

# FAMILY HANDBOOK



**Challenging Minds • Developing Character • Living Jesus**

**St. Mary Parish School  
N89 W16215 Cleveland Ave.  
Menomonee Falls, WI 53051  
262-251-1050**

**[www.stmaryparishschool.org](http://www.stmaryparishschool.org)**

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## Notice of Disclaimer

Every effort is made to treat members of the St. Mary Parish School community with respect and fundamental fairness. The Family Handbook cannot, obviously, cover every possible situation. Other special rules and regulations are applicable and enforced in specific areas as needed. Additionally, the Archdiocese of Milwaukee Policies and Regulations Handbook will be conferred as appropriate. The administration has the right to amend the Family Handbook at any time. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

Contents of this document are subject to the interpretation of the St. Mary Parish School administration. All decisions made by the St. Mary School administration with regard to this handbook, its contents and its enforcement will be considered final.

The rules specified in this handbook are applicable to all students in attendance at St. Mary Parish School.

**St. Mary Parish School**  
is fully accredited by the  
ARCHDIOCESE OF MILWAUKEE  
and the

WISCONSIN RELIGIOUS & INDEPENDENT SCHOOLS ACCREDITATION

**This family handbook is an agreement between the parents of minor students and St. Mary.**



# 2023-24 SMPS Calendar

Aug. 21 ... New Family Ice Cream Social (Village Park)(6PM)  
 Aug. 23 ..... Back-to-School Parent Night, 6:00 PM  
 Aug. 25 ..... Picture day/Open House (8am-1pm)  
 Aug. 28 ..... 1st day for K4 - Gr 8 students  
 Aug. 29 ..... 1st day for K3 students  
 Sept. 1-4 ..... Labor Day Break  
 Sept. 18-Oct. 4 ..... MAP Testing

## FALL CONFERENCES

Oct. 26: Students Early Release-3:30-7:30  
 Oct. 27: No School - 8:00 am-12:00 pm

Oct. 5-6 ..... In-Service Days  
 Oct. 21 ..... Catholic Schools Walk  
 Nov. 22-24 ..... Thanksgiving Break  
 Nov. 28 ..... End of Trimester 1  
 Dec. 23-Jan. 2 ..... Christmas Break  
 Jan. 3 ..... CLASSES RESUME  
 Jan. 26 ..... Students Early Release  
 Jan. 28 ..... Open House (11:00am - 2pm)  
 Jan. 28-Feb. 3 ..... Catholic Schools Week

## SPRING CONFERENCES

Feb. 29: Students Early Release - 3:30-7:30  
 Mar. 1: No School - 8:00 am-12:00 pm

Feb. 2 ..... School Day Fun Fair  
 Feb. 9-12 ..... In-Service Days  
 Mar. 4 ..... End of Trimester 2  
 Mar. 4-18 ..... IOWA Testing  
 Mar. 25-29 ..... Holy Week  
 Mar. 29-April 5 ..... NO SCHOOL - Easter Break  
 April 17-May 3 ..... Spring MAP Testing  
 May 1-4 ..... 8th Grade Washington DC Trip  
 May 3 ..... Student Early Release  
 May 24 ..... In-Service Days  
 May 27 ..... Memorial Day  
 June 4 ..... Field Day  
 June 5 ..... 8th Grade Graduation (TENTATIVE)  
 June 7 ..... Last day of School, 11 am Dismissal

## AUGUST 2023

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## SEPTEMBER 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## MARCH 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL 2024

S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## NOVEMBER 2023

S	M	T	W	Th	F	S
			1	2	3	4
7	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY 2024

S	M	T	W	Th	F	S
					3	4
7	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## DECEMBER 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## JUNE 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
17	18	19	20	21	22	30

## JANUARY 2024

S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## KEY:

- In-Service (Students No School)
- Holiday/Non-Workday
- Student early release @11:30am
- End of Trimester
- Open House
- Archdiocese Calendar Dates
- Parent/Teacher Conferences

Revision Date: 8/16/2023

Mar. 5, 2021

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## ST. MARY SCHOOL FACULTY & STAFF

School Office 262-251-1050

Fax 262-502-1671

e-mail: [office@smps.school](mailto:office@smps.school)

Position	Name	Ext.
Principal	<a href="#">Linda Joyner</a>	112
Dir. of Teaching & Learning	<a href="#">Erika Mogilevsky</a>	206
Administrative Assistant	<a href="#">Missy Janzer</a>	108
Office Assistant	<a href="#">Heather McCabe</a>	110
K3	<a href="#">Kim Schmitt</a>	116
K4	<a href="#">Christine Bingenheimer</a>	101
Kindergarten Aide	<a href="#">Sue Brandt</a>	101+
K5	<a href="#">Beth Hartwig</a>	104
Grade 1	<a href="#">Jamie Kaminski</a>	318
Grade 2	<a href="#">Cristal Halverson</a>	316
Grade 3	<a href="#">Sarah Kleinmann</a>	314
Grade 4	<a href="#">Emma Curran</a>	312
Grade 5	<a href="#">Rebecca Schaefer</a>	304
Grade 6	<a href="#">Peter Burleigh</a>	204
Grade 6	<a href="#">Dominick Wroblewski</a>	214
Grade 7	<a href="#">Deborah Schroeder</a>	212
Grade 8	<a href="#">Sarah Mrozinski</a>	220
Grade 8	<a href="#">Therese Nennig</a>	218
Art	<a href="#">Sara Strieter</a>	301
Music	<a href="#">Ben Haimann</a>	302
Fitness Educ/Health	<a href="#">Hunter Wallace</a>	113
Spanish	<a href="#">Alejandra Vega</a>	208

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## ST. MARY PARISH STAFF

Parish Office 262-251-0220

Position	Name	Ext.
Parish Administrator	<a href="#">Msgr. Ross Shecterle</a>	151
Associate Pastor	<a href="#">Rev. Andrew Linn</a>	158
Executive Assistant	<a href="#">Sharon Memory</a>	155
Office Assistant	<a href="#">D'Ann Fisher</a>	150
Dir. of Admin. Services	<a href="#">Steve Cosentino</a>	157
Director of Communications	<a href="#">Kristen Kubisiak</a>	163
Liturgy and Music	<a href="#">Carrie Froelich</a>	153
Choir Director	<a href="#">Danielle DeMeuse</a>	164
Youth Formation		162
Catechesis of the Good Shepherd, Coord.	<a href="#">Ellen Schlosser</a>	160
IT Coordinator	<a href="#">Gina Franz</a>	210
Building & Grounds Mgr.	<a href="#">Tim Galligan</a>	161
Head Custodian	<a href="#">John Fahl</a>	186
Parish Activities Director	<a href="#">John Wiese</a>	

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## MISSION, VISION, AND PHILOSOPHY

### PARISH MISSION STATEMENT



*Love God above all else.*

*Love neighbor as self.*

*Go, make disciples.*

### PARISH VISION STATEMENT

*Empowered by the Holy Spirit to carry out our mission,  
our vision is to “LIVE JESUS!”*

- Share our Catholic tradition by promoting faith development and on-going Christian education
- Foster a community of prayer, warmth, and hospitality
- Commit to stewardship as a way of life, offering our gifts of time, talent, and treasure in the service of God and others
- Become a dynamic evangelizing parish
- Prayerfully participate in the sacramental life of the church
- Strengthen family life

### SCHOOL MISSION STATEMENT



*Challenging Minds*

*Developing Character*

*Living Jesus*

### SCHOOL VISION STATEMENT

*Empowered by the Holy Spirit to carry out our mission, our Vision is to “LIVE JESUS” in thought, word and action by:*

- Building faith and character through high quality Catholic education
- Preparing our students for a changing and challenging world
- Achieving excellence in education
- Promoting service, caring and outreach
- Providing a safe, supportive environment in a loving, caring atmosphere
- Nurturing future leaders for our faith, our community, and our world
- Strengthening family life and active participation in the sacramental life of the church

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## **ST. MARY PARISH SCHOOL COMMUNITY**

St. Mary Parish is a community of faith intentionally seeking to love God above all else, to love neighbor as self, and to go make disciples. The parish school is an important part of the parish-wide mission, and therefore is supported not only by the parents/guardians of school children but by the whole parish family.

Growth in the faith begins in the home. The parish and school seek to support parents in the primary role as educators in the faith through regular parent formation opportunities. The parish provides formation opportunities which include resources, talks, retreats, and small group opportunities. The source and summit of our faith is the Sunday celebration of the Mass. The faith of all families of the parish begins with the Mass and is directed toward the Mass. All efforts by the parish, and the parish school, to nurture the growth of lifelong disciples begins with the Mass.

It is the fruit of the faith of this community that the parish school staff has its mission. Together with the pastor and the parents/guardians, the teaching staff seek to form, inspire, and encourage the practice of the faith in all aspects of school life. Understanding the joy of the gospel and learning to live it out every day is the foundation of Catholic education. Teachers reinforce what is taught about faith by parents/guardians and the parish community through class lessons, modeling virtues, and leading participation in weekly Masses.

Children who are preparing to receive the sacraments of First Reconciliation and First Holy communion do so within the context of the parish family. These children, along with their parents/guardians, prepare through classwork and the programs provided by the parish since participation in these preparation programs requires time outside of the classroom. This collaborative effort between the parish and school staff is an effort to provide all families at St. Mary Parish with the support they need to become lifelong disciples.

Children in middle school grades are encouraged to participate in the parish youth group. It is in these formative years that adolescents will begin to prepare for the sacrament of Confirmation, for a mature development and practice of the faith. The youth group teaches adolescents the essential dynamics of community and relationship within the concept of discipleship. These adolescents will also participate in grade specific retreats throughout the school year to further bolster and develop their personal relationships with Jesus.

***If children live with fairness, they learn justice.***  
***If children live with security, they learn to have faith.***  
***If children live with approval, they learn to like themselves.***  
***If children live with encouragement, they learn confidence.***

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## **SCHOOL PHILOSOPHY**

St. Mary Parish School endeavors to be a faith sharing community, which is a part of the larger Christian community of St. Mary Parish. We create a desire for learning, strive to challenge the mind and hope to develop the talents of each child to the fullest potential--spiritually, morally, intellectually, physically, socially, and emotionally--in an effort to heighten the child's ability to make valued decisions and choices..

Within the curriculum of instruction, an appreciation of the arts is fostered, in an effort to awaken interest in, and develop an awareness of the gift of life found in music, drama, dance, painting and creativity. An understanding of technology is provided and integrated in the students' learning. Greater awareness of the world of humanity is brought about through exploration in the field of social studies. The wonder of nature and our responsibility toward our environment as stewards of the earth is studied in the natural sciences.

We believe that each child is unique with individual abilities, experiences, and needs.

### **Each child is called:**

- † To grow in the understanding and practice of Gospel values through education, prayer, worship and service.
- † To live out a faithful relationship with God.
- † To share his/her faith and abilities with others, thus giving strength to the community of the church.

### **We believe Catholic school education:**

- † Creates a Christian community that promotes social justice and provides experiences of prayer, worship, and service.
- † Fosters a learning environment that encourages self-discipline and respect for all creation.
- † Implements a curriculum that makes it possible for each student to accept increased responsibility for his/her own learning.
- † Provides educational experiences for appreciation of the fine arts.



### **ST. MARY PARISH SCHOOL HISTORICAL OVERVIEW**

St. Mary Parish School has a rich history within the community of Menomonee Falls. Over 30,000 students have graduated from the school during its 88-year history.

At the annual meeting on January 1, 1916, the parish leadership approved plans to build the original school consisting of two classrooms, a hall and convent living quarters. The doors opened in September 1916 and the first class of two students graduated in 1919.

Enrollment grew steadily over the years and over time additional classrooms and space were constructed.

Today, St. Mary Parish School is poised to continue its long history of serving the families and children of Menomonee Falls. St. Mary is committed to maintaining a strong presence in the community that builds on its long-standing history of strong academics and formation with a vision to stand out as a leader in technology innovation and integration. This among other important characteristics has led to the school being awarded with exemplary recognition multiple times.

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## ADMISSIONS

### ► POLICY STATEMENT ON ADMISSION (5110)

St. Mary Parish School respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. It is understood that when parents enroll their children at St. Mary, they have freely chosen to share their parental authority and responsibility for the education and formation of their children with the school in a cooperative relationship.

St. Mary respects the dignity of the child and admits students of any race, color, national origin, ethnicity, gender, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, ethnicity, sex, or disability in administration of its educational policies, admissions policies, scholarship programs, and athletic or other school-administered programs.

St Mary offers programs of education and formation for children and youth who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have St. Mary assist them in their parental role as primary educators of their children. Children of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child because of the unique religious philosophy of these educational programs.

New families are admitted into the school community when on the basis of a personal interview with the Pastor or Principal senses the interest, motivation and commitment of a family to be in accord with the goals of Catholic education.

All students are on probation during the first semester of their attendance at St. Mary. Academic or readiness screening may be required for new or transfer students. Students who enter St. Mary Parish School from a home-school program shall be placed in an appropriate grade level following an academic assessment determined by the Administration. During the first semester probationary period, the school shall determine whether or not it can meet the needs of the student (academic, behavioral, social-emotional). If a child is suspected of having exceptional educational needs, the child will be referred for an evaluation prior to finalizing the admission status in January.

The decision of the Principal is final.

### ► REGISTRATION AND ADMISSION CRITERIA (5110)

Registration for school begins early in the calendar year. In the admission of students to St. Mary Parish School, priority consideration shall be given, during the designated enrollment period, to these criteria in the following order:

1. Children in attendance the previous year provided that all current school financial obligations are fulfilled.

- 
2. Children of families with siblings currently enrolled in school provided that all current school financial obligations are fulfilled.

*Criteria used for selection include, but are not limited to:*

- *Those who were on the waitlist the previous year,*
- *Number of years as a parish/school family*
- *Parish/School participation in Liturgy, stewardship of time, talent, treasure*

3. Children of families of other Catholic parishes.
4. Children of families with other religious affiliations.

#### **► PRE-KINDERGARTEN, KINDERGARTEN & FIRST GRADE ADMISSIONS**

(5111 & Wisconsin Statute 118.14)

No child may be admitted to 3-year-old kindergarten unless he or she is 3 years of age on or before September 1<sup>st</sup> in the year he or she proposes to enter school.

No child may be admitted to 4-year-old kindergarten unless he or she is 4 years of age on or before September 1<sup>st</sup> in the year he or she proposes to enter school.

No child may be admitted to 5-year-old kindergarten unless he or she is 5 years of age on or before September 1<sup>st</sup> in the year he or she proposes to enter school.

No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1<sup>st</sup> the year he or she proposes to enter school and has completed a five year old kindergarten program.

\*Completion of five year old kindergarten is a prerequisite to enrollment in first grade.

\*On rare occasions, the principal may make an exception to the above guidelines (see policy 5111.1). Any exception would be considered probationary.

#### **► CONSIDERATION FOR EARLY ADMISSION (5111.1)**

It should be understood that only parents/guardians with children whose birthdays fall after September 1st and prior to October 1<sup>st</sup> will be considered for early admission. The procedures are as follows:

1. The parent/guardian applies to the Principal. An interview is held to determine reasons for early admission.
2. If the school will accept such candidates, the school will test the candidates.
3. The Principal informs the parent/guardian of the final decision.
4. Admission (early) to first grade or kindergarten is considered probationary. If within a reasonable period of time the child does not adjust to the school situation, the principal may request that the parents withdraw the child and enroll him or her at the regular age. Decisions of the Principal are final.

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## ► EVIDENCE OF DATE OF BIRTH

A legal birth certificate or other authentic proof of a student's age must be verified prior to a student's admission.

## ► ENTRANCE SCREENING

A screening process may be utilized for students new to St. Mary which may include a formal interview, testing, review of prior school records/testing, etc. Screening is used for grade placement purposes.

