



Family Handbook 2017-2018

School Information

St. Mary's School
221 E. Washington Avenue
Tomahawk, WI 54487
Phone (715) 453-3542
Fax (715) 453-9195
<http://www.stmarysschooltomahawk.com>

Office Email: smsoffice@stmarystudents.com
Principal Email: smsprincipal@stmarystudents.com

Directory of Personnel for School Year

Faculty and Staff

Father Louis Reddy Maramreddy – Pastor
Mrs. Rita Lee - School Principal
Mrs. Kathryn Loka - Preschool Teacher
Mrs. Juanita Skubal – 4-year-old Kindergarten Teacher
Ms. Lindsay Albright – Kindergarten Teacher
Mrs. Lori Blank – Grade 1 Teacher
Mrs. Rebecca Roessler – Grades 2 & 3 Teacher
Mr. Adam Gessler - Grades 4 & 5 Teacher
Mrs. Judy Koshak - Physical Education Teacher
Mrs. Margie Albert – Librarian
Miss Kristen Beilke – Classroom Helper
Mrs. Michelle Schiltz – School Secretary
Mrs. Janet Glenzer – Head Cook
Mr. Keven Bandoch – Head Custodian
Mrs. Julia Pankow – Cleaner & Kitchen Assistant

Parish Staff

Mrs. Connie Beilke – Parish Office Secretary/Manager
Mrs. Tracy Benaszkeski – Assistant Parish Secretary
Mrs. Janice Huseby – Director of Music & Liturgy
Mrs. Kay Berg – Director of Religious Education/Youth Ministry

St. Mary's Catholic School Mission Statement

St. Mary's School is an integral ministry of the parishes of St. Mary, St. Augustine, and St. Francis of Assisi.

We welcome 3-year-old Preschool through Grade 5 students from Tomahawk, Wisconsin and the surrounding areas.

Our commitment to high quality, faith-based education is founded on the mission of the Catholic Church.

We foster a Christian community of loving, knowledgeable, and faithful servants of Christ by sharing God's word and instilling Catholic values.

We strive to develop the whole child through prayer, family involvement, service, and excellence in education.

Our Philosophy

- Provide a safe, nurturing, and secure environment in which students can encounter the living God, who in Jesus Christ reveals His transforming love and truth.
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth.
- Provide opportunities for regular prayer and worship.
- Integrate Catholic faith with all learning.
- Create a Catholic climate that contributes to the foundation of students and families as active participants in the parish community.
- Promote life-long learning that advances the development of the whole person – mind, body, and spirit.
- Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and emphasis on moral education, community, and service.
- Graduate students who are prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

Vision Statement

St. Mary's Catholic School strives to be the premiere school of choice providing a comprehensive academic education, empowering its students to reach their full potential, nurturing a child's faith journey and promoting lifelong service in a Christ-centered environment, focusing on family values.

Core Values

Faith † Knowledge † Service † Leadership

Daily Schedule

Students may enter the building at 7:35am each day. The school assumes responsibility for the students from this time in the morning until they leave at the close of the school day at 3:15am.

7:35-8:00	Student arrivals
8:00-8:15	Morning Prayer
8:20-8:40	Reading
8:45-10:00	Classroom Instruction
10:00	Snack
10:05-11:00	Classroom Instruction
11:00-12:30	Lunch/Recess
12:35-3:05	Classroom Instruction
3:10	Afternoon Prayer
3:15	Dismissal

Religious Life

St. Mary's students participate in a variety of religious activities. We begin each day by coming together as a school for Morning Prayer and end each day with all school prayer. Wednesdays and First Fridays, the whole school celebrates Mass. The children's liturgy gives students the opportunity to participate in Mass by reading, cantoring, singing in choir, bringing up the gifts, serving and acting as greeters. Families are always welcome and encouraged to attend Mass.

Policies and Procedures

Absentee Procedure

If a child is absent from school, a parent/guardian must call the office (453-3542) prior to 9:00 AM. If we do not receive a call, parents/guardians will be contacted in order to assure the safety of your child.

Excused absences include: personal illness, severe illness or death in the family, court appearances, health appointments, school-sponsored activities, emergency situations in the home environment. Parents must call excusing the child for the above reasons or a note may be sent to school prior to the day that the student will be absent. If there is not an excused absence the student is declared truant. A written explanation needs to be sent with your child following any absence. An extended absence of 10 days or more will require a written doctor excuse.

Students reporting to school after 10am or leaving before 2pm will be considered absent for 1/2 day. Try to schedule routine appointments with a doctor or dentist after school hours if possible. Students leaving during the school day disrupt their educational routine and may cause a distraction to the other students in class.

The parent/guardian is required to give advanced written notice to the school in order to be excused for any other type of absence, e.g., family vacation. (See Anticipated Absences)

Accreditation Status

St. Mary's School is accredited through the Wisconsin Religious and Independent Schools Association (WRISA). To maintain their accreditation, schools must conduct a self-study and host a visiting team every seven years. Schools must submit an Annual Report with an updated Long-Range Plan Form. Schools must show compliance with the WRISA standards. They must also demonstrate a continued commitment to school improvement. St. Mary's School has been recognized for the high standards we have achieved and the school improvement efforts we continue to demonstrate.

