writing or via the telephone.
4. A conference may be scheduled between the teacher and parent and may include the student and principal.
5. A student may perform community service for the school and church under the supervision of the custodial staff or principal.
6. A plan may be put into place to encourage appropriate behaviors.

INTERNET BULLYING

The Superintendent of Schools, Diocese of Superior, has informed us that we have the right to discipline children for facebook and other internet bullying, harassment, or defamation issues based on the same circumstance as if it happened at school. The consequences will follow our discipline policy.

STUDENT REFERRAL TO PRINCIPAL

In the event a teacher sends a student to the principal, the teacher will fill out a "Notification of Student Referral to Principal's Office" form stating the reason. The principal will resolve the situation and send a copy of the referral to the parents. At the principal's discretion, a phone call may be placed to the parents as well.

SUSPENSION

The Principal decides when suspension is warranted. The pastor may be asked for input. The faculty is given an opportunity to express their concerns.

In-school suspensions are given in order to avoid:

Students staying home and treating it as a day off while they watch television, videos, and play on the computer.

Minimizing the reason for the discipline by not having the student be accountable in the school environment.

A suspension may be ½ day, full day, two full days, or three full days depending on the cause:

- Disrespect is shown to peers, faculty, staff, or guests
- Vandalism occurs on school property
- Fighting with peers
- Irregular attendance
- Consistent disregard for rules
- Principal discretion

In-School suspension results in the student doing the regular classroom assignments in the Principal's office or a primary classroom, or the student being assigned to do community service for the school and church by doing custodial duties for the day or working on the recycling program. When suspension occurs three times in a semester a behavioral contract is written for the student and expulsion may be considered.

EXPULSION

The Principal and Pastor decide when expulsion is warranted and the faculty is given the opportunity to express their concerns. Expulsion is permanent removal from school and the student is not eligible to return in future school years.

Expulsion may occur when:

- Delinquency and immorality warrants commitment to a correctional institution
- Student constitutes a definite menace to others
- Demonstration of the lack of serious concern for the safety of self and others
- drugs, alcohol, weapons, or violence on school property
- Verbal or physical threats to others
- Consistent harassment of others

CONFISCATION OF INAPPROPRIATE ITEMS

The school staff has the right and responsibility to confiscate permanently any item deemed inappropriate brought to school by a student. Examples: television, radio, recorder, computer/electronic games, laser lights, pagers, cell phones, CDs/cassettes with inappropriate lyrics, inappropriate information taken from the Internet, look alike weapons, lipstick, false fingernails, etc.

COMPUTERS & INTERNET

Students using the internet must sign a user agreement and parent permission form sent home in the family folder and is filed in the school office when returned. Teachers are responsible for the use of the computers and software, along with the use of the internet. Anyone using the computers is expected to follow proper procedures and use of educational software.

TELEPHONE

Students may use school telephones only in an emergency or when requested by the teacher.

CELL PHONES

Students are not allowed to have cell phones during school hours. If a student needs to have a cell phone for after school activities, it needs to be kept in the school office during the school day. Student may regain their cell phone after school dismissal.

SCHOOL BUS

Some of the students ride the public school buses. Our students will adhere to the rules set forth by the Board of Education through New Richmond Public Schools. Our students will also be given the same consequences as do all riders of the bus system. (see addendum A)

RELEASE OF STUDENTS

No student is released to anyone unless positively identified as the parent or legal guardian of the student. Parents **must** send a note or email the school or teacher if someone else is picking their child up from school. No student is released for interrogation by anyone without the knowledge of the principal and approval of the parent/guardian having legal custody of the student.

ACCIDENTS

Accidents are to be reported to the office and the designated staff will take care of the matter. The office files accident reports for major injuries.

EMERGENCY POLICY

No child is to be sent home unless someone is at home to receive him/her. This includes all possible reasons, illness, accident, closure of school, etc.

If no answer at home, emergency phone numbers given by parents will be used.

If an emergency occurs, the parent will be contacted. In emergencies of an urgent nature the school reserves the option to request ambulance service for transportation if necessary.

INSURANCE

Student insurance will not be offered. Protection must be provided by the parent.

HAZARDOUS CONDITIONS

Fire: Students at St. Mary practice regularly the evacuating of the building. Fire alarms are located near the north and south entrances and one in the gym. Students will evacuate the school and walk directly to the church where they meet for roll call. Teachers will have roll lists and make sure everyone is accounted for. Students in the church building will follow the directions for that building which are different from the school evacuation.

