



**STUDENT HANDBOOK
2015 | 2016**
Diocese of Madison, Wisconsin



**LEARN
GROW
SERVE**



Dear Parents and Student,

Welcome to St. Mary Catholic School! In choosing St. Mary School, you have demonstrated your dedication to the values and philosophies of a Catholic Education.

This handbook outlines the rules and expectations for St. Mary School this 2013-2014 school year. Please read the complete contents carefully and sign the agreement form attached to the front of this handbook. This agreement states that you are aware of and will abide by the policies of St. Mary School outlined in this handbook for the 2013-2014 school year.

The faculty and staff of St. Mary School aspire to work cooperatively with school families to promote academic excellence and spiritual development through the teachings of the Catholic Faith.

May the Lord work through us as we carry out His mission to evangelize the youth of our community.

God bless,

Mr. Steve Castrogiovanni
Principal

“The soul of education is the education of the soul.”
Pope John Paul II

About St. Mary Catholic School

St. Mary School resides on the campus of St. Mary Parish which is located at the top of Wall Street overlooking historic downtown Janesville. We provide Catholic educational opportunities in a three year old pre-kindergarten, four year old pre-kindergarten, and kindergarten through eighth grade settings under the direction of the Diocese of Madison.

We follow the curriculum standards set forth by the Diocese of Madison, which are consistent with the Wisconsin State Standards in all secular subject areas. The curriculum is kept current through an on-going review process. Special attention is given to problem solving, drawing conclusions, analyzing material and trial and error. We provide programs which emphasize multi-media resources including a variety of works in print, audio-visual, and technological tools.

Our History

In 1876, St. Mary Parish became the second Catholic Parish in Janesville as the capacity of St. Patrick Church was no longer able to hold the parishioners of the growing community. The church was built on the corner of Wisconsin and North First Streets (currently East Wall Street). As the population continued to swell, a new St. Mary Church was built on the site of the old building. This new church building was dedicated on June 14, 1902. In 1913 St. Mary School was established in the former church building which had been moved to the corner of Wisconsin Street and Prospect Avenue. Ninety-six students enrolled that first year in which education was offered for first through sixth grades. Two years later, seventh grade was added followed by eighth grade the very next year. In 1921, ninth grade was added along with plans to add a High School program once a new building was erected. An adjacent plot of land was purchased for the boys' playground and for future growth. Substantial and sustained growth by 1919, made it necessary to convert the third floor of the school building, currently being used as the church hall, into additional classroom space.

In 1927 plans were developed to build a new school and on May 12, 1929, the new school building located at 307 East Wall Street was dedicated. Kindergarten was added in 1930; however, it was abandoned in 1932 when General Motors moved its plant to Kansas City, MO. Enrollment at the school grew from 458 students in 1947 to its peak of 568 students in 1952! That year there were 74 students in grade one alone (all in one room)!

In 1949 the school playground was blacktopped, which was a welcome relief after twenty-two years of gravel. With classes averaging 50 students per grade by 1959, it was decided to renovate one-half of the auditorium into classroom space. Continued overcrowding finally forced St. Mary to eliminate ninth grade. By the 1970's many Catholic schools faced declining enrollment and imminent closings. Despite its own declining enrollment, St. Mary Parish strongly supported maintaining our beautiful school, and their support has been unwavering since. St. Mary School is now ninety-nine years old, still going strong and committed to excellent academics in a Catholic faith-filled environment.

St. Mary Parish Mission Statement

Nourished by the Eucharist and guided by the Holy Spirit, we proclaim the Gospel as good stewards, sharing God's love.

Diocesan Schools Mission Statement

Catholic schools in the Diocese of Madison cultivate a love for Christ and His Church by inviting students, and the entire school community, to meet and know Jesus and embrace a loving God. Catholic schools seek to assist parents with excellent moral and academic formation for their children, developing the talents of all students and fostering a commitment to service, justice, and the sanctity of human life.

Mission Statement

St. Mary School aspires to prepare our students to lead successful Catholic/Christian lives by building faith and character, developing talents, and striving for academic excellence.

A St. Mary Student is a Person Who:

- Realizes the need of God and prayer
- Makes decisions based on Catholic/Christian beliefs
- Demonstrates forgiveness
- Respects self, others, and their environment
- Evaluates self and sets challenging goals
- Expands God-given talents and academic potential
- Accepts responsibility for their choices and actions
- Asks questions, is not afraid to make mistakes and revise goals
- Practices good citizenship and service to others
- Understands and welcomes differences

St. Mary Catholic School
307 East Wall Street
Janesville, WI 53545
608-754-5221
FAX: 608-754-1871
www.StMarySchoolWI.com

Parent's Role in Education

It is a privilege to work with parents in the education of their children. Parents are the primary educators of their children. As such, parents have the right and responsibility to be role models for the growth and development of their child. This development encompasses the physical, mental, spiritual, emotional and psychological aspects of growth and development. In choosing St. Mary School, you are committed to helping your child recognize God as the ultimate good in life.