## ► SCHOOL ENROLLMENT & REGISTRATION/NEW STUDENTS

All parents of prospective/new students wishing to attend St. Mary are required to complete the following enrollment process:

1. Parents must complete a registration form. Parents are required to indicate whether or not a student has any identified health and/or special education needs.
2. Parents must submit all current, accurate and complete information regarding the student's needs, including special education, medical, or psychological evaluations, and any current IEP or accommodation plan. Parents must also submit most recent report card and standardized test scores as evidence of achievement in the school last attended, if applicable.
3. Parents and student must attend an admissions interview with school leaders and external agencies (if appropriate).
4. Upon completion of the admissions interview and review of submitted documentation, the school administrator will use an appropriate accommodations planning process to determine the level of educational need and necessary adjustments, if applicable.
  - a. If needs can be met with minor adjustments, then the school enrolls the student.
  - b. If the student's needs are beyond the ability of the school to meet with minor adjustments, then the parent is referred to the local school district for enrollment.
5. If the student is transferring from another school, when the transfer is not due to change of address, the principal will contact the former school for the reason of transfer. Upon receiving verification of successful grade completion and that the student left/is leaving the previous school in good standing, the student is then formally enrolled. St. Mary reserves the right to not enroll or terminate enrollment for a student that has been expelled from a previous school.

The final decision for admission, instruction, and retention of any student rests with the principal/administrator.



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All students accepted into St. Mary are expected to comply with the rules and procedures of the classroom and school. If students do not comply with the classroom and school rules, appropriate disciplinary measures will be taken and/or another educational setting may be recommended for the student (see Discipline).

#### ► PROBATIONARY STATUS

All new students admitted to St. Mary are enrolled on a probationary status for one full academic year. Administrative and faculty assessments will be made during this period of time to determine if the school can meet the student's needs. Throughout the probationary period the school administration and staff will review and evaluate the student's behavioral and academic status based on criteria such as but not limited to:

- Academic progress
- Notices of Concern received
- Disciplinary Referrals received
- School Suspensions received

If the academic and/or behavior standards are not met, the probationary period can be extended, or another school setting will be recommended.

#### ► ENROLLMENT OF CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS (6164.3)

St. Mary welcomes children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into St. Mary, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled only if a program and resources are available at St. Mary to meet the student's special needs.

Admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

If the student's needs are beyond the ability of the school to meet with reasonable accommodations, the parent will be referred to determine if the child is eligible for services.

St. Mary reserves the right to terminate enrollment if it is determined that information pertaining to a child's special needs was not disclosed during the registration process.

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The final decision for admission, instruction, and retention of any student rests with the principal/administrator. Administrators will give careful consideration to the admission of students with special needs, but are not required to enroll, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

► **AUTHORITY OF PRINCIPAL (6164.3)**

The final decision for admission, instruction, and retention of any student rests with the principal/administrator. Administrators will give careful consideration to the admission of students with special needs, but are not required to enroll, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

**ARTICLES PROHIBITED IN SCHOOL**

Items deemed by the administration as hazards to the safety of others or interfere in some way with school procedure, are prohibited. Such items as lighter/matches, slingshots, hard balls, knives, guns (of any type including toy), or any item that can be used as a weapon are unsafe in a school setting. Devices such as laser pointers or similar objects, and electronic/media devices (except those allowed by the Acceptable Use Policy) that interfere with school routine are not allowed. Students are allowed to have cell phones but they must be turned off and stored in their lockers during the school day. Parents are requested to help children understand the necessity for such regulations. Consequences, for having one of these or similar items, are up to the discretion of the principal.

**ASBESTOS STATUS INFORMATION**

In an effort to comply with the EPA asbestos regulations, our campus was inspected by accredited and state certified asbestos building inspectors to determine the locations and type of asbestos-containing building material within the campus. Management plans were developed by an EPA accredited and state certified asbestos management planner that details the inspection, required response actions, and methods to maintain asbestos-containing building materials within our campus. The management plan is available for your review upon request.

**ATTENDANCE (5112)**

Students are expected to attend school regularly in compliance with the law for compulsory attendance.

► **ABSENCES/TARDINESS (5113)**

In accordance with the Wisconsin Compulsory Attendance Law, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five (5) days. A second notice regarding habitual truancy shall be sent when a student has been absent ten (10) or more days in the school year. Principals are authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing.

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At the start of each school day, the school shall determine which students enrolled in the school are absent from school and whether each absence is excused. It is the responsibility of the school to attempt to contact the parent or guardian after it has been determined that a child is absent from school without notification to the school by the parent or guardian. All absences, excused and unexcused, must be recorded in the legal attendance records. Please note that arrival any time after 8:05 AM to the classroom is considered tardy. Students will be considered ½ day absent if arrival is after 9:30 AM or they leave before 1:30 PM. Students will be considered ½ day absent if they arrive after 9:00 AM or leave before 10:00 AM on an early dismissal day.

The following are considered excused absences:

- Personal illness. Medical verification may be required after three days.
- Family emergencies or crises
- Attendance at a funeral or religious service
- Car trouble
- Medical and legal appointments
- Severe weather when school is not officially closed

The following are examples of unexcused absences:

- Student working
- Absence without reason
- Babysitting
- Oversleeping, running late or missed bus
- Shadowing a high school beyond two visits

Students will be allowed to complete the work missed during an absence.

A student must be in attendance for the full day in order to be eligible to participate in a competition, scrimmage, practice or other extracurricular activity. A full day is defined as the regularly scheduled length of time school is in session. In special circumstances, the school principal or religious education director may excuse a student from this requirement (6145.2)

**► HIGH SCHOOL VISITS / PLACEMENT TESTING**

On occasion eighth grade students have opportunities to visit and test at prospective high schools. Whenever possible, we ask that you try to schedule these visits/tests on days when school is not in session, however, we recognize that this is not always possible. Therefore, eighth grade students will be allowed up to two visit/testing days during the school year, which will be marked as excused absences. Additional visits/testing will be recorded as unexcused absences. Parents must send a written note indicating their child is visiting/testing at a prospective high school prior to the absence.

**► MAKE-UP OF SCHOOL WORK/VACATIONS**

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All class work missed due to unexcused/planned absences or extended vacations should be made up after the student returns to school. Due to the nature of teaching and learning it is difficult to provide class work in advance for vacations taken while school is in session. One day will be allowed to make-up work for each day of school missed up to a maximum of seven days.

When vacations are taken while school is in session – School work is to be made up AFTER the student returns to school, using the above ratio.

Excused absences due to accident or illness (Gr. 1-8 only) – The teachers will work with parents to help any student keep up to date in his/her schoolwork while he/she is home recuperating. In some instances, modifications or exemptions for some class work may be necessary.

When a child has been absent, s(he) is responsible for completing the missed work within the designated time frame. Work may be picked up by a brother, sister, parent/guardian or neighbor at 3:15 each afternoon. Parents should call the school office (262-251-1050) before 9:00 AM to request homework. Middle school daily homework will be posted on PowerSchool Learning.

#### ► **REPORTING SCHOOL ABSENCES**

In cases where absence is necessary, the following procedure should be followed:

1. Call the school office before 8:15 a.m. Please state your child's name, grade, and the reason for the absence.
2. Send a WRITTEN EXCUSE stating the reason for absence immediately when your child returns to school. Please sign the note and indicate the date and reason for your child's absence.
3. In case of an absence, arrange for missed work to be completed in a timely manner. The number of days absent will equal the number of school days given to complete work assigned during the absence.

#### ► **RELEASE FROM SCHOOL DURING THE DAY**

Parent requests to release students from school during the day should be submitted IN WRITING\* to the office prior to the student's release from school. At the appointed time, parents should report to the school office to sign the child out. For the safety of the children, they will meet parents in the office. Students will not be allowed to meet parents outside the building or wait by the door. When the student returns from an appointment, he/she should check in at the office before returning to class. Parents are encouraged to make all medical and dental appointments after school hours or on non-school days whenever possible.

*\*Parents are encouraged to use the [Early Release/Change of Dismissal](#) form found on the school website.*

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## ► TARDINESS

It is important that children develop good habits of punctuality and responsibility. When a child is late for class he/she disturbs the teacher, other students, and loses valuable class and instruction time. Any child who is not in their homeroom by 8:05 AM is considered tardy. The child must report to the school office to obtain a tardy slip before being accepted into class. Excessive tardiness will necessitate a parent-student conference with the principal to determine a plan to change this unacceptable behavior.

Arrival any time after 8:05 AM to the classroom is considered tardy. Students will be considered ½ day absent if arrival is after 9:30 AM or they leave before 1:30 PM.

Students will be considered ½ day absent if they arrive after 9:00 AM or leave before 10:00 AM on an early dismissal day.

## BICYCLES

Bicycles should be walked on and off the school grounds. Students should have a lock for their bikes and are required to park bikes in the available bike racks. The school is not responsible for damaged or stolen bicycles. Skateboards and scooters are prohibited.

## BIRTHDAY TREATS

Birthday treats are a fun way for a student to share in the celebration of their birthday with their classmates should they choose to do so. Parents should select with their students a treat to share with classmates, keeping in mind the dietary needs and food allergies of the student's peers. Students should consult with their homeroom teachers to select a time to distribute their birthday treats in homeroom. Birthday treats may be shared with the other grade level homeroom if the student intends to provide a treat for all students in the homeroom.

## BULLYING/HARASSMENT (5131.1)

St. Mary Parish School believes it is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to the Catholic tradition. It is vital that our school maintain an environment free of any form of harassment or intimidation.

Bullying and harassment may be defined as a single incident or pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Bullying and harassment behaviors are prohibited in the school and parish buildings, proper and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompasses a broad range of physical or verbal behavior; none of which is acceptable. Harassment may take the form of, but is not limited to, jokes, stories, pictures, comments, exclusion or other actions that are annoying, abusive or otherwise demeaning in nature and may create a hostile educational environment.

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Harassment/bullying may include, but is not limited to the following:

- Physical assaults, sexual advances/touching, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks, sexual comments/jokes
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

## **REPORTING PROCEDURES**

Any person who has been subjected to harassment should contact an adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

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## **BUS TRANSPORTATION TO AND FROM SCHOOL**

[\(Click here for Bus Rules\)](#)

Bus transportation is provided by the School Districts of Menomonee Falls and Germantown for those students who qualify. In addition the Menomonee Falls School District also offers non-mandated bussing for students who do not qualify, in certain cases. All questions concerning bussing such as eligibility, routes, times, etc. should be referred to the school district or bus company. Permission for students to ride on a school bus is contingent on good behavior and observance of the rules and regulations of the bus company and St. Mary. All students who are bussed, and their parents, must be knowledgeable of the St. Mary rules for bussing. Students who violate the bus rules will be reported to the principal. The principal will inform the parents. After three written misconduct reports the student will be suspended from the bus for five consecutive school days. Each additional misconduct report will result in a new five consecutive school day suspension. After numerous misconduct reports, eligibility to ride the bus will be determined by the principal.

## **CHANGE OF ADDRESS AND EMERGENCY INFORMATION**

A change of address, phone number, email, or other contact information should be reported to the school office immediately upon the change. Emergencies can and do happen and it is imperative that school personnel have the up-to-date information as to where a parent can be reached. An emergency form or update form is given to parents with the orientation materials each fall and should be returned ASAP. Parents should include home and work contact information as well as names of other individuals the school may contact in the event parents cannot be reached.

## **CHEATING AND PLAGIARISM**

Cheating and plagiarism are morally wrong and unacceptable. Any incidence of cheating or plagiarism will be handled by the classroom teacher/school administration.

## **CHILD ABUSE AND NEGLECT REPORTING (5140.1)**

In accordance with Wisconsin State Law, any school administrator, teacher, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.

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- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing, medical/dental care, and/or shelter to the child.

*The Archdiocese of Milwaukee requires all adults to exercise reporting responsibilities for any suspected physical or sexual abuse of minors, whether or not designated as a mandatory reporter under Wisconsin law.*

## **CHILD CUSTODY (5124.2)**

St. Mary School shall communicate with the parents of a child in a divorce action according to the directives of the court.

- When the principal learns that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

## **CLASSROOM ASSIGNMENTS**

School staff members use deep consideration when compiling class lists for the upcoming school year. Class lists are based upon many different factors. Taken into account are individual learning styles, academic and social abilities and strengths, personalities and gender. We strive to make our classes as balanced as possible in all areas. We do know that parents sometimes have preferences for teachers; however, we cannot place children in classes only on the basis of the parents' preferences or the teacher's reputation in the community. We group children for instructional purposes, and placing them in class based on any other factors would defeat this purpose.

St. Mary Parish School operates with the belief and faith that all of our teachers are qualified, dedicated professionals. Consequently, it shall be the policy of St. Mary Parish School that with regard to student placement, parent requests for specific teacher placement will not be accepted. However, parents who wish consideration for specific academic or social needs, should submit in writing a letter to the principal, on or before May 1st, that includes the following information:

1. Your child's current grade level and teacher.
2. A description of your child's strengths – academic and social.



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3. A detailed description of your concerns for your child. Include any special needs or personality traits that may need extra attention.
  4. Write about the type of classroom or teacher traits that you feel your child would do best with.

Please note that recommendations for placement from the teachers or the principal will take precedence over any request received from parents/guardians. A child is placed on a class list after the teachers have considered that child's academic progress, personality, talents, needs, special requirements and many other considerations including gender and talent balance for the class. We do the best job of placement that we can, because it is important to us that every child has a good chance for success.

## CLASS SIZE

St. Mary utilizes the following guidelines when determining maximum class size. Admission beyond these guidelines may be allowed due to extenuating circumstances. The final decision as to class size is at the discretion of the principal.

GRADE LEVEL	DESIRED CLASS SIZE
Grade 3K	Less than 16
Grade 4K	Less than 25
Grades 5K - 5	Less than 26
Grades 6-8	Less than 30

## COMMUNICATIONS

**Communication between the home and the school is a joint responsibility. In order to ensure open and direct communication between the home and the school, the proper procedure to follow when a question or concern arises is:**

- First, contact the teacher or party involved.
- If the question or concern is unresolved, next contact the supervisor of the party involved.
- Finally, if the question or concern is still unresolved, all parties would meet for resolution.

Within our Catholic learning environment, no one should be afraid to raise a question or concern with the appropriate person. We are called to create a community of respect and love, appreciating one another's opinions. Family situations can affect student learning. When an unexpected situation occurs (e.g. separation, divorce, death of a special person or pet, illness, etc.) please notify the school so we can be alert to changes in your child's behavior. Understanding these situations help us minister to your child with sensitivity and care.

A weekly communications packet, containing important information about school and parish happenings will be delivered electronically or, upon request, sent home. From time to time there will be forms and flyers in the packet which will be sent home as hard copies in a plastic sleeve. Please return the clear

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plastic sleeve the following school day for reuse. This packet, which is easily identifiable, will be sent home with your youngest or only child and can be used to return any surveys/forms/responses requested of parents/guardians in a timely fashion. Please be certain you update any email address changes with the school office so as to not miss out on any important communications.

Calendar events will also be posted to an online calendar (website, PowerSchool, Facebook) to highlight current and special activities.

Organizations or individuals wishing to include communications in the weekly packet may do so according to the following guidelines. Guidelines for individuals and organizations wishing to share information with school families via the weekly communications packet:

1. **Items to be included in the packet must be received by 3:00 p.m. on Monday for distribution that week** (email is preferable: send to [schooloffice@smps.school](mailto:schooloffice@smps.school) Subject: weekly communications packet)
2. Items submitted after 3:00 p.m. on Monday may not be included in the communications packet until the following week.
3. All items submitted for distribution must be approved by the school principal.

#### ► CONTACTING YOUR CHILD

In order to minimize classroom disruptions, personal messages to your child during the school day are strongly discouraged. If you must leave a message for your child, please call the school office at 262-251-1050 before 2:00 p.m. to ensure that the message will reach your child before dismissal. Students will NOT be allowed to check their cell phones or email or text messages during the school day.

In an attempt to foster responsibility and independence student phone calls home for forgotten items are discouraged, however when deemed appropriate by school personnel, students will be allowed to call a parent from a school phone.

### COMPUTER USE POLICY (6161.2)

(See Appendix)

The Acceptable Use Policy must be signed before any person is permitted any use of the school system's computers for Internet, email, learning management systems, school information system, online program subscriptions, and listservs.

