

in the TCCES system.

**Refund Policy:**

If a student is withdrawn or asked to leave after the beginning of the school year all fees will be held, tuition will be refunded on a prorated basis, and total Family Goal must be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

**Registration:**

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

**VIRTUS: (Back to Index)**

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

**VOLUNTEERS: (Back to Index)**

We depend on parent volunteers a great deal. The PTO depends on many volunteers. The Athletic Committee needs many volunteers to run their programs smoothly. A form is sent home at the beginning of the year for parents to sign up for those activities that interest them. Parent help is very much appreciated. Volunteers must have

**VIRTUS (Back to Index)**

Training (Keeping Children Safe Program.) Contact the school office for details.

**St. Mary School welcomes all students and personnel. We do not discriminate on the basis of religion, sex, race, or national origin.**

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

# FAMILY HANDBOOK

## 2016-17

(920)757-6555 ext. 212

FAX (920)757-6560



Quality Catholic Education in Partnership  
with SS Peter & Paul Parish

# Index

Section	Page	Section Continued	Page
<a href="#">Academics</a>	4	<a href="#">Homework</a>	15
<a href="#">Asbestos</a>	4	<a href="#">Honor Roll</a>	15
<a href="#">Athletics</a>	4	<a href="#">Illness or Injury</a>	15
<a href="#">Attendance/Absence/Tardiness</a>	4	<a href="#">Leaving School Grounds</a>	15
<a href="#">Band</a>	4	<a href="#">Library Use</a>	16
<a href="#">Birthdays</a>	5	<a href="#">Lost &amp; Found</a>	16
<a href="#">Bullying</a>	5	<a href="#">Medications</a>	16
<a href="#">Bus Regulations</a>	6	<a href="#">Mission Statement</a>	3
<a href="#">Calling Home</a>	6	<a href="#">Parent/Guardian Entering School</a>	16
<a href="#">Calling School</a>	7	<a href="#">Parent Organizations:</a>	16
<a href="#">Cancellation of School</a>	7	- <a href="#">Athletics</a>	16
<a href="#">Cell Phones</a>	7	- <a href="#">Board of Education</a>	16
<a href="#">Change of Address/Phone Number</a>	7	- <a href="#">Parent Teacher Organization (PTO)</a>	17
<a href="#">Child Abuse Laws</a>	7	<a href="#">Philosophy Statement</a>	3
<a href="#">Communications</a>	8	<a href="#">Pictures</a>	17
<a href="#">Conferences</a>	8	<a href="#">Playground</a>	17
<a href="#">Counselors</a>	8	<a href="#">Promotions &amp; Retentions</a>	17
<a href="#">Curriculum</a>	8	<a href="#">Records</a>	17
<a href="#">Daily Prayers</a>	9	<a href="#">Religious Education</a>	17
<a href="#">Daily Schedule</a>	9	<a href="#">Report Cards</a>	18
<a href="#">Discipline</a>	10	<a href="#">School Supplies</a>	18
<a href="#">Dismissal/Arrival of Students</a>	10	<a href="#">Suspension/Expulsion</a>	18
<a href="#">Dress Code</a>	11	<a href="#">Telephone</a>	18
<a href="#">Drugs, Alcohol, Tobacco &amp; Weapons</a>	12	<a href="#">Testing</a>	18
<a href="#">Electronic Equipment</a>	12	<a href="#">Textbooks &amp; School Property</a>	19
<a href="#">Emergency Information</a>	12	<a href="#">Title IX</a>	19
<a href="#">Endowment Fund</a>	12	<a href="#">Transfer</a>	19
<a href="#">Family Vacations</a>	12	<a href="#">Tuition:</a>	19
<a href="#">Field Trips</a>	13	- <a href="#">In-Parish Tuition</a>	19
<a href="#">Fire, Tornado, Intruder Drills</a>	13	- <a href="#">Policy for ACES/TCCES Families</a>	19
<a href="#">Food Service</a>	13	- <a href="#">Refund Policy</a>	19
<a href="#">Fund Raising Activities</a>	14	- <a href="#">Registration</a>	20
<a href="#">Goals</a>	3	<a href="#">Virtus</a>	20
<a href="#">Grading</a>	14	<a href="#">Volunteers</a>	20
<a href="#">Health</a>	14		

## [TESTING: \(Back to Index\)](#)

MAP (Measures of Academic Progress) tests are given in grades three, four, five, six, seven, eight (three times per year). Results are shared with parents as soon as results are received. These tests assist the school in evaluating and planning curriculum.