Tornado: Tornado drills are done early each spring. Students are prepared for severe summer weather should it occur during the school day. Students will take shelter in the church basement if enough warning is given by the media. When no warning is given, the students will take cover in the hall of the school.

Snowstorms: Procedures adopted by the New Richmond School District and St. Mary are announced over WIXK, WCCO, Channel 11, Channel 5 radio and TV. Parents should have a plan for storms in case school would be delayed in starting or canceled early during the school day.

DRUGS AND TOBACCO USE

The use of alcoholic beverages or drugs will not be tolerated. Any student observed by a faculty member or administrator to be under the influence of alcohol or drugs while in school or at a school related activity shall be dealt with in an appropriate manner by school administrators in consultation with the faculty. The procedure is as follows:

1. The teacher suspecting a problem with drugs or alcohol will refer the student to the principal at once.
2. Parents will be notified.
3. A complete investigation will follow including locker/clothing inspection.
4. Possession will be referred to the local police or sheriff's department.
5. Out of school suspension or expulsion may occur.

In conforming to the state law which prohibits sale of cigarettes to children under 18 years of age, and with the recommendation of the Attorney General that smoking is injurious to health, possession of cigarettes and/or smoking by students is prohibited on school and parish property. The discipline policy will be enforced.

WEAPONS AND THREATS

Students will not be allowed to bring any kind of weapon, or toy that resembles a weapon, or items used as weapons, to school or on the bus. Students are not permitted to make life threats toward any person. If either of these violations occurs, the student will be disciplined and possibly be suspended from school.

POLICE NOTIFICATION

The faculty and staff at St. Mary's School consults with the New Richmond Police Department on a variety of community and school issues. Their notification is at the discretion of the faculty and staff.

RIGHT TO PRIVACY

School officials have the right to "search and seize" if deemed necessary in the interest of providing a safe and sacred environment. Therefore, school officials retain the right to periodically inspect student lockers and desks.

LUNCH PROGRAM

St. Mary provides a nutritious hot lunch program through the National Hot Lunch Program. Menus are emailed to parents and are posted on the school web site. Menus are subject to change without notice. Students also have the option of bringing their own lunches and purchasing milk. Families with low income may be eligible for free or reduced lunches but must apply for this program each year, at any time during the year. Hot lunch will be \$2.15 for students in grades K - 8, and "milk only" is \$.30 per carton. Payments of any amount are made in the school office and recorded in student lunch accounts on Option C. No individual hot lunch or milk tickets will be sold. Parents will be notified via the family folder when lunch account balances drop below \$10.00. Please send in money promptly. Students are required (by the government) to take the main course and two other options on the menu. Milk could be one option. Dessert is not one of the options required.

Students are not allowed to exchange or share food at any time in the lunch room.

Parents are welcomed and encouraged to participate in the hot lunch program with their children. You must call the school by 8:30 AM to be included in the lunch count. Your cost will be \$3.15. Please do not bring outside restaurant food into the cafeteria (Subway, McDonalds, etc.). You may bring a cold lunch from home.

**Bless the Lord, O my soul: and all that is within me, bless His holy name.
Psalms 103:1**

CURRICULUM

The curriculum is selected from programs suggested by the Diocese. The program is adapted to the unique needs of the students at St. Mary. Curriculum evaluation is an ongoing process. In-service for faculty will be provided to implement the evaluation process. Attention to the development of genuinely Christian attitudes and values is a constant goal within the curriculum.

A Curriculum Guide for your child's particular grade level is sent home in the family folder on Open House night.

DRESS CODE

St. Mary **does** require uniforms for Kindergarten – Eighth grade. (SEE ATTACHED)
Teachers are responsible for ensuring that students are dressed according to uniform policy. When the policy is not followed, students are asked to visit the principal. Parents may be called during the school day to correct inappropriate dress of their child.

Students in 6-8th grades can wear blue jeans that are boot cut and not low rise or skinny legged on Thursday and Friday with uniform shirts and hooded oxford, navy and royal blue sweatshirts ordered from Moore Imprint only.

All grades may wear the approved Spirit Shirt on the Wednesday, Early out schedule.

All students will wear their uniforms to and from school including students walking to the new Richmond Public School for athletic programs and band lessons. Going to the library, Stagedoor practices and performances, and doctor's appointments are also included.

On days when students have a St. Mary volleyball or basketball game, players are allowed to wear their volleyball or basketball uniform shirt over a uniform top with school uniform long pants. Eighth grade has a special privilege to wear their public middle school game shirts over their uniform tops on their game days

For non-uniform days and non-uniform field trips, students may wear t-shirts that don't have advertisements about alcohol and cigarettes or inappropriate language and jeans, unless type of dress is specified by the teacher.