### CONFERENCES (5124.1)

Conferences shall be held with the parents/guardians of each student on an ongoing basis both formally and informally throughout the school year. Education is a parent-child-teacher endeavor and to that end we prefer that students are involved/included in the conference when deemed appropriate. A formal conference with the parents/guardians of each student will be held at least once a year. This conference is generally held towards the midpoint of the first trimester and before the first report card is sent home. Another formal opportunity for parent conferences is provided during the second trimester.

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Parents or teachers may request a conference at any time other than the dates designated on the school calendar. Should additional conferences be desired, please contact the teacher to schedule an appointment.

## **CURRICULUM DESIGN (6140)**

Children deserve the best possible learning challenges. The St. Mary curriculum consists of the following:

The curriculum envisions learning experiences designed to facilitate spiritual, intellectual, social, psychological, and psychomotor growth. The individual students' needs, abilities, and interests are considered in shaping and implementing the curriculum which will develop the students' relationship with God, self, and the world. This drives the development of curriculum throughout the revision and study process each year as we continue to be informed by research and National Standards in the various curricular areas. To this end we strive to differentiate the curriculum to meet the needs of individual students.

Our Catholic mission, vision, philosophy, goals, and students are at the central core of our curriculum. With a focus on student centered learning, the faculty utilizes a variety of instructional techniques, strategies, and assessment methods to implement the curriculum. Technology is integrated into the curriculum to enhance teaching and learning, and to develop 21st century skills.

The core curriculum of religion, English language arts, mathematics, science and social studies are supported by art, technology, foreign language, music, health and physical education curricula at various grade levels.

The Archdiocesan curriculum is aligned with national and state standards. Specific textbook information is available on request.

## **DAILY TIME SCHEDULE**

First Bell - Student's enter building	7:50 AM
Second Bell	8:00 AM
School Begins – Tardy Bell	8:05 AM
School Dismissal -	3:05 PM
Early Dismissal	11:30 AM
K4 – K5 Lunch	11:30 – 11:55
K4 – K5 Recess	11:00 – 11:20
Grs. 1, 2, 3, 4 & 5 Lunch	12:00 - 12:25
Grs. 1, 2, 3, 4 & 5 Recess	12:30 – 12:50
Gr. 6-8 Lunch	12:30 - 12:50
Gr. 6-8 Recess	12:05 - 12:30

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## ► ARRIVAL AND DISMISSAL

Weather permitting, bus students who arrive at school before 7:50 AM will wait outside the school entrance until the doors open. These students will be supervised by school staff. On inclement weather days, bus students will be inside the building.

Students who walk to school or arrive by car should not be dropped off at school before 7:50 AM when the school doors open, unless an arrangement has been made for the child to meet with a specific teacher. Middle school students will not be admitted early in order to print out their homework. This is expected to be done at home.

When students are dismissed they should go directly home. If there is a change in mode of transportation, the school office should be notified in a timely manner in order to inform the student and the teacher. Loitering on the school premises is not allowed. (see appendix for specific drop off and pick up procedures)

## DISCIPLINE

*“Respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of the initiative to creatively attain the goals for Catholic Education.” (Vatican II Document)*

The registration and admission of a student to St. Mary is to be interpreted as readiness on the student's part and on the part of the parents or guardians to comply with all the rules, regulations, and procedures of the classroom and the school. If students do not comply with the classroom and school rules, appropriate disciplinary measures will be taken and/or another educational setting may be recommended for the student.

The staff and administration of St. Mary work to create an atmosphere conducive to growing as a community based on the values of Respect, Responsibility, Reverence and Safety. Such an atmosphere requires children to accept the responsibility to **allow others to be here in peace so that learning can take place in an environment which is warm and nurturing**. In short, each member of the St. Mary community is asked to **live according to the Gospel values of love and respect**. Physical and verbal abuse of one another has no place in our relationships to one another.

The discipline policies of St. Mary are built on a belief in the dignity of each person. A central goal of discipline is to help students develop self-discipline. A school climate of mutual understanding, respect, and trust based upon faith in the worth and dignity of each individual does much to promote self-discipline.

Standards and rules are necessary for the successful operation of a school. Students attending a Catholic School are representatives to the civic community of the school they attend and the parish that sponsors the school. Any behavior on the part of the student which causes negative or adverse publicity for the school may be a cause for disciplinary action on the part of the school.

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## ► DISCIPLINE PLAN

- The teacher is the authority in the classroom. All students are expected to adhere to the individual classroom teacher's standards. These standards, established jointly with the principal, should all have valid and justifiable purposes.
- School discipline is best accomplished by preventing misbehavior before it occurs, therefore expectations for behavior will be established and posted in each classroom.
- Consequences for misbehavior will reflect the developmental age of the child, their capacity to understand what is expected, the seriousness of the offense, and the impact of the behavior on others. Corporal punishment is never acceptable or allowed for any purpose.
- Consequences for unacceptable behavior will address and make every attempt to help students learn from their mistakes and to repair harm that was done.
- The basic premise behind all discipline at St. Mary is to encourage positive behavior that does not disrupt the learning process.
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The following provides an outline of the basic criteria expected for a successful student.

Success Indicators
<b>Student as Learner:</b>
<ul style="list-style-type: none"><li>● Transitions effectively between activities</li><li>● Demonstrates persistence in learning activities</li><li>● Collaborates effectively to achieve defined outcomes</li><li>● Accepts and applies constructive feedback</li><li>● Completes learning tasks efficiently and independently</li><li>● Sets goals and monitors progress</li></ul>
<b>Student as Citizen:</b>
<ul style="list-style-type: none"><li>● demonstrates respect for people and property</li><li>● Engages in active listening</li><li>● Demonstrates honesty</li><li>● Uses socially appropriate language</li><li>● Demonstrates empathy and kindness</li><li>● Practices appropriate conflict resolution skills</li><li>● Considers the impact of behavior on others</li></ul>
<b>Student as Disciple:</b>
<ul style="list-style-type: none"><li>● Demonstrates care for God's creation</li><li>● Demonstrates a spirit of selfless service</li><li>● Expresses forgiveness in word and action</li><li>● Manifests a willingness to grow in faith and share beliefs (middle school only)</li></ul>

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## ► CONSEQUENCES AND PROCEDURES

Our goal is to work with each student in a positive and constructive manner to help the student learn from his/her mistakes and to restore any harm that was caused by unacceptable behavior. It is our goal that students grow to become responsible Christian citizens.

The consequences for unacceptable behavior may include: quiet time, parent/guardian notification, reflection, conferences, notes home, verbal reprimands, restorative justice, detention, probation and suspension.

An Incident Report Form may be used to notify parents/guardians of a behavioral incident and the consequences. A copy of this form can be found in Appendix C. *This form must be signed by a parent/guardian and returned the following school day.*

## ► POLICY REGARDING PROBATION, SUSPENSION & EXPULSION (5144)

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict the student's privileges and rights of program attendance.

Probation, Suspension and expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Sexual advances or touching
- Sexual comments, jokes or gestures
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available
- Actions that have the potential to cause harm to Waukesha Catholic, its staff, or any member of the school community
- Actions that do not embody Catholic teaching

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**PROBATION:** A student may be placed on probation if in the judgment of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probationary period, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

All students new to a school are considered on probation for a minimum of one year. The principal's decisions are final.

**SUSPENSION, IN SCHOOL:** A student may be placed on in-school suspension if the Principal deems this to be necessary. The suspension can be for varying lengths of time, but shall not exceed three (3) consecutive days. In-school suspension is often used when there have been repeated offenses or when there is a more serious offense. In-school suspension is often, but not always, a step that is taken before out-of-school suspension or expulsion.

**SUSPENSION, OUT-OF-SCHOOL:** Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time.
- An opportunity for the student to attend a meeting with a school administrator which provides, at a minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended.

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school. The final decision regarding suspension rests with the principal/administrator.

**EXPULSION:** As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only a very last measure.

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Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered expelled.

## **EXPULSION PROCEDURES**

1. Actions taken to expel students shall be preceded by internal school procedures and supported by defensible records.
2. Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.
3. The hearing committee is appointed by the principal/administration and makes a recommendation to the pastor or pastor's liaison. The recommendation will be to:
  - a. expel
  - b. suggest other disciplinary actions in lieu of expulsion
  - c. exonerate the student of any wrongdoing
4. Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
5. If the decision to expel the student is made, parents are notified, in writing, of the action the right to appeal is made known to the parents.

## **EXPULSION APPEAL PROCESS:**

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor in writing with rationale for appeal. The pastor will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the Archdiocesan level/ The School Committee is not involved in the expulsion proceedings and is not a source of appeal.

**\*\*An expulsion hearing is not a legal proceeding; therefore neither party may have an attorney present during the hearing.**

## **► POLICY REGARDING SUBSTANCE ABUSE**



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The possession, distribution, use of or being under the influence of alcohol or controlled substances, or the possession of drug-related paraphernalia while on school premises, at school-sponsored activities or on school sponsored transportation is prohibited.

While students violating this policy will be subject to school disciplinary action, including suspension or expulsion from school, the school will also provide support, information, guidance (but not counseling) and referral for treatment for students who show indication of a behavioral/medical problem associated with alcohol and other drug abuse, for students who live in chemically dependent family environments and for students returning from alcohol and other drug abuse treatment.

An important aspect of this policy is prevention, intervention, and treatment services to be provided for students experiencing alcohol and other drug-related problems. The primary service offered for students will be education, assessment, intervention, referral and support services utilizing professional counseling resources. Students may come into contact with these services through a referral by staff (with or without infraction of the policy), self, peer, family or community. Students seeking assistance for alcohol and other drug-related problems shall be entitled to confidentiality, except when the immediate health, safety and/or welfare of the student or others is endangered or when the student is in violation of this policy at the time the information is made available.

For the purpose of this policy, "drugs" shall mean:

1. All controlled substances prohibited by law
2. all alcoholic beverages
3. Tobacco products including cigarettes, snuff and chewing tobacco
4. Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to school policy.

#### ► IMPLEMENTATION OF SCHOOL DRUG AND ALCOHOL ABUSE POLICY

Implementation shall involve a two-fold approach:

1. Prevention, intervention, and treatment measures for students experiencing alcohol and other drug related abuse problems.
2. School disciplinary action for violation of this policy. Enforcement of the policy will be the responsibility of the school principal.
  - a. First Violation: The severity of the situation will determine the disciplinary action to be taken. The student will be subject to discipline that may include up to a three day suspension or expulsion and elimination from participation in extracurricular activities.

***NOTE:*** *The first incident of distribution or sale or inducing another student to use drugs/alcohol may be automatic grounds for expulsion.*

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- b. Second Violation: The student shall be expelled unless it is determined by the principal and pastor liaison that there are extenuating circumstances that justify continued enrollment in the school.
  - c. Third Violation: The student shall be expelled.

## **DRUGS AND ALCOHOL AT SCHOOL SPONSORED EVENTS**

The presence and/or consumption of alcoholic beverages and/or restricted controlled substances is forbidden at school sponsored events where children or youth are present.

## **EMERGENCY SCHOOL CLOSING / INCLEMENT WEATHER (6114.5)**

Emergency school closings may be necessary due to severe weather conditions during a school day. The decision to close is made by the public school districts and the bus companies serving the district. **St. Mary Parish School will automatically close when either Menomonee Falls OR Germantown Public Schools announce that they are closing due to inclement weather.** Please instruct your child as to where s(he) is to go if you are not home in the event of early dismissal.

School closings will be communicated to families and staff using PowerSchool tools (automated phone calls, texts and emails), website, school Facebook page, and announcements to local television and radio stations (WTMJ-AM 620, WTMJ-TV Channel 4, WITI-TV Channel 6, and WISN-TV Channel 12). When the start of school is **delayed** for a period of time, the same procedure used to close school, as listed above, shall be followed. For example:

- If Germantown ONLY is delayed, school will begin at 8:05 a.m. Germantown bus riders will not be counted as tardy.
- If Menomonee Falls ONLY is delayed, school will begin at 8:05 a.m. Menomonee Falls bus riders will not be counted as tardy.
- If BOTH Germantown and Menomonee Falls are delayed, St. Mary will open at the same time as the public schools. In this case, there will be no morning preschool or kindergarten.
- In the case of early dismissal by one or both schools, we will NOT close early if bus transportation is still available to us at our regular dismissal time. However, parents may elect to pick children up from school early on these occasions, if they wish.

## **EXTRA-CURRICULAR ACTIVITIES (6145)**

St. Mary School & Parish provide opportunities for students to be involved in extracurricular activities that are academic, athletic, or explore areas of student interest. Examples of current or past activities are: Parish Athletic programs - basketball, track and volleyball (5-8), Forensics (6-8), Destination Imagination (1-8), Student Council (6-8), Scouts (K-8), Spanish (K-4), and Art (K-5), and Garden Club (6-8).

From time to time, St. Mary will arrange for other after-school activities, which are usually dependent on adult volunteers.

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Expectations for involvement in a specific extra-curricular activity, including time commitment, will be put in writing and shared with parents/students prior to the start of the activity. Parent permission will be required for participation in an extracurricular activity. More information about the parish athletic program may be found on the parish and school websites under Athletics.

Students who represent St. Mary Parish School by their participation in extra-curricular activities enjoy not only the opportunity for participation in these events but also the responsibility to represent the school community in the best possible way. Consistent with the school discipline standards, students are expected to live according to the Gospel values of love and respect. Each student is called to accept responsibility for creating a peaceful environment, both in school and wherever practices and competitions take place. Respect for one another, for those in authority, for students and adults from other schools/parishes, as well as respect for property at the parish and other parishes, are critical values.

### **Absences and Extra-Curricular Activities**

Students who participate in extracurricular activities and who are absent from school may not participate in either practice or event/activity on the day of the absence. Students who are marked absent on the last day of the school week are allowed to participate in weekend activities.

Students who are absent due to a family funeral or previously scheduled medical appointment are exempt from this policy.

### **Academic/Behavior Code**

Extra-curricular activities are an extension of the school day and it is considered a privilege to participate in these activities. In order to keep school the fundamental priority among many competing activity options, accountability to academic and behavioral responsibilities is a prerequisite for participating in any extra-curricular activity.

### **Academic Eligibility Criteria\***

*\*Please note this policy will be changing as we transition to Standards-based grading.*

In order to maintain extracurricular eligibility, students in 5th - 8th grade must maintain an acceptable standard of academic achievement. A student's grades will be reviewed at numerous "checkpoints" These checkpoints will be near the midpoint and at the end of each trimester. If at that time, the student is not maintaining a minimum of "C" level work in all subjects, he/she will be placed on Academic Probation.

During the Academic Probation, a student will have full participation in his/her extra-curricular activities. At the end of the probation period, his/her current grades will be reviewed:

1. If the student has no grades below a "C" and has no missing work (homework, projects, quizzes or tests) they will be removed from Academic Probation.\*

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2. If the student has any grade below a “C” or has any missing work, then the student will remain on Academic Probation and loses the ability to participate in extracurricular activities until the grades are at or above “C” level and there is no missing work.\*

\*Exceptions to the above policies may be made for students with recognized learning disabilities and/or extenuating circumstances. Said exceptions will be based on personal student data. The Principal will handle exceptions with input from appropriate faculty members. The decision of the Principal is final.

*NOTE:* At any time, it is the school or parent’s/guardian’s responsibility to remove a student from any extra-curricular activity if they feel such action will be of benefit to the growth and development of the student. The school Principal reserves the right to suspend any student whose behavior or academic performance warrants immediate intervention between reviews.

### **Behavioral Eligibility Criteria**

A student is ineligible to participate in any extra-curricular activity if he/she has been suspended from school for any disciplinary reason for at least the duration of the school suspension, including weekends.

## **FIELD TRIPS AND COMMUNITY SERVICE (6153) (3541.4)**

Field trips, retreats, and community service are integral components to learning that support the academic, spiritual, and social development of students. These activities are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process. Educational trips are a rich source of authentic learning for all students. Field trips, retreats, and community service activities are recognized as a source of worthwhile learning experiences that broaden students’ experiences.

