

ST. MARY SCHOOL
PARENT/STUDENT HANDBOOK

MISSION STATEMENT

We, the family of St. Mary School, are committed to promoting Catholic values to God's children through faith, Christ-centered worship, service and academic excellence.

ST. MARY'S SCHOOL PHILOSOPHY AND CORE VALUES

We continue to build on faith by Catholic Education since 1873. The heritage of faith is passed on from one generation to another. It is the sacrificial commitment to St. Mary's School and Parish that makes Catholic education possible. We have the blessings of faith that must not be taken for granted. May our parish children and families continue to build on the faith of past generations.

St. Mary's School provides a religious environment, so that a student may be prepared spiritually, intellectually, and socially to meet the needs of society as a responsible Christian adult. Therefore, St. Mary's provides for:

1. A religious education program presented in such a way as to aid students in developing and practicing Christian values.
2. A well-developed and complete curriculum that incorporates a Christian value system at all levels.
3. A curriculum geared to mastery according to the capability of the individual child.
4. Teachers who have committed themselves to the practice of Christian living in the spirit of the Gospels and who give evidence of continuing professional growth.
5. Students, staff, and parents participate and cooperate in the religious and academic program to grow together as a community of faith giving witness to our Christian value system.

ABSENTEEISM

Parents or a guardian are asked to call the school office (443-3430) by 8:00 AM if a child will be absent. This is done for a point of information for the school and safety of the students. Protection of our children must be a concern of our community at all times.

Students who are absent from school **must present a written excuse to their homeroom teacher upon their return.** The excuse is to be written by the student's parent or guardian, stating the reason for the absence. This note is then sent to the office by the teacher. It is highly discouraged that students stay in for recess after an illness. It is better to stay home an extra day to fully recover.

When a child is not present in school, this must be noted and recorded. *Excused* as well as *unexcused* absences for appointments, sickness, etc. are recorded. Anything less than two hours is marked tardy. (*This has nothing to do with your intent.* It just states that the child was not present in the building at that time.) The other markings would be ½ day or full day. When a

student is late for school for any reason, he/she is to report to the office first before presenting his/her excuse to the homeroom teacher.

In keeping with Wisconsin attendance law, parents and students are advised to plan vacations, family trips, and medical/dental appointments, etc. around the school calendar.

IMPORTANT NOTICE: The Wisconsin state statute for mandatory attendance applies to all unexcused absences. According to Wisconsin law, the power to deem an absence as excused or unexcused lies with the school. The school administrator has the legal authority to determine if an absence is excused or unexcused.

Students defined as “Habitual Truant” by Wisconsin law will be subject to disciplinary action by school and local authorities. “Habitual Truant” means a pupil has been absent from school without an acceptable excuse for all or part of five (5) or more days on which school is held during a school semester. This rule includes tardy and/or times when a student leaves the school building before dismissal. A doctor’s note may be requested if a child is habitually absent.

All assignments missed during an absence from school must be made up. One day is given for each day missed to make up work, except when the teacher’s permission is obtained to do otherwise.

ARRIVAL AT SCHOOL

Students who walk to school or are driven to school are to arrive **after** 7:25 AM unless tutoring has been prearranged with an individual teacher. Bus students are dropped off in front of school, therefore parents are to drop off their children in front of the rectory or in back of school.

ASSEMBLIES

Student behavior at assemblies is to be refined and courteous. Each student is responsible for the impression made by the school as a whole. Unacceptable conduct would include uncalled for clapping, boisterousness, whistling, and talking during a program.

ASSIGNMENTS FOR ABSENT STUDENTS

If a student is absent, homework will be sent home if requested by a parent.

ASSIGNMENT NOTEBOOKS

Students in Grades 3 – 8 are required to have an assignment notebook. All assignments are to be written neatly into the assignment book for each class. The assignment notebook is included in the book bill and will be issued the first day of classes.

BLOOD BORNE PATHOGENS

Students are taught the safety skills for protection. Teachers are trained and prepared for small spills. A procedure is in place for larger clean ups.





BUS REGULATIONS

Students who come to school on the bus should return home on the bus unless they have a note from their parent(s). Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Video cameras are used on the buses. Policies for discipline on the bus follow the procedures adapted by the Marathon District School Board.

6.02(G) USE OF VIDEO CAMERA ON SCHOOL BUSES

The School District of Marathon City approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing safer transportation of students.

Students and parents shall be notified once a year that video cameras are being used on the buses, and a sign shall be placed at the front of each bus indicating that video cameras may be present.

The bus company manager shall determine the rotation of the video camera and will maintain a log with dates, bus numbers and bus drivers. Bus drivers do not need to be informed on which bus the video camera is operating. Individual drivers, administrators and parents/guardian may request that the video camera be on a specific bus on designated dates.