Setting a good example is the best way to instill values in your child. Classroom teachings alone cannot mold your child into a good Catholic/Christian. Your personal relationship with God, your family and your church community as well as your ability to share that with your child is the best example your child can have to follow. Active participation in your faith life cannot be underestimated in its impact on your child's growth and development as a Christian.

In choosing St. Mary School, you have elected to accept a greater commitment to your child's growth and development. This commitment requires your active participation in your child's development of moral, intellectual, social, cultural and physical understandings. Parents and faculty members must work in partnership to educate the child and always remember that we are all working toward the same goal. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships to the student.

From time to time, a child's natural penchant to learn wanes as the child matures and develops new interests that sometimes interfere with focus on school studies. This is natural, and children need to learn how to discipline themselves by compartmentalizing their interests in order to meet all of their responsibilities. Boundaries and limits, set by parents, are necessary to guide the child to become self-disciplined and responsible.

Let us begin this year together with a commitment to partner and support one another in helping your child to become the best person he/she is capable of becoming.

Pastor
Rev. Robert Butz

Principal	Mr. Steve Castrogiovanni
Administrative Assistant	Mrs. Susan Vodak
Three year old Pre-Kindergarten	
Four year old Pre-Kindergarten	Ms. Kate Nocek/ Ms. Katie Cooper (aide)
Kindergarten	Mrs. Karen Erlien
1st Grade	Mrs. Christine Olson
2nd Grade	Mrs. Susan Venable
3rd Grade	Mrs. Abbie Statz
4th Grade	Mrs. Renee Gilmore
5th Grade	Ms. Cindy Ziegler
M.S. Science	Ms. Jennifer Skubis
8th Grade HR and M.S. Math	Mr. James Martin
6th Grade HR and M.S. Lang. Arts	Ms. Brittney Maslonka
Music	Mrs. Karla Vriezen
Art	Mrs. Christine Fredricks
7th Grade HR Technology and Library Science	Mrs. Doreen Houge
Physical Education	Mrs. Kay Flsher
Spanish	
Band	Mrs. Anne Weirich
Strings	Mrs. Mary Langlie
Maintenance Supervisor	Mr. Dan Kessler
Custodian	Mrs. Joanne Shields
Custodian	Mr. Luke Siebert
Hot Lunch	Mrs. Rebecca Porter and Mrs. Marsha Austin
Playground Supervisors	Mrs. Stephanie Neuenschwander, Ms. Cooper
Before/After Care	Mrs. Lynn Hale

Academic Achievement Responsibilities

Students will comply with each classroom teacher's expectations, bring all required materials to class and take proper care of school materials. Students and their parents will be held financially responsible for lost or damaged materials. Students are expected to be active participants in the classroom, listening carefully, taking part in class discussion, and asking questions, especially if the discussion is not understood or if there is a problem. Students should schedule some time each day for homework. Completed homework assignments should be turned in on the due date and students should take advantage of extra help opportunities. Students will adhere to the consequences for late work as laid out by each unit.

Accreditation

St. Mary School is accredited through the Wisconsin Religious and Independent Schools Accreditation (WRISA) and actively holds membership in the National Catholic Education Association (NCEA).

Admissions Information

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

Eligibility

All new students to St. Mary School must be registered before the end of the first week of school. An exception may be made for families who are moving into Janesville mid-year. All other requests for late admissions will be up to the discretion of the principal and pastor. As openings become available, the following priorities will be used to accept students to St. Mary School:

- Children of families with children already enrolled
- Children of Nativity of Mary Parishioners
- Children of Catholics who belong to a Parish that does not have a Catholic School
- Children of non-Parishioners (non-Catholic students whose parents accept the philosophy of St. Mary School will be accepted on a space available basis.)

Age/Developmental Requirements

- Children entering 3K must be three by September 1st and must be potty trained.
- Children entering 4K must be four by September 1st.
- Children entering Kindergarten must be five by September 1st.
- Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten screening.

Registration material

At the time of registration, all new students seeking admission to St. Mary School will need to present:

- Health records
- Birth Certificate
- Baptismal Certificate
- Report Cards
- Standardized Test Results

- Record of IEP/ISP

Parents of students transferring from another parochial school must obtain a letter, on school letterhead, from that parochial school's principal or bookkeeper indicating that all tuition and fees are paid in full.