Slip-on tennis shoes are not allowed in Physical Education class for safety reasons. Grades 6-8 must also have shorts and a St. Mary T-shirt along with necessary grooming items such as deodorant, towel, etc. Students that are not in compliance with these requirements will not be able to participate. This is also a safety issue.

REPORTING PUPIL PROGRESS

Formal reporting of student progress occurs quarterly on the student report cards. (Kindergarten does not receive a report card until semester) Kindergarten through Eighth Grade students and parents have access to Option C, an interactive web based site for accessing grades. Teachers

are responsible for updating this site each Tuesday by 4:00 p.m. and it is expected that parents will review it and address concerns to the teacher(s) by Friday at 3:00 p.m.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held midway through the first and third quarters of school. Signup sheets are sent home in the family folder prior to the conference date. Divorced parents are asked to come together at the same time.

Parents are recommended to attend the first quarter conference. Third quarter conference is teacher directed.

OUTSIDE RESOURCE PERSONS

Parents with special interest areas and guests are welcomed and encouraged to share their areas of expertise with St. Mary students. Such persons should be scheduled with the principal's knowledge.

TESTING PROGRAM

The nationally standardized battery of Iowa Tests of Basic Skills is used annually throughout the Diocese of Superior in the Catholic Schools. Grades 3, 5, & 7 are tested in the fall each year. Parents receive the results of these tests and are encouraged to ask questions about the results if needed. The Diocese Religion Standard is administered to Grades 5 and 8.

GOVERNMENT PROGRAMS

Textbooks, individualized instructional materials, and standardized tests, as provided by Wisconsin Statute, are made available to students.

Special services such as Learning Disabled (LD) and Emotionally Disturbed (ED) programs, counseling, psychological testing, and speech are available to our students. These programs are operated through New Richmond Public Schools and or the County Health Center.

Title I provides reading and math help for grades 1-4

Title II is a federally funded program for the entire New Richmond School District including St. Mary. This money is to be used for supplemental materials.

BAND

Students in grades 6-8 may participate in band at the New Richmond Middle School. Band is a course of study. The teachers of band class are given the same professional courtesies as St. Mary teachers. Students are not kept from attending band class. However, it stands to reason that something will be missed at St. Mary's during the time the student is at band. Band students do not excuse themselves from band or band lessons. When a band student is absent a written excuse by a parent is brought both to the band teacher and the teacher at St. Mary. Parents have the primary responsibility to transport students to the Middle School and back. Each participant must have a signed permission slip to attend band.

FIELD TRIPS

Field trips that have educational value are encouraged. The event must be approved by the

administration before the trip is planned and scheduled. A written permission slip must be signed by each parent and kept on file by the teacher. Transportation is to be provided from a bus company or parents who have the acceptable minimum vehicle insurance (\$100,000/\$300,000) and have completed the Safe and Sacred Training. The Driver Information Sheet must be filled out by each driver and will be kept in the school office for four years. Parents chaperoning a field trip may not leave the premise unless the teacher is notified.

ATHLETIC PROGRAM

Sports programs are provided dependent upon coaches and students' interests. Sports for grades 7-8 are available for participation through the public school: football, volleyball, track, cross-country, wrestling, and basketball.

In order to help defray the cost of equipment, uniforms, and referees, an athletic fee is charged per school year per sport. The fees must be paid prior to the first practice date. The Athletic Director determines the yearly fee before the school year begins. Tennis shoes are required to play on the gym floor.

Basketball is available in grade 5/6 for girls and 4/5/6 for boys between the other Catholic grade schools in the area: St. Anne's, St. Bridget's, St. Pat's and St. Joseph's. Grades 7/8 girls and boys participate in the St. Paul Catholic League. Home games require referees provided by St. Mary. Volleyball is available for all girls in grades 5-8.

On practice or game nights, students must leave the building after school and return no sooner than 15 minutes prior to practice time or times designated by the coach on game nights.

Students who are absent from school may not play in games or attend practice after school that day.

Students must turn in a completed Physical Examination/Athletic Permit Card prior to the first practice of any given sport.

ATHLETIC GRADE POLICY

Students must maintain a C in every class including music and phy ed on their progress reports and report cards to participate in practices and games in sports at St. Mary or the Middle School. Extra credit will not be given to raise a grade after-the-fact to participate in a sport. Students must raise their grade to a C within two weeks to return to participation. A two-week progress report will be generated for those students. During that two-week period, the student will participate in practice but will not be allowed to play in games. If the grade is not raised in the two-week period, the student will not be eligible to participate for the rest of the season.