The bus company manager, bus drivers, administrators of the district and school board members and law enforcement officials shall be authorized to view the videotapes for the purpose of documenting a problem and determining which students may be involved. Disciplinary action may be taken with students based on a video documentation. The isolated segment of the videotape that documents the incident may be viewed by the identified student and his/her parent/guardian. The bus company designee or school administrators shall view the videotape with the student and parent/guardian and document the date and names of all individuals viewing the videotape.

The videotape shall not be available for viewing by the public in general, the media or other individuals. The school administration may authorize other individuals such as a guidance counselor, school psychologist or social worker to view segments of a specific videotape if such individuals are working with the student on the videotape because of a behavioral, emotional, or learning problem and viewing the videotape is beneficial to their role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape.

If there are no reported bus problems pertaining to the date a videotape was recorded, the bus company may erase or reuse the videotape after ten school days.

Legal Reference: Wisconsin Statute Section 118.25

Reviewed: January 10, 1996

Adopted: February 14, 1996

Marathon City School District

Marathon, WI 54448-0037



Please read the following laws governing drivers and student conduct on school buses.

Transportation 399.16(7) – The driver shall maintain order among passengers being transported and shall promptly report misconduct. The driver may assign a seating order.

Transportation 300.17 – School bus passengers shall comply with any lawful order by the driver in carrying out the driver’s responsibilities of transporting riders safely.

We thank you for taking time to read and discuss these rules with your child(ren). Our major concern is for the safety and well-being of your child(ren).

MARATHON CITY SCHOOL DISTRICT

BUS PASS

For _____ (Date)

Student _____

Going to _____

Reason _____

Riding with _____ Bus # _____

Date Request was filed _____

Parent/Guardian Signature* _____

*I have notified the parent/guardian of the child with whom my child will be going home.

St. Mary’s School Principal/Secretary Signature _____

Bus Company Representative’s Signature _____

GIVE THIS PASS TO THE BUS DRIVER WHEN BOARDING

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**COURTESY AND RESPECT**

Each student deserves respect and kindness from every other person he or she meets during the day. Therefore:

1. St. Mary’s students, in accordance with the principle of Catholic Christian education are expected to show courtesy, respect and obedience to all teachers and school staff members. These people will be addressed as Father, Sister, Mrs., Miss, or Mr.
2. In the same spirit, St. Mary’s students are expected to show respect and courtesy to each other.
3. The school is a student’s home during the school day. The school building, furnishings and equipment are to be treated with respect as a home is treated with care and respect. It is our school now and for future generations. Any damages to school property will be

repaired by or paid by the student responsible. This includes damage to books, desks or other school property.

4. There is to be a respectful attitude when entering and leaving the liturgical (church) setting.
5. Jeans, shorts or capris are not to be worn on Mass days.
6. Gum chewing is forbidden in the school building or on the school grounds during the day. There will be a consequence for students who choose to chew gum.
7. Respect includes courteous listening to directions, correction or assignments without mumbling, grumbling, or back talk.
8. Students will be expected to use proper courtesy terms of “Thank you, Excuse me, Please, May I, Good Morning, and Good Night.”

### **ACTIVITIES COMMITTEE**

The Activities Committee organizes the extra-curricular sport events of the year: volleyball, basketball, track, and cheerleading (if enough interest). They also help provide for the necessary equipment for the sports events, and help supply the equipment for playground and physical education classes. The Activities Committee supports other activities such as band, forensics, solo-ensemble, and academic competitions.

### **PARENT ORGANIZATION**

A Home and School Association meets three or four times a year to provide opportunity to become informed on educational topics and to work together as a parish school. Meetings are informational in nature.

### **CONFERENCES**

DSP 5205

As a personal means of informing parents as to the development of their children, schools are to schedule conferences on a regular basis. Conferences are to be scheduled at least twice a year, once during or shortly after the first quarter and once during or shortly after the second or third quarter. Present at the conferences will be teachers, parents and students. Additional conferences may be requested by teacher or parents throughout the year.

### **CURRICULUM**

The school has a strong basic curriculum of studies. The superior results of the program are evidenced in the honor students have achieved. Students have been outstanding in spelling contests, forensic meets, music, and athletic contests, high school honor roll and additional honors students have received upon graduation from Marathon High School.

St. Mary’s offers a thorough foundation in each subject area in addition to religious education. Students are taught reading and literature skills, phonics, grammar, speaking and writing skills, math, art, social studies, science, music, spelling, penmanship, Spanish and computer skills. Special Education services are provided for by Marathon Area Elementary School.

### **DANCES AND PARTIES – GRADE SCHOOL**

DSP 5790

Schools are not to sponsor mixed parties and dances for grade school students, when they are such as to promote premature dating, exclusive and particular boy-girl associations and the pairing off of couples. School activities which are well supervised and instructive in the social graces and productive of mature and wholesome relationships are encouraged.