Conditional Admissions

All new students will be given a trial period, not to exceed one semester, in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Mary.

Athletics

The complete Athletic Handbook is available from the office. Students and their parents who wish to participate in athletics must read the handbook completely and sign the attached agreements. This agreement states that you intend to abide by the policies of St. Mary School Athletic program during the academic school year.

St. Mary Students are expected to maintain high academic standards at all times.

Academic eligibility will be reviewed each Monday morning. Ineligible athletes and their parents will be notified by the principal. To satisfy eligibility requirements during athletics, the following criteria have been established.

Any combination of two from the following list will deem a student ineligible.

- A "D" in any subject
- An "F" in any subject
- Missing course work, not due to an excused absence
- A teacher detention
- An office referral for discipline

First Offense: Ineligible to play in next game; Student is expected to sit with team on the bench in street clothes

Second Offense: Ineligible to participate in any practices and the next game; student should not attend practices but is expected to sit with team on the bench in street clothes.

Ineligibility will continue until the student meets the minimum eligibility requirements.

Students who are ill or absent on the day of an athletic competition are unable to participate in that day's activities. All athletes must be at school by 11:30 a.m. in order to participate in athletic competitions scheduled for that day. Doctor appointments are excluded from this; however, a written note from the doctor's office is required.

Athletes, parents and coaches are to abide by all League Rules as noted in the League Handbook.

Attendance

Regular school attendance is a major factor in student performance and school success. In accordance with State Law, all children between six and eighteen years of age must attend school full-time until the end of the term, quarter, or semester in which they become eighteen years of age unless they have a legal excuse, fall under one of the exceptions in the State Statutes, or have graduated from high school. Parents/Guardians are responsible for making sure children arrive to school regularly and on time.

Reporting Absences and Tardies

When a student is absent from school, a parent should call the office by 9:00 a.m. each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Mary students.

Students will be marked one-half day absent if arriving after 9:30 AM Students arriving after 1:00 PM will be marked absent for the entire day. Students leaving after lunch and not returning will be marked one-half day absent.

Excused/Unexcused Absences

All absences must be recorded as excused or unexcused. If an excuse is not provided within one school day of an absence, the absence will be considered unexcused. A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. Notes will be forwarded to the school office and kept on file for one year. Excused absences may include:

1. Personal illness
2. Serious illness of a member of the immediate family
3. Wedding or death in the immediate family
4. Medical, dental and therapy appointments
5. Special circumstances that show good cause and are approved in advance by the school principal.

Absences due to illness

Students should be fever free for 24 hours before returning to school. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:00 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 p.m. and 3:30 p.m.

Appointments during the school day

Students leaving the school during the day must provide a note from their parent or legal guardian to their teacher. Notes will be forwarded to the school office and kept on file for one year. Students leaving and returning during the school day must check out and in at the school office. A parent or guardian must sign them in and out.

Other Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. A student who will be out of school on a planned absence of more than 2 days must bring a note signed by the parent to the office at least one week prior to the planned absence. No assignments will be given in anticipation of the vacation. Missed assignments are the student's responsibility.

Any absence other than those listed above is classified as unexcused, unless approved by the principal. Students must make up both the time and work missed. In the case of repeated unexcused absences, staff will contact parents. Students absent for all of, or part of, five or more days in a semester are considered habitually truant and proceedings will

begin toward court referral. Students who miss an individual class without an acceptable excuse are expected to make up the time and work after school with the teacher of that class. Students arriving to school tardy, without a parent signed note, will be considered unexcused.

Excessive Excused Tardiness to School

Excessive tardiness is defined as five or more excused tardies to school in a semester as defined by St. Mary guidelines. Parents will be contacted and asked to verify tardiness and/or meet with the school principal. For remainder of semester, all tardiness to school may be considered unexcused and may lead to habitual truancy.

Excessive Absence

Excessive absence is defined by Wisconsin State Law as five or more unexcused absences to school in a semester. Parents must verify absences and/or meet with the school principal. Students may be placed on a monitoring plan for remainder of semester. For remainder the of the semester, only absences excused by medical personnel will be considered. All others will be considered unexcused and may lead to habitual truancy.

Habitual Truancy

Habitual truancy is defined as five or more unexcused absences in a semester with no direct communication from parent to office staff. Students and parents will receive notice to meet with the school principal to discuss truancy. If a child is deemed to be habitually truant, parents may receive a penalty including a \$500 fine, up to 30 days imprisonment, or both.