Address Change

The school office must have up-to-date address and phone information. Please notify the school secretary of any changes.

Admissions

St. Mary's School respects the dignity of every student. Neither race, color, religion, nationality, nor any form of discrimination will prevent a child from being accepted into the parish school. To enter Kindergarten, a child must be 5 years of age on or before September 1 in the year of entrance. New students will be expected to demonstrate a satisfactory level of skill proficiency for the grade requested to enter. All students must meet the immunization requirements per WI State Statutes.

Anticipated Absences

We encourage parent(s)/guardians to plan vacations when school is not in session. However, realizing that such is not always possible, we request that if a vacation requires a child's absence from school, the matter should be discussed with the office and the child's teacher well in advance of departure. Teachers are not required to give students work prior to leaving, but students will be responsible for work missed and/or may be given alternative assignments to complete.

Arrival

Students should not arrive at school before 7:35am. Students should enter at the main doors (#2) off the Lincoln Avenue parking lot on the north side of the building. Buses will drop students off at the Washington Avenue door (#1). All students must go to the cafeteria, which is supervised. For safety and security purposes, all visitors, including parents, are required to enter via door #2 and check in at the front office.

Assemblies

Assemblies may be planned periodically as special events. A monthly assembly will take place to give recognition to students who are recognized for displaying exemplary behavior reflecting Catholic virtues and leadership.

Attendance

School is in session from 8am to 3:15 pm. Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Students are expected to attend school regularly in compliance with the law for compulsory attendance as per WI Statute 118.5. Habitual absence and tardiness will be reported.

Behavior

Opportunities to teach children self-discipline skills abound within any school day. An all-school discipline policy will be created by the staff and used at each grade level in an age appropriate manner.

Bicycles

Bicyclists are expected to leave school grounds at the crosswalk. Bicycles are to be parked and locked by the owner in a designated area. Bicycles are not to be ridden during school hours. Bicycles need to be walked off school premises to ensure safety. Students riding bikes MUST wear helmets while on school property.

Board of Education

The St. Mary's Education Advisory Committee (SEAC) is an advisory body overseeing all programs at St. Mary's School. SEAC is accountable to the parish priest and the Diocesan Superintendent of Schools. SEAC meets monthly. All meetings of the committee are open to the public except those designated as executive sessions. Parents are encouraged to attend.

Bus

All students the age of 4 and over are eligible for bus transportation. All students are assigned a bus according to their home address. All students can receive a bus pass to ride on a different bus than their assigned one. Bus passes are issued according to school and bus company rules. Only one pass issued per student. A bus pass may be either permanent or permanent as needed. Passes cannot be issued for non-school related activities. Passes must state the reason the student needs the pass and the reason must be legitimate. Phone calls to Tomahawk Bus Service or the student's school office are the only way passes can be issued. Handwritten notes are not acceptable to the drivers and will be rejected. In addition to the school district rules it is generally appropriate to follow this list:

1. Sit only in the seat assigned to you.
2. Take your seat promptly after greeting the driver.
3. Behave appropriately at the bus stop, arriving 5 minutes before their pick-up time.
4. Remain seated, facing front, when the bus is in motion.
5. Talk quietly and make no unnecessary noise.
6. Do not talk to the driver when the bus is in motion unless it is necessary.
7. Keep the aisle clear and keep hands, feet, and all other body parts to themselves and inside the bus at all times.
8. Do not litter the inside of the bus or throw anything out the window.
9. No food, drink, or gum chewing is allowed on the bus.
10. Be quiet when the bus is crossing railroad tracks.
11. When boarding/exiting the bus, do so in an orderly manner while using the handrail.
12. Watch the driver for signals when crossing the road and always listen to the driver's instructions.
13. Respect the property of the bus. Damaging or vandalizing a school bus will be reported to school principals and law enforcement.
14. No sporting equipment is allowed on the bus.
15. Phone and device usage may be prohibited by any bus driver if the usage of such causes a distraction.

Children riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop. Tomahawk Bus Service is responsible for the supervision of students on the bus. However, the behavior of the student is a direct reflection on our school and the principal of St. Mary's School will also address all discipline matters.

Infractions of the above rules may be brought to the attention of the parents. Continual abuse of bus privileges may result in the denial of transportation.

Cafeteria (Food Service)

Breakfast

Breakfast is offered to students starting at 7:45am and is served until the bell rings at 8:00am. The cost of breakfast is noted on the printed menu for the month.

Lunch

School lunch is served from 11:00am to 12:15pm. A nutritious meal is provided each day. Students are encouraged to take advantage of this service. A monthly menu is sent home with the cost per lunch noted. Children who eat cold lunch may purchase a carton of milk at school. Parents may eat with their child(ren) at lunch if so desired. They must inform the office or teacher for lunch count purposes. Adult lunch cost will be charged to your child's lunch account

Daily Snack

The students have daily snack and milk break. Milk will be available to students for their snack break. Students may choose between white and chocolate milk.