## [TEXTBOOKS AND SCHOOL PROPERTY: \(Back to Index\)](#)

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

## [TITLE IX: \(Back to Index\)](#)

St. Mary School complies with Title IX of the Education Amendments of 1972 to the extent that no person shall, on the basis of sex, be excluded from participation in, nor denied the benefits of, nor is subjected to discrimination under any educational program or activity.

## [TRANSFER: \(Back to Index\)](#)

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

## [TUITION: \(Back to Index\)](#)

Each year the Board of Total Catholic Education sets tuition according to the anticipated costs of educating a child. Other revenues such as parish subsidy and third source funding pay for the majority of the per-child cost which is \$4,763.08 per year.

	<u>In Parish</u>	<u>Out of Parish</u>	<u>Family Goal</u>
<ul style="list-style-type: none"> <li><b>Preschool (Three yr.)</b></li> </ul>			
Half Day T. Th.	\$1000	\$1150	\$100
<ul style="list-style-type: none"> <li><b>Pre-Kindergarten (Four yr.)</b></li> </ul>			
AM M.W.F(8:00-11:30)	\$1200	\$1500	\$200
Full Day M.W.F.	\$1500	\$2100	\$200
<ul style="list-style-type: none"> <li><b>Kindergarten-Eighth grade</b></li> </ul>	\$2500	\$3600	\$500

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

## **Policy for St. Francis Xavier and TCCES Families:**

The St. Mary School family fundraising goal will remain \$500 for families with other children attending St. Francis Xavier since they do not have a fund raising goal for their families. Families with children in both St. Mary Central High School and St. Mary will be assessed an amount equal to the fundraising requirement of the respective school, or \$200, whichever is less. This reduction does not apply to elementary or middle schools

with an official copy of the court order.

### **[RELIGIOUS EDUCATION: \(Back to Index\)](#)**

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

- School Liturgies are held once a week, on Holy Days, and on special feast days.
- Individual classes plan and celebrate Mass with their peers.
- Prayer Services, formal and spontaneous prayer, and religious instructions are part of the daily class program.
- Instructions are presented by the Director of Faith Formation or the Parish Priest in each classroom when requested by a teacher.
- The faculty is certified by the Diocese on Religious Education and receives the opportunity to attend in-services on religious topics.

### **[REPORT CARDS: \(Back to Index\)](#)**

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

### **[SCHOOL SUPPLIES: \(Back to Index\)](#)**

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

### **[SUSPENSION/EXPULSION: \(Back to Index\)](#)**

(Administrator Code 4030 Attendance; D/B Code 5114 Suspension and/or Expulsion) There are two general situations that may lead to suspension or expulsion; both must be verified 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:**

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

#### **Expulsion:**

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

### **[TELEPHONE: \(Back to Index\)](#)**

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

Revised August, 2016

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

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

### **[MISSION STATEMENT: \(Back to Index\)](#)**

As members of the Body of Christ, we at St. Mary learn, love, and serve.

### **[PHILOSOPHY STATEMENT: \(Back to Index\)](#)**

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

### **[GOALS: \(Back to Index\)](#)**

As a community we:

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

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

### [ACADEMICS: \(Back to Index\)](#)

Basic courses in Religion, Math, Science, Language, Spelling, Reading, and Social Studies are taught daily. All students receive regular instruction two days per week in music, and physical education as part of their academic instruction. Middle School receives Spanish instruction three times per week fifth & fourth grade two times per week.

Computer and library skills are also part of the curriculum. Students are involved in these programs on a weekly basis.

### [ASBESTOS: \(Back to Index\)](#)

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

### [ATHLETICS: \(Back to Index\)](#)

Any student participating in sports sponsored by the school must have a Co-Curricular Conduct Code Agreement Form, an Athletic Insurance Waiver, and a Concussion Agreement signed by the student athlete and their parents allowing them to participate in the sport. Students should receive passing grades in all coursework and be current with all assignments to be eligible for athletics. All participants will be evaluated at mid-quarter and the end of each quarter. If an athlete is absent for the school day, they may not participate in a sport after school on that same day. There is a \$25.00 per year, per child sport participation fee. \$50.00 maximum per family.

