



# Family Handbook 2020-2021

Please acknowledge receipt of this handbook by signing the accompanying form.

## **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](mailto:smsoffice@stmarystudents.com)  
Principal Email: [smsprincipal@stmarystudents.com](mailto: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. Joan Meeder – Grade 1 Teacher  
Mrs. Abby Hrdina – Grades 2 & 3 Teacher  
Mr. Adam Gessler – Grades 4 & 5 Teacher  
Mrs. Judy Koshak – Physical Education Teacher  
Mrs. Chris Theiler - Art Teacher  
Mrs. Margie Albert – Librarian/Computer  
Miss Kristen Beilke – Office Aide  
Mrs. Beth Voermans – Teacher Aide  
Mrs. Denise Swan - Teacher Aide  
Mrs. Linda Ploeckelman – School Secretary  
Mrs. Loretta Wanta – School Secretary  
Mrs. Carrie Lau – Head Cook  
Mrs. Taylor Ahles - Kitchen Assistant & After School Care Director  
Mrs. Julia Pankow – Cleaner & Kitchen Assistant  
Mr. Kevin Bandoch – Head Custodian  
Mrs. Eggett – Custodial Assistant  
Mr. Seth Ploeckelman - After School Care Assistant  
Ms. Samantha Voermans - After School Care Assistant

### **Parish Staff**

Mrs. Laura Reiter – Parish Bookkeeper  
Mrs. Tracy Benaszkeski – 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. Our students are introduced to the skills they need to succeed in the modern world and are guided to develop the confidence to practice those skills. We foster a Christian community of loving, knowledgeable, and faithful servants of Christ by sharing God's word and instilling Catholic values.

We believe that every child is a unique creation of God and is treated as such. 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

## Portrait of a St. Mary's School Graduate

At St. Mary's School, students walk through our doors as blank slates. Throughout their years here, they thrive not only academically, but spiritually and socially.

Our students are presented with a multitude of opportunities to flourish. Through roles at Mass, classroom presentations, participation in all-school programs, leading morning prayer, and serving the community, they acquire excellent communication skills and exhibit confidence.

In our school, our students rise to meet our high expectations. They show determination and focus on setting goals and then achieving them. This demonstrates the strong work ethic which has become a standard of all St. Mary's graduates.

Participation in service projects enables them to look beyond themselves and reach out to others in the community around them. Through these acts of kindness, students exemplify the teachings of the Holy Spirit. Compassion and empathy for others are cornerstones of their identity as St. Mary's graduates.

Our students embody a strong faith. They understand that this faith is a life long journey as they connect with God through prayer and sacraments. Each day they practice this faith by letting the light of Christ shine not only in the school but out in our community through their words and actions.

As these students walk out our doors and start the next chapter of their lives, their slates are no longer blank. They are overflowing with the skill set they need to be well rounded, faith filled Christians.

## Daily Schedule

Students may enter the building at 7:35 am 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.

7:35-7:55	Student arrivals
7:55-8:15	Morning Prayer
8:20-11:00	Classroom Instruction
10:45-12:30	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.

## Parental Role in Education

Educating the child is the shared responsibility of parents and school personnel. However, parents remain the primary educators. There is a natural inalienable right that is inseparably joined to a responsibility to educate their children. The parent's role is decisively important and should include:

1. A genuinely positive attitude towards education.
2. A positive attitude towards St. Mary's School combined with a real interest in, and vigorous support of school activities.
3. A willingness to assist your child in daily life, through faith and academics.
4. Live by example the Christian values given to us by the Lord Jesus. Words alone do not convince a child.

## Policies and Procedures

### Absentee Procedure

If a child is absent from school, a parent/guardian must call the office (453-3542) prior to 8:30 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's 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 disrupts their educational routine and may cause a distraction to the other students in class.

Make-up work must be completed in a timely manner, following teacher guidelines.

### **Absence - Extended**

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)

### **Academic Standards**

The school has adopted the academic standards and curriculum of the Diocese of Superior. These standards are aligned to the Wisconsin Academic Standards and national subject area standards.

Specific grade level exit expectations that outline what students must know and be able to do in each subject area are available on the Diocese of Superior website at the following link:

<http://catholicdos.org/schools>

### **Accreditation Status**

St. Mary's School is accredited through the Wisconsin Religious and Independent Schools Association (WRISA) and National Federation of Nonpublic School State Accrediting Association (NFNSSAA). 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.