Payment

Please keep your child's lunch/milk account in good standing current. You can check your balance using *Option C*. Place the money in an envelope labeled with the family name and the names of the children. Checks should be made payable to St. Mary's Lunch. Since this is a pre-pay system, parents are encouraged to make larger payments to keep bookkeeping at a minimum. Students must have money in their accounts when receiving a lunch or milk. Students who wish to purchase a meal with no money will be given a sandwich and a carton of milk. Money should be added to accounts as soon as possible for children to continue receiving school meals or milk.

Free & Reduced Meal Applications

St. Mary's School participates in the USDA Hot Lunch Program. Since all school meals are available daily for all children, families who may qualify for free or reduced priced meals need to fill out an application. The applications are available in the school office. Staff members are available to help filling this out if needed or desired. Only one application per family is necessary, however, a new application must be filled out each year and kept on file. For those who qualified for free or reduced meals from the previous year, there is a 30 day grace period at the beginning of each school year. After that time, if a current application has not been completed, students will return to the full priced status. Applications are available and may be filled out at any time during the school year.

Calendar

Our school calendar is planned in conjunction with the Tomahawk School District. It is subject to change and may be amended as the year progresses. Any changes or deviations from the calendar will be published in the weekly newsletter. A copy of the calendar suitable for hanging on your refrigerator is provided along with this handbook.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school committee and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of an impending cancellation, including radio, TV and newspapers and Option C alerts. In the unusual circumstance where school must be canceled during the school day, school personnel will determine that all students have satisfactory transportation and supervision at their home before releasing them from school. Information provided by parents on the emergency dismissal forms will be used to assure students' safety. When weather conditions are such that the school must close, parents will be contacted using the *OptionC* Parent Alert System. Additionally, WJJQ and local television stations will broadcast an announcement. Normally, Catholic schools will close when the public school district closes.

Change of Address/Phone Number

It is very important, for emergency and administrative reasons, that for every student we maintain an up-to-date address and phone number record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

Child Abuse Laws

All school employees and volunteers are required to report any child abuse to the appropriate authorities as outlined by WI Statutes and Diocese of Superior Basic Adult Safe Environment (BASE) training.

Church

All students attend Mass on Wednesdays, First Friday, and Holy Days. Students participate in Mass by reading, cantoring, singing in choir, bringing up the gifts, serving, and acting as greeters. Families are always welcome and encouraged to attend Mass.

Classroom Aides

St. Mary's School will provide classroom aides when necessary. The principal, in cooperation with the teacher, will determine the hours and the responsibilities of the teacher aide.

Communications

A weekly principal newsletter, containing items of interest to parents and students will be sent via email or paper copy home by request. Please be alerted to their arrival. Other communication such as field trip permission forms, classroom news, etc. will usually be sent home on Monday. Parents should check backpacks on a daily basis for important information. Also, important communication will be posted using *OptionC*. Check your family page regularly for notices.

Controlled Substances

The possession, sale, or use of drugs, or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies. The possession or use of alcohol, drugs or tobacco products is strictly forbidden and can result in expulsion. Expulsion is permanent and must be reported to the local public school district administrator.

Conferences

Parents/guardians are encouraged to keep in close contact with the teacher concerning the progress of their child. Contact can be made through notes directed to the teacher, personal telephone calls or conferences with the teacher after school. Do not wait for a problem to develop to express concern or seek advice or assistance. Teachers can be contacted through the Option C messaging system.

Teachers will not be called to the telephone during the school day, since their primary responsibility is the education and supervision of their students. Messages will be taken and relayed to the respective teacher to be dealt with during a non-teaching or non-supervisory time. Emergency needs are an exception.

A parent/guardian who has a concern that deals with the principal should contact her in writing, either by note or email. A conference can then be scheduled.

School staff wishing to speak to the parent/guardian will send a note, and/or make contact by phone or Option C when desiring to speak about your child's accomplishments or progress.

Conferences are scheduled in the fall and in the early spring. Conferences afford parents, as well as the teacher, an opportunity to question and to listen. Other conferences may be scheduled at the request or discretion of the parent or teacher.

Computer Network/Internet

Computing, data storage and information retrieval systems are designed to serve the students, faculty, staff, volunteers and other affiliated with the school. Network and Internet access is provided to further the legitimate educational goals of this institution. Members of the school are encourage to use the computers, software packages and electronic mail for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the school computer services are and remain the property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Appropriate or acceptable uses for these resources include:

- Information and news from research institutions.
- Access to many libraries and museums
- Electronic mail communication to facilitate learning projects
- Public domain software
- Current information on local, state, national, and world events

Examples of inappropriate or unacceptable use of these resources include, but are not limited to those uses that violate the law, violate the rules of the network etiquette. Or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material, threatening, harassing, pornographic, sexually explicit or obscene material: material that expresses bigotry, racism, or hate: or material protested by trade secret if prohibited.

- The use for personal financial or commercial gain, product investment, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network, Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of others is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited.