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

### [ATTENDANCE/ABSENCE/TARDINESS: \(Back to Index\)](#)

Regular and punctual attendance is one of the keys to school success. Except for illness or a serious reason, students are expected to be in attendance every school day. Parents are expected to call the school office to report an absent child by 8:30 a.m. or send a written note with another family member. Otherwise, parents may be contacted at home or work to verify the absence. While appointments during a school day are highly discouraged, a parent may request by note or phone call that a child be excused for a short time for a doctor or dentist appointment. Please arrive early enough for your child to be called out of the classroom. If you wish to get assignments for a sick child, you may call the school and the teachers will arrange to have the assignment ready to be picked up after 3:00 p.m. or sent home with a brother, sister, or friend. **All calls for homework for the same day must be made before 10:00 a.m.**

Students arriving late but before 10 a.m. are considered tardy. Students arriving after 10 a.m. will be marked absent for the AM attendance. Students leaving before 1:15 and not

### [Board of Education:](#)

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

### [Parent Teacher Organization \(PTO\):](#)

The St. Mary PTO includes all parents of children in St. Mary School. PTO meetings will be held in the school office. The objectives of this organization are:

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

### [PICTURES: \(Back to Index\)](#)

Pictures of students are taken yearly. Notification of the date will be sent home a few weeks prior to picture day. Purchase of these pictures is optional.

### [PLAYGROUND: \(Back to Index\)](#)

Students (K-5) have a 15-minute supervised recess during the morning. A supervised noon recess during lunch is also part of the students' day. We want our recesses to consist of safe fun.

### [PROMOTIONS AND RETENTIONS: \(Back to Index\)](#)

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

### [RECORDS: \(Back to Index\)](#)

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

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

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

#### [LIBRARY USE: \(Back to Index\)](#)

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

#### [LOST AND FOUND: \(Back to Index\)](#)

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

#### [MEDICATIONS: \(Back to Index\)](#)

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

#### [PARENT/GUARDIAN ENTERING SCHOOL: \(Back to Index\)](#)

Any parent, guardian, or visitor entering the school building during school hours is asked to first report to the office and sign in. This is to ensure the safety and protection of the children, you, and the school. Please call your child's teacher and make an appointment to discuss any concerns you might have regarding your child. The teacher will not hold a conference with other students present.

#### [PARENT ORGANIZATIONS: \(Back to Index\)](#)

#### [Athletics:](#)

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

returning for the day, will be marked absent for the PM.

#### [BAND: \(Back to Index\)](#)

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

#### [BIRTHDAYS: \(Back to Index\)](#)

Your child is welcome to bring a birthday treat for the class. Please be sure to inform the teacher at least the day before and bring enough for the whole class. These treats should be small (cupcakes, cookies, cup of yogurt, muffins...). Meals are not considered birthday treats. After all medical forms are gathered, a letter will be sent home to inform you of any food allergies in your child's class. Please be respectful of other children's health issues when providing a treat. Party invitations given out at school must include the whole class or all boys and/or all girls. If only some children are invited, invitations need to be mailed and may not be given out at school.

#### [BULLYING: \(Back to Index\)](#)

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

#### [Reporting Bullying:](#)

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

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

The following are examples:

- Verbal or Written: (including electronic): name calling, teasing, taunting, or gossip
- Physical: punching, poking, biting, spitting, pinching, any aggressive behavior towards another, or displaying "power" over another student

- Emotional: jokes, stories, pictures, cartoons, or drawings of objects which are offensive
- Sexual: unwanted touching, or talking about private areas

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

- Closely supervise students in all areas of the school and playground
- Watch for signs and stop it when it happens
- Respond quickly and sensitively to reports
- Take seriously parents' concerns
- Look into reported incidents
- Assign consequences based on age, grade, and child
- Provide consequences for retaliation against students who report an act

Complaint Process:

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

#### **[BUS REGULATIONS: \(Back to Index\)](#)**

Proper behavior on the bus is essential to the safety of all riders. Students who misbehave on the bus will be reported by the bus driver to the principal. Parents will be notified of any improper behavior. Good behavior, observance of bus rules established by Hortonville School District, and respect for and cooperation with the bus driver are expected of all St. Mary students. Consequences for misbehavior are listed on the bus rules. Each family is asked to review the rules. They will be strictly enforced.

If your child will not be riding the bus home on a given day or is being dropped off somewhere other than your home, you must provide a written note stating who will pick up your child from school, and where they will get off the bus. This is for all students in grades Pre-Kindergarten-8.