To prevent hurt feelings at school, party invitations are not to be passed out at school unless the whole class, all the boys or all the girls are invited. In addition, if a child is attending a

party/outing after school, please have the child drop off sleepover items, gifts, etc. at the school office to be picked up at the end of the day. This is a courtesy to those who are not included in the party or outing. Thank you.

### **DISMISSAL AT THE END OF THE DAY**

Students are to:

1. Walk to the buses using proper routes.
2. Do patrol duties responsibly, following patrol guidelines.
3. Stay with their class until released by their teacher. (Athletes included)
4. Cross at crosswalks.
5. Have permission slips signed by a parent to:
  - Stay after school.
  - Ride home or elsewhere on another bus.
  - Walk to someone else's home.
  
6. All non-busing students are to walk home or be promptly picked up by a responsible adult at 2:50 PM. Students are not to remain after school unless prior arrangements have been made with a coach or teacher.

### **DRESS CODE**

Students' dress and personal appearance are primarily the responsibility of each individual student and parent. Each student's appearance must be appropriate to a Catholic school setting. Clothing, hairstyle or jewelry is not to be distracting or disruptive to the educational process.

- Clothing is to be clean and in good condition.
- Hairstyles must be clean cut, reasonable style, and natural color. No mustaches, beards, or sideburns.
- Hats, caps, bandanas, or other type of headwear are not to be worn in the building.
- No outerwear is to be worn within the school building during the school day. This includes jackets, windbreakers, ponchos, etc.
- Grade 7 and 8 will change into an acceptable t-shirt for gym class. Changing pants is an option. Changing will be an option for all other grades.
- At all times, there is not to be any saying, picture, or reference on clothing that is inconsistent with Catholic faith and morals. Items which reference drugs or alcohol, weapons, songs, or musical groups whose lyrics have contents inconsistent with Catholic teaching are inappropriate for wear. Clothing must fit within the Christian virtue of modesty.
- Mass days are dress up days.
- Casual dress days will be scheduled throughout the year.
- Shirts/Sweatshirts: Logos, lettering, pictures, and graphics limited to 3" x 3" on front. Stripes, plaids, and other repeated patterns are acceptable. St. Mary's, Marathon and Newman Schools' spirit-wear is acceptable. Shirts and blouses must have some kind of sleeve and shoulders should be covered. Shirts and blouses must cover midriffs while stretching and bending.
- Pants/Shorts/Capris/Skorts: No athletic wear, faded or ripped clothing. Leggings may be worn underneath a dress or skirt. Shorts/skorts of appropriate length and capris may be worn in September, May and June, but are not to be worn to Mass.
- Shoes: Shoes must have backs or back straps. Dress heels should be less than 2".
- Skirts/Dresses/Jumpers: Must be fingertip length and have a proper neckline.

## **EXCHANGE OF CLASSES**

Students are to:

1. Walk quietly.
2. Move in single file.
3. Stay to the right.
4. Keep hands, feet, and objects to oneself.
5. Walk safely on steps.
6. Respect the school and student property.
7. Carry equipment and supplies stored appropriately.

## **EXTRA-CURRICULAR ACTIVITIES**

1. **FORENSICS:** is open to grades 6, 7 and 8. The annual events during the year are: St. Mary Intramural and the NERR Forensic Meet.
2. **BAND:** is available for all interested students in grades 5 – 8. Lessons are scheduled during the regular school day.
3. **BASKETBALL:** is open to boys and girls in grades 5 – 8. The season begins in November. Practices are held outside of school hours.
4. **VOLLEYBALL:** is open to students in grades 6 – 8. The season begins in September.
5. **TRACK:** is open to boys and girls in grades 6 – 8. It is held in April and May. MAES and St. Mary's participate in the program as a combined team.
6. **CROSS COUNTRY:** Boys and girls in grades 6 – 8 are invited to participate. MAES and St. Mary's participate in the program as a combined team
7. **FOOTBALL:** MAES and St. Mary's 7<sup>th</sup> and 8<sup>th</sup> graders combine as one team.
8. **WRESTLING:** MAES and St. Mary's grades 5 – 8 participate in the program as a combined team.
9. **CHEERLEADING:** is open to students in grades 7 – 8 for the basketball season (if enough interest).
10. **SWIMMING:** lessons are available for all students during school hours. Swimming lessons and swim team are also available outside school hours through the Marathon Swim Center.

A student may be removed from extra-curricular activities for consistently poor schoolwork or serious misconduct. Homework must consistently be done in time for each class. The coaches will check in with the principal should it be necessary to remove a student from extra-curricular activities because of poor schoolwork, incomplete assignments or misconduct. The students' status will be reviewed after two weeks. Students are to remember that they represent St. Mary's School. Their conduct at these activities should be such that St. Mary's can always be proud of the students' leadership, cooperation, respect and positive attitude.

## **FAMILY VACATIONS**

Families are encouraged to take their vacations at those times when school is not in session. The principal and teacher are to be informed in advance of any family vacation requiring the child to miss school. The student will be responsible for completing assigned classwork upon return to school. Not all classwork can be made available prior to the student's absence.