Asbestos Inspection

Every three years the school is required to undergo an asbestos inspection. We are required to keep a record of asbestos locations and all inspection findings in the school office. These results verify there is no friable asbestos in the building.

Behavioral Expectations

When students demonstrate appropriate conduct, they are ready to learn, respect the rights of others to learn, promote health and safety, and allow teachers to focus on teaching and learning. Students should conduct themselves using the following guidelines while in class, in the school halls, on campus, and while representing St. Mary School away from campus.

1. Move safely and quietly through the halls, keeping hands and feet to self and talking at a reasonable volume.
2. Cheating of any nature, including plagiarism is not allowed.
3. Eat or drink only in designated areas.
4. Use appropriate language. No profanity or disrespectful language, such as name-calling.
5. Fighting, even play fighting and physical contact play, is prohibited.
6. Always be respectful of adults and fellow students.
7. Be on time to school and class.
8. No one should be out of class without permission.
9. All students in the building before 7:50 a.m. and after 3:15 p.m., must be supervised by a staff member.
10. Students are encouraged to leave non-essential, potentially distracting items at home. Items that are distracting to the educational environment such as toys, radios, hair

spray, perfume, CD players, electronic games and devices may be confiscated. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

11. Students should not bring more money to school than is needed for the day, (e.g. bake sales, school supplies or field trips). The school is not responsible for students' money and other valuables.

Bicycles, Scooters, and Roller Blades

Bicycles and scooters must be walked or carried when on Parish property. Bikes and scooters are not to be ridden on campus. Bicycles must be parked at the racks provided on the Wall St. /Southwest side of the building. All bikes should be securely locked to the racks. It is not possible to supervise bike racks throughout the day, and the school cannot guarantee bike safety. Scooters may be stored in lockers. Roller blades must not be worn on Parish property.

Bus Transportation

Bus transportation may be available to your child depending on your residential location in the city of Janesville or if you reside in the Milton School District. Please contact the Janesville School District for information if residing in the Janesville School District or Riteway Bus Company if you live in the Milton School District.

Change of Address - Telephone Number - Email address

We must be able to contact a parent/guardian in an emergency by phone. The school office should be notified as soon as possible when a change in home, work, or emergency telephone number, or the addition of a cell phone or beeper, should occur. If at any time during the school year a student moves to a different address, the change must be reported as soon as possible to the school office. Likewise, in order to keep up-to-date with notifications, we request each family keep us updated on any email addresses which should be used for these purposes.

Cheating

Cheating in any manner will not be tolerated. Students who choose to violate this ethical premise are subject to failing grade, detention, suspension, and/or expulsion. Likewise student athletes who choose to cheat will be ineligible for athletics according to the Athletic Code of Conduct.

Classroom Rules

Each teacher develops classroom rules and consequences. These rules and consequences are approved by the principal and are communicated to the students and parents. The primary, intermediate, and middle school units develop rules, creating consistency of expectations and consequences.

Counselor

Our school counselor serves the needs of students and parents through class and individual consultation. Our counselor is available a limited amount of time in our building; however, messages may be left on the counselor's voicemail or email accounts.

Concerns/Complaints

If at any time during the course of the year, you have a question concerning your child or St. Mary School, we encourage you to contact the staff/faculty person most closely related to the situation to rectify grievances. If you feel your concern was not addressed, then please contact the principal. We encourage all attempts to rectify grievances be done with the staff/faculty person most closely related to the situation before seeking the input of other staff/faculty members. It is proper protocol to follow the hierarchy established within this school which is staff/faculty, principal, pastor. Confidentiality is required of all parties involved.

Crisis Plan

St. Mary School has put into effect a “crisis plan” in the event of an emergency situation. The faculty and staff are aware of the policies and procedures to follow under any one of the emergencies outlined in the “crisis plan”. In the event of an emergency evacuation, students will be moved to one of two secure locations:

1. St. Mary Church
2. St. John Lutheran Church; 302 N. Parker Dr., Janesville

Curriculum

St. Mary School follows the curriculum standards of the Diocese of Madison which parallel those of the state of Wisconsin’s Department of Public Instruction. These curriculum standards may be found at www.straphael.org.

Discipline

“Self-discipline is the best discipline.”

Students who do not abide by school rules and expectations compromise the positive school environment and may endanger school safety. Consequences will be taken and implemented to insure the school environment is conducive for learning. To insure this result, the cooperation of parents and teachers is essential.

General School Rules

Be respectful.