Field trips, retreats, and community service shall provide learning activities related to the curriculum, meeting educational objectives and goals of the school. The explicit purpose of the trip or activity and its relation to the course of study must be stated. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the students. The school may not authorize any field trip that is strictly recreational in nature.

Written approval (field trip form) of a parent or guardian is required for participation of students in field trips and off-site community service activities.

Teachers shall accompany pupils on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision including one or more employees of the school. All chaperones must be 21 years of age or older and have completed Safeguarding All God’s Family training.

The principal must initially approve the planning of the field trip or outing. The principal/asst. principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

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Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent.

All field trips shall begin and end at the school. Field trips and community service activities shall not interfere with the regularly scheduled transportation of students to and from school unless an exception is made by the principal.

Students are not allowed to leave the field trip unless signed out and removed by their own parent or guardian.

Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip or community service activity.

Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. If a private passenger vehicle must be used, the following must be verified by the driver.

1. Vehicles used for school business must be insured for the following limits: \$100,000 per person and \$300,000 per accident.
2. No school may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults.
3. The vehicle must have a valid, current registration and a valid and current license plate.
4. The vehicle must be in good operating condition and have all safety equipment as required by law.
5. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
6. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
7. The school will submit the name and driver's license number of any new driver to Catholic Mutual Group using the Request for Driver's Record Check. Catholic Mutual will check the driving record through the state and communicate the results to the school. The Employee/Volunteer Driver Information Sheet should be completed for each driver and kept in school files. This is especially important for anyone transporting youth. Repeat drivers need to follow the steps for approval every three years.
8. Drivers must complete the on-line video, "Be Smart – Drive Safe" found on the Catholic Mutual home page at <http://www.catholicmutual.org>. This applies to new drivers and drivers engaging in the three year reapproval process. There is no charge to take this course.

### **In-House Field trips**

When deemed appropriate, school assemblies may be planned which require contracting an Arts Group (First Stage Milwaukee) or individual Artists-in-Residence (storytellers, authors, musicians, etc.) to perform for the entire student body or a large segment of the student body. Students may be assessed an in-house-field trip fee for this type of event.

## **GENDER IDENTITY**

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All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun".

Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

Students may not take "puberty blockers," even if self-administered, on school property, with the purpose of a potential or actual "gender assignment"

## **GRADUATION (5127)**

Students that have successfully met the academic standards at St. Mary, an accredited school of the archdiocese, will receive an official diploma during the eighth graduation ceremony. The graduation ceremony will be held at St. Mary following a Mass of Celebration. Students are required to wear the official graduation gown.

## **GRIEVANCE PROCEDURES FOR PARENTS (1312)**

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent and or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the school/parish.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with the employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor or school president, with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

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- The pastor/liaison may convene the parties in an attempt to reconcile the concern.
  - The pastor/liaison may contact the appropriate archdiocesan office for assistance in reconciling the concern.
  - The pastor/liaison may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/liaison for final consideration.

Once the review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Advisory Committee/Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

## HEALTH

**DO NOT SEND YOUR CHILDREN TO SCHOOL WHEN THEY ARE ILL.** Sick children should not be in school because they spread illnesses to other children. **If a child has been ill, he/she should not return to school until free of symptoms and fever for 24 hours and is ready to participate fully in all school activities, recess included.** Generally, if children are well enough to be in school for classes, they are well enough to go outside and get some fresh air during the recess and noon hour breaks. If an exception is needed, the principal should be consulted.

A child who becomes ill or is injured during the school day is sent to the school office and is cared for by a staff member or volunteer. With the exception of first aid, school personnel may not give treatment for illness or bodily injury. St. Mary does not have a certified nurse on staff.

### ► ACCIDENTS/ILLNESSES (5141)

Any serious illness or accident is to be brought to the attention of the office staff/principal as quickly as possible. Parents will be notified if any serious accident or illness occurs which involves their child. Parents will be contacted to pick the child up in the office. No child will be sent home unless accompanied by a parent or someone designated by the parent.

Emergency health information is on file in the school office and in PowerSchool. It is of great importance to **KEEP YOUR CHILD'S EMERGENCY INFORMATION UPDATED**. In case of emergency, the paramedics will be called and parents will be notified.

Take steps to keep kids healthy.

We are continuing to see an increase in confirmed influenza cases in our area. You can take steps to help keep our school and your family healthy. The most important is to keep your children home if they are ill.

If your child is so sick that you would normally seek medical care, please do so. Check out the Centers for Disease Control's (CDC) guidance about the difference between a cold or the flu.

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All sick students should stay out of school for at least 24 hours after fever is gone without use of Tylenol® or Ibuprofen. If children or adults are ill with other symptoms, they should stay home at least one day to see how the illness develops and until completely well for 24 hours. Children who are ill upon arrival at school or become ill during the school day will be sent home. Please notify the school of the symptoms your child is experiencing or confirmed cases of influenza.

In addition to staying home when sick, there are a number of important things you and your family can do to help stay healthy and keep others safe:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze.
- Avoid touching your eyes, nose or mouth. Germs spread that way.
- The CDC recommends that everyone 6 months and older get a flu vaccine.

► **COMMUNICABLE DISEASES (5141.2)**

Notify the school office **immediately** when your child has a communicable disease. A written release from a physician or the Health Department is recommended before a child may return to school.

► **FOOD ALLERGIES (5141.4)**

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parents of a student with a severe food allergy must submit to the school and Allergy Action Plan (5141.5c) and Health Accommodation Plan (5141.5d) (see appendix). These plans will be kept on file in the school office and in the cafeteria. The information will also be recorded in PowerSchool. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send notification to parents in these grade levels requesting that snacks, lunches and treats do not contain the allergen.

The school will provide an allergy controlled table in the lunchroom for students with severe food allergies.

► **HEAD LICE**

Lice checks may be conducted periodically throughout the school year. In the event of a lice diagnosis the child's parent/guardian will be notified by telephone and the child must be picked up from school. Siblings who live in the same home will be screened as soon as possible. Prompt and proper treatment of the condition is in the best interest of the child and his/her classmates. Parents/guardians of all children in the homeroom class will be



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notified encouraging that children be checked at home and treated, if appropriate, before returning to school. Recognizing the sensitive nature of this diagnosis, we will do our best to maintain confidentiality.

After treatment, students will be checked by school personnel or a volunteer before returning to school. Information about head lice, prevention and treatment is available in the school office. St. Mary enforces a policy of being head lice/nit free.

#### ► IMMUNIZATIONS (5141.31)

THE WISCONSIN STUDENT IMMUNIZATION LAW ([Wis. Stat. 252.04](#)) requires schools to have written evidence of immunization for certain vaccines for the prevention of the transmission of these diseases. Parents must provide this evidence, written or electronic. Parents may claim waivers based on reasons of health, personal conviction, or religious beliefs. Waivers based on health reasons must be signed by a physician.

The school will notify the parent/guardian of any student who has not submitted evidence of immunization or a waiver form within 25 school days of being admitted. The school may issue a notice for student exclusion for noncompliance on the grounds of health and safety. Failure to comply with the state immunization requirements will be reported to the Waukesha County district attorney in accordance with the law.

Wisconsin state law requires all students grades K3-8 MUST have the following:

Grade	Number of Doses					
Pre K (3 & 4 years old)	4 DTP/DTaP/DT		3 Polio	3 Hep B	1 MMR	1 Varicella*
Grades K - 5	4 DTP/DTaP/DT/Td		4 Polio	3 Hep B	2 MMR	2 Varicella*
Grades 6-8	4 DPT/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Varicella*

\*or the date your child had the chickenpox disease

#### ► MEDICATIONS - PRESCRIPTION AND NON-PRESCRIPTION (5141.5)

([See the Appendix for Medication Authorization Forms](#))

Wisconsin State Law forbids school personnel from administering to students any drugs or medication that is taken internally unless explicit and written permission, with directions, are given by the parent/guardian and the attending physician. Medication consent forms are available in the office and on the school website. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication. All nonprescription and prescription medication must be supplied by a child's parent or guardian.

**Prescription medication** must be sent to the school in a pharmacy-labeled container with the student's name, the name of the prescriber, name of the prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.

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**Nonprescription medication** must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.

Medication will be taken by the child at the designated time, administered by a designated individual who has been trained and identified to do so. The school shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage or time it is to be administered is changed from the original instructions.

St. Mary recognizes the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-8 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/ volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. The Medical Provider Authorization - Prescription Medication: Form 5141.5 (b) states that the student has been instructed in and understands the purpose, appropriate method, and frequency of the use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent or guardian must provide to the school a copy of a Health Accommodations Plan: Form 5141.5 (d) for a student who requires an emergency prescription medication.

Only limited quantities of any medicine are to be kept at school.

All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.

#### ► **WELLNESS POLICY (5140)**

St. Mary School is committed to the optimal development of every student. Good nutrition and regular physical activity before, during, and after the school day are strongly correlated with positive student outcomes. The school believes that we need to create and support health-promoting learning environments throughout the school, giving students the opportunity to achieve success. This policy outlines the school's approach to ensure all students practice healthy eating and physical activity behaviors throughout the school day.

St. Mary is committed to serving healthy meals to our students. The school's hot lunch programs aim to improve the diet and health of school children, model healthy eating patterns, and support health choices while accommodating cultural food preferences and special dietary needs.

St. Mary is committed to ensuring that the following standards and guidelines for school meals and snacks/treats are met:

- Students are provided a 20 minute lunch period

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- Provide a pleasant eating environment for students
  - Drinking water is available for students during mealtimes
  - Lunch shall be scheduled around recess periods for all students
  - When utilizing food as part of a class incentive program, staff and students are encouraged to utilize healthy, nutritious food choices
  - Where appropriate, the school will establish allergy controlled zones in the lunchroom and other instructional areas
  - St. Mary provides nutrition education that helps students develop the knowledge and skills necessary to make healthy food choices for a lifetime.
  - St. Mary provides students with age and grade appropriate opportunities to engage in physical activity, that may include the following components: physical education, recess, classroom-based physical activity, and after school or off-site activities.

## **HOMEWORK (6154)**

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home.

The purposes of homework are threefold: to deepen students’ understanding and skills relative to content that has been initially presented to them, to prepare students for new content, or to have them elaborate on content that has been introduced. It is not limited to paper-pencil tasks and will attempt to integrate a number of learning options. Daily reading (silently, or aloud depending upon the age of your child) is considered a vital family “homework” practice. In most cases homework should be formative, allowing students to apply what they have learned so they find out what they really do understand and return to class to ask questions about what was not understood.

Homework is a developmental learning activity which increases in complexity with the maturity and capability of the student. With increased maturity, learning becomes an independent activity. This is established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

Individual teachers and/or grade levels will communicate their homework policy with parents and students at the start of each school year.

Teachers will do their best to coordinate homework assignments across subjects and classes so as to remain in the limit of expected probability for accomplishment by the student.

Homework, properly planned and purposeful in nature, should:

1. Deepen student understanding and skills relative to content that has been initially presented to them.
2. Prepare students for new content or have them elaborate on content that has been introduced.
3. Help students develop good study habits and organizational skills.
4. Foster positive attitudes toward school.
5. Communicate to students that learning takes work at home as well as at school.

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6. Communicate to parents/guardians what is being emphasized in class, what is expected of students, and how the students' work will be evaluated.
  7. Provide a variety of feedback to the student.
  8. Have a purpose that has been identified and articulated.

The amount and type of homework will be determined by the teacher, who takes into consideration the grade level requirements, the ability of the student, and the homework guidelines suggested by the Milwaukee Archdiocese. These guidelines are:

Pre-K - K	0-15 minutes
Primary	15-30 minutes
Intermediate	30-60 minutes
Middle School	60-90 minutes
Secondary	1 ½ - 2 ½ hours

*Please note that these are merely guidelines.* Since learning is an individual experience for each of us and study skills vary from student to student, the task at hand may require a bit more or less time. Feel free to confer with your child's teacher or the school Principal relative to the homework policy if any questions arise. Kindly note that if your child is spending longer than the recommended time, you may want to set some clear limits and confer with your child's teacher(s) for assistance in study skills, organization, and/or homework modifications for your child. Please take time to monitor this process at the start of the school year and at periodic intervals so that you can provide your child's teacher(s) with feedback that will be helpful. Please do not hesitate to discuss your concerns about homework with your child's teacher.

The greatest support any parent/guardian of children in all grades can provide is to furnish a suitable atmosphere in which a child can study each evening. Parents/guardians may want to spend some concentrated time at the start of the school year observing the strategies each child uses to organize the task at hand, set priorities, and approach difficult and challenging material. Since homework serves to give teachers feedback about concepts learned and not clearly understood, parents/guardians are invited to assist children in formulating clear questions about concepts or material not understood which could be given to the teacher the next day as a form of clarification.

**Parent/guardian involvement in homework should be kept at a minimum.**

## **HOME AND SCHOOL ASSOCIATION (1210)**

The Home and School Association is an important link between families and school. The purposes of the Association are:

1. To effect communication and cooperation between parents/guardians and educators.
2. To establish a means of parent-to-parent networking which is in the children's best interest.
3. To provide well-planned programs of information and interest to parents/guardians.
4. To create a greater appreciation of Catholic Education.

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5. To encourage high standards of family life and family faith.
  6. To coordinate fundraising efforts of the school.

All families join the Home and School Association and are invited to become actively involved in the many activities/committees/projects undertaken in support of the school.

## **LIBRARY**

The library is available for student use. Library books may be borrowed for two weeks. If a book is lost or damaged, the student must pay the cost of replacement.

St. Mary also maintains a library of materials for parents. These materials may be borrowed from the school office for two weeks. If lost, damaged or not returned, parents will be charged the cost of replacement.

## **LOST ITEMS**

Please label your child's belongings clearly with his/her name. A lost and found box is kept in the hallway outside the school office for lost items. Please have your child check the lost and found box periodically for missing sweatshirts, lunch boxes, gloves, hats, etc. Items that are not claimed after several weeks will be donated to a charitable organization.

## **LUNCH PROGRAM**

St. Mary provides a daily healthy hot lunch program through a vendor in which students preorder the lunches online. Students may also bring a bag lunch to school, we ask that recyclable bags are used whenever possible. We do NOT have the ability to refrigerate bag lunches so please plan accordingly. Milk is available for purchase with hot or bag lunches.

Each Wednesday is designated as a Tuition Angel Lunch. These lunches are organized and served by parent/guardian volunteers.

### **► SNACK/WATER BOTTLES**

Parents/guardians are encouraged to provide a mid-morning nutritious snack such as the following: cheese, crackers, string cheese, graham crackers, pretzels, dry cereals, raisins, granola bars, beef sticks, veggie sticks, and fruit (no fruit cups with juice, please). Please send small appropriate sized portions for your child. Non-nutritional snacks like chips and sweets are strongly discouraged unless brought for birthdays or other special occasions.

Parents/guardians are also encouraged to send a refillable water bottle to school each day with their child. Water bottles should be brought home each afternoon to be sanitized. Please make sure to label your child's water bottle.

## **PARTY INVITATIONS**

Encouraging children to form accepting, caring communities where all are welcome and appreciated in their diversity is an essential ingredient of our religious education curriculum. Jesus' mission has

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implications for practice in children's lives that we as adults can nurture. It is our goal to help children experience belonging and acceptance by encouraging sensitivity to those practices which might isolate or hurt others.

When planning special occasion parties for your child, we ask that you be sensitive to all the children in your child's grade level so that some children are not excluded. We encourage parties/gatherings to be as inclusive as possible. Where that is not possible, we expect parental discussion with a child about ways to avoid hurting others' feelings. As always, the Gospel model of relationships guides our living and patterns of relating.

*Therefore, party invitations MAY NOT be passed out at school or other school or parish sponsored activities when only a select number of classmates are included.*

## **PERSONNEL STANDARDS**

All teachers and administrators will have appropriate Wisconsin Department of Public instruction and religious certification or will be on an approved plan of study.