### **Achievement Testing**

St. Mary's School measures its attainment of educational goals and objectives. Testing is an essential process for evaluating this attainment. Grades 1-5 are tested using the Measures of Academic Progress (MAPs) in the fall, winter, and spring of each year. Additionally, Fountas -Pinnell reading assessments are conducted by classroom teachers throughout the school year.

### **Admissions and Enrollment**

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.

**PRESCHOOL REGISTRATION:** Registration preference will be given to children in our Preschool class who turn 3 years of age BEFORE the beginning of the school year. Children with later birthdays may be considered depending on current class size and other criteria. All preschool children MUST be toilet trained before the beginning of the school year.

4K REGISTRATION: Children must turn 4 before school starts to enroll in 4K. Children with later birthdays may be considered depending on current class size and other criteria.

KINDERGARTEN REGISTRATION: To enter Kindergarten, a child must be 5 years of age on or before September 1 in the year of entrance.

KINDERGARTEN THROUGH 5TH GRADE TRANSFERS: Transfer from any school to St. Mary's is acceptable on a probationary basis. The following criteria must be met and maintained:

- Parents wishing to transfer a child must be aware that Special Education Services are offered through the public school and cannot be guaranteed at St. Mary's School.
- All students must meet the immunization requirements per WI State Statutes.
- Student/parent/guardian have read the policies in the St. Mary's Family Handbook and have signed the acknowledgement of receipt.
- Student does the required homework and hands in assignments in a timely manner.
- Student does not exhibit distracting behavior in the classroom that prevents the teacher from teaching or the students from learning.
- The student exhibits good moral behavior in and out of school.
- Student must have regular attendance at school.
- Parent/guardian can produce documentation of previous schooling.

Enrollment: The following enrollment procedures will be followed:

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.

### **After School Care Program**

St. Mary's School offers an After School Care Program for Preschool through 5th grade students registered at St. Mary's. This program is offered for an additional cost and requires a separate registration. After School Care runs from 3:15pm-5:30 pm. The cost of After School care is \$5 per hours. If a student is picked up later than 5:30 pm, a \$1/minute late fee is charged. Please see After School Care Handbook for additional guidance.

**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 7:35 am. 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).

**Assemblies**

Assemblies may be planned periodically as special events.

**Attendance**

School is in session from 7:55 am 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. Please notify the school office anytime between 7:35 a.m. and 8:30 a.m. if your child will be late for any reason or absent due to illness or an appointment. Students are expected to attend school regularly in compliance with the law for compulsory attendance as per WI Statute S.118.15. Students enrolled at St. Mary's School are subject to this law (5105.3G)

Being to school on time is important for establishing a good work ethic for life. Please see that your child arrives on time for the beginning of the day. Morning Prayer begins promptly at 7:55. A student is considered tardy if they are not present at the beginning of Morning Prayer.

*Habitual Truancy:* a child is a "habitual truant" if he or she is "absent from school without an acceptable excuse for either of the following:"

1. Part or all of 5 or more days out of 10 consecutive days on which school is held during a school semester.
2. Part or all of 10 or more days on which school is held during a school semester.

Sections 118.16(1)(a) Wis. Stats., School Attendance Enforcement. Repeated tardiness could lead to truancy and the school will refer the matter to the appropriate human services department and/or the appropriate district attorney. Habitual truancy that remains a problem after discussion with the parent or guardian, or due to the parent or guardian's failure to respond to the principal's request for a discussion on the matter, could result in the student's expulsion.

**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.

**Budget (school)**

The school budget is reviewed by the pastor, principal, parish bookkeeper, and Parish Finance Council each year. The Parish Finance Council and pastor ultimately set the budget for each school year.

**Bullying & Harassment Policy**

St. Mary's School is a "Bully Free Zone". We have a no tolerance policy for bullying. Respect for the dignity of each person is essential to Catholic tradition. It is important that we maintain learning and working environment that is free of any form of harassment or intimidation toward any student. All students of the parish Catholic schools of the Diocese of Superior are entitled to learn in an atmosphere free from harassment. Harassment is defined as any unwelcome advances, unwelcome physical contact, or unwelcome verbal or physical conduct. "Unwelcome verbal or physical contact" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive or sexually graphic materials which is not necessary for school purposes.