This agreement applies to stand alone units as well as units connected to the network or Internet. Any attempt to violate provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of the principal regarding appropriate use of the technology or telecommunications resources is final. Monetary reimbursement will be sought for damage necessitating repair or replacement of equipment.

Counselors

Counselors are not available at St. Mary's. However, there are many fine agencies available to assist students and their families with various issues. The Diocese of Superior offers these services through Catholic Social Services and their satellite offices. The parish office may also offer assistance.

Curriculum

St. Mary's School curriculum is based in Catholic Christian principles. As a basis for our Catholic education, all students will attend Liturgy and be involved in religion classes. The Diocese of Superior curriculum is followed in all grade levels in all subject areas. Ongoing evaluation of different subject areas provides for continual updating according to student needs. We make use of a wide variety of supplemental materials as fit for the age and learning of each grade and individual student.

Discipline

An all-school discipline policy will be created by the staff and used at each grade level in an age appropriate manner.

Dismissal

Students end their day with prayer at 3:10pm and are dismissed at 3:15pm., at which time they may leave with an authorized adult. For the safety of the students, children may not leave the building without an authorized adult escorting them. If your child normally rides the bus home and you plan to pick your child up from school, please send a note stating that, or the staff will put your child on the bus. The Lincoln Avenue entrance (#2) is used for picking up your child. The Washington Avenue entrance (#1) is for bus pick up only. Students who ride the bus home are escorted out the Lincoln Avenue entrance by school staff members. Please remember that the buses do not leave the public school until 3:40pm.

Dress Code

St. Mary's dress code is mandatory for all students in preschool through 5th grade.

1. Tops – Red, white, or navy. Must be solid color with or without St. Mary's School logo. No other logos are acceptable on clothing.
2. Pants/shorts – Solid color khaki, red, or navy. Shorts must be fingertip length or longer.
3. Dress/ jumper/skirt/skort – khaki, red, navy, or school plaid. All must be fingertip length or longer.
4. Leggings – must be worn with dress or skirt at least fingertip length or longer.
5. Shoes –
 - a. Must be safe.
 - b. No high heels or backless sandals or shoes.
 - c. Must have closed toe.
 - d. Gym shoes are required for phy ed class.
 - e. Safe non-slip shoes are required for recess. No dress shoes or dress boots should be worn at recess.

Not all situations involving the wearing of clothing can be addressed in a short dress code policy. In the event that a question arises, the staff will make a decision as to what is appropriate or inappropriate. Students will be expected to abide by these decisions.

We ask parents to support this dress code policy. If a student wears clothing that is not permitted or is not dressed appropriately, a Dress Code Violation Form will be sent home. If the violation is serious, parents may be contacted and expected to bring appropriate clothing to school.

Electronic Devices

The following are not allowed at school: cell phones, handheld electronic games, iPods, iPads, and all tablets. If brought to school these items will be taken by administration and parents will be called to claim the item. Our school has been blessed to be able to provide appropriate technology for all students.

Emergency Information

In case of emergency parents/guardians are required to provide the school office the following information for every student. This information is originally requested through the registration form:

1. Parent(s)/guardian(s) name(s).
2. Complete up-to-date address.
3. Home phone and parent(s)/guardian(s) work phone.
4. Emergency phone number of relative or friend.
5. Physician's name and phone
6. Medical alert information
7. Emergency dismissal instructions

Note: Parents/guardians may indicate the names of persons (not more than three) to whom their child/children can be released. No other person will be given the right without the parent/guardian notification.

Emergency Procedures and Drills

Emergency procedures are on file in the office and located in every teacher's classroom. Evacuation procedures and routes are posted in every classroom. In the event that students must evacuate the school

building, the students and staff will walk to St. Mary's Church. Fire drills are held under varying conditions at different times of the day throughout the year. Each class has a designated meeting area. Students are expected to exit the building quickly, quietly, and safely. St. Mary's School will have a tornado drill at least once per year. Other safety drills such as lock down, lock out, and emergency evacuation may also take place. Students will be instructed in the proper procedures by their teacher.

Enrollment

1. Returning families will be given a priority registration period in which to register their child(ren). At that time their registration fee and supplies fee are required.
2. Members of St. Mary, St. Augustine of Harrison, and St. Francis of Pier-Willow will have a priority registration period after our returning families. At that time their registration fee and supplies fee are required.
3. Public registration period begins after all priority registrations.
4. Current policy for setting tuition is to be determined annually based on budget and parish finances.
5. In the event a student leaves during the school year there will be no refunds given.
6. A family registration fee and student supply fee is required at registration. These fees are non-refundable.
7. Tuition is charged for every student. No child should be denied a religious education because of financial reasons. Financial assistance is available for those who qualify. Please contact the School Administrator/Pastor if you are in need of assistance. Financial matters are held in the strictest confidence.
8. Failure to meet the terms of the tuition will result in ineligibility for the following semester.

Equipment Usage

Our school has a variety of educational, safety and janitorial equipment. Students are not permitted to handle equipment, unless they have official permission to do so. This includes physical education equipment. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held responsible.