Respect teachers, principal, staff, parents, volunteers and other students

Respect all school property and the property of others

Dress appropriately according to the St. Mary School dress code

Use appropriate language

Abide school attendance laws of the State of Wisconsin

Abide by all classroom and school rules

Accept responsibility for rule violations

Be prepared.

Complete homework to best of your ability and on time

Bring materials and homework with you and ready for use in all classes

Arrive to class on time and ready to begin

Be safe.

Respect life - No fighting, No drugs, No weapons

Follow playground rules

Notify an adult of all injuries or accidents

No gum
Walk in hallways

General Classroom Rules

Respect the authority of the teacher.
Respect each teacher's classroom rules.
Follow directions.
Respect the rights and properties of others.

When a student violates classroom or unit rules to the point where the teacher's consequences are exhausted, referral to the principal will be made. Or, for serious violations of school rules, gross disrespect, vandalism, etc., the following steps will be employed:

1. Suspensions

A student is subject to in-school or out-of-school suspension for up to three days when he/she demonstrates willful disobedience and disregard for the rules of the school. Suspension is a serious disciplinary measure, and a suspended student will be required to attend an administrative conference with his/her parents or guardian before being reinstated in school. While suspended, a student may not participate in any school activities or be on school grounds. If the student returns to the school grounds while suspended, he/she may be cited for trespassing by the police.

2. Expulsion

For offenses that jeopardize the safety of other students or staff, the St. Mary School expulsion procedure allows the exclusion of a student for more than three days. While expelled, a student is prohibited from attending any St. Mary School classes or functions. The local public school district will be notified of the expulsion.

Procedures for Suspension/Expulsion

1. Teacher and principal review classroom / unit discipline history.
2. Problems are reviewed with the student, parents, teacher(s) and principal.
3. Determination of an in-school, or out-of-school suspension will be determined by the principal. Parents will be charged \$75/day for each in-school suspension to cover the cost of hiring a substitute teacher to run the in-school suspension.
4. After one 3-day out-of-school suspension, and no improvement, the principal and pastor with parent and student input will consider expulsion from school. Expulsion is a very serious matter and will be invoked only in extreme cases and only if the outlined procedures have been followed. In an unusual case, immediate expulsion may occur without the progressive steps (outlined above) being followed.
5. If expulsion results, the local public school is informed.

Dress & Appearance for Students

Students who are dressed appropriately may participate in all school functions. Please use modesty and common sense when dressing your child. The principal has final determination of appropriateness of all clothing. If a student's dress is deemed inappropriate, the student will be expected to change. If appropriate clothing is not available at school, parents will be contacted to bring appropriate clothing to school. Multiple infractions may require a parent-principal conference. All clothing items need to be purchased from Lands' End Uniform Catalog or Wal-Mart's George Uniform Collection, unless otherwise noted. Boy Scouts and Girl Scouts are allowed to wear those uniforms on meeting days. Patriot football (Janesville Parochial Schools' team) teammates may wear football jersey on game days that fall on a school day.

Kindergarten-eighth grades

1. Clothes must be clean and neat.
2. Khaki pants/shorts/skirts/skorts/capris:
 - a. All items must be worn at waist level during the school day.
 - b. Any uniform brand is acceptable
 - c. No cut-offs or pants with frayed bottoms are to be worn to school
3. Mesh or interlock polos
 - a. Color selection: black, white, and cobalt blue
 - b. May be purchased from Lands' End Uniform Catalog, George's Collection at Wal-Mart, or through St. Mary School Athletic Assoc., or uniform exchange program
4. Knit shirts/Turtlenecks
 - a. Plain white short sleeved or long sleeved t-shirts shirts may be worn under other collared, uniform apparel. Any brand is acceptable.
 - b. Plain white turtlenecks may be worn during colder months. Any brand is acceptable.
5. Sweaters/Sweatshirts
 - a. Crew neck St. Mary apparel sweatshirts are allowed; gray, royal blue or black
 - e. Microfleece zip pullover in admiral blue or black from Lands' End or from Athletic Assoc.
6. Oxfords/blouses
 - a. Color selection: white
 - b. Only Peter Pan style blouses for girls
 - c. Plain long sleeved oxfords from Lands' End for boys
7. Socks/Tights/Leggings
 - a. Plain white or black socks and tights are acceptable
 - b. Plain white or black leggings are acceptable
8. Shoes
 - a. Must have a closed-back or back strap across the heels
 - b. No heels over 1 "
 - c. Gym shoes are required for participation in gym
9. Accessories
 - a. Make-up, hair accessories, hairstyles, earrings and jewelry must be modest and safe to wear in an environment of crowded halls and gym class activities.
 - b. Sunglasses, coats, windbreakers, jackets, caps, hats, and bandanas may not be worn indoors.
 - c. Unnatural hair color dyes are not allowed.
 - d. Visible body piercing other than ears are not allowed
 - e. Visible body tattoos are not allowed