No student shall be subject to harassment including sexual harassment as a Catholic school student.

Students will be removed from an activity if any of the following occur:

- Cheating
- Poor sportsmanship
- Hitting, kicking, or physical aggression
- Inappropriate language
- Name calling
- Other behaviors deemed inappropriate by the supervising adult

Breaking these rules may result in a visit to the principal. If warranted, any student who engages in harassment, including sexual harassment shall be subject to appropriate corrective action, including discipline such as, but not limited to, probation, suspension and expulsion and where appropriate these actions will be reported to the proper authorities, including the police.

Any student who believes that he or she is being harassed, including but not limited to sexually, shall report immediately such information to the faculty/staff and school principal. The school principal shall report immediately such information to the pastoral administrator and Diocesan Superintendent of Schools if appropriate. Any information reported shall be treated as confidential. All claims of harassment shall be promptly and thoroughly investigated by the school principal after consultation with the Diocesan Superintendent of Schools.

No Student making a good faith report of harassment shall be subjected to retaliation.

False claims will be considered and dealt with as a serious matter.

## **Bus**

All students age 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 a different bus than their assigned one. Bus passes are issued according to school and bus company rules. Only one pass is issued per student. A bus pass may be either permanent or temporary 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 aisles 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 7:55 am. 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. 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. 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 a daily snack and milk break. Milk will be available to students for their snack break at a cost of 40 cents . White milk is available at snack time.

#### Payment

Please keep your child's lunch/milk account in good standing. 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 milk or lunch. 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 school 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.

#### Cost

Child regular price per meal: Breakfast: \$1.80 Lunch: \$2.90 Snack Milk: \$0.40

Child reduced price per meal: Breakfast: \$0.30 Lunch: \$.40

Adult meal price. Breakfast: \$2.80 Lunch: \$4.00 Snack Milk: \$0.40

#### Lunchroom Directives

- 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.

#### **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.

#### **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, phone number, and email record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

### **Cheating and Plagiarism**

St. Mary's School has instilled in its students that honesty is a Christian virtue. They are to be honest in all their work. Cheating and plagiarism are dishonest. These will result in a major consequence. A zero will be given and parents will be notified. Further disciplinary measures may be taken.

### **Child Abuse Laws**

(5142DP) According to Wisconsin law (548.981) any pastoral or school administrator, teacher, or related professional who has reasonable cause to suspect child abuse, or neglect, or who has reason to believe that a child has been threatened with abuse or neglect, is obligated to report the case immediately by telephone or personal visit to the local County Child Welfare Agency.

If the accused is a cleric of the diocese, the following special steps will be taken: The Bishop or his representative will report the matter immediately to civil authorities. If circumstances seem sufficient, the bishop will either immediately restrict faculties or invoke an immediate administrative leave by virtue of Canon 1722.

### **Child Custody**

Parents must provide the school with a copy of court documentation regarding child custody issues.

### **Child Safety Training for Volunteers, Staff and Students**

Staff and Adult volunteers are required to undergo Safe Environment training (once every 5 years) and have a background check before working or volunteering in the school or on field trips with children. These trainings are offered online for your convenience at <https://catholicdos.org/safe-environment>. Instructions for the training can be requested at the school office. Parents are encouraged to do the training so they are able to volunteer and chaperone field trips.

St. Mary School in accordance with article 13 of the USCCB charter educates our students each year. Our students will be involved in age-appropriate discussions and view age-appropriate yearly safety training. Parents must give their written permission for their child to attend these classroom lessons. A form for this is sent out shortly before the day the lesson is taught. Parents choosing to opt their child out of this training must do so in writing and will receive the information in a packet to do the training at home.

### **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.

### **Closing 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, St. Mary's Catholic school will close when the public school district closes.**

### **Communications**

A weekly principal newsletter, containing items of interest to parents and students will be sent home via email (or paper copy 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 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 protected 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 of 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 the provisions of this agreement will result in 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. To ensure that those experiences adhere to high academic standards, St. Mary's School follows the Diocese of Superior curriculum guidelines. 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.