Facebook Policy

- If families have not given permission through the "Image and Likeness" waiver for their children's picture to be used, their image may NOT be included on any Facebook post.
- No child, family or family member may be tagged in any post or comment. Any posts or comments that mention a child or family name will be removed from the page.
- Administrative rights to edit or change the page may only be given by the Principal.
- All content on the page is property of the school.

Federally Funded Programs

Title 1 - Title 1 funds are designated by the Federal Government for preschool through grade 12. Utilizing these funds, St. Mary's administrator and teachers, in conjunction with Tomahawk Public School District personnel, will develop appropriate individualized accommodations to identify and meet student educational needs.

Speech - Students who are identified as needing speech instruction will receive instruction at St. Mary's School. Tomahawk School District speech teacher will make yearly evaluations. Parents/teachers and other school staff set up an educational plan for the student.

OT/PT - Students who are identified as needing therapy will receive instruction at St. Mary's School. Tomahawk School District therapist will make yearly evaluations. Parents/teachers and other school staff set up an educational plan for the student.

Field Trips

Field trips broaden the educational experience of the students. Through field trips, students gain learning experiences, unavailable to them within their classroom, are supportive of the curriculum. Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities have the approval of the principal before any preparations are made.

Guidelines for field trips are as follows:

1. Teachers submit to the principal a field trip request detailing educational purpose of the trip.
2. Parents will be informed by letter as to the purpose of the trip, type of transportation, date, approximate time of departure and return, cost and suggestions for dress, if needed.
3. No student may participate in a field trip without a signed permission slip.
4. Transportation arrangements are made through the school office.
5. The teacher will arrange for an adequate number of adult chaperones. There should be at least one chaperone for every ten students. Adults should be briefed as to responsibilities and expectations.
6. If necessary, the teacher will arrange with the principal the supervision and work of students who do not accompany the class. Students not on the field trip are required to be in school.
7. The teacher will have a plan for emergencies in case it is needed. He/she should be made aware of special needs or medications.
8. The teacher will to inform the office when the class is leaving for the field trip and also when the class has returned.
9. Chaperones must complete the Diocese Code of Conduct (includes background check) AND complete a Basic Adult Safe Environment (BASE) training session. They also are required to complete a liability release form.

Financial Assistance

Financial assistance is available. Those who are in need should submit a written application to the School Administrator.

Fund Raising

Fund raising shall be limited to activities approved by the Pastor and/or Principal.

Guest Speakers and Programs

Guest speakers and programs enhance the curriculum at St. Mary's School as well as expand horizons, opportunities and experiences. All guest speakers and programs must be arranged in consultation with the administration. Calendar dates must be approved by the office and cleared with the master calendar.

Grade Retention

Grade Retention is considered on an individual basis in cooperation with parents. Retention considerations include but are not limited to age, social and emotional adjustment, academic performance, attitude and effort.

Grievance Procedures

In the event that callers or correspondents are upset over a position of school personnel, parents should address the issue with the appropriate staff person (see Chain of Command below). In the event a parent becomes abusive, the employee or volunteer has a right to discontinue the communication.

Chain of Command for Communications

Complaints, concerns, etc. should be referred directly to the individual involved. If there needs to be an additional level of complaint, this order should follow until the situation is resolved:

1. Teacher
2. Principal
3. Pastor
4. Superintendent of Schools
5. Dean
6. Moderator of the Curia
7. Bishop

Harassment/Sexual Harassment

St. Mary's School follows the Diocese of Superior policy on harassment, which states that no employee, volunteer, or student has the right to harass another employee, student, or volunteer. Each administrator is responsible for promoting the understanding of the procedures governing sexual harassment within their school. Violations of this policy or procedure will be cause for disciplinary action. Copies of the Diocesan Policies are available in the principal's office.

Home and School Association

All parents/guardians are members of the Home and School Association. They are encouraged to become active participants in this important organization. The Home and School Association is a way of integrating the goals of home and school for the benefit of the children. All parents/guardians, interested grandparents and parishioners are cordially invited to attend the meetings. Members are notified in advance of the meeting date and time. Each year the Home and School Association sponsors several moneymaking projects. These funds allow them to support many important activities at the school.

Homework

Homework is an important extension of the teaching/learning that takes place in school. Parents can assist their children by providing a quiet place for the students to work and checking that assignments are completed. A good guide is to anticipate 10 minutes of homework per grade level per night. For example: 10 minutes in 1st grade, 20 minutes in 2nd grade 30 minutes in 3rd grade, etc.

When a child is absent from school for any reason, all homework must be made up regardless of the reason for the absence. All homework must be completed and turned in within a reasonable amount of time – usually 1 day is allowed for each day of absence.

All students should expect a reasonable amount of homework that is appropriate for their grade level. Teachers will inform you if your student is late in turning in their work or if it has not been completed satisfactorily.

Hours – Office/School

Office Hours 7:30am - 3:30pm

School Hours 8:00am - 3:15pm

Illness or Injury

In case of illness or injury a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. Parents will be contacted and asked to pick up their child if the child has a rash, a fever of 100 degrees or higher, vomiting, diarrhea, or any suspected communicable disease. Children must be symptom free for 24 hours before returning school. Depending upon the seriousness of the illness/injury, contact with the parents or the emergency contact person will be made. If emergency medical treatment is necessary and parents/guardians or emergency contact cannot be reached, the school will call 911.