Pre-kindergarten

All of the above rules apply with the exception that 3 year old and 4 year old pre-k students are not limited to Lands' End or George's apparel. Clothing choices should maintain a similar color palette; however, sizing and personal hygiene issues (ie. snaps/ buttons vs. elastic waists) allow for flexibility in brand choices.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these procedures:

1. Rise in silence when the alarm sounds;
2. Evacuate room with last person closing the door behind him/her;
3. Walk to the "safe zone" briskly, in single file at all times, and in silence;

4. Remain quiet and in line formation at the designated “safe zone”;
5. Return to building when signal is given.

Tornado drills will be conducted twice annually. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the “safe zone” in single file;
3. Sit, face the wall and put hands over head;
4. Return to classroom when signal is given.

Other drills (lockdown, emergency evacuation, etc.) may be practiced as the need necessitates.

Family Celebrations

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday (day nearest to birthday or half-birthday if it lands on a non-school day). Students may bring in a treat to share with their classmates with prior notice to the homeroom teacher. Outer locker decorations are only allowed in grades 6-8 for these occasions. Delivery of flowers, balloons or other celebratory gifts is not allowed at school.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve 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.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. Note: a fax does not take the place of an original signature.
10. A telephone call will not be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. Parents are responsible for the cost of fieldtrips.
14. Monies collected for the field trip are non-refundable.
15. Cell phones are not allowed on field trips unless otherwise directed by the teacher

and/or administration.

16. Students having more than five days of absence in a semester may participate in the activity with the teacher and principal's permission.

17. Parent chaperones are not allowed to bring their younger or older children with them on field trips. The parent chaperone is responsible for monitoring the safety and conduct of the St. Mary School students.

Financial Responsibilities

St. Mary School is dedicated to providing quality Catholic education for all families. The school is funded by tuition, subsidy from Nativity of Mary Parish, interest earned from the endowment fund, and fundraising efforts. Therefore, in choosing St. Mary School for their children's education, parents make a commitment to financially support the school. The tuition rates are established and reviewed annually by the School Board with the approval of the Finance and Pastoral Councils.

At the time of registration, each family signs a tuition contract. All tuition payments are made via FACTS Management Company. Parents are required to register online with FACTS at www.online.factmgt.com. Parents are responsible for payment of the total tuition for their children. Families who do not fulfill their financial obligations to St. Mary School jeopardize their enrollment status. Report cards/student records may be held if financial commitments are not met. Recognizing that some families may need assistance in keeping their financial commitments to St. Mary School, tuition assistance is available to those who qualify.

Fines

Students with overdue or lost library books, uncovered books, and damaged textbooks will be fined accordingly. Report cards and records may be withheld if fines are not paid.

Fundraising

Fundraisers have been established to help enhance the academic quality of our school, thus keeping tuition low. Therefore, each family is encouraged to participate in the fundraisers established by our Home and School Association, Athletic Association, and grade-level school fieldtrips. Parent cooperation in these projects is essential to their success. We ask you to also consider volunteering to help coordinate or run one of our fundraisers throughout the year.

General Areas in the School

Middle School students exchanging classrooms need to keep appropriate books and materials in their lockers. These students are not allowed to go back to another classroom to get books and materials after class has begun. Food, candy and gum are not allowed in the hallways. Hallway conduct must not impede the learning atmosphere of other students and faculty in the building.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for any party should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade. Valentines distributed at classroom parties should include a Valentine for each student in the class.

Grades

Grade	Percentage	Grade	Percentage
A+	99-100	C+	84-85
A	95-98	C	79-83
A-	93-94	C-	77-78
B+	91-92	D+	75-76
B	88-90	D	72-74
B-	86-87	D-	70-71
		F	
	Students capable of achieving grade level but fail to study or do the work		

Grades 1-2

Very Good, Good, Satisfactory, Improvement Noticed, Needs Improvement, Unsatisfactory.

Kindergarten

Satisfactory, Making Progress, Needs Improvement.

Pre-Kindergarten

Satisfactory, Needs Improvement. Making Progress.

Harassment

All persons involved in educational programs are entitled to a working and learning environment free from all forms of discrimination including verbal, physical or sexual harassment or intimidation. Promoting any negative stereotyping based on gender, ethnicity, race, creed, socio-economic status, religion, national origin, or physical, mental, emotional, or learning disability will not be tolerated. No educational employee, volunteer or student shall be subjected to unsolicited and unwelcome advances, requests for sexual favors, or other sexual conduct, verbal, visual or physical. Concerns or reports of harassment should be referred to the building principal immediately.