HOMEWORK POLICY

Most students will have homework each day. Keep in mind that students work at different paces, possess varying abilities and skills and manage time differently. (See Attached)

HOMEWORK AND MAKEUP WORK

Homework is considered a necessary and meaningful part of the learning experience. Work time is provided in school for students to complete teacher assisted practice and independent work. Most

independent assignments should be completed during this time. If the students are doing most of their independent work at home, chances are they are not using the time provided in school effectively. Teachers will collaborate to provide meaningful and reasonable homework assignments within the developmental time limits. If parents feel this is a problem, they are strongly encouraged to talk with their child's teacher and/or principal.

The student is responsible for completing assigned homework missed due to absences. Students in grades 6, 7 & 8 must make up missed work within three days after they return. If a student has an extended illness, assignments are due on the recommended dates of the teacher. Late assignments are accepted at the discretion of the teacher.

VACATIONS & HOME WORK

Though teachers do write lesson plans in advance, the actual worksheets that will be used may not be prepared until just before the lesson. Long range lesson plans can and often do change because of unexpected changes in the school calendar or schedule and to meet the varying needs of individual classes of students. When students request and are given homework in advance for family vacations, it is then expected the work will be completed and turned in when the student returns to school. Parents are responsible for supervising their children's attention to the assignments. When deadlines aren't met, a form will be sent home to parents notifying them of the unexcused work. This form will reflect grades and be put in the student's file.

MEDICAL OR DENTAL APPOINTMENTS AND APPROVED ATHLETIC OR ACADEMIC EVENTS

Students leaving for an appointment during the school day or leaving early for an athletic event are still responsible to turn in any and all assignments due that day, including tests or get any assignments given that day before they leave for the day.

FAMILY FOLDER

The family folder is sent home on Tuesday every week throughout the school year and needs to be returned before the following Monday. This folder contains pertinent information needed for communication between school and parents. Examples: Field trip permission slips, menus, picture information, special events, milk bills, teacher newsletters and progress reports, etc. If your family needs more than one family folder for a non-custodial parent please call the school office to make arrangements. Newsletters are sent to non-custodial parents who have contacted the school.

All correspondence from the Home, School and Church Association must have principal approval before sending in the family folder.

CHANGE OF EMERGENCY NOTIFICATION

Please inform the school office of any changes in address, phone numbers, emergency contacts, etc. as soon as you know them.

RESTROOM USE

No adults are to use the main restrooms during school hours to conform to Safe & Sacred guidelines. Restrooms are available in the school office and teacher lounge for adults.

LOST AND FOUND

Students who find lost articles are asked to take them to the lost and found tub in the south hall where they can be claimed by the owner.

MUSIC PROGRAMS

There are two music programs held during the school year. The first is the Christmas Program in December and the second is the Spring Program in the spring. These are graded activities for every student. Information is included in the weekly newsletters prior to the programs.

BIG FRIEND/LITTLE FRIEND PROGRAM

Each spring students in grades 4-8 are paired up with students in grades K-3 as a big friend. Students are encouraged to do something nice, such as writing a note, drawing a picture, eating lunch together, and praying for each other. Teachers plan special activities to bring the big/little friends together.

STUDENT COUNCIL

Students in Grades 3-8 are representatives on Student Council under the direction of the principal. The student body, faculty, and staff elect these representatives during the first few days of the new school year. The purpose of this elected body is to perform community service through organizing prayer services, participating in the annual Salvation Army Campaign at Christmas time by being bell ringers, and leading their peers in various activities throughout the school year.

AFTER SCHOOL CARE PROGRAM

This program is available Monday – Friday from dismissal to 6:00 p.m. It is supervised by adults with High School helpers. Preschool – Eighth Grade students may attend along with public school peers. A daily snack is available along with structured activities and play opportunities held both inside and outside.

EDUCATION COMMITTEE

The education committee is an advisory committee to the school. This committee consists of selected members that meet periodically throughout the school year. Their goals and priorities are set according to the needs of the school.

HOME, SCHOOL AND CHURCH ASSOCIATION

Parents of students in St. Mary automatically belong to the Home, School and Church Association. Meetings will be announced in the bi-monthly newsletter and minutes will be published and sent home in the family folders. These meetings are held quarterly. Meetings aren't held in July or December due to scheduling conflicts such as vacations. The purpose of the meetings is to promote communication between home and school in positive ways.