Immunizations

Immunizations must be in progress by the 30th day of school. All students must meet the immunization requirements as required by WI State Statutes.

Inclement Weather

When inclement weather conditions exist, students will be supervised indoors and not permitted to go outside as deemed appropriate by administrator/staff. Parents/guardians may not request that their child stay in at recess time due to a minor illness or other reason.

Leaving Campus

Students are not allowed to leave the school campus during school hours for any reason without the written consent of their parent and without being signed out by an adult. Please come to the school office to pick up your student.

Library

Teachers and students are encouraged to use the school library. All materials are to be signed out.

1. Students will be supervised by an adult at all times they are in the library.
2. Books may be checked out for 2 weeks with a limit of 2 books per student.
3. Reference books, including encyclopedias, are used only in the library.
4. Overdue books must be turned in before a student can check out another book.
5. Families will be expected to reimburse the school for any books that are lost.
6. It is important to maintain an atmosphere of quiet in the library.
7. Any student who is disruptive or discourteous will be asked to leave the library and return to his/her classroom.

Loitering

Students must leave the school and school grounds promptly after classes or activities are dismissed.

Lost Items

The school will not be held accountable for items lost. Personal items should be labeled with the child's name. Items found will be placed in a designated "lost-and-found" area. Please check the "lost and found" area anytime that you notice missing items. Lost items considered valuable should be returned to the main office for safe keeping.

Lunchroom Directives

Lunch service begins at 11:00 am and continues until all classes are served at 12:00 pm. St. Mary's lunch is "Offer vs. Serve," which means a child must take at least three items to eat. White or chocolate milk is provided with each meal, and may be one of the three items.

- All students are to remain seated and will be dismissed by the lunchroom supervisor.
- Students are permitted to talk with each other in a reasonable inside voice. Proper manners are expected at all times.
- The students at each table are responsible for pick-up at the table.

Media Policy

Videos, films and other forms of media are regularly used in the classroom to supplement instruction and at times be used for recreational activities. Teachers preview all media shown to make sure it is age appropriate.

Medications

Nonprescription medications:

Administration of nonprescription medication (including cough drops, Tylenol, etc.) to a pupil requires written consent and instructions from the pupil's parent or guardian (WI Stat. sec 118.29(2) (1) (2).

Administration of nonprescription medications to a pupil in a dosage other than the recommended therapeutic dose may be done only if the written request to do so is also accompanied by the written approval of the pupil's practitioner (WI Stat. Sec. 118.29(2) (1) (b). Practitioner is defined as a physician, dentist, optometrist physician assistant, advanced practice nurse prescriber, or podiatrist. Practitioner may be licensed in any state in the United States. (WI Stat. Sec. 118.29 (e). In order for school personnel to dispense the medication, parents must complete a Non-Prescription Medication Consent and Instruction Form.

Prescription medications:

Administration of prescription medications to a pupil requires written instructions from a medical practitioner (defined above), as well as parent or guardian consent. In order for school personnel to dispense the medication, parents must complete a Prescription Medication Consent and Instruction Form.

No pupil is allowed to have medication in his/her possession in school unless ordered by the pupil's physician for emergency use. If your child needs any medication (including cough drops) during the school day, it must be left in the school office and the student must come to the office to take the medication. All medications must be in its original container. No over the counter medication (for example Tylenol) will be provided by St. Mary's School personnel.

OptionC

St. Mary's School utilizes a school information system called *OptionC*. This system allows school personnel and school families to keep track of many school related items such as attendance, grades, homework assignments, lunch account balance, and messages. Each family can access the family page of *OptionC* with a specific password which will be assigned in the fall of the current school year. *OptionC* also provides a parent alert system which will send automatic phone calls, text messages, or emails from the school in case of cancellations or emergencies.

Parents/Guardians Entering School

Any parent/guardian entering the school building during school hours is asked to first report to the school office and sign the visitor registration book. This is to ensure the safety and protection of you, your child, and the school. If anyone other than a parent is to meet the child at school, please inform the school office. This is for your child's safety.

If a child is to be picked up during the school day due to illness or an appointment, the child is to wait near main office. The parent/guardian must come into the building to sign out the child.

Parent Service Opportunities

There are a great many opportunities for parent involvement at St. Mary's School. It is important that parents become active and contributing members of the parish and school communities. Home and School Association, tutoring, supervising the playground &/or lunchroom, classroom volunteers assisting in the kitchen, and helping in the library are just a few of the suggestions that are available to parents and guardians. (See Volunteer section in the handbook.)

Pets

Pets of any kind are ordinarily not allowed at school. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.) Under no circumstances is a potentially dangerous pet to be brought to school.

Pictures

Individual student pictures and class pictures will be taken at school. Information will be sent home.

Playground

All students are to exhibit appropriate behavior while on the playground. Anything disrespectful to self, others, equipment, or to the buildings is not acceptable.