#### **[CALLING HOME: \(Back to Index\)](#)**

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

#### **[CALLING SCHOOL: \(Back to Index\)](#)**

You will be able to reach someone in the school office (757-6555 x212) between the

#### **[HEALTH: \(Back to Index\)](#)**

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

#### **[HOMEWORK: \(Back to Index\)](#)**

Teachers will assign homework as needed. The amount and kind of assignments, as well as late assignments are the responsibility of the classroom teacher and may depend on the grade level and subject matter. We encourage parents to supervise this activity and work with the children when needed. Because the time spent on homework can vary from one child to another based on organizational skills and the usage of class time, it is important to communicate with your child's teacher about the amount of schoolwork being done at home. The students will be given two days to make up homework for every one day absent.

General guidelines for homework are:

- Kindergarten 10 minutes
- Grade One 20 minutes
- Grade Two 30 minutes
- Grade Three 40 minutes
- Grade Four 50 minutes
- Grade Five 60 minutes
- Grades Six-Eight 60-120 minutes

#### **[HONOR ROLL: \(Back to Index\)](#)**

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

#### **[ILLNESS OR INJURY: \(Back to Index\)](#)**

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

#### **[LEAVING SCHOOL GROUNDS: \(Back to Index\)](#)**

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

### **FUND RAISING ACTIVITIES: (Back to Index)**

All families will be expected to participate with SCRIP and volunteer for Oktoberfest & In the Spirit fundraisers during the 2016-17 school year. Your family goal for the next school year is \$500.00 (\$200-Pre-Kindergarten and \$100-Preschool). You are able to raise this solely through the purchase of SCRIP. Any family who does not meet their fundraising goal will be billed for the remaining sum of the goal. Any family leaving mid-school year will be expected to meet their family goal. Please remember, after your family goal is met, overages will be split 50/50. (50% of the current school year overages may be applied towards the next school year and 50% to the parish).

### **GRADING:**

#### **Grades K-Two:**

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

#### **Grades K-Eight:**

##### **Skills and Behaviors:**

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

#### **Three-Eight:**

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

hours of 7:30am – 3:30pm. If you are unable to speak to anyone at the school or you do not wish to leave a voice mail message, you will be able to reach the secretaries in the Parish Office (757-6555 x205). Please talk with a live person if your message is time sensitive.

### **CANCELLATION OF SCHOOL: (Back to Index)**

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

### **CELL PHONES: (Back to Index)**

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

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

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

### **CHANGE OF ADDRESS/PHONE NUMBER: (Back to Index)**

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

### **CHILD ABUSE LAWS: (Back to Index)**

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

### **COMMUNICATIONS: (Back to Index)**

An envelope may be sent home with the oldest child in your family every Wednesday containing announcements, etc. This same information will be posted on our website

and be emailed to you weekly. Please make it your responsibility to keep current with school information. Please feel free to communicate with the school whenever you feel it is needed. Staff members will return phone calls or answer notes within 24 hours, but will not be paged during teaching hours as their primary concern is to the children in their classrooms. You may e-mail the teachers by using the first initial of their first name, last name, @stmarygreenville.org.

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

- Speak with the teacher first; if you feel your concerns were not met, you may make an appointment with the principal. If, after speaking with the principal, you feel unhappy with the outcome, contact the Board of Education and/or finally the Parish Pastoral Council.
- If you wish to take your concerns to the Board of Total Catholic Education or the Parish Pastoral Council, we ask that you request to be put on the agenda by the Chairperson two weeks before the meetings.
- St. Mary Board of Total Catholic Education wants your concerns and issues addressed. Resolving issues will improve relations, teaching and learning in our programs. We ask you to help make education better at St. Mary School by helping us resolve issues and concerns early.

#### **[CONFERENCES: \(Back to Index\)](#)**

Conferences will be held during the first and second quarters. Conferences afford parents as well as teachers the opportunity to question and listen. Strategies should be planned appropriate for your child. Conferences may be requested by the parents, students, teachers, or principal at other times when necessary.

#### **[COUNSELORS: \(Back to Index\)](#)**

In the event of a crisis, we do have access to counselors from the Hortonville School District. The Diocese of Green Bay also offers counseling services through Catholic Social Services and their satellite offices.