Objectives:

1. To encourage communication among parents, teachers, faculty, and staff.
2. To provide information that directly impacts the mission of the school.
3. To promote a healthy relationship among participants.
4. To obtain support for the school's mission.
5. To consult by making recommendations.

It is encouraged that parents directly participate in the school's mission by volunteering to be members of committees. The committees are Marketing, Social, Grant Writing, Alumni, Recycling, and Fund Raising. To include as many families as possible, each parent is encouraged to sit on one committee at a time. This enables diverse organizing, planning, and implementing of the school's mission.

FUNDRAISING

All families, K - 8, attending St. Mary School are expected to participate in fundraising activities. A fundraising volunteer commitment form is given out to each family at the beginning of the school year. Every family is expected to participate in and sign-up to help with at-least one fundraising event during the current academic year.

Many of our fundraising events double as **public relation events**. It is important to participate in these events to help promote our positive reputation within the church and community.

SCRIP ASSESSMENT FEE

For the 2011-2012 school year St. Mary will be implementing a Scrip Assessment Fee. This fee will be \$150.00 per family. Families agree to purchase Scrip equal to \$150.00 in profit during a 12 month period beginning May 1, 2011 through April 30, 2012. In order to track these purchases, a tracking form will be completed for every Scrip purchase made. Orders will be tracked using a computer program and periodically reports will be sent to families. A duplicate copy of the form will be given to families. It is recommended that families keep this copy so they can also track their purchases themselves if they choose to and in case there are any discrepancies.

**For all the law is fulfilled in one word, even in this; Thou shalt love thy neighbor as thyself.
Galatians 5:14**

Fundraising / Fellowship Opportunities



RECYCLING:

This program is very important to reaching our Fundraising goal. On the third Saturday of each month, the community delivers papers to our truck parked opposite UBC on Knowles Avenue. You accept the papers, cardboard, and cans and sort it accordingly. Another part is weekly and involves picking up paper and cardboard at businesses and delivering them to the truck. Finally, help in stacking papers inside the truck (a.k.a. trailer spotting) is also needed on an on-going daily basis. "Many hands make light work."

Event Date: Year round (including summer schedule)

Event Chair(s): Arlene Tenner and Don Brown

MARATHON IT:

This event is in its fourth year. It is planned to be one of our schools biggest fundraisers. The students at St. Mary's will have a major role in making this event successful. Students and all adults who want to participate will choose to run, walk, or bike in this event. You will choose how many miles you will go and then seek pledges from friends, neighbors, relatives etc. There will be an incentive program for both adults and students participating. Each participant who receives \$50.00 or more in pledge money will get an event t-shirt. The Marathon It is Co-Sponsored by The Knights of Columbus.

Event Date: October 15 2010

Event Chair(s): Kristin Krueger, Angie Effertz, Jessie Laventure, Krissy Dalton and Tanya Weinzierl

CHRISTMAS PROGRAM SOCIAL AND CELEBRATION

We are expanding our social that follows the Christmas program by including cookie platter sales and having Santa available for pictures with the children.

Event Date: December 16, 2011

Event Chair(s): Arlene Tenner and Christine Charbonneau

HOME AND SCHOOL BREAKFAST:

This will occur after the 9 AM Sunday Liturgy which celebrate Catholic Schools Week. There are food prep and serving chores. Typical breakfast items include: pancakes, eggs, and potatoes. There is also kitchen and dining room setup and cleanup before, during, and after the breakfast. Families work in shifts and socializing helps pass the time away.

Event Date: January 29, 2012

Event Chair(s): Stephanie Schleicher

MARDI GRAS:

This is a major Fundraising event for St. Mary's. It will be held at the R&D Catering Banquet Facility. There will be a silent & live auction, band/live entertainment and you can choose to come to dinner and/or the auction. Volunteers on the committee are essential in collecting auction items. New committee members are welcome.

Event Date: February 10, 2012

Event Chair(s): Kate Harrold, Michelle Scanlan and Sherry Wolf-Halonen

MAGAZINE DRIVE:

Orders can be submitted on-line all year at www.gsp.com School ID is 425003464

No volunteers required at this time, however, goal is 100% participation in selling subscriptions.

Event Date: Ongoing
Event Chair: Christine Charbonneau

MAY FEST:

This event is unique because it encompasses St. Mary School, Immaculate Conception Church, and the Christian Formation Program. It is a way of bringing everyone together to celebrate our faith, enjoy good food and entertainment, and have fun. There is a MASS-ive music celebration,, food, children's and adult games, annual and perennial plant sales, baking/cooking contest, and a live auction and raffle to end this special day.