1. Students should go to the playground only when supervised by an adult.
2. Naturally occurring items like snow, leaves, rocks, etc. are to be left on the ground. There should be no throwing of snowballs or such items as directed by the supervising adult(s).
3. Once students are outdoors, they should remain there. Students must be escorted back to re-enter the school building.
4. Students should stay away from parked cars in the parking lot.

We expect that all students will participate in playground activities. If a child is too sick to go outside, they probably are too ill to be at school. Proper dress will ensure that the children stay warm and dry during the winter months and have adequate clothing such as boots, mittens, hats, etc. to assure that this will be the case. If inclement weather conditions exist, an administrative decision will be made to determine if students will be supervised indoors and not permitted to go outside. The equipment on the playground is to be used respectfully. Any broken or damaged equipment is to be reported immediately to the playground supervisor.

Records

A student's official file is kept in the school office. The principal, teachers, school nurse, and secretary shall have access to the permanent records of students during the time they are enrolled in St. Mary's School. It

shall be the principal's responsibility to see that all records are maintained in accordance with Diocese of Superior guidelines. Parents (custodial and noncustodial) and guardians have an absolute right to examine the cumulative records of their children. The following procedures will apply:

1. No records may be examined without advance notice. The parent/guardian must give at least 24-hours-notice of intention to review the records, excluding holidays and weekends.
2. The records will be reviewed in the presence of the school principal or secretary.
3. No records may be removed from the building.
4. Nothing shall be removed or added to a student's records without the approval of the principal.

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

Religious Instruction

Diocesan Sacramental Guidelines are followed. Religion is taught in each classroom. Students participate in liturgy. Sacramental preparation is a parish responsibility and is coordinated with the parish religious education administrator. Students receive First Communion and First Reconciliation second grade. School staff prepare the students for sacraments. Parents are expected to attend informational parent meetings before the sacraments are received.

Right to Amend Handbook

St. Mary's School reserves the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.

Right to Privacy

Storage hooks and shelving for personal items such as coats, boots, backpacks, etc. are provided by the school for student use. School officials retain the right to inspect any personal items placed within the storage system for reasons of general safety and well-being of the general school population.

Scents

Perfumes, colognes, and other scents often trigger asthmatic reactions in people with allergies. Students and parents should not wear or carry any such scented products as it may endanger the health of fellow school community members.

School Supplies

School supplies are provided by St. Mary's. Students should have a backpack of their own as well as appropriate athletic shoes for physical education class.

Soliciting/Trading

Trading cards and soliciting of any kind is not permitted at the school nor on school grounds.

Standardized Testing

Students in grades 1-5 will take the Measures of Academic Progress (MAP) Tests each fall, winter and spring. Results from these tests are used by the school in evaluating and planning curriculum and instruction, identifying individual students' levels of achievement, and as a communication tool for parent conferences. Specialized testing is available through the district for students with special concerns and needs.

The National Catholic Education Association's Information for Growth: Assessment of Catechesis and Religious Education (NCEA IFG: ACRE), which tests religious knowledge may be administered to grade 5 students. Results of this test are used to determine the effectiveness of our religion curriculum.

Statement of Non-Discrimination

St. Mary's School does not discriminate on the basis of sex, race or national origin in the enrollment and participation of students or the employment of personnel.

Substitute Teachers

In case of a teacher's absence, a substitute teacher will be put in charge of the classroom. Substitutes (all must be age 21 or over) are called according to qualifications in the following preference:

1. Licensed teacher, BASE training complete
2. Licensed substitute teacher, BASE training complete
3. College degree, not licensed to teach, BASE training complete
4. BASE training complete

Suspension/Expulsion

There are two general situations, which may lead to suspension or expulsion; both must be verified by evidence:

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

Suspension may be served in-school or out-of-school as determined by school administration. The parish priest must approve all expulsions.

Swimming Lessons

Swimming lessons are available after school in the spring at Tomahawk School. Registration forms will be distributed through St. Mary's School. The number of participants per session is limited. Students may ride the bus from St. Mary's to Tomahawk Elementary for lessons.

Tardiness

Any child who arrives at school after 8:00am is considered tardy. The students are required to report to the office. Children will not be marked tardy due to a late bus. Students will be considered tardy up to 10:00am. After that, they are considered absent for 1/2 day.

Telephone Calls

Only extremely important messages may be delivered to pupils during school hours. Students will be allowed to use the school's telephone only if it is extremely important.

Transfer

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

Truancy

St. Mary's School follows the state statutes regarding truancy. Truancy includes excessive absenteeism and/or tardiness. Truancy cases will be pursued according to state law and enforced in this manner.

Vandalism

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school requires that the student(s), according to the terms determined by the school principal, make restitution.