## **PROMOTION, RETENTION AND ACCELERATION**

Promotion, retention, and acceleration are based on a number of criteria such as: intellectual ability, chronological age, social development, etc. In the case of a recommended retention or acceleration, conferences will be held with parent(s), teacher(s) and the principal before the end of the second trimester. Conferences will include the reasons for the recommendations and a review of student's records and other data. Conference objectives will aim toward a mutually agreed upon decision between the parents and the school.

The principal makes the final decision regarding retention or acceleration. Parents will be notified before May 15.

## **REFERRAL OF STUDENTS WITH EXCEPTIONAL EDUCATION NEEDS (6164.3)**

St. Mary is dedicated to helping all students reach their potential. The school utilizes a Response to Intervention (RtI) model, designed to identify and provide for students who have special needs. The Learning Support Team (LST) works with teachers to help devise accommodations and plans for supporting students with learning and/or behavioral challenges. The child's teacher or Principal may refer a student for support or evaluation after consultation with the child's parents/guardians. The RtI model for services include the following steps:

1. Teacher completes the accommodation form to document strategies that have been tried to meet the student's needs. The teacher is in contact with the student's parents regarding general school concerns.
2. Teacher completes an initial referral form.
3. Teacher gives both forms to the principal.
4. Principal reviews the information and determines the next step.

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5. Referral to LST and written notification of referral to parent(s). The form should be signed and returned within one week or the principal will follow up.
  6. The LST reviews the information and forms. One member of the LST meets and observes or interviews the student.
  7. The LST along with the classroom teacher (principal is optional) brainstorms ideas and accommodations for the student. A student educational plan will be outlined.
  8. The LST, resource teacher meets with the parents, teacher and principal (optional) with recommendations. The student's educational plan is developed after input from parents/teacher.
    - a. If needs can be met with minor adjustments, then the school continues enrollment of the student and implements the education plan.
    - b. If the student's needs are beyond the ability of the school to meet with minor adjustments, then the parent is referred to the local school district for enrollment.
  9. The LST committee continues consistent monitoring of the student and the plan.
  10. Documentation from this process is copied and stored in the school office\*.  
\*Student Educational Plans will be stored like IEP files.

## **RELEASE OF INFORMATION POLICY (1112)**

For inclusion in directories, brochures, websites or any other medium, students, and in the case of minors, the parent/guardian will be required to sign a [Release of Information Form](#) before any such release of information takes place. General group pictures of students, staff, etc. without specific identification of individuals, that are used by St. Mary, are not subject to this policy.

If you are chaperoning or volunteering for any school sponsored activity, you are acting as a representative of St. Mary and therefore, are prohibited from sharing or transferring any picture or video to social media or other 3rd party, except of own child, without the prior approval of St. Mary.

## **RELIGIOUS INSTRUCTION**

The center of our program at St. Mary is faith formation. The emphasis is placed on Christian living and the life of Jesus. This is accomplished by making a conscious effort to integrate faith into the life of each student by creating a Christ-centered atmosphere, stressing Christian values in the classroom as well as throughout the entire school environment. Prayer is an integral part of every school day. Each day begins and ends with prayer. Individual classrooms pray together daily, in addition to school-wide prayer. Children learn traditional Catholic prayers and are guided in reflective personal prayer.

Faith experiences are an integral part of our religion curriculum. These are provided by using varied prayer experiences in the classroom and by participating in child-oriented liturgies on a weekly basis. Students experience worship with the entire school community in church. Each child should experience worship with the family on a regular basis at weekend liturgies or religious services.

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A practical extension of the religion class is service to others. Middle school students are expected to give a specified number of service hours to both the school and to the community. Parents/guardians are asked and encouraged to help their children in this matter. Boys and girls in grades 5 through 8 are invited to be servers at Mass.

According to Archdiocesan Policy, the teachers of religion have completed, or are in the process of completing, the Standards of Religion Certification, which qualifies them to teach religion at St. Mary Parish School.

#### ► LITURGICAL CELEBRATION AND PRAYER EXPERIENCES

We celebrate our life experiences as a Christian community through liturgy and prayer. Our children participate in:

- Daily classroom prayer using a variety of media and methods, songs, formal prayer, spontaneous prayer, Scriptural reflection.
- Classroom or all-school prayer services called forth by special events or seasons of the year.
- Weekly Eucharistic Liturgies.
- Sunday Eucharistic Liturgies with family in the context of the larger Parish Community.

Through these experiences, it is hoped that:

- Children personally come to know and relate to God as one who loves and cares for them.
- Children learn their Christian faith and doctrine through familiarity with the person of Jesus and His message in the Word.
- Children are aware of belonging to a community of faith, and that their concerns for the needs of the wider community grow.
- Children respond in service to the word of God shared each week.

#### ► SACRAMENTAL PREPARATION

Sacramental preparation for our students is a responsibility shared by parents/guardians, parish, school and the candidates themselves. The sacramental programs at St. Mary are parish based and the Director of Youth Ministry coordinates the program for Eucharist and Reconciliation. In the fall, the Sacrament of Reconciliation will be offered to students in second grade. The Sacramental preparation for First Eucharist will be presented in second grade during the spring semester.

Students will be prepared for the sacraments through instruction during the school day. We augment this curriculum with special parish gatherings and activities, along with parental guidance at home. Through this multi-dimensional approach the students will come to appreciate the presence of God in the parish community and to grow in their understanding of the sacrament they are celebrating.

### **REPORT CARDS (5121)**



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Standards based report cards are issued three times a year for grades 1 – 8 and two times per year for K3-K5 to enable parents to see what progress their children are making in school. Parents of students in grades 1-8 may check progress through our online grading system on a regular basis. Reporting pupil progress will be based on specific data gained from a variety of assessment techniques.

A careful study of the report by the parents will help in our efforts to establish a program of cooperation between the home and school. Parents will find an explanation of the marking system on the report card. If any questions arise, contact your child's teacher to schedule a conference. Parents should sign the report card envelope and return it within three days after the report has been sent home.

## **SAFEGUARDING ALL OF GOD'S FAMILY**

The goal of the **Safeguarding All of God's Family** program of the Archdiocese of Milwaukee is to protect our children and all in the church family from sexual abuse and related dangers. St. Mary Parish School is committed to providing a safe environment for all of our children. We are following Archdiocesan guidelines, which require all adult volunteers who work with children to meet the Safe Environment program requirements. The requirements include attending a one-time live training session. Additionally, volunteers must submit a background check and give and electronic consent to the Code of Ethical Standards every five years. To set up an account, register for training, and provide the required information go to: <https://milwaukee.cmgconnect.org>.

For more information visit the Safeguarding tab on the [St. Mary school](#) and [parish](#) websites.

\*Note that scout leaders who have received training for the Boy Scout Youth Protection Program are exempted provided they present a certificate of training from the Boy Scout Program.

As part of the Archdiocese of Milwaukee Safeguarding All of God's Family program, schools and religious education programs are called on to provide age-appropriate abuse prevention education in all classrooms to teach children to recognize, resist and report abuse. It is expected that in each classroom, every year, there will be at least one presentation documented to assist children in acquiring and enhancing skills to prevent abuse.

## **SAFETY DRILLS: FIRE, TORNADO, AND LOCK DOWN (6114.1) (6114.4)**

As required by law, routine safety drills are conducted to alert the children as to the proper procedure in knowing what to do in case of such emergencies. Safety drills may require students to evacuate the premises in a timely manner or seek shelter in a more protected area. Fire drills are conducted monthly. Tornado drills and lock down drills are conducted each year.

## **SCHOOL COMMITTEE**

The purpose of the School Committee is to develop within the school an understanding that the entire community has the responsibility for promoting the educational mission of St. Mary Parish. It has as its primary concern the intellectual and spiritual development of the students and the furtherance of the teaching mission of the Catholic Church through Christian education and formation. The School

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Committee shall assist the Principal in the design, implementation and evaluation of the Catholic school program. In addition, it is the role of the Committee to support the Pastor, Principal, and staff in maintaining the distinct Catholic identity of the school and to communicate that identity.

The School Committee will meet monthly during the school year. Anyone wishing to address the School Committee should contact the Chair at least one week prior to the scheduled meeting and request to be put on the agenda. Dates and times for School Committee meetings will be posted on the website and in the monthly calendar.

## **SCHOOL PLANNING AND ACCREDITATION**

St. Mary is accredited by the Archdiocese of Milwaukee on a seven-year cycle, with annual visits. St Mary is also accredited by the Wisconsin Religious and Independent Schools Accreditation (WRISA) on an annual basis.

## **SCHOOL PROPERTY**

### **► CARE OF SCHOOL BOOKS/PROPERTY**

The students have the privilege of using textbooks, desks, lockers, and other materials supplied by the school. Textbooks are to be covered with a properly fitting book cover and are to be carried to and from school in a sturdy book bag. Parents of students will be held responsible for the replacement cost of any materials or property that are lost or damaged through their children's negligence. If any school property is damaged, parents will be notified and the principal will make a decision as to the replacement or repair cost.

### **► SEARCH & SEIZURE (5145.2)**

The school reserves the right to search anything brought onto school property.

### **LOCKERS & DESKS**

School lockers and desks are provided for the convenience of students and are to be used solely and exclusively for the storage of backpacks, jackets, shoes and other school related items. Students are reminded that their assigned locker and desk is the property of St. Mary School. Students should only use the locker and desk assigned to them. Any damage to the locker or desk should be reported to a teacher or the principal as soon as possible.

Combination locks may be purchased (but are not required) through the school. These locks may be kept and used each school year. Combination numbers should not be shared with friends. A master list of locker combinations will be maintained by the school office. Non-school issued locks are not to be used and will be removed by the custodial staff.

No exterior locker decorations are permitted. All interior locker decorations must be appropriate. Magnets should be used to hang decorations, no tape or other sticky adhesives may be used. Open containers, (i.e. soda, juice, etc.) are not allowed in lockers or in any area not specifically approved by a staff member. Teachers will regularly conduct locker checks and “clean outs.”

The school principal, a school employee specifically designated or police school liaison officer or law enforcement officer in cooperation with school officials, may search a student’s locker or desk as

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determined necessary or appropriate without notice or consent of the student and without a search warrant. Any unauthorized items found in the locker may be removed, confiscated or held for disciplinary proceedings, turned over to law enforcement officials or returned to the parent(s)/guardian(s) of the student.

The principal or designee shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

**SPORTS PROGRAMS - PARISH BASED**

Interscholastic athletics provided through St. Mary Parish are designed to be a supportive element in the education of the whole child. As a part of that, participation in athletics teaches fair play, balance, and builds character. The athletic program at St. Mary is grounded in our Catholic values and strives to develop the morals, work ethic, and leadership skills of the athletes. Students who participate in athletics develop self-esteem, healthy relationships, a healthy lifestyle, and learn to manage their emotions.

As a school, we are governed by policies and regulations of a larger Archdiocesan system. The Archdiocesan Regulation governing Athletics in Elementary Schools and Parish based programs are as follows:

- 1. No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.
- 2. The following three sports are regulated by the Archdiocese and offered by St. Mary in their own season only: Basketball, Track, and Volleyball

The sport seasons are defined as follows:

- a. Fall season:
  - Boys' Volleyball August 15 – November 15
  - Girls' Volleyball August 15 - November 15
- b. Winter season:
  - Boys' Basketball November 1 - March 31
  - Girls' Basketball November 16 - March 31
- c. Spring season:
  - Boys' & Girls' Track April 1 - end of School Year

**STUDENT ACADEMIC PROGRESS (5120)**

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The progress of each student toward learning goals is viewed comprehensively, taking into consideration all aspects of child growth and development: age, mental ability, personal and social needs, physical development, spiritual growth and faith development, academic achievement, and environmental factors which influence all of these dimensions.

Progress determinations are based on the philosophical belief that recognizes the worth and dignity of each individual.

Each child is expected to do his or her best in every area of the curriculum. This includes academics as well as behavior and effort. Students who fail to meet these expectations may be placed on probation.

Parents of students in grades 1-8 should monitor their child's progress via PowerSchool on a regular basis. It is recommended that parents of students in grades 3-8 make weekly checks. The school staff will notify parents at midterm each trimester to make electronic management of student progress as efficient as possible. Parents are encouraged to contact teachers any time they have a question or concern about their child's academic progress. A more informal reporting system will be used for students in the younger grades. In this way, both parents/guardians and teachers can provide the necessary support to students who need direction. This practice should also eliminate any surprises at report card and conference times. Parents/guardians are encouraged to contact their child's teacher any time they have questions or concerns.

#### ► **ASSESSMENT OF STUDENT LEARNING (5120.1)**

"An excellent Catholic school uses school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instruction practices." -*NSBECS, Standard 8*

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning. St. Mary School strives to employ a system of integrated assessment that includes:

- Routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.
- On-going summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.
- Intermittent schoolwide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.
- Standardized summative assessment to direct ongoing school improvement.

#### ► **GRADING PRACTICES (5121)**

Effective grading practices are necessary for improved teaching and learning. St. Mary's grading policies support the following archdiocesan guiding principles:

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards-based and reflect what students know and are able to do.

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- Grading should be transparent and promote common understanding between students, parents, teachers, and schools.
  - Grading should support a growth mindset.
  - Grading should only reflect student achievement.
  - The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

#### ► STANDARDIZED TESTING (5120.1)

The standardized testing program in the Archdiocese of Milwaukee will include the following assessments, which are required to be administered in all elementary schools:

- All students in grades 3, 5, and 7 will be administered the Iowa Test of Basic Skills (ITBS) during the spring (March) of every school year.
- All students in grades 3, 5, and 7 will be administered the Cognitive Abilities Test in conjunction with the ITBS during the spring (March) of every school year.
- Appropriate screening and diagnostic testing will be utilized to identify students who may need intervention.

In addition to the required standardized testing, St. Mary utilizes MAP, or the Measure of Academic Progress (MAP) which is a computerized adaptive test which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth in reading and math. MAP data is important to teachers because it indicates a student's strengths and helps identify specific areas where students need help.

MAP can be compared to the growth chart you may use in your home to show how much your child has grown from one year to the next. The measurement system used by MAP is called the RIT scale (Rasch unit), and is an equal-interval scale much like feet and inches on a yardstick. The scale is used to chart a child's growth from year to year. RIT scores typically start at the 140-190 level in third grade and progress to the 240-300 level by high school.

Parents can help prepare their child for testing by:

1. Providing positive encouragement to instill his/her inner confidence and relieve test anxiety.
2. Making sure the child is well-rested on school days, especially testing days. Children who are tired are less able to pay attention in class or to handle the demands of a test.
3. Providing a well-rounded diet and eats a good breakfast on testing days. A healthy body leads to a healthy, active mind.
4. Providing plenty of books and magazines for the child to read at home. By reading new materials, a child learns new words that might appear on a test.

#### **STUDENT RECORDS (5125)**

St. Mary has the responsibility to keep educational records for each student, which will reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development. Cumulative records shall be maintained for each student enrolled in St. Mary School. Upon

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the student's entrance into St. Mary, a student record is started and the student's history throughout the school years is recorded. After the student has graduated or terminated his/her education the permanent record will be maintained for 65 years; thereafter the permanent records may be offered to the parish for the archives.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/ guardian shall upon request, be provided with a copy of the records.

St. Mary will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility.

An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree they may add a written statement of disagreement to the file. No one but school personnel, adult students and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

If a family is moving which will involve a change of school, parents/guardians are required to notify the school in advance so that the necessary records may be transferred to the new school. All records are to be mailed and not carried. When transferring records no written parental request is required. Evaluations that are part of the student's record that have been performed by the school or local school district do not require the written permission of a parent/guardian before this information can be released to the new school. Evaluations performed by a private, outside agency may only be released to the new school by the parent/guardian. Behavior records and reports are transferable to other schools and/or appropriate agencies.

## **STUDENT SUPERVISION**

Adult supervision will be provided for all students in attendance at the following times:

- While school is in session from 7:50 A.M. – 3:05 P.M.
- In the cafeteria, during the noon hour on the playground, and during afternoon recess.
- In the classrooms/school building at all times.