Event Date: May 2012 TBD
Event Chairs: Tanya Weinzierl and Kim Palmer

PARK ART FAIR AND FUN FEST FOOD BOOTHS

Both events are great community opportunities for St. Mary School to extend itself into the community. We plan to sell BBQ pork sandwiches and chocolate covered cheesecake on a stick. Families sign up for shift work. It is a fun time because you have the opportunity to socialize with school families, friends and your family and neighbors.

Event Date: June 2 & 3 and July 12-14, 2012
Event Chair: Patty Johnson and Arlene Tenner

MOVIE NIGHT

G-rated movies are shown on the gym wall. Lots of fun and fellowship. Multi-Purpose classroom is also available for food and drink.

Event Date: Every 3rd Friday at 6:30 PM
Event Chair: Marketing Committee

PARADES

St. Mary School has a float that participates in parades throughout the summer. Parents and students are needed to ride the float and to walk handing out candy and flyers.

Event Date: St. Patrick's Day, March 17, 2012
Robert Good Neighbor Days, June 2012
Fun Fest, July 14, 2012
Event Chair: Jason and Bettina Schutte

For we are his handiwork, created in Christ Jesus.

Ephesians 2:10

ST. MARY'S SCHOOL

DRESS CODE/UNIFORM POLICY

2011-2012

This dress code/uniform policy has been established to help create a positive school climate. Students are to abide by this policy in an effort to emphasize standards of neatness in grooming, uniformity in our school's image, and pride in our school. Parents are requested to cooperate and enforce the school uniform policy. To be fair to all students, the staff will enforce this policy. All students are expected to be in full uniform each day with the exception of scheduled non-uniform days and Spirit Day.

Uniform Policy Grades K-8

All grades may wear the approved Spirit Shirt on the Wednesday, Early Out Schedule.

Girls Uniform Grades K-8

- Twill uniform pants or shorts in Navy or Khaki – Shorts are worn until 10/15 and from 4/15.
- Twill uniform skorts or jumpers in Plaid, Navy or Khaki - Grades 4-8 may also include plaid skirt with shorts underneath
- Uniform Cardigan Sweater in Navy
- Uniform **round** collared blouse, long or short sleeve in White
- Uniform knit polo shirts long or short sleeve (no outside logos, monograms, or frills) in Navy or Royal Blue
- *Navy Blue Polo with logo #87SMNR Donalds Only
- *Royal Blue Polo with logo #87SMNR Donalds Only
- Grades K-4 Cotton Plaid Jumper – Style 9427 – Donalds
- Grades 4-8 Plaid skirt – Style 3427 -Donalds
- Crew Neck Sweatshirt with **embroidered St. Mary's School Logo** on it in Navy or Royal Blue
- Turtle Necks may be worn under the sweaters, sweatshirts and polos in White.

Boys Uniform Grades K-8:

- Twill uniform pants or shorts in Navy or Khaki – Shorts are worn until 10/15 and from 4/15.
- Uniform Cardigan Sweaters in Navy
- Uniform knit polo shirts, long or short sleeve (no outside logos, or monograms) in Navy, Royal blue or Light Blue (with logo #8760 Donalds only).
- *Navy Blue Polo with logo #87SMNR Donalds Only
- *Royal Blue Polo with logo #87SMNR Donalds Only
- Crew neck Sweatshirt with **embroidered St. Mary's School Logo** on it in Navy or Royal Blue
- Turtle Necks may be worn under the sweaters, sweatshirts and polos in White.

Grades 6-8 Only– Blue Jeans that are boot cut and not low rise or skinny legged may be worn on Thursday and Friday with uniform shirts and hooded oxford, navy and royal blue sweatshirts ordered from Moore Imprint only.

Uniform Purchases:

- All uniforms, except sweatshirts, **must** be purchased at Donald's Uniform Store or J.C. Penney uniform selection. Sweatshirts **must** be purchased at Moore Imprints in New Richmond.
- Deviations from the specified uniform colors are not acceptable. For example, khaki cannot have substitutions of cement, tan, beige, etc. at any store.
- Bottoms can have either pleats or plain fronts. Pants must be straight leg and have no outside pockets on the back. They must also fit properly on student's waist.
- Any special size requirements that cannot be met at either Donald's or J.C. Penney need to be brought to the attention of the school principal. The principal will advise.
- All uniforms must be neat, clean, and in good repair. Worn out uniforms must be replaced. Any alteration to the fit of the uniform must be consistent with the basic design.