## **FIELD TRIPS**

School sponsored field trips provide the students the opportunity to learn outside the school environment. In addition, field trips are a special time for the students to independently interact with classmates and teachers. Occasionally with extended field trips parents will be invited to accompany the students. This invitation will only be extended to the students' parents or guardians. \*In addition to the returned signed parental permission slip, all students must exhibit acceptable behavior without late or unacceptable classwork prior to attending the field trip.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at irregular intervals throughout the school year. These basic rules are to be followed:

1. Go to your assigned and instructed area
2. Follow the given route instructions for leaving the classroom or building
3. No talking
4. Walk and move quickly and quietly to the designated area

**GUARDIANSHIP:** In any situation where there is a custody agreement, a statement of parental rights, signed by a judge, must be provided to the school. Parents must notify the school immediately of any change in the original or most recent agreement.

## **HOMEWORK**

A reasonable amount of study at home is important. The amount and type of work will be determined by the teacher, depending on the grade level and ability of the child. Students have daily study time to do part of their assignments in school. Suggested amounts of time at home are: grades K – 2: 30 minutes, grades 3 – 4: 45 minutes, grades 5 – 8: one hour.

Homework is given to reinforce concepts and skills taught in class. It develops study habits and responsibility. Homework provides a daily link between the home and the school. Parents should monitor progress, encourage, praise, and share in the learning.

### **Homework-Assignment expectations**

1. All daily classwork is to be completed at school or at home.
2. On nights when students have completed all class work at school, they should spend time:
  - Reading
  - Learning basic facts
  - Learning prayers, doctrine
  - Studying spelling words
3. Assignment notebooks containing the days recorded assignments should be coming home with the homework. At times, a teacher may ask parents to sign the notebook.
4. Students should have one or two pocket folders to use as a homework organizer.
5. Parental help can be given, but independence is the goal.
6. Assignments are to be done neatly and completely following grade requirements.
7. Students are expected to hand work in on time.
8. If work is handed in late, full credit may not be given.
9. If a student has late/incomplete work, they may be required to stay in for recess or may not participate in field trips or enriching activities until work is acceptably completed.
10. Students in grades 3 – 8 are required to earn a determined number of Accelerated Reader (AR) points each quarter. Students not on track in achieving their AR points will be kept in during recess for AR reading.

11. If a habit develops regarding late or incomplete work, parents will be contacted through e-mail, Monday folder or a phone call.
12. If a student needs to stay after school to complete missing assignments, the parents will be contacted prior to the end of the school day.

### SPANISH CLASS

5<sup>th</sup> – 8<sup>th</sup> grade students are provided the opportunity to attend Spanish class, taught by Mrs. Jacobson, weekly. Students who have academic concerns in math and/or reading will not attend Spanish class. These students will receive additional instruction in math and/or reading with a designated teacher.

### HOMEWORK TAKE HOME FOLDERS

Each Monday students bring home their work of the past week in a folder to share with the parents. Parents are asked to discuss the week's work with the child, sign the assignment form in the student's folder, and return the folder promptly. Parents are encouraged to make early contact with the school if problems arise.

### HONOR ROLL

Students in grades 6 – 8 are eligible for honor roll status in the academic core of classes that meet daily.



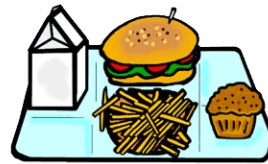
### INSURANCE

Neither St. Mary School nor the Diocese of La Crosse provides student accident insurance. Student accident insurance is the responsibility of the student's parents and/or guardian.

### LIBRARY

The library will serve as a research and resource center for factual information and as a reading center for classes or for those who wish. The Guadalupe Room is used for additional reading time for students. The center is to be supervised at all times when students are present. Books such as encyclopedias, dictionaries, and books of any set are not to be withdrawn from the library or classroom, but are to be used there. Other kinds of books can be taken on a two-week basis.

If a book is lost by a student, he/she has the responsibility to replace it. Any water damaged book must be replaced by the student who last checked it out. Library books are checked out for a two week period. Overdue notices are sent to students and a list of students with overdue books is sent to the homeroom teachers once a week.



### SCHOOL LUNCH INFORMATION

Hot lunch is served every school day. Student lunches are \$2.85 per day. Please send the lunch money on Monday or the first day of each school week and only for the actual number of meals that week. **Put the money in one envelope – under the name of the parent, and list the names and grades of the children.** A daily accurate account is kept of each child's hot lunch payments. If cold lunch is carried and milk is purchased for \$ .40 per carton, the same procedure is followed as buying a hot lunch concerning payment. If there are questions, please call Karen Fischer, Hot Lunch Manager/Bookkeeper. Menus are sent home each month and are also available on-line at [www.stmarysmarathon.org](http://www.stmarysmarathon.org). This institution is an equal opportunity provider.