Volunteers

In an effort to provide adequate financial support for St. Mary's School, each family with children in attendance at the school is required to provide 20 volunteer hours. Volunteer hours used to qualify for this requirement must meet certain criteria. The criteria are outlined as follows:

1. The hours must be in support of St. Mary's School.
2. Hours dedicated to participation in and support of school fundraising qualifies.
3. Hours dedicated to the support of activities intended for the benefit of individual students or groups of students (like volunteering to help at a birthday party) will not qualify.
4. Family members may include individuals other than parents. Individuals other than family members may donate hours for a particular family.
5. Family members volunteering for activities with direct involvement of children must complete BASE training as well as complete the Diocesan Code of Conduct including background check. Verification of completion of these items must be filed in the school office. Individual training or preparation time for these activities does not count as volunteer hours.
6. Volunteer hours will be on a school year basis starting September 1 and ending May 31.
7. After completing volunteer hours, volunteers must complete the appropriate form and submit it to the school office.

Weaponry

Firearms, weapons and other dangerous objects are not permitted in school or religious education buildings. The possession or use of such by employees, volunteers or students is not permitted on the grounds owned and used by the parish, school or religious education program. Police will be notified immediately if an assault or battery occurs resulting from use of or threatened use of a firearm, weapon, or dangerous object. When possible, such dangerous objects shall be taken from the person. Parents of students found in possession of such dangerous objects shall be notified. Any student in possession of a firearm while participating in any school, parish, regional or diocesan program shall be immediately suspended pending a hearing before the local board responsible for the aforementioned program. Any student expelled under the provision of this policy shall not be admitted to any Catholic school or parish program for a twelve-month period.

Wellness

Health information is included in the registration form parents fill out upon enrollment. Please keep all information up-to-date.

Annual hearing screening is conducted by Lincoln County Health Department by certified audiometric technicians.

In accordance with the school wellness policy, students are encouraged to drink plenty of water and eat a healthy snack during the school day. According to USDA guidelines, all snacks provided by the school must be approved as healthy. Teachers may allow students to bring a water bottle to school each day in order to keep themselves hydrated properly. Water bottles are for water use only and should be washed at home regularly.

The full school wellness policy and the Health Protocol Policy from the Lincoln County Health Department are available in the school office.

Acknowledgement of Receipt

By signing below and return this form to the school, we acknowledge that we have read and/or discussed the St. Mary's Student/Parent Handbook and agree to follow the guidelines and rules within.

Please return to school no later than **September 8, 2017**.

Family Name: _____ Today's Date: _____
(Please print)

Student Name(s):

Parent/Guardian Signature

Parent/Guardian Signature

Office Use:

Returned to School: _____ Employee Initials: _____

Parental consent/non-consent form Agreement for use of computer network/internet

St. Mary's Catholic School has chosen to permit student's' access to computer and telecommunications resources to further its education goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents are warned that St. Mary's Catholic School does not have total control of the information on the Internet. Parents are the primary authority responsible for imparting the standards of ethical and legal conduct their child should follow. Therefore, St. Mary's Catholic School supports and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy located in the Parent Handbook for Computer Network/Internet and I have either explained it to my child or read it with my child and am assured that my child understands it. I also understand my own and my child's responsibilities regarding computer hardware, software and Internet access at St. Mary's Catholic School.
2. Please check one of the following:
 - I hereby consent to my child having access to, and use of, the telecommunications (Internet) resources at St. Mary's Catholic School. I also hereby indemnify and hold harmless St. Mary's Catholic School from any claim or loss resulting from any infraction by my child of the policy or any applicable law.
 - I do not consent to my child having access to, or use of, the telecommunication (Internet) resources of St. Mary's Catholic School.

Name of Parent/Guardian (please print)

Parent/Guardian Signature

Date

Child Name

Child Name

Child Name

Child Name

Over – This is a two sided form

Student Computer Network/Internet Responsibility Contract

Please read the following carefully before signing this document. This is a legally binding contract and must be signed before network access is given. All students will be informed by the staff of their rights and responsibilities as users of the school's network. St. Mary's Catholic School computer network provides access to the Internet. The Internet is an electronic information and communications highway connecting millions of computers all over the world and millions of individual people.

Internet rules and guidelines:

- Students are responsible for good behavior on school computer networks just as they are in the classroom. Communication on the network are of a public nature. General schools rules for behavior and communications apply.
- The network is provided for students to conduct research and communicate with others. Parent's permission is required. Access is a privilege, not a right. Access entails responsibility.
- Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school standards and will honor the agreements they have signed.
- Teacher/administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will be private.
- Prior to access to the Internet everyone will be required to receive training in both the use of etiquette on the Internet. Basic skills will be explored through actual practice on the Internet.
- All downloading of information must be authorized.
- Consequences for misuse/abuse of the Internet will be at the discretion of the principal. According to the severity of the situation and the discretion of the principal, the following consequences may be implemented:
 - 1st Misuse 30 days
 - 2nd Misuse 1 semester
 - 3rd Misuse Access permanently denied to user.

Where applicable, law enforcement agencies may be involved.

I have read and understand the Acceptable Use policy for Computer/Internet and the Student Computer Network/Internet Responsibility Contract and agree to follow all the rules and guidelines.

Student Signature

Student Signature

Student Signature

Student Signature

Parent/Guardian Signature

Family Name

Over – This is a two sided form