Dress Code Grades Preschool-8

1. Shoes/Socks:

Shoes: Only neat, clean, non-marking tennis shoes. No clogs, slip-ons, loafers, sandals (except sandals for 6, 7 & 8 as noted below). No boots of any kind can be worn in the classroom.

Socks: White or navy socks or white tights must always be worn K-8 grades.

Middle School (Grades 6, 7 & 8):

May wear leather strapped on sandals with socks from the beginning of the school year until October 15 and from April 15 until the end of the school year.

2. Shirts:

Under shirts or girls' camis or tees in white only, no printing, may be worn under the polo shirts. No lace or ruffle.

For non-uniform days: Tee shirts without advertisements for alcohol and cigarettes or inappropriate language may be worn. No spaghetti straps or tank tops are allowed. Shirts must be long enough to cover stomach.

3. Pants:

For non-uniform days: Jeans without holes and walking shorts may be worn.

4. Hair:

No extreme hair styles, and hair must be the child's natural color.

5. Jewelry:

No large or excessive jewelry is allowed. Only ears may be pierced and one non-dangling, non-hoop earring per ear.

6. Make Up/Nails:

Excessive make-up is not acceptable. No eye make-up is allowed. Colored polish in the pink family only can be worn. No body markings allowed.

Uniform/Dress Code Violation Policy

Parental cooperation is necessary to maintain a uniform dress code. It is the parent's responsibility to assure the uniform regulations are followed so class time is not taken for teachers and the principal to remind and enforce adherence to the dress code. All parts of the dress code/uniform policy are at the discretion of the teachers and principal. If the policy is not adhered to, the following violation policy is in effect.

1st Infraction: Student will be sent home with a “Uniform Slip” which is to be signed by the parent and returned to the Principal the next day. If the slip is not returned, a phone call will be placed to the parent.

2nd Infraction: Student will call parent at home or work and ask parent to bring uniform clothes to school.

3rd & 4th Infractions: At the discretion of the Principal.

Homework Policy

Grade	Daily Time Commitment	Description
K	15 minutes	Reading
1	10-15 minutes	Assigned on Monday and due on Friday. It is a review of the previous week’s lessons.
2	10 minutes 10 minutes	Reading Aloud Assigned on Monday – Thursday
3	20-30 minutes	Assigned daily
4	30-40 minutes	Incomplete daily assignments, study guides for tests, and projects.
5	30-60 minutes	Incomplete daily assignment, research, writing, studying for tests and four projects per year.
6-8	60-90 minutes	Incomplete daily assignments and projects, and studying for tests.

Disclaimer: Students work at different paces, possess varying abilities and skills, and manage time differently.

**ST. MARY’S SCHOOL POLICY FOR
TRANSFER STUDENTS IN GRADES K-8**

EFFECTIVE SEPTEMBER 2010

Transfer of students from any school to St. Mary’s is acceptable on a probationary basis. The student may remain if the following criteria is met and maintained:

1. Student does not require special services (ED, EBD, etc.) These services are only available with public school attendance.
2. Student/parent/guardian have read the policies in the St. Mary’s Parent Handbook and signed a receipt.
3. Student does the required assignments and hands in work in a timely basis.
4. Student does not exhibit distracting behavior in the classroom that prevents the teacher from teaching or the students from learning.
5. The student exhibits good moral behavior in and out of school.
6. Student must have regular attendance at school.

I have received a copy of this policy and read it.

Parent Signature

Date

STUDENT, EMPLOYEE, AND VOLUNTEER SEXUAL HARASSMENT

St. Mary's School shall maintain a learning and working environment, which is free from sexual harassment. Therefore; No student, employee or school volunteer shall harass a student, employee or school volunteer through conduct or communications.

For policy purposes, harassment is defined as:

Unwelcome sexual advances;

Requests for sexual favors and other verbal or physical conduct of a sexual nature;

Submission to such conduct is made either explicitly or implicitly a term or condition of student learning and grade performance;

Submission or rejections of such conduct is used as the basis for special treatment or denial to the learning environment;

Such conduct interferes with learning performance or creates a hostile learning environment;

Harassment may include but is not limited to verbal harassment or abuse, pressure for sexual activity, remarks to a person which include inappropriate language or jokes with sexual implications, unwelcome touching or unsolicited and inappropriate gestures, suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Students, employees, and volunteers are mandated to immediately report any instances of harassment to the principal. In the principal's absence, the pastor or designated faculty member covering for the principal receives the report. Enforcement of this policy and complaints regarding allegations of harassment shall be processed according to established procedures. All complaints shall be kept confidential to the maximum extent possible.