#### **[CURRICULUM: \(Back to Index\)](#)**

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

#### **[DAILY PRAYERS: \(Back to Index\)](#)**

##### **Morning Offering**

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

#### **[FAMILY VACATIONS: \(Back to Index\)](#)**

We encourage parents to plan vacations when school is not in session. However, realizing that family situations arise, we request written notification to the teachers and office personnel before you leave. Missed schoolwork is expected to be completed. All missed work must be handed in within seven days after the student's return from vacation. Students will be given an incomplete if their work is not complete and graded because of a vacation. The incomplete will remain on the quarterly report if the student's work is missed at the end of the quarter grading time. (End of quarter dates are listed on the school calendar.) All grades are made "historic" in our system one week after the quarter ends. (This procedure makes us unable to change any grades.)

#### **[FIELD TRIPS: \(Back to Index\)](#)**

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

#### **Chaperones:**

There will be many opportunities for parents to chaperone field trips during the year. Please remember the main purpose of adults assisting with field trips is to help supervise the student experience. All chaperones will be required to have completed the [VIRTUS](#) course before attending field trips or working with children.

#### **[FIRE, TORNADO, INTRUDER DRILLS: \(Back to Index\)](#)**

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

#### **[FOOD SERVICE: \(Back to Index\)](#)**

Government subsidized hot lunches are served on school days. Monthly menus will be posted on our web page. Hot lunch money should be placed in an envelope marked with the child's name, grade, hot lunch money, and the amount enclosed. Checks should be made out to St. Mary School. Students with a balance lower than the cost of a hot lunch, in their lunch account, will not be able to receive a hot lunch. The school will provide milk and a peanut butter sandwich. After a deposit is made in the account, the full amount of a hot lunch will be charged to the account. Milk (.30) may be purchased by those choosing to eat a bag lunch from home. All families will be signed up to receive automated notification of low lunch balance through Powerschool.

Parents must order their child's hot lunch through the office by 9:00 am. if their child will be arriving late. In an effort to keep lunch costs down, every family is required to work in the lunchroom five times per year Kindergarten through Eighth grade and three times per year for full day Pre-Kindergarten. You will be assessed a prorated amount not to exceed \$100 if your commitment is not met by the end of the school year.

#### **Morning milk:**

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



### **Hair:**

- Hair must be clean, neatly combed, out of the eyes, and of reasonable style and natural color. Boys' hair must be no longer than mid ear at the sides and above the collar in the back. Extreme haircuts/styles will not be permitted.

### **Not Allowed:**

- Screen print or embroidered shirts, (other than Wildcat or St. Mary approved apparel),
- Tight pants, torn pants, tight or short shorts, nylon or spandex shorts
- Sleeveless or tight shirts.

### **Allowed:**

- Fifth – eight grade students will be allowed to wear basketball length nylon shorts or wind pants only during P.E. class.

### **Consequence:**

- Any student choosing to wear clothes not appropriate for school will be given clothing from the office to wear for the day.

### **DRUGS, ALCOHOL, TOBACCO, AND WEAPONS: [\(Back to Index\)](#)**

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

### **ELECTRONIC EQUIPMENT: [\(Back to Index\)](#)**

E-readers are permitted after a signed form is on file. Please see Mrs. Harikkala for a permission form.

### **EMERGENCY INFORMATION: [\(Back to Index\)](#)**

An emergency form for each child is kept in the office and/or classrooms. It should be completed each year and should list persons to call when a child becomes ill at school. Any important medical information should also be provided. Please update this information when changes are made.

### **ENDOWMENT FUND: [\(Back to Index\)](#)**

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

### **Angelus**

L. The angel of the Lord declared unto Mary.

R. And she conceived by the Holy Spirit.

*Hail Mary...*

L. Behold the handmaid of the Lord.

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

*Hail Mary...*

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

R. And dwelt among us.

*Hail Mary...*

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

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

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

### **Act of Contrition:**

O my God, I am heartily sorry for having offended Thee. I detest all my sins because of Thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love. I firmly resolve, with the help of Thy grace, to confess my sins, to do penance, and to amend my life. *Amen.*

### **DAILY SCHEDULE: [\(Back to Index\)](#)**

The school day begins at 8:00. Students arriving after 8:00 will be marked tardy. Students who come to school late must report to the office before going to the classroom. Dismissal is at 3:00.

### **Student Liturgy:**

The Wednesday liturgy begins at 8:15am on Wednesday. Each grade will be responsible for Masses throughout the school year. All parent's, other family members & friends are always encouraged to celebrate Mass with us.