At arrival (starting at 7:45 AM) and dismissal (until picked up or boarded bus). Parents/guardians of students not picked up by 3:10 PM will be called. If parents/guardians cannot be reached students may be sent to after school care to await pick up and parents will be charged accordingly by Children's Community Center.

## **SURVEILLANCE CAMERAS**

The St. Mary campus is equipped with electronic surveillance cameras to ensure the safety and welfare of all staff, students, parishioners, visitors and vendors.

## **TECHNOLOGY USAGE**

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St. Mary Parish School is proud to be able to offer Internet service for its students. The Internet represents a unique opportunity for our students to explore an incredible wealth of information that will enhance their learning.

With this educational opportunity also comes responsibility. It is important that you and your child read the [Acceptable Use Policy for the use of Computers and Telecommunications](#) and discuss them together.

Staff will supervise your child's use of the Internet. We are using security settings available through our Internet provider, which are designed to limit access to inappropriate material. We encourage you to consider the potential, however slight, of your child being exposed to inappropriate material in your decision of whether or not to sign the forms.

The consent/non-consent form must be returned to school. Students will have access to the Internet only after you have given us your consent.

#### ► WEB SITE / INTERNET POLICY

Any organization or individual who establishes an internet site that contains information related to St. Mary Parish or School will need to secure the approval of the Principal and Pastor for the content of this site, and the use of St. Mary Parish/School name on this site. (Archdiocesan Policy: P1112.1)

All appropriate Archdiocese policies relating to telecommunications will be adhered to. Failure to follow such policies may result in revocation of permission to use the name of St. Mary Parish/School.

Approved sites need to contain the following statement: "This site contains information that is authorized and approved by St. Mary Parish/School."

Photos of students may be used on Parish/School web sites under the following guidelines:

- Identified photographs of students may be published with written and dated permission from parents/guardians ([photo release form](#)). Such photos would usually be for special reasons such as winning a scholarship, contest, or athletic achievement.
- No publication of student's addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.

#### ► PERSONAL ELECTRONIC DEVICES

Personal electronic devices (PED'S) include but are not limited to: cell phones, smart watches, pagers, iPods, MP3 players, cameras, tablets and other two-way communication devices.

For the convenience that personal electronic devices provide for parents, and for safety and emergency reasons, St. Mary school does NOT prohibit students from carrying personal devices to school. However use of personal electronic devices by students during the school day is prohibited, unless previously

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approved by school faculty or administration for a specific educational purpose. Except as otherwise permitted by school faculty or administration, personal devices must be turned off at all times during the school day and must be kept in a student's locker or backpack. Students will not be allowed to access messages, therefore parents needing to contact their child during school hours should call the school office at 262-251-1050.

Inappropriate use of such devices before, during, or after the school day on school or parish grounds, at any school-sponsored function or on any vehicle leased, used or contracted for by the school is prohibited. Violation of this policy can result in confiscation of said device(s). Multiple violations may result in detention, suspension, and/or loss of privilege to bring personal electronic devices to school. An administrator may confiscate and search a personal device while on school property if he/she has reasonable suspicion that the use of the device and/or the content captured on it violates school policies, guidelines, rules or other expectations for conduct.

The school is not liable for the loss, damage or misuse of any personal device while on school property or while attending school-sponsored activities.

Students shall adhere to the following guidelines when using personal electronic devices:

- Students shall turn off their PED's before entering the school building. (Students should not have a PED on their person during the school day.)
- At the teacher's discretion, students may be allowed to bring cell phones, laptops/tablets and/or I pads to class for specific educational purposes.
- Students may NOT have any form of electronic equipment in restrooms or locker rooms.
- When using personal devices, students should represent themselves and the school appropriately. Communication with others should be respectful. While the school's wireless network is filtered, students are still prohibited from accessing or using offensive, profane, obscene, abusive, harassing, derogatory, threatening, sexually explicit, or otherwise inappropriate information, symbols, or images. Students are NOT permitted to engage in any illegal activities.
- When using personal devices, students must respect copyright law and other expectations for intellectual property belonging to other parties. Plagiarism is prohibited.
- Students should promptly disclose to staff any message that they receive that is inappropriate or makes them feel uncomfortable.
- Students should keep personal information private, refraining from disclosing personal contact information about themselves or peers. Usernames and passwords should not be shared among students, and students should refrain from falsely identifying themselves when in communication with others.
- Students are strongly encouraged to ask for permission or clarification regarding any expectations related to the use of personal electronic devices prior to accessing them.

## **TRANSPORTATION**

### **► DROP OFF/PICK UP PROCEDURES**

[\(Visual diagrams in Appendix \)](#)



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**Arrival of (Car Riders):** Students should be dropped off on Cleveland Avenue (west of the parish driveway) no earlier than 7:50 a.m. Students should be dropped off curbside for safety reasons and follow the sidewalk to the front entrance. Please do not drop off on Hayes Ave. as there is no adult supervision on that side of the building and it creates traffic issues when the cars and buses are leaving the school. Parents/drivers are cautioned to keep a watchful eye on the bus traffic as the busses also approach the school on Cleveland and pull up directly in front of the school to drop off students. Parents/drivers should yield to the bus traffic when pulling back out into the street after drop off.

**Arrival of (Walkers):** Students who walk to school should proceed to the front entrance. Students should not arrive before 7:50 a.m. Parents/guardians are advised to properly educate (and routinely remind) their children about safety issues such as: crossing the street ONLY at the intersections, looking both ways, staying on the sidewalk, stranger awareness, etc.

**Arrival of (Bus Riders):** Busses from both Menomonee Falls and Germantown pull up directly in front of the school for drop off. Students should wait in front of the school or inside the lobby area (in inclement weather). For safety reasons, students should refrain from running or playing during this time. Students will be allowed to enter the building at 7:50 a.m.

**Departure of (Car Riders):** Parents/guardians should enter the parking lot via Main Street and park their vehicles. Students will exit the school through the Activity Center doors and follow the coned off walkway to the back of the Church. Parents/guardians are asked to leave their vehicles and come to the coned off area to pick up their children. It is unsafe for students to walk between moving cars. It is also imperative that once students have been dismissed to parents/guardians that they not stop to play in the parking lot. This makes for a very dangerous situation.

**Departure of (Bus Riders):** Both Menomonee Falls and Germantown busses line up in front of the school for loading. A staff member is assigned to each bus group. Students are to wait in the designated area before boarding.

**Departure of (Walkers):** Walkers are dismissed before other students and should promptly leave the school grounds so as to avoid crossing the street when traffic is moving. They will exit via the front entrance.

**\*Any student not picked up on time will be delivered to the school office where the parents/guardians will be called. All students who are not picked up on time must be signed out by a parent or legal guardian in our school office log.**

#### ► BUS TRANSPORTATION

**Johnson School Bus Service, Inc.**  
(262) 251-4230 (Menomonee Falls)

**Riteway Bus Company**  
(262) 677-4196 (Germantown)

Bus transportation is provided by the School Districts of Menomonee Falls and Germantown for those students who qualify. In addition the Menomonee Falls School District also offers non-mandated bussing

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for students who do not qualify, in certain cases. All questions concerning bussing such as eligibility, routes, times, etc. should be referred to the school district or bus company. Permission for students to ride on a school bus is contingent on good behavior and observance of the rules and regulations of the bus company and St. Mary. All students who are bussed, and their parents, must be knowledgeable of the St. Mary rules for bussing (see Appendix). Students who violate the bus rules will be reported to the principal. The principal will inform the parents. After three written misconduct reports the student may be suspended from the bus for up to five consecutive school days. Each additional misconduct report may result in a new suspension. After numerous misconduct reports, eligibility to ride the bus will be determined by the principal.

Physical injury to another passenger on the bus may result in an immediate week's suspension of bus riding privileges. Students have a right to ride the bus unharmed by peers. Parents/guardians are asked to give bus drivers complete cooperation and to serve as constant reminders to children of their responsibility. We all understand the burden of responsibility placed on each driver to transport our children safely to and from school. Parental support for drivers is paramount to a successful bus transportation program.

**Please Note:** No child will be permitted to ride a district school bus to a friend's home if s(he) does not provide a written note to the bus driver and the school office. The note must be signed by the school administration before the child boards the bus.

#### ► RULES FOR BUS RIDERSHIP

The safety of all the children on the bus, the safety of the bus driver, and the safety of motorists and pedestrians require the bus driver to give complete attention to his/her driving. In order to enable the driver to assure maximum protection for each passenger, children will be asked to comply with the following regulations:

1. Remain in your assigned seat at all times. Standing up, kneeling and/or walking around is not permitted.
2. Have respect for others.
3. Keep noise to a minimum. No shouting or use of bad language.
4. Keep your hands, head and other body parts inside the bus at all times.
5. Keep aisles clear of backpacks, sports bags, instruments, etc.
6. Help to keep the bus clean. No food or drink is permitted on the buses, ever!!
7. The rules of school apply at all times when riding the bus. Riding the bus is an extension of your school day.
8. Any items thrown out of the bus may result in a suspension from the bus. Additional violations will result in additional suspensions.

In the event of a bus incident that is considered significant by both the bus company and the principal: The student may be suspended from bus service immediately for a period of no less than 5 school days.

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Failure to abide by these rules may result in suspension from riding the bus. The principal will follow through with the student and parents if a discipline problem is reported. The St. Mary discipline system is as follows:

1. 1st report – principal discusses the situation with the child and sends the written report from the bus driver to the parents for their signature.
2. 2nd report – principal discusses the situation with the child, sends the written report from the bus driver to the parents and conferences with the parents by telephone. The student may be assigned to a front seat for a period of time.
3. 3rd report – after 3 reports of misconduct the principal will meet with the student and parents and the student may be suspended from the bus for a week (5 school days).
4. Every report received after the 3rd report will result in an additional 5 days off the bus.

In an attempt to maintain greater discipline on our buses, the rules for St. Mary students in many instances are stricter than those established by Johnson or Riteway Bus Companies. It is important that you review the list of rules sent to you by the bus company and follow them as well. It is our hope that instilling these rules will aid in our continuing effort to provide our children with a safe environment in which to ride the bus.

Video cameras may be used on buses experiencing a great deal of misbehavior. These recordings may be used in the disciplinary process.

#### **► BICYCLES**

Students who ride bicycles are required to have a lock and are required to park their bicycles in the available bike racks. The school will assume no responsibility for the safety of bikes. Other students are to respect the property rights of bike owners and are not to tamper with bikes at any time. Students who ride bikes to school must walk bikes onto the playground when they arrive in the morning.

Students who choose to ride or race bikes on the playground before or after school are in violation of rules established for the safety of bicycle riders. Their privilege to ride a bike to school will be suspended until the school Principal reinstates this privilege.

At dismissal, bicycle riders will follow the directions of the staff members assigned to this supervisory responsibility. There will be one dismissal route via Cleveland Avenue. Students will walk bikes until they reach Cleveland and Hayes to the east or Cleveland and Water to the west due to bus traffic.

### **TUITION, PARISH SUPPORT AND THIRD SOURCE FUNDING**

Policies of the Archdiocese of Milwaukee require each parish school to charge tuition. Tuition represents the parents'/guardians' fair share of the school's budget. The subsidy provided by the entire parish community and various fundraisers combine to keep tuition at an affordable level.

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While tuition and subsidy from the parish are two major sources of funding for the school, third source funding, through various fundraisers, is vital to the generation of the added revenue necessary to meet the school/parish budget. Without the income generated by these fundraisers, tuition would increase significantly. Without regular parish support, tuition would increase significantly. Each family is required to actively support fundraisers throughout the school year.

Tuition and revenue from fundraisers combine to pay approximately 70% of the school budget with parish subsidy making up the difference. To the extent that fundraisers generate less than budgeted, the tuition line will need to make up the shortfall. As parish financial support (through stewardship) increases, parish support of the school ministry would increase. Our goal is to limit/decrease the number of fundraisers over time.

Cost of Education is covered by: (Tuition + Fundraising which = 70%) + Parish Subsidy which = 30%)

Tuition can be covered by: Out-of-Pocket payments, Tuition Grants, and Scrip profits earned.

**Fundraising Events requiring your support include: Calendar Raffle, Scrip, Magazine Sale, Family Fun Fair, Trivia Nights and Golf Outing.**

#### ► TUITION ASSISTANCE

Two forms of tuition assistance are available to families.

1. Scrip fundraising profits, beyond the \$250 required minimum, that are earned in the current academic year will be credited toward the family tuition account for the following school year. By encouraging families and friends to make these purchases in your name, it would be possible to have a significant portion of your tuition for the following year reduced by the profits earned. (Please note that we are required to report to the IRS profits over \$600). April 30, 2019 is the cut off for SCRIP credit for the 18/19 school year.
2. A second form of financial assistance may also be available to those families experiencing financial difficulties. In addition to generating Scrip profits to help themselves, these struggling families are asked to contact the Director of Administrative Services to discuss the circumstances that prevent full payment of tuition and to obtain a tuition grant request form.

*Tuition grant requests must be submitted on or before the last day of May. A copy of the most recent year's tax return must be attached. A final decision on tuition support request should occur no later than July 15<sup>th</sup>. Tuition requests made during the school year will be considered on an exception basis only if funding is available.*

#### ► PER PUPIL COST CALCULATION

As informational background, actual per pupil costs are based on an annual budget, (which is prepared over a period of several months, presented at an open hearing for public review and input, and then approved in the spring by the Parish Council), and based on Archdiocesan guidelines. The calculation of the per pupil costs includes the following cost components:

- Teacher-Faculty Contracts

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- Teacher Substitution Wages
  - School Administrative Staff Wages
  - Health, Disability and Life Insurance Premiums
  - Pension Plan Contributions
  - Books, Supplies, Learning and Testing Materials
  - Technology Needs
  - 60% of Overall Buildings and Grounds Costs
  - Allocation of Parish Administrative Staff Wages

Teacher/Faculty contracts (including benefits and taxes) are, by far, the single largest cost of the school's annual budget.

The subsidy provided by the entire parish community approximates 30% of the per pupil cost. The balance of per - pupil cost is then paid by the families of pupils attending school in the form of:

- Tuition & fees
- Fundraising
- Educational Fees: Instructional Materials, Fine Arts, Science & Technology
- Playground supervision
- Other fees for programs (field trips) upon request

► **TUITION SCHEDULES** ([See Appendix](#))

► **TUITION PAYMENT OPTIONS**

Refer to Smart Tuition for payment options and procedures: <http://www.stmaryparish.net/Smart-Tuition>

All payments must be made through Smart Tuition, including field trips, activity fees, etc. Cash/checks, Mastercard, VISA, American Express or Discover may be used to pay tuition – either in full or in installments. Payments are made using Smart Tuition found on the [St. Mary Parish website](#).

**Tuition must be paid in full by the end of the academic school year.**

Should you experience unanticipated financial difficulties, please contact the Director of Administrative Services at the parish office immediately. Please do not wait until the end of the school year to inform them.

**Educational Fees:**

While the parish provides for the basic texts to be used in the various content areas, the current cost of books is overwhelmingly high. Many curriculum programs include consumable components that must be provided annually. The educational fees are applied to those consumable costs in art, music, science, math, social studies, writing, spelling, vocabulary study and religion as well as to the costs of a new curricular area adoption each year.

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#### ► LATE FEES

Late fees will be assessed if tuition payment is not received by the due date. Continual late payment of the agreed upon tuition may result in a request by St. Mary that tuition and fees be paid in full at the beginning of the school year.

#### ► RETURNED CHECK FEE

A fee of \$30 will be charged for a check returned for non-sufficient funds.

#### ► RESPONSIBILITY FOR PAYMENT OF DEBT

If it should be necessary to send an account to collections, be aware that State Law provides that both parents/guardians are 100% responsible for payment of the debt even in the event of a divorce.