A substantial charge of harassment against a student, employee, or volunteer shall subject him/her to appropriate disciplinary action including suspension, expulsion, or discharge.

The principal is responsible for coordinating federal regulation concerning harassment in his/her work site.

ADDENDUM A

BUS RIDER RULES AND DISCIPLINARY MEASURES

Parents/guardians and students must realize that school bus transportation is a privilege, not a right. Misbehavior of any kind will not be tolerated. Students who misbehave may be suspended from school and/or may be denied the privilege of riding the bus. Schools shall notify parents/guardians if there is continuous misconduct on the bus.

The following rules and regulations also apply to any field trip under school sponsorship. Bus riders shall respect the wishes of chaperones, appointed by school officials to accompany bus riders.

Bus riders shall:

- Ride assigned buses

- Board and disembark from their assigned bus at the selected destination unless written permission is granted by the bus driver or authorized personnel to be let off at other than the regular stop.

Parents/guardians shall:

- Call the bus company for requests for temporary exceptions to the rule that students ride on assigned buses. Permission for exceptions will only be granted for emergency reasons and will be dependent upon room available.

- Forward requests for permanent exceptions to the rule that students ride on assigned buses to the district director of fiscal and buildings operations.

- Assume responsibility for rides when permission is granted to be let off at other than the regular stop.

- Obtain and forward to the director of fiscal and building operations office a certificate or statement from medical doctor to substantiate all physically-handicapping cases. Temporary handicap shall require an annual statement and permanent handicap shall require only an initial statement.

- Inform the driver through the bus company, if possible, when a rider will be absent.

Previous to loading the bus on the road and at school:

- Be at the designated bus stop on time.

- Stay off the road while waiting for the bus.

- Conduct themselves in a safe manner while waiting for the bus.

- Wait until the bus comes to a complete stop before attempting to board the bus.

- Line up in an orderly, single file manner.

- Not rush to get on the bus.

Be courteous.

Not take advantage of younger students in order to get a seat.

Walk to the side of the road facing traffic to get to the bus stop, if there is no sidewalk or path.

Use the handrail and watch their step when boarding the bus.

While on the bus:

Keep hands and head inside the bus at all times.

Assist in keeping the bus safe and sanitary at all times.

Remember that loud talking or laughing or unnecessary confusion diverts the drivers attention and may result in a serious accident.

Treat the bus equipment as valuable property. Damage to seats, etc. must be paid for by the offender.

Never tamper with the bus or any of it's equipment.

Don't leave books, lunches or other articles on the bus.

Keep books, packages, coats and all other objects out of the aisles.

Remain in the bus in case of a road emergency unless directed to do otherwise by the driver.

Do not throw anything out of the window.

Always remain in their seats while the bus is in motion.

Always be courteous to fellow students, the bus driver, the driver's assistant and passers-by.

Keep absolutely quiet when approaching a railroad crossing stop.

Obey the driver promptly.

After leaving the bus:

Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and after receiving a signal from the bus driver.

Help look after the safety and comfort of small children.

Be alert for the pre-arranged danger signal from the driver.

STUDENT PICK-UP AND DISCHARGE AT POINTS OTHER THAN THEIR RESIDENCE

A parent/guardian may request to have a pupil's bus pick-up or delivery location changed provided that the following criteria are met:

One pick-up and delivery location will be assigned to the student unless the student has more than one legal residence.

If the proposed change involves a bus route other than the student's assigned route, permission may be granted providing there is seating space available.

A student who is a regular bus rider may be dropped off at a friend's (one who rides the same bus) home, if a note signed by the parent/guardian is presented to the bus driver stating the student's name and the name of the student and family being visited. Parents will assume the responsibility for the child when such a request is made.

Students who are not regular bus riders will not be allowed to ride the bus. This includes riding home with bus riders to visit or spend the weekend.

RULE VIOLATIONS

First offense:	A one day suspension from the bus
Second Offense:	A three day suspension from riding the bus. PARENT CONFERENCE IS RECOMMENDED.
Third Offense:	Suspension of all bus privileges including field trips and until a parent Conference is held, but not less than 5 days.
Fourth Offense:	Suspension of all bus privileges including field trips for the remainder of the year (minimum of one semester).

Conferences following the second, third, and fourth offenses shall be arranged by the building principal. For serious offenses, any or all of the above steps may be bypassed.

Discipline procedures for Special Education students will be as above, except that at the third incident a conference will be held to determine alternate means of transportation and amendment of that students IEP.