### **Lunchroom Information – Payment Policy**

Lunch money is due every Monday or may be paid for by the month. Please **indicate which days** the child(ren) are taking a cold lunch. Applications for free or reduced meals will be sent home in the packet sent home at the beginning of each school year. The hot lunch determining official will review the application and send a notification letter to the parent.

1. All students who are not eligible for Free or Reduced Lunch or have not submitted a lunch application are required to pay for lunch if they choose to get a lunch from the cafeteria at a cost of \$2.85 per meal. A carton of milk may be purchased when a student brings a sack lunch at a cost of .40 cents per carton.
2. Students are allowed to debit up to **one month** and still receive a hot lunch. You will have the **first week of the following month to pay**. If a payment is **not** received within the first week, they will **not** be allowed to receive hot lunches until they submit payment. Monthly outstanding balance statements for all students who owe a balance will be sent out **towards the beginning** of each month. These statements are e-mailed or sent home with a student for notification of payment. If you need to make a payment and **do not know** your balance due, **PLEASE** call (715)443-3430 Ext. 306, or e-mail me at [hlunch@stmarysmarathon.org](mailto:hlunch@stmarysmarathon.org).
3. Parents should make **checks payable to**: St. Mary's Hot Lunch. The lunch account is a different account; therefore, hot lunch checks **must be written separate** from any other payment. If a student is absent and does not eat hot lunch, the bookkeeper will transfer the money over to the next day available.

**\*If you have any questions, please call Karen Fischer at 715-443-3430 ext. 306 or e-mail [hlunch@stmarysmarathon.org](mailto:hlunch@stmarysmarathon.org).**

**\*\*If you are having difficulty making a payment, you may see Father Joe Diermeier, Mr. Koch, or Mrs. Fischer.**

### **SCHOOL FOOD SERVICE PROGRAM – MISSION STATEMENT**

Mind and body wellness is promoted throughout St. Mary's Catholic School Food Service Program as we strive to offer a quality menu, affordable to all, prepared and served in a clean, safe environment which encourages pleasant community meal time for our students, staff, and faculty.

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

A student will be allowed to leave the school grounds during the day only with written permission from the parent(s). All such permits must be approved by the principal. Please schedule appointments after school or on vacation days as much as possible. Students are to check out at the office when they leave early as for an appointment. The student is to inform the office when he/she returns from an appointment.

### **LITURGICAL YEAR**

The church season of Ordinary time, Advent, Christmas, Lent, Easter and Pentecost are highlights of the student's Catholic education. The school celebrates the liturgical year in context of parish and family life.

## LITURGY

Students celebrate their faith at liturgy by participating in the various ministries at the Eucharistic Liturgy. It is a time to celebrate who we are as a school faith community and to worship our God as a praying community. Students, by their active participation, are preparing themselves for future leadership and liturgical roles in the Christian community. Students take leadership roles as servers (grades 6, 7, and 8) musicians, lectors, and gift presenters.

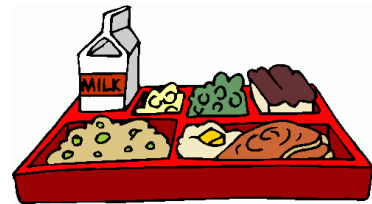
## LOST AND FOUND

Articles found in and around school will be put in to the “lost and found” box or turned in to the office. The lost and found container is located on the first floor by the coat rack.

## LUNCHROOM RULES

### 1. Students are to observe the POSTED LUNCHROOM RULES.

- Follow directions the first time given.
- Speak in a quiet voice.
- Use proper etiquette when eating.
- Walk, don't run.
- Clean up your space, and scrape your tray after eating.
- Be silent at the sound of the bell for announcements.
- Remember courtesies – Please, Thank you, May I.
- Respect all adults and each other.



## MEDICATION

If it becomes necessary for a student to take ANY form of medicine at school, a signed **Medication Permission Form** from the parent (and doctor, if prescription) must be presented to the **office**. Medication is kept and dispensed through the **office**. With doctor's permission, asthma inhalers may be kept with the child. Prescription medications must be sent to school in the original container.

## MONEY

Please do not send or allow your children to bring extra money to school. The exception is when there are programs that require money, and parents will be informed of these. The school is not responsible for missing money.

## NONDISCRIMINATION

St. Mary's School respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, ethnic origin, or gender in regard to enrollment or hiring practices.

St. Mary's is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

## PHYSICAL EDUCATION CLASSES

Students who are not able to participate in regularly scheduled physical education classes **must** bring a doctor's note stating this fact. This includes swimming classes at the Marathon Swim Center.

Students will not be allowed to participate in physical education, recess or school related sports if there is a possibility that the student obtained a recent concussion. The student may resume participation after written clearance from a certified health care professional.

Clean gym shoes are to be worn on the gym floor. 7<sup>th</sup> and 8<sup>th</sup> grade will change shirts for gym.