### UNIFORMS – APPEARANCE AND DRESS

Good standards of dress and appearance help develop in the student a sense of respect for self and others, pride in one's appearance, and good manners which aid in establishing a purposeful learning environment. The St. Mary uniform policy is aimed at developing these traits as well as: promoting unity, developing a positive self and school image, decreasing peer pressure by decreasing clothing competition among students, and helping to keep clothing costs down. The uniform and dress policy will be enforced by the principal and the faculty. Cooperation of both parents and students with this policy is essential. See following charts.

[Boys K4-5th Grade Uniform Chart](#)

[Boys 6-8th Grade Uniform Chart](#)

[Girls K4-5th Grade Uniform Chart](#)

[Girls 6-8th Grade Uniform Chart](#)

**Whenever there is a question regarding compliance with any part of the uniform policy, the final decision will be made by the principal.**

#### ► GENERAL RULES & INFORMATION

- All clothing should be neat, clean and in good repair. Uniform clothing is available for purchase at: Lands' End online – The approved items have been selected and may be viewed in the St. Mary - school account #900128927 (See Lands' End purchasing information below). If uniform clothing is not purchased from Lands' End, it must be **merchandised as school uniforms**. \*Please note that shorts for taller or middle school girls are not on the uniform list for purchase from Land's End because they are not the appropriate length. We recommend you purchase girls shorts from Old Navy (uniform bermuda style) or JC Penney (Izod) to ensure proper length and style. See Appendix for a visual chart of uniform requirements.

\*Uniforms are optional for K3 students.

- Uniforms must be worn on the school grounds at all times unless an "out-of-uniform" or "buy-out" day has been announced by the principal. A scout uniform may be worn on the day of a scout meeting.

- Tight fitting shorts or pants and pants that hang below the waist are not considered appropriate to our environment. All pants must be worn at the waist with no sagging.
- The bottom hem on shorts, skirts and jumpers must fall to the knee. No “Cargo” style pants/shorts. Only St. Mary school sweatshirts may be worn with school uniforms. Athletic or other sweatshirts and pullovers will be considered jackets and may NOT be worn inside school or church.
- Any clothing that is likely to be removed at school for gym class, playground or other activities, should be labeled to help facilitate the return of lost items.
- Sloppy, torn, oversized, baggy clothing, tight-fitting clothing, and gang-related clothing or symbols are not acceptable as part of the uniform nor acceptable on non-uniform days.
- Shoes MUST be safe and practical for school and playground use. **Tennis shoes are strongly recommended.** No open toed or backless shoes, clogs, flip-flops, slides, slippers, or shoes with wheels built into them may be worn at any time. All shoes with heels and soles higher than 1 & 1/2" are unacceptable at all times. No boots or bootie style shoes may be worn with the school uniform. *Note: Socks are always required and should be solid white, navy, red or black.*
- Girls may wear **one pair** of stud/post/small hoop earrings. At all times, earrings must be smaller than a nickel and non-dangling in style. **Any piercing must be limited to the earlobe.**
- Tattoos, temporary or permanent, are forbidden.
- Hair may not be dyed to an unnatural hair color or unnatural look, must not be cut in a distracting manner and must be groomed appropriately. Extreme hair styles such as mohawks, fohawks, shaved heads or shaved sculpted letters or designs in hairstyles are not allowed. Boys’ hair must be trimmed (not gelled) so it is above the eyebrows and above the shirt collar in length. Girls’ hair must be kept out of the eyes at all times.
- Accessories should be small in size and reflect uniform colors. Hats, kerchiefs, large bows/headbands are not allowed.
- Makeup is not allowed. Nail polish is acceptable.
- No coats, jackets, non-uniform sweatshirts, or outerwear during the school day. Outerwear must be stored in the student’s lockers or designated area in the classroom
- During the winter months, all students are expected to dress appropriately for warmth.

## ► OUT-OF-UNIFORM DAYS

On occasion, students will be allowed to be out-of-uniform for birthdays, other special days or events. Some of these days may be designated as “buy-out” days to raise funds for student council, D.I. service projects, etc. These special occasions will be communicated to parents/guardians via the weekly newsletter, E-mail or a note home. Out-of-uniform day clothing should be appropriate for our Catholic school learning environment. Please note students who are out-of-uniform on Wednesdays should be mindful that their attire is appropriate for church. Clothing that causes a distraction or disruption in the school and/or creates a health or safety risk is deemed inappropriate for students. In addition to the general guidelines for appearance and dress the following are not allowed:

- No part of any undergarment is to be visible while standing or sitting
- Shirts and dresses must have sleeves. No bare shouldered shirts/dresses are allowed. This includes strapless tops, spaghetti strap, muscle shirts, tank tops, halter tops, off the shoulder, cold shoulder or low cut tops/dresses



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- No open back shirts
  - Shorts and skirts, even if worn with leggings must be an appropriate length - fingertip length
  - No leggings, jeggings or any other tight fitting pants unless worn with a dress, skirt, top, or shorts with an appropriate length - fingertip length
  - No bare midriffs
  - No hats, bandannas, scarves, hoods, or other headwear during the school day (unless special event). Students are expected to remove headwear upon entering the building or church.
  - No profanity, no reference to drugs, tobacco, alcohol or promiscuity, no reference to gangs or designs in poor taste on any clothing.

**Students dressed inappropriately may be given a uniform to wear for the day or parents may be called to bring a change of clothing.**

#### ► PHYSICAL EDUCATION UNIFORM

Students are required to be in GYM UNIFORMS on physical education days. The dress code on these days consists of:

- The St. Mary Parish School navy blue t-shirt (purchased through Lands' End).
- The St. Mary Parish School navy blue sweatpants or joggers (purchased through Lands' End).
- If desired, the St. Mary navy blue crew or hooded sweatshirt (purchased through Lands' End). (No substitution may be made.)
- Navy blue walking shorts may be substituted for the sweatpants on warmer days.
- Gym uniform shirts DO NOT need to be tucked in sweatpants or shorts.

Tennis shoes must be worn for physical education classes due to the nature of the class and the floor of the Activity Center. For safety reasons, tennis shoes must be laced up and tied. All sweatshirts, t-shirts, and sweatpants must be clearly marked with a student's name before they are worn, so that lost clothing can be identified.

Any child who does not have the gym uniform ready for wear on a particular day must wear the regular school uniform. No substitutions may be made.

#### ► LANDS' END PURCHASING INFORMATION

When purchasing uniforms, **Lands' End will donate 3% of the purchase price back to our school. If you use SCRIP when purchasing you will also earn a personal rebate of 15%.** You simply need to provide our school number (900128927) OR search for our school (type in St Mary Parish School with no period after St) when shopping online. If shopping by phone, they can find the number for you as well. (**landsend.com** or **800-963-4816**). When online, you can find a **list of all uniform items that fit our current dress code** by searching for our school (as above).

Additional benefits of purchasing uniforms through Lands End: you can order scrip and use the gift card (on line or by phone) to purchase uniforms, and besides the 3% that goes back to school, **YOU will receive 15% scrip credit**, which comes directly off your tuition bill for the following school year!! Also, if you want to return an item, you can take it to either of the Lands' End inlet stores (Bluemound Road,



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west of Calhoun OR Port Washington & Brown Deer Road) and return it so that you do not have to pay to ship it back. Additionally, if you reorder at that time, you will not pay shipping on your new order.

Jumpers and/or skirts must be purchased through **Lands' End** or the used uniform sale (held midsummer). The jumper style is **"School Uniform Girls' Plaid Jumper"** (about \$40.00) and the skirt style is **"School Uniform Girls' Pleated Plaid Skirt"** (\$40.00-\$45.00). The color is **"classic navy large plaid"**. Lands' End **also sells uniform style chino pants, polo shirts, blouses and sweaters**. *Lands' end does not carry an appropriate uniform short for tall or middle school girls.*

See examples of uniform style pants/shorts below: (samples do not necessarily represent specific grade level color requirements).



#### VISITORS/PARENTS/GUARDIANS IN BUILDING (1250)

For the safety of our children all visitors must enter the school building through the front entrance, sign in and receive a visitor badge before visiting classrooms and/or other parts of the building. If the visitor is unknown to school personnel, identification may be required. Visitors not wearing a badge while in the building may be escorted to the office by school personnel. This requirement does not apply when visitors are attending an athletic event or other school programs in areas typically used for large group assembly such as the church or activity center, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences.

The principal or other authorized school representative has the discretion to request that a visitor leave the school premises if he/she believes that the visitor's presence presents a danger to students, staff or school property or if the visitor's presence is disruptive to the operation of the school. Law enforcement shall be called if the visitor refuses to comply.

**No parent/guardian or visitor may interrupt classes when they are in session or speak with a teacher when children are in the classroom.** If a parent/guardian needs to see a child, the office staff will call the child from the classroom.

Parents/guardians are welcome to visit a classroom during the school day, however, due to testing, field trips, other special events and security; we ask that you call the school one day or more in advance of your scheduled visit. Parent/guardian visits should not disrupt the educational process.

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If a parent/guardian needs to drop off something for a child, the item must be left, properly marked, at the school office. The office staff will see that the item gets to the student.

## **VOLUNTEERS**

Volunteers are essential to the operation of our school. there is no better way to have a direct positive impact on your child's school experience than for you to volunteer. Volunteers enable our school to run more smoothly, operate within our yearly budget, and offer more family friendly events.

In order to achieve our goals, we ask that **each family volunteer at least 25 hours** during the school year.

We welcome help in a variety of areas or any area of expertise that might fit our needs. the school sends out a ministry guide and an information packet at the beginning of the year with more detailed information.

**All volunteers must complete the Safeguarding All God's Family program and have a criminal background check prior to the first volunteering opportunity.** This is in compliance with the US Conference of Catholic Bishops' *Charter for Protection of Children and Youth*.

If you are chaperoning or volunteering for any school sponsored activity, you are acting as a representative of St. Mary and therefore, are prohibited from sharing or transferring any picture or video to social media or other third parties, except for own child, without the prior approval of St. Mary.

### **► PLAYGROUND/RECESS SUPERVISION**

Supervision of the cafeteria and playground during lunch recess is an important volunteer opportunity. Volunteers will be reimbursed \$5 for each day they supervise the cafeteria/playground during lunch recess. Twenty-five dollars is collected annually from each family to fund this ministry. At the beginning of the school year every family will receive a copy of the procedures to be followed while supervising the cafeteria and the playground at noon. Playground supervisors should review the policy prior to their supervisory assignment. A copy for parent/guardian reference is posted in the cafeteria and on the supervisors' safety packs.

## **WEAPON FREE SCHOOL ZONE (6114.6)**

St. Mary will be maintained as weapon free zones for the protection and safety of students, staff and visitors and in accordance with Wisconsin State Statutes.

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

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Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

## **WELFARE, HEALTH AND SAFETY**

### **► INDOOR ENVIRONMENTAL QUALITY (5140.3)**

The health and safety of students, staff and visitors to St. Mary is of primary importance. Buildings shall be kept in good repair, suitably equipped and in safe and sanitary condition to promote a positive learning environment. In accordance with the requirements identified under Wis. Stat. 120.12 (5) and Wis. Stat. 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), St. Mary shall take appropriate steps to provide and maintain safe and healthful facilities.

As required in Wis. Stat. 118.075 (3) and (4), St. Mary shall maintain indoor environmental quality (IEQ) with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

### **► NON-SMOKING**

All Catholic schools and parish facilities that serve children and youth shall be 100% tobacco-free and smoke-free in accordance with Wis. Stat. 101.123 (2) (a). The use and/or possession of all tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes by students, staff, and visitors are prohibited within school and parish facilities, vehicles, school grounds, and at all school and religious education events. Tobacco use prevention programs shall be an integral part of the school's substance abuse prevention efforts.

### **► ANIMALS IN THE CLASSROOM (5140.5)**

Due to safety, allergy and liability concerns, the bringing of animals onto school facilities (playgrounds, parking lots, school buildings, etc.) is prohibited, unless kept in personnel vehicles. Pets brought to school for a curricular reason can only be done with permission of the principal. Service animals are exempt from this policy.

The educational and therapeutic value of animals in the school setting is recognized. However, conditions must be maintained to insure the safety and well-being of students, staff and the animals.

In an effort to provide a healthy and safe environment for all, the following applies:

- Live animals may be brought into the classroom only as part of a written curriculum, and with the prior approval of the school principal.

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- There should be a clear instructional or therapeutic purpose for keeping an animal in the classroom.
  - School administrators must inform parents of students in a classroom when an animal is being introduced and/or maintained.
  - Exposure to feathered and furred animals must be controlled, as they can exacerbate asthma and trigger other severe allergic reactions.
  - Specific restrictions regarding reptiles, undomesticated animals, birds, and stray animals apply.

In general, animals must be handled according to the recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health.

#### ► CARE OF THE EARTH

In response to the Gospel call to be careful caretakers of the earth's resources, our school community will be striving to implement practices which are "earth friendly". Our efforts will revolve around education, advocacy, and commitment to new practices and patterns of living as a result of the consciousness-raising that we do. We are asking all families to begin the year following these practices:

- Each child will have a non-consumable nylon lunch bag or lunch box with name/room number clearly marked on it for the lunchroom. Paper or disposable plastic lunch bags are strongly discouraged.
- Rubbermaid-like containers should be used in lunches wherever possible to reduce the volume of trash in the lunchroom each day.
- Recycle bins are provided in the cafeteria and outside the activity center.
- Loose leaf paper/copy paper will be recycled in classrooms. Newspapers, magazines, and other forms of newsprint will also be recycled. Students and staff are encouraged to utilize electronic options for classwork, presentations, and projects so as to decrease the amount of paper used

# APPENDIX

## ► ANTI-BULLYING PLEDGE

### St. Mary Parish School

#### Anti-Bullying Pledge for Parents/Guardians 2021/22 School Year

Please complete this form and return to the school office along with your parent/guardian covenant. Thanks!

We the parents/guardians of \_\_\_\_\_  
agree to join together to “bully proof” our school. (please list all your children at St. Mary)

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids will be kids,” “just teasing,” or any other rationalization. The victim is rarely responsible for being the target of a bully.