In their daily class work, students of St. Mary's School study the usual spectrum of courses – Language Arts (reading, spelling, english), Math, Science, and Social Studies, Religion and Art. Music, Media, and PE classes are offered throughout the week. All are infused within the context of a Christian value and morals system.

### **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 call the school prior to 3:00, 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 Washington 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 5<sup>th</sup> grade.

1. Tops – Red, white, navy or light blue. Must be solid color with or without the St. Mary's School logo. No other logos are acceptable on clothing.
2. Pants/shorts – Solid color khaki, red, navy, or white. 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 and must conform to school uniform colors.
5. Shoes –
  - a. Must be safe.
  - b. No high heels or backless sandals or shoes.
  - c. Must have a 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.

### **Drop Off and Pick Up**

Morning Drop off time is from 7:35am – 7:55am. Morning Prayer begins promptly at 7:55. Parents are asked to drop students off at the North Entrance, Door #2 off Lincoln Ave. (by the flagpole). The South Entrance, Door #1 on Washington Ave., is reserved for bus drop off.

School is dismissed at 3:15. Parents are asked to pick up their child at the north entrance. Children will be dismissed from the building when their parent has arrived. Parents must come to the building to pick up their child and escort them safely to their vehicle. If you are going to be late picking up a child or your plans for after school have changed, please call the school office before 3:00 to give staff time to relay messages and prepare the children.

### **Education Committee**

The St. Mary's School 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. Meeting dates are published in the Weekly Newsletter.

### **Electronic Devices**

The following are not allowed at school: cell phones, handheld electronic games, iPods, iPads, and 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, none need to be brought from home.

### **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. 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.

### **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 will 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.

### **Facts Tuition**

Families have the option of paying tuition in full at the beginning of the school year or enrolling in **Facts Tuition** and making monthly payments. Families choosing the monthly payment option **MUST** be signed up with **Facts Tuition** before school starts.

### **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 may receive instruction at St. Mary’s School. Tomahawk School District special education department determines allocation and administration of services.

OT/PT - Students who are identified as needing therapy may receive instruction at St. Mary’s School. Tomahawk School District special education department determines allocation and administration of services.

### **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. Field trips are privileges given to students. Students may be denied the privilege to attend if they fail to meet academic and/or behavioral requirements. **A signed official Diocesan permission slip** is required for a student to participate in a field trip. Faxed or scanned/emailed permission forms will be accepted. It is also the right of a parent to refuse to allow their child to participate in a field trip. Please notify the school if your child will not be attending a field trip.

Guidelines for field trips are as follows:

1. Teachers submit to the principal a field trip request detailing the 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 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.

### **Fundraising**

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

### **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

### **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.

### **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 fund raising 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 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 1<sup>st</sup> grade, 20 minutes in 2<sup>nd</sup> grade 30 minutes in 3<sup>rd</sup> 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 - 4:00pm

School Hours 7:55am - 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 to school. If a child is too ill to go outside for recess the child is too ill to attend 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. Parents who choose to waive immunizations for their child/children must sign a new waiver form every school year.

### **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 should not request that their child stay in at recess time due to a minor illness or other reason.

### **Insurance**

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

### **Leaving Campus**

Students are not allowed to leave the school campus during school hours for any reason without the written consent of their parents 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.

### **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 a 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.

### **Nondiscrimination Policy**

St. Mary's School, in accordance with Diocesan Policy, does not discriminate in employment on any basis prohibited by law such as race, color, sex, national origin, citizenship or disability. *Morals and Ethics Policy – Diocese of Superior pg. 5 "Fair Employment Policy"*

### **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 *OptionC* family page 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 the 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.)

### **Party Invitations**

St. Mary's School respects that for the sake of convenience it is sometimes easier for a family to distribute party invitations at school. If invitations are distributed at school, no student may be omitted from the invitation. Either all students in the class or all students of a specific gender **MUST** be invited, or the invitations may not be distributed at school.

### **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.) Usually the pets will be kept outside and the students will come out to see the pet. 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 in second grade. School staff prepare the students for these Sacraments. Parents are expected to attend informational parent meetings before the sacraments are received.

## **Report Cards**

Report cards are sent home on a quarterly basis. Parents have access to student homework and grade information through OptionC throughout the course of the year.

**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.

**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.

**Safe Environment**

All students have the opportunity to attend age appropriate safe environment training each year. In addition, any adult working with children in St. Mary's School will also have undergone a training as well as a background check.