Students are to observe the following rules during physical education classes:

1. Follow directions the first time they are given.
2. Stay in the assigned area.
3. Keep hands, feet and objects to oneself.
4. Name calling, teasing, harassment, or foul language will not be allowed.
5. Respect school's or another person's property.
6. Excessive yelling or screaming is not acceptable behavior

### **PERSONAL BELONGINGS**

1. Video games, CD players, iPads, flip cameras, and similar electronic items are not to be brought to school, unless requested by the teacher.
2. Students are not to use cell phones during the school day on school premises.  
**If a student chooses to disregard rules 1 or 2, the item will be taken away and a parent or guardian must contact the principal to have the item returned.**
3. All sports equipment must be clearly labeled with the owner's name.
4. Toys are not to be brought to school.

*\*Any item brought on school property is subject to search.*

### **PERSONAL DEVELOPMENT COURSES**

Grades K – 8 participate in programs that help them meet peer pressure and say “no” to drugs and alcohol and other risky behaviors.

### **PRACTICAL CLOTHING**

The cold months demand warm clothing for every child attending school. Children should be comfortable when waiting for the bus and while riding the bus as well as for the recess periods during the school day. Students are expected to wear boots, mittens, caps, headbands, or earmuffs during the winter season. A hood is not acceptable as a substitute for a hat or headband. 4K – 4 students are required to wear snow pants.

Mark clothing articles plainly so children can identify their own. Coats, jackets, windbreakers, or other outdoor wear are not to be worn in the classroom.

### **PRAYER LIFE**

Various forms of prayer are taught to the children at St. Mary's. Use of the scriptures, reflective prayer, and memorized prayers enrich the student's spirituality. Families are encouraged to pray together traditional prayers and prayers from the heart. Families are encouraged to pray with the children the prayers students study in religion class. Some of these prayers are listed below:

|                              |                                |                               |
|------------------------------|--------------------------------|-------------------------------|
| The Sign of the Cross        | Prayers Before and After Meals | St. Michael the Archangel     |
| The Our Father               | The Hail Mary                  | Act of Contrition             |
| Glory Be To The Father       | The Memorare                   | The Apostle's Creed           |
| Prayer To The Guardian Angel | Morning Offering               | Acts of Faith, Hope, and Love |

### **RECESS INDOORS**

During rainy or extreme cold weather students have recess indoors in their classroom. Games or other prearranged activity is allowed.

### **RECESS OUTDOORS**

1. Students are to play respectfully on playground equipment.
2. Students are not to throw stones, rocks, snowballs, or to make ice slides. Students are not to slide on ice or snow hills.
3. Students are not to hit, kick, or push one another. Games like “King of the Hill” are not allowed.
4. Students are to be properly dressed for outdoor recess.
5. Students and playground supervisors are to stay off the roof.
6. Foul language is unacceptable.
7. When the bell rings, students are to line up quietly before they enter the school building.
8. No food or drinks are allowed on the playground during recess without teacher approval.

### **EQUIPMENT RULES**

1. Students are to go down the slide one at a time on their seats.
2. Students are not to push others on the swings.
3. Students are not to jump out of the swings.
4. Students are not to crawl on top of the supports for the swings.
5. A maximum of two students are allowed on a tire swing. (One if older student.)
6. **Students are to respect all playground supervisors.**

### **RELIGIOUS EDUCATION**

Students have a religious education curriculum that develops the following doctrine at various levels: The Trinity, sacraments, creed, church, commandments, scripture, and church feasts and the liturgical year. In addition to the homeroom teacher teaching religion, the pastoral team of the parish has continual contact with the students in their classrooms, and at the celebration of the liturgy and reconciliation services.

### **REPORTING PUPIL PROGRESS**

Parent-student-teacher conferences will be held after the first quarter. Second and third quarter conferences will be held upon parent and/or teacher request.

Weekly work is brought home on the first day of the school week in a designated folder. A parent signature is required indicating that a parent reviewed the contents of the folder. Mid-quarter grades will be issued for grades 6 – 8.

### **RETENTION/ACCELERATION**

DSP 5210

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflection, evaluation, and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision.

### **SACRAMENTAL PROGRAMS**

The school has a great concern for the sacramental life of the students and their families. Students are prepared for Eucharist and Reconciliation in Grade 2. Sacramental preparation is carried on together with school and with the family. Parents will purchase the Sacramental books and complete them at home. Students have the opportunity to celebrate Reconciliation during the Advent and Lenten seasons and by request. The Sacrament of Confirmation is celebrated at the high school level.

### **SCHOOL CLOSINGS**

School closings are announced on local radio and TV stations usually before 6:00 AM. Each family is asked to have a plan of action for the children when school is closed early. If you visit the school website you may sign up for messages sent directly to your e-mail or cell phone regarding early release due to inclement weather.