Home and School Communication

Every other Wednesday, students will receive a white Tyvek® envelope to bring home. It contains school news, order forms for lunch, information on fund raising activities, as well as progress reports, report cards, and other important information. The envelope must be returned to the school office by the following Friday. There is a \$1.00 replacement charge for envelopes that are lost. Information is not sent home if the Wednesday folder has not been returned.

Homework Policy

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

- All students should come to school prepared to work and learn. Assignments are to be turned in on time. Missing assignments may be turned in the following day, but will receive a reduction of one full grade as penalty. Failure to turn in missing assignments the

following day will result in maximum of 50% on that assignment. The work is still to be completed to assure comprehension.

- Homework for students who are home ill may be requested by calling the school office by 9:00 a.m. The teachers will be notified, and the homework assignments will be available in the school office on that day from 3:00 p.m. to 3:30 p.m. Many teachers post the homework assignments of the school's website.
- Homework requests for an upcoming planned absence will not automatically be honored. Lessons fluctuate greatly from day to day, and it is not always possible to predict what will be covered when a child is absent. If teachers feel they have material available to send along they will do so, but are not required to provide any work prior to a planned absence.
- Make-up work is to be completed as soon as possible upon return to school. Students will be given one day for each day missed to complete homework assignments, and one day for every one day missed to make-up tests. Beyond these time frames, the late homework policy will take effect.

Honor Roll

Students achieving Highest Honors (3.75 and higher) and Honors (3.50-3.74) will appear on the honor roll each quarter. A=4 pts., B=3 pts., C=2 pts. (D's and F's eliminate a student from the Honor Roll.)

Illnesses/Injuries

The health and well-being of all students and faculty members is a high priority at St. Mary School. Therefore if your child has a sore throat, runny nose, fever, rash, or cough, please keep your child home to prevent contaminating other students or faculty members. Please report any contagious diseases to the school office.

If your child is seriously injured or becomes ill, school personnel will try to notify parents/guardians first. If unsuccessful, the person listed as the alternate contact will be called to pick up your child. It is important for the information on your child's student registration card to be current. Please let us know of any changes you may have throughout the year. If illness or injury requires emergency medical attention, paramedics will be called.

Lockers

Classroom teachers assign lockers or cubbies to every student for the purpose of holding outer clothing and school materials as necessary. The school reserves the right to inspect lockers at any time without probable or reasonable cause. Students may decorate the inside of their locker, using magnets or magnetic clips as fasteners. No glass items, mirrors or stickers may be used.

Lost and Found

Any items found in the school building or on the school grounds should be given to a school employee to be placed in the Lost and Found Basket. The Lost and Found bin will be cleared out monthly.

Lunch

1. Students have 20 minutes to eat and 15 minutes of lunch recess.
2. St. Mary's offers hot lunch which may be ordered and paid for at the beginning of each month. Students not ordering hot lunch on a particular day should bring a cold lunch. Students having neither hot lunch nor a cold lunch will be served school lunch sandwich option. Parents will be billed for these lunches as well.
3. While in the lunch line, students are to wait quietly and in single file.
4. Students should not bring glass containers, soft drinks, or excessive amounts of candy.
5. Milk may be purchased at the beginning of each semester, or by contacting the office at other times during the school year.
6. Students sit at tables by grade level.
7. Students are dismissed for recess by the lunchroom supervisor. Students are responsible for cleaning their area. All trash must be placed in proper containers.
8. Students must use the restroom and get their jackets and sack lunches before going to the lunchroom. No student is to return to their locker or re-enter the building without permission.
9. All students are to be outside during recess unless there is inclement weather. Be sure child brings hat, mittens, snow pants, and boots in the winter months.
10. At the end of recess, the students line up, by grade, on the parking lot and are dismissed by class to enter through the main doors.
11. All students stay in their classrooms when it is raining or zero degrees or below (actual or wind chill). Be sure your child brings hat, mittens, snow pants, and boots in the winter months.
12. No food or beverage is allowed outside the lunchroom.

Media Center

A wide range of material is available for student use including fiction, nonfiction, and reference. Computers with word processing, spreadsheet/database, and Power Point programs are available, as well as Internet connections with e-mail. The computers are also equipped with CD and DVD burners.

Access

The use of the Media Center is a privilege and students are expected to behave in an appropriate manner. Students in the library and the computer lab must be working on school assignments.