**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 and appropriate shoes for recess.

**Scrip**

Scrip is a fundraising program where businesses sell gift cards to our school at a discounted rate. The school then sells the gift cards at face value. Each family is required to purchase \$2500 of scrip per child (\$5000 family cap) per year. The balance of unpurchased scrip, (as of June 30 of the current school year) will be billed at 10% of the remaining balance. Once a family has reached the required Scrip purchases, 1% of any additional purchases will be applied as a deduction on family tuition for the following school year. If you choose, you may buy out of the Scrip program at the rate of \$250 per child (\$500 family cap).

**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.

### **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 order of 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

### **Supply & Technology Fee**

A \$100 Supply & Technology Fee is charged at the time of registration. This covers the cost of basic school supplies such as books, pencils, paper etc.; as well as the cost of maintaining and upgrading our technology.

### **Suspension/Expulsion**

All new students enter the school on one-year probation. The school principal may place any student on probation for a trial period. After a conference is held with the student's parents/guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

The suspension or expulsion of a student from St. Mary's School is a very serious matter and is invoked only in extreme cases. Suspension is ordinarily imposed for less serious offenses and is normally of fixed duration. Expulsion is permanent and is imposed only for serious offenses. In most instances, an out-of-school suspension will precede an expulsion, but there may be behavior which is so serious and so detrimental to the safety of others that an immediate expulsion is necessary.

The principal shall ensure there has been communication with parents/guardian prior to the suspension or expulsion. There shall be communication between the parent, student, teacher and principal prior to the student returning from an out-of-school suspension.

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 the school administration. The parish priest must approve all expulsions. Although Catholic schools are not required by law to grant due process, concern for students and parents implies that care should be taken that fundamental fairness is offered to the students in the process of expulsion.

### **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 8:00 am 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 10:00 am. After that, they are considered absent for 1/2 day.

#### **Teacher in Charge/Absence of Principal Procedure**

The principal is required to attend meetings and events that will require him/her to be out of the office. For meetings/events held on school grounds, the principal will be available as needed. However, for meetings/events held off school grounds, the principal has designated an acting lead teacher to be available while he/she is attending meetings/events that are held off ground.

#### **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.

#### **Tuition**

All families agree to pay tuition for their child to attend St. Mary's School. The registration fee, supply/technology fee and tuition are non-refundable. If current school year tuition is not paid in full by June 30, the student will not be enrolled for the following school year. Families have the option of paying in full in September or enrolling through **Facts Tuition** to make monthly payments. Tuition assistance is available upon request. All assistance is awarded based on available funds.

#### **Tuition Assistance**

Tuition assistance is available. Those who are in need should submit a written application to the School Administrator. Applications are available through the school office. The Tuition Assistance process is confidential.

#### **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.

#### **Visitor Protocol**

All visitors must enter through the main door off Lincoln Ave. Visitors will be granted access to the lobby area of the school by school personnel when visually identified. All visitors beyond the lobby must sign in and out at the interior entrance door, which is controlled by school staff.

#### **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. Chaperoning a field trip with your child does not count as volunteer time.
7. Volunteer hours will be on a school year basis starting September 1 and ending May 31.
8. After completing volunteer hours, volunteers must complete the appropriate form and submit it to the school office.
9. Families will be billed \$10/hr at the end of the school year for any volunteer hours not completed.

### **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 the 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.

The Triennial Assessment of the Wellness Policy (required by the DPI) was completed by the school secretary in June of 2020. Recommendations for updates, based on the Assessment Score, were forwarded to the Principal for discussion at upcoming SEAC meetings. The Wellness policy scored 2.6 based on a four point scale. Copies of the scorecard are available from the school office upon request.

## 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 11, 2020**.

Family Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

(Please print)

Student Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature  
Signature

\_\_\_\_\_  
Parent/Guardian

\*\*\*\*\*

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

## 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 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 and the discretion of the principal, the following consequences may be implemented:
  - 1<sup>st</sup> Misuse      30 days
  - 2<sup>nd</sup> Misuse      1 semester
  - 3<sup>rd</sup> 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

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Student Signature

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Student Signature

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Student Signature

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Parent/Guardian Signature

\_\_\_\_\_  
Family Name