### **SCHOOL HOURS**

|               |                                                                                                           |
|---------------|-----------------------------------------------------------------------------------------------------------|
| 7:50          | First bell rings and school begins. Students who are not present in the classroom at this time are tardy. |
| 9:00 – 9:15   | Recess grades 4K – 1                                                                                      |
| 10:00 - 10:15 | Recess grades 2 – 4                                                                                       |
| 11:00 – 11:45 | Lunch and noon recess – grades 4K – 1                                                                     |
| 11:30 – 12:20 | Lunch and noon recess – grades 2 – 4                                                                      |
| 12:05 – 12:45 | Lunch and noon recess – grades 5 – 8                                                                      |
| 1:30 – 1:45   | Recess grades K – 2                                                                                       |
| 2:50          | First dismissal bell                                                                                      |
| 2:53          | Second dismissal bell                                                                                     |



### **SCHOOL SUPPLIES**

Each child is to come to school with the required supplies for his/her grade level. Students are to have these supplies all year long. Refer to the school supply list for required supplies.

### **SEXUAL ABUSE AND MISCONDUCT**

St. Mary's School and the Diocese of La Crosse have strong and clear policies prohibiting any form of child sexual abuse and sexual misconduct. Copies of the Diocese of La Crosse's Child Sexual Abuse Policy and Procedures and the Diocese of La Crosse's Sexual Misconduct Policy and Procedures are to be read or viewed by all parents of St. Mary's students. The materials are available on-line at [www.stmarysmarathon.org](http://www.stmarysmarathon.org). If the on-line materials are not available, parents are to contact the school to receive the printed documents. All parents are to sign the sheet attached to the Student/Parent Handbook indicating they understand and have agreed to abide by these policies and procedures. In addition, all volunteers will need to undergo a Basic Criminal Background Check and complete the Confidential Safe Environment Questionnaire before rendering any service. All teachers, staff members and coaches will be required to submit fingerprints prior to the start of their service.

The Child Abuse and Neglect Act (Section 48.891 of the Children's Code of the Wisconsin Statutes) specifies that all school personnel and administrators are mandated reporters. These school personnel include but are not limited to: school teachers, administrators, counselors, child care workers in a day institution or child care institutions, day care providers, alcohol or drug abuse counselors, speech therapists. Any other person having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse will occur may report.

## **STUDENTS: Administrative recourse**

DSP 5901

Any grievances by or on behalf of the students shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and all employees, students and their parent(s)/guardian(s) are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by or on behalf of the student.

Outline of the chain of authority to be followed in resolving disputes:

1. Teacher or other school employee
2. Principal
3. President (if there is one)
4. Pastoral Authority
5. Dean
6. Diocese

Procedure in the Diocese of La Crosse:

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e. g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10; 2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan



Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon law is to be followed. (cf. Can. 1732-1739)

It should be kept in mind that the Code of Canon Law required a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Can. 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf Can. 1849-1752)

**STUDENTS: Penalty status during administrative recourse procedure** DSP 5902

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student, or parent affected. The request can be granted or denied.

8/01/1989

2/05/1992

Diocese of La Crosse

Revised

1/09/2001

**STUDY HALL RULES**

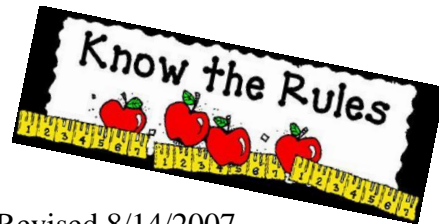
1. Students must report promptly to the study hall, with all learning materials, before being permitted to go to another classroom.
2. Proper respect is to be observed during study time in order that everyone may work without disturbance.

**SCHOOL RULES**

We believe that all students can and must behave appropriately and respectfully. We will not permit any student to interfere with the teaching or learning process. In order to give all students in our school, the excellent learning atmosphere they deserve, we will follow the following SCHOOL RULES at St. Mary's:

Our Classroom and School Rules

1. Respect yourself, others, and property.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.



Consequences for Breaking School/Recess Rules – Revised 8/14/2007

1. Efforts and warnings will be made in the classroom or on the playground to stop the disruption/inappropriate behavior.
2. If a student is so disruptive that a teacher cannot continue to teach with the child present in the room, or the behavior interferes with recess rules, the student will be sent to the principal or another designated classroom.
3. The situation and consequences will be discussed.

4. 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders who are sent to the principal may receive a disciplinary check written by the teacher who sent the student. If the student is sent from the playground or lunchroom, a check will be given from the principal. A disciplinary check may be given from a 6<sup>th</sup> or 8<sup>th</sup> grade teacher without sending the student to the principal. A copy of the check will be given to the principal.  
If a student accumulates three checks in a semester, detention will be required.
5. For the K – 5<sup>th</sup> grade students, the consequence for breaking a school rule will depend on the situation.
6. At any time, parent contact may be necessary.
7. Any violation of the internet acceptable use policy is considered a violation of the school discipline code and is subject to disciplinary action. Students may lose school computer privileges.
8. The intercom-phone system is off limits to students. Attempting to use the phone, or misuse of the phone, will result in disciplinary action, which can include suspension/dismissal from school.