### **Kindergarten:**

Hours are the same as above for Kindergarten. Children must be five years old by September 1 for the school year in which they are enrolling.

### **Preschool/Pre-Kindergarten:**

- Three year Preschool (Tues./Thurs.) 8:00-11:00
- Four year Pre-Kindergarten (Mon/Wed/Fri-AM) 8:00-11:30
- Four year Pre-Kindergarten (Mon./Wed./ Fri.) 8:00-3:00

Children must be three or four years old by September 1 for the school year in which they are enrolling.

### [DISCIPLINE: \(Back to Index\)](#)

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

### [DISMISSAL/ARRIVAL OF STUDENTS: \(Back to Index\)](#)

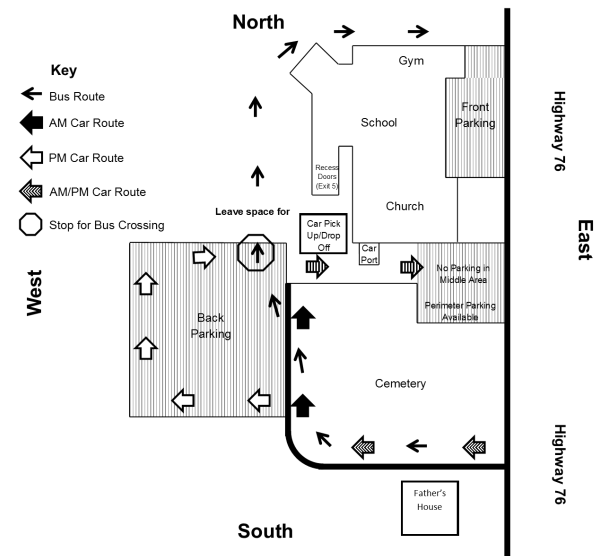
**Morning Drop Off:** Preschool through 8<sup>th</sup> grade will be dropped off at Exit 5/AKA recess doors (school doors on the south side of the building) or in front of the church under the car port in bad weather. Please enter the road between Father’s house and the cemetery off Highway 76. Your children will be helped out of the car by a Safety Patrol Student. The Safety Patrol will then take the smaller children to their classrooms. If you wish to walk your child to the classroom, you may park in the lot beside the recess doors, sign in at the door, and walk your child to his/her classroom. The students may **not** be dropped off in the front of the school.

### [Afternoon Pick Up:](#)

When picking up your children in the afternoon, you may have your child brought to your car by a Safety Patrol Student in front of Exit 5/AKA recess doors or you may park your car in the lot beside the recess doors, sign in at the door and come in to get your child. The students will not be dismissed from the front of school. Please be patient as we learn your faces...if the teacher does not recognize you, you will be asked to show your driver’s license. We also ask that you respect the teachers’ time after school, as they may have to leave early for personal reasons or have a scheduled conference. Teachers will be available through email, telephone, or a mutually scheduled appointment if you wish to discuss your child.

### [Preschool and Pre-Kindergarten:](#)

If you choose to park and bring your child in, we ask that you say a “quick” good-bye. Long good-byes usually end in tears and hard departures. We ask that you be out of the classroom by 8:00 in order for their teacher to promptly start their day. You may park in front of the school to pick up your child at 11:00 on Tuesday and Thursday or at 11:45 Monday, Wednesday, Friday for A.M. Pre-K from the preschool classroom.



### [DRESS CODE: \(Back to Index\)](#)

As a Catholic School, it is important to maintain an appropriate dress code. This promotes respect for oneself and others. Part of a child’s growth process is learning to dress properly. Cleanliness and proper grooming are expected of every student three years old through eighth grade at St. Mary School.

### [Students may wear:](#)

#### [Girls:](#)

- Jeans, twill pants, knee length shorts (pants/shorts should not be skin tight) or skirts knee length or longer
- Leggings may be worn under a knee length skirt or dress
- Crew neck, turtle neck, button down shirt or polo (shirt openings should not extend more than two inches below the collar bone)
- Shirt - - - **solid color or pattern** (small embroidered logo is fine)
- Plain sweatshirt
- No make-up
- 

#### [Boys:](#)

- Jeans, twill pants or shorts (knee length and worn at the waist)
- crew neck, turtle neck, button down shirt or polo shirt (no more than two buttons open)
- Shirt - - - **solid color or pattern** (small embroidered logo is fine) Plain sweatshirt

#### [Girls and Boys:](#)

- Non-marking shoes (with a front and solid back) are required