Students need to make arrangements at least one day in advance, if they wish to use the Media Center after 3:00 p.m. on school days.

Internet Access

Students are allowed to use the Internet for appropriate educational research, peer communications, and other information gathering and sharing as it relates to education. Users are permitted to access staff-installed computer software and appropriate Internet sites only. Appropriate etiquette is expected and required of all users. Printing from the Internet is with permission only. Inappropriate use will result in loss of the privilege.

Telecommunications Use and Agreement (Adapted from NCEA's From the Chalkboard to the Chatroom.)

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Mary School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and disks that are provided by the school. When I am in the computer lab, I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment.

I realize that information on the Internet is protected by copyright laws; therefore I will not plagiarize. If I use information from the Internet, I will cite my sources, giving credit to the person who produced the material.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive. I do not expect that files and other information stored on school technology systems are private and that they may be accessed by authorized personnel.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use blogs, chat lines or other similar forms of communication for personal use. In addition, I will not reveal my personal information, including name, home address, personal phone number, etc., or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material and threatening or obscene material. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may possibly encounter material on a website that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The students are responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism, creating or uploading viruses, or

intentional modification of system settings will result in cancellation of privileges, school disciplinary action, or referral to appropriate law enforcement agencies. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Medication

In accordance with Wisconsin Act 334, medication will be administered only with the written permission of the parent(s). Prescription medicine requires a written note from the doctor. Time and dosage must be indicated. All medication is to be delivered directly to the school office. Only appointed, trained school personnel will dispense prescription medications. A new law extends a current law to cover students attending parochial/private school. This law permits any age student to carry their asthma inhaler at school and at school-sponsored activities as long as there is a statement from the parent and physician indicating the need for this action.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete and up-to-date.

Parents as Partners

As partners in the educational process at St. Mary School, we ask parents:

1. To set rules, times, and limits so that your child:
 - a. Gets to bed early on school nights;
 - b. Arrives to school on time and is picked up on time at the end of the day;
 - c. Is dressed according to the school dress code;
 - d. Completes assignments on time; and
 - e. Has a lunch and/or nutritional snack every day.
2. To actively participate in school activities such as Parent-Student-Teacher Conferences;
3. To actively participate in volunteer opportunities throughout the school year;
4. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
5. To notify the school with a written note when the student has been absent or tardy;
6. To notify the school office of any changes of address or important phone numbers;
7. To meet all financial obligations to the school;
8. To inform the school of any special situation regarding the student's well-being, safety, and health;
9. To complete and return to school any requested information promptly;
10. To read school notes and newsletters and to show interest in the student's total education;
11. To support the religious and educational goals of the school;
12. To support and cooperate with the discipline policy of the school;
13. To treat teachers with respect and courtesy in discussing student problems.

Personal Items

Music machines and games must remain out of sight and in lockers or book bags during the school day. These items are allowed on field trips when designated by the teacher. To avoid disruption and theft problems, radios, cell phones, tape and CD players, and electronic games usage is not permitted nor shall they be displayed in any area of the school. Staff members will confiscate those found in the building or on school grounds.

Photo and Video Authorization

From time to time, photos and videos of your child will be taken during school activities. We reserve the right to use these photos and videos in the promotion of our school. This may include newspaper, radio, television, web-site or other mediums of promotion. Please sign a release if you do not wish your child's photos/image be used for these purposes.

Playground

Items from the equipment box are for play on the blacktop areas. Balls are not to be bounced against any of the building walls. Sand toys are to remain in the sandbox, and returned to the sandbox toy bin. The blacktop surface is the only safe place for running games. Students are to use the slide sitting "feet first." Climbing up the slide is prohibited. Students must keep away from the bottom of the slide at all times.

Students must keep the gravel and rocks on the ground. Climbing trees, fences, or picking up branches is prohibited. Students must never leave the playground without permission from an adult.

Students are expected to use good sportsmanship and should not interfere with others' games. Students must keep away from any standing water or ice patches. Snow pants and boots are required to play in the snow. Throwing snow is not allowed.

Report Cards

Pre-K through 8th grade students will receive report cards at the end of each trimester. Progress reports are sent home at the mid-point of each marking period for students in third through eighth grades. Parents will be notified at that point or later in each marking period whenever their child is earning below a 77% in any subject.

School Closings for Inclement Weather

The principal notifies the local radio stations (WCLO 1230 AM) by 6:30 a.m. on days when school will be closed or postponed. Parent and students should listen to the radio for information.

School Office

During the school year the office is open 7:30 a.m. to 3:30 p.m. The office is closed during the summer, with the exception of the week after school is out and two weeks before school begins.

If a student