#### Serious Consequences for Breaking School Rules

Suspension: A student can be suspended for the following reasons:

1. For continued disrespect to any school staff member or student.
2. For continued use of foul language or irreverent use of God's name.
3. For maliciously damaging school property.
4. For having three cumulative detentions in grades 6 – 8.
5. Suspension is normally for one day and will lead to loss of special activities.
6. If parents find it impossible to help carry out the suspension at home, there will be in-school suspension as determined by the principal.

The Catholic Church and St. Mary's School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Dismissal: A student can be permanently dismissed for:

1. The possession or use of alcoholic beverages, drugs, or tobacco products, or weapons in school or at school functions. A specific policy for Drug and Alcohol Abuse is available in the school office.
2. Serious misconduct at school or at a school function.
3. Repeated violations of school rules.

#### **SEXUAL HARASSMENT**

No student shall be subject to sexual harassment as a Catholic School student. Sexual harassment should be reported to the principal.

#### **TEACHER-IN-CHARGE**

DSP 2310

All schools are to have a teacher-in-charge who is to function within the assigned job description in the absence of the principal or head teacher. The teacher-in-charge is to make required emergency and immediate decisions, in the administration and operation of the school, when the principal or head teacher can't be reached. If at all possible, the teacher-in-charge should consult with the pastor or personnel at the Diocesan Office for Catholic Schools for these decisions.

### **TELEPHONE CALLS**

Please give your children messages in the morning at home so they know what they are to do, or where they are to go after school. Please help them remember all their school things when they leave from home in the morning.

Students are permitted to make calls from the office only with the approval of the teacher or principal. Students will be discouraged from calling home to request required homework, permission slips, money, etc. to be brought in by a parent. Students are not to use cell phones during the school day.

### **TEXTBOOKS**

At the beginning of the year each family is asked to cover all books the student uses.

Text books and workbooks are to be covered **at all times** all year and handled with care. A cover can last all year if it is treated respectfully. Heavy grocery bags make good covers. The name of the student is to be on the cover. Textbooks or covers are not to be written in or on unless directed to by a teacher.

If a textbook or library book is lost or damaged, the student will be required to pay for it.

### **VANDALISM AND PROPERTY DAMAGE**

Students who destroy or vandalize school property will be required to pay for the losses and damages. If a student willfully destroys school property, suspension and subsequent expulsion may be necessary. If property is damaged by accident, it should be reported to the teacher, principal, or to the school office immediately.

### **VISITORS**

Visitors in school are asked to report first to the school office. A parent or guardian is asked to check in with the school office if they want to see their child in the classroom. This is a safety precaution for the child as each teacher does not always know every parent or guardian. Parents should wait for their child by the office at dismissal time.

Non St. Mary's school aged children are discouraged from spending an extended period of time at St. Mary's during the school day. Exceptions will be made for families considering enrolling in St. Mary's School.

### **VOLUNTEERS**

Volunteers are always appreciated. If you have time to render service to the school as a library aide, teacher aide, or playground supervisor, let the school office know. We appreciate your involvement.

**\*Administration reserves the right to make changes to this handbook at any time.**

# Parent/Student Handbook Signature Page

We have read this Parent/Student Handbook for 2017 – 2018 and agree to abide by its guidelines.



All coaches, library aides, playground supervisors, swim supervisors, chaperones, or any other volunteer who will be with the children at any time throughout the school year will need to have completed the background check and safe environment required yearly report on file. Please see Mrs. Lang to complete the forms or update your initial Safe Environment Questionnaire.

We agree to abide by the Safe Environment expectations as a coach, volunteer or parent of students of St. Mary's School.

In addition I acknowledge that I have reviewed the (red book), on Sexual Misconduct for the Diocese of La Crosse and (green book), Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse, on the Diocesan website: [www.dioceseoflacrosse.com](http://www.dioceseoflacrosse.com).

I have also had a chance to view the safe environment training video on the Diocesan website.

If you do not have access to the internet, you may stop at school and receive the above books and see the video.

**Please read the handbook with your children, sign and return it to the office by Friday, September 8, 2017.**

|               | <b>Grade</b> |
|---------------|--------------|
| Student _____ | _____        |
| Student _____ | _____        |
| Student _____ | _____        |
| Student _____ | _____        |
| Student _____ | _____        |

*Please circle yes or no:*

**Yes No** I give permission for my child/ren's (named above) name and/or picture to be published in the local newspapers, The Catholic Times, as well as school and/or diocesan websites.

**Yes No** I give permission for our family address and telephone numbers to be listed in a Family Directory that may be distributed to school families for use to send birthday party invitations, play dates, coach contacts, etc.

**PARENT/GUARDIAN** \_\_\_\_\_