**By signing this pledge, we the parents/guardians agree to:**

1. *Keep ourselves and our children informed and aware of school bullying policies.*
2. *Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.*
3. *Discuss regularly with our children our feelings about schoolwork, friendships, and other relationships.*
4. *Inform faculty of changes in our child’s behavior or circumstances at home that may change a child’s behavior at school.*
5. *Alert faculty if bullying has occurred.*

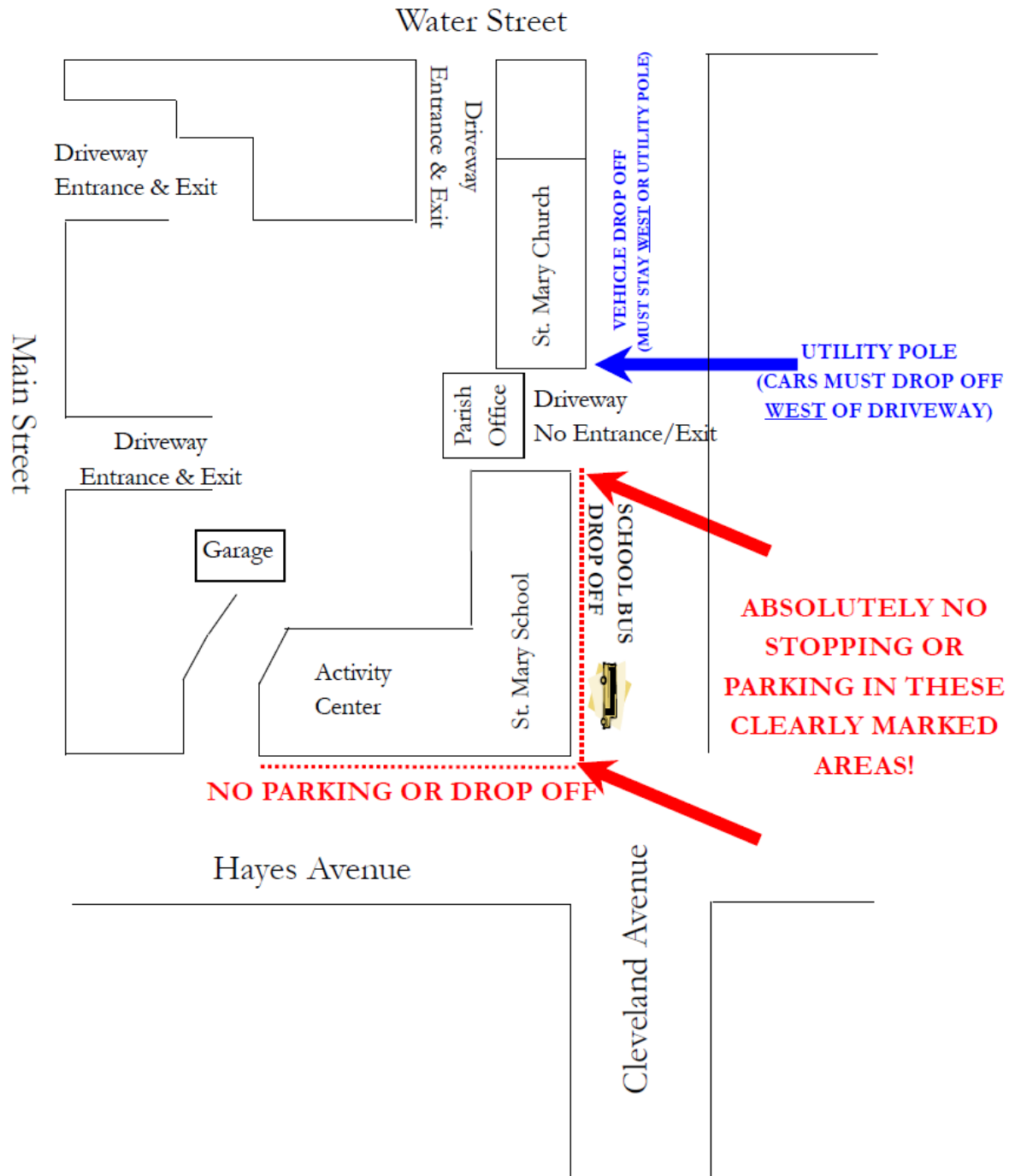
**Signed by:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

► DROP OFF PROCEDURES

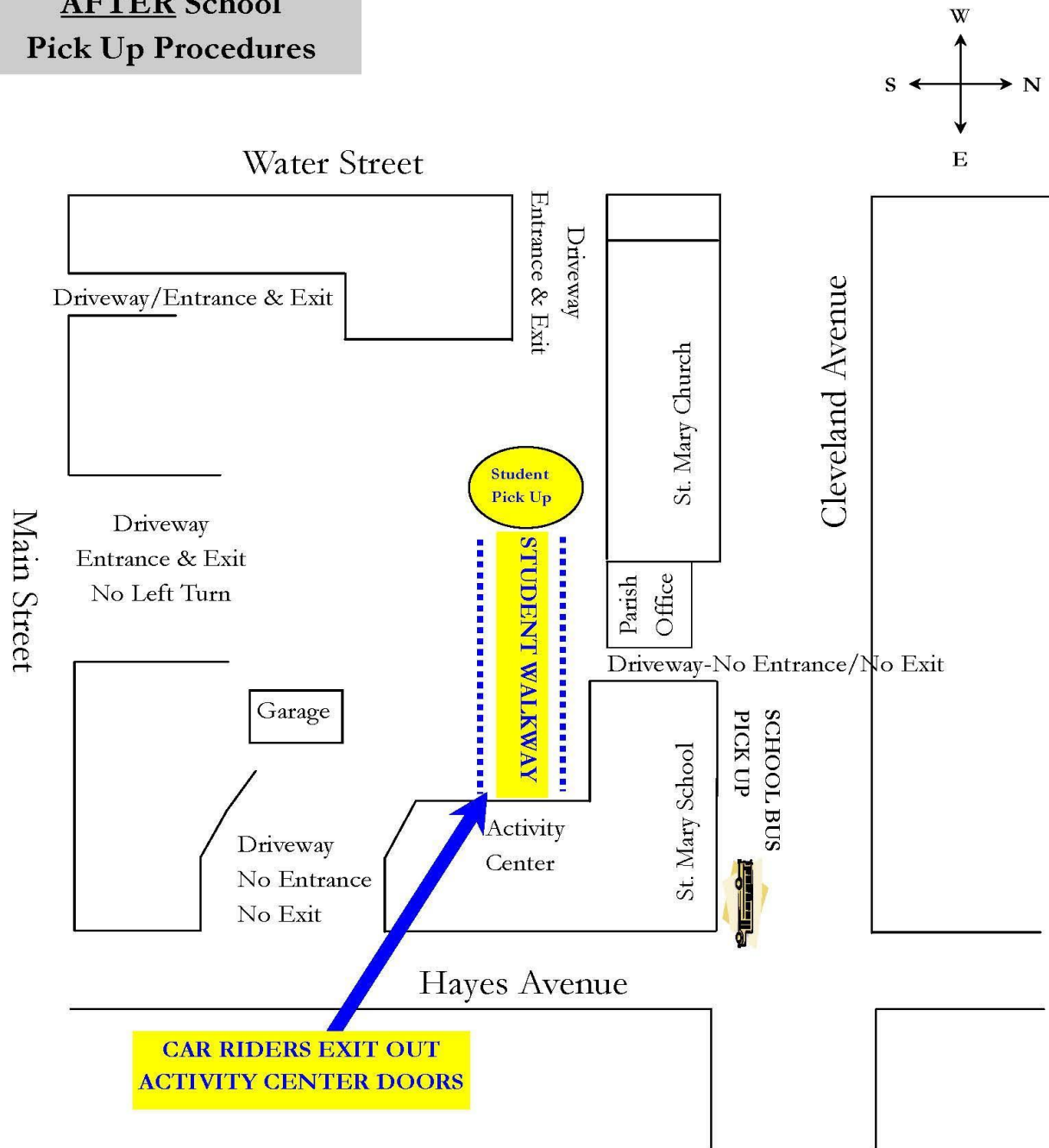
**BEFORE School**  
**Drop Off Procedures**





► PICK UP PROCEDURES

**AFTER School  
Pick Up Procedures**





## ► FINANCIAL AID FORM



### Financial Aid Application St. Mary Parish School

St. Mary Parish is committed to providing a Catholic education for our parishioners who want it for their children. The distribution of funds is dependent on your circumstances coupled with the amounts of Tuition Angel funds we have available in any given year. We will do our best to make financial arrangements that work for you.

In order to process your application, we require the following:

- That you have been a member of good standing at St. Mary Parish for a minimum of 6 months.
- That your family regularly worships with our parish community.
- That you commit a portion of your time to serve in one or more of our many parish ministry areas.
- That you provide us with a copy of your most recent Federal Income Tax Return Form 1040.
- That you have submitted a completed application on or before the deadline.

All information provided will be treated confidentially. Please complete the information below:

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

Parent/Guardian Names: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please check one: ☐ Initial Application ☐ Renewal\*

\*If renewal, list the amount of financial aid received the previous year(s): \$ \_\_\_\_\_

Please list dependent children living at home:

LAST NAME	FIRST NAME	MI	DATE OF BIRTH	GRADE IN FALL
				K5 1 2 3 4 5 6 7 8
				K5 1 2 3 4 5 6 7 8
				K5 1 2 3 4 5 6 7 8
				K5 1 2 3 4 5 6 7 8
				K5 1 2 3 4 5 6 7 8

Revised: August 1, 2019

Indicate below, all dependent children who live at home or are away at college and dependent on the family.

NAME	AGE	SCHOOL/COLLEGE	TUITION PAID BY PARENTS	FINANCIAL AID RECEIVED

Indicate below, other dependents, if any, who require your financial assistance.

RELATION TO FAMILY	AGE	RESIDES AT HOME	DOES NOT RESIDE AT HOME	ASSISTANCE NEEDED PER YEAR

What is the best time of day to contact you if we need additional information? \_\_\_\_\_

1. SALARIES & WAGES BEFORE TAXES	Last Year: 20__	Previous Year: 20__
Mother/stepmother/guardian		
Father/stepfather/guardian		
2. OTHER INCOME:		
Mother/stepmother/guardian		
Father/stepfather/guardian		
3. TOTAL (add 1 & 2)		
4. BUSINESS EXPENSES (explain on back)		
5. Subtract line 4 from line 3		
6. Federal Income Taxes paid by both parents:		
7. State Income Taxes paid by both parents		
8. Annual rent or mortgage payments:		
9. Uninsured medical expenses (include cost of medical insurance you pay)		
10. Other extraordinary expenses paid (explain below)		

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Revised: August 1, 2019

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Do you own your own home? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, what is the value of the home? \$ \_\_\_\_\_

What is the balance owed on your mortgage? \$ \_\_\_\_\_

Please indicate the amount of tuition due from page 2 on the Financial Commitment Form: \$ \_\_\_\_\_

Please indicate the amount of tuition assistance that you would like to receive: \$ \_\_\_\_\_

Please indicate your financial commitment to the support of the parish: \$ \_\_\_\_\_ Monthly.

Are there any funds that might be applied to the student's education such as bank accounts, legacies, gifts, educational insurance, aid from relatives, friends or organizations? Please give details:

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The financial aid committee will welcome any further statement you may care to make which may aid in determining the amount of tuition reduction that is appropriate for the committee to grant. Please attach a separate piece of paper for this statement.

We hereby state that all information is, to the best of our knowledge, true and accurate.

Signatures:

\_\_\_\_\_  
(Father/Guardian)

\_\_\_\_\_  
(Mother/Guardian)

\_\_\_\_\_  
(Date)

***Attach a copy of most recent Federal Income Tax Return.***

**Send to:     Director of Administrative Services  
                 St. Mary Parish  
                 N89 W16215 Cleveland Avenue  
                 Menomonee Falls, WI 53051**

**Your completed application must be returned on or before May 1st. If you have any questions please contact Steve Cosentino, 262-251-0220 ext. 157.**

Revised: August 1, 2019

► MEDICATION FORM - NON-PRESCRIPTION



Parent(s)/Guardian Medication Authorization Form  
Nonprescription Medication

Form  
5140.2 (a)

Student's Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

As the parent and guardian of the above mentioned student, I give the school permission to administer the following medication(s) to my child for the diagnosis/reason listed above:

Medication Name	Dosage: mg, cc, ml, etc	Route: How it is to be given	Frequency: How often	Start Date	Stop Date	Side Effects
1.						
2.						
3.						

As the parent or guardian of the above mentioned student, I will keep the school aware of any changes in medication(s) profile or health concern of my child.

As a part of the Wisconsin Statute Chapter 118.29, schools are required to have permission from a parent/guardian to administer nonprescription medications at school. As part of this authorization form, school employees may contact the medical provider with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above with parent permission.

All medications must be in the original container listing the recommended therapeutic dosage. Administration of a dosage other than the recommended therapeutic dose may be given only if the written request to do so is also accompanied by the written approval of the child's medical provider.

Parent(s) Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Medical Provider Authorization Form  
Prescription Medication

Form  
5140.2(b)

Student's Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Daily Medication

Medication	Dosage	Route	Frequency	Start Date	Stop Date	Side Effects
1.						
2.						

As Needed or PRN Medication

Medication	Dosage	Route	Frequency	Start Date	Stop Date	Side Effects
1.						
2.						

Medical Provider Consent

I authorize the school to give the above medication(s) to this student.

**Asthma Inhalers and Epi-Pens Only:** This student and his/her parents have been instructed in self-administration and the student may carry an inhaler or Epi-Pen and self administer at school. Yes \_\_\_\_\_ No \_\_\_\_\_

Print Medical Provider Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Consent

I give the school permission to administer the above medications as directed by the medical provider.  
Inhaler/Epi-Pen Only: My child may \_\_\_\_\_ or may not \_\_\_\_\_ carry and self administer.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As part of the authorization form, school personnel may contact the medical provider and parent with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above.

## 2023 - 2024 ST. MARY PARISH RAISERIGHT (SCRIP) PROGRAM AGEEEMENT

St. Mary Parish, Menomonee Falls, WI, (referred to herein as “we,” “us” and “our”) sponsors a RaiseRight (scrip) program which allows you to purchase RaiseRight (scrip). The RaiseRight (scrip). you purchase through our program generates rebates from the participating retailers. The rebates can be used as credit toward your school tuition, Christian Formation tuition, a donation and private Catholic High School tuition. The parties agree as follows:

We agree to apply the balance of your rebate as designated below:

- ☐ Credited to tuition for 2023 - 2024 to St. Mary Parish School
- ☐ Oldest/Only child is currently in 8th grade, your rebate can be used for tuition to a Catholic High School for the 2024 - 2025 school year
- ☐ As a charitable contribution to St. Mary School (potentially deductible by you)
- ☐ As a charitable contribution to St. Mary or St. Anthony Parish (potentially deductible by you)
- ☐ Credited tuition/fees for 2024 - 2025 to St. Mary or St. Anthony Christian Formation

Our RaiseRight (scrip) program distributes the rebates one time a year in May.

With respect to your charitable contributions, we will record these in our database and will provide you with all required acknowledgements under sections 170(f)(8) and 170(f)(17) of the Internal Revenue Code.

You agree to indemnify us against any loss incurred in connection with there being insufficient funds in your account to cover the checks or ACH transfers you issue to pay for your RaiseRight (scrip). We make no representations or warranties of any kind with respect to the RaiseRight (scrip). This agreement continues unless replaced by another and can be terminated by either of us upon 60 days' advance notice to the other.

Please sign and date below to indicate your acknowledgement of this agreement. Upon signature and receipt of this agreement, you can begin using the RaiseRight (scrip) program.

Purchaser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_





► TUITION & FEES



## 2023 - 2024 SCHOOL YEAR TUITION SCHEDULE

Tuition vs. Cost of Education (For Students in K5 through 8th Grade)			
Number of Students Enrolled (per Family)	Tuition Rate (Family Contribution Toward the Cost of Education)	Actual Cost of Education*	Difference** (Actual Cost of Education less the Tuition Rate)
1	\$4,815	\$8,750	- \$3,935
2	\$7,425	\$17,500	- \$10,075
3	\$8,985	\$26,250	- \$17,265
4	\$9,950	\$35,000	- \$25,050

Tuition vs. Cost of Education (For Students in K3 through K4)			
Programs	Tuition Rate	Actual Cost of Education*	Difference **
K3: 2-Half Days per week	\$1,525	\$2,100	- \$575
K3: 3-Half Days per week	\$2,150	\$3,150	- \$1,000
K4 Half Day	\$3,400	\$5,250	- \$1,850
K4 Full Day	\$5,875	\$8,750	- \$2,875
Multiple child rates do not apply to K3 and K4 programs			

**\*School operations costs that are not covered by the tuition rate.**

**\*\* Difference covered by Parish funds**

### Education & Stewardship Engagement

A Catholic education is an investment of time, talent and treasure. As such, we ask that all families, to the extent they are able, participate in the following ways:

**Live the Faith** - The foundation of any Catholic education is the Mass — and we want to see you in the pews! Join us every weekend (Saturdays at 5 pm or Sundays at 8:00 or 10:30 am) for Mass. Also, if you are not already, please prayerfully consider becoming a parishioner. There are many reasons to become a St. Mary parishioner, but here are our top three reasons:

1. Our faith is not to be lived alone but in community. God intended for us to walk with each other on our faith journey.
2. Our priests and staff can get to know your family and better minister to you in times of need and celebration. We want to support you!
3. The parish subsidizes the cost of educating each St. Mary Parish School student. When you support the parish, you support the school.

**Answer the Call to Service** - Volunteers are an important part of our school community. Not only do they ensure that our plays, events and field days run smoothly, but research shows that students whose parents are involved at school are more successful than their peers whose parents are not engaged. **We request each family volunteer at least 25 hours during the school year.**

**Support Our Fundraisers** - One way we make up the difference between the tuition rate and the actual cost of educating students is through our school fundraisers. The Home & School Association, is a parent volunteer group that organizes a variety of fundraising opportunities that help support the school. All families are asked to participate in these efforts to help keep the tuition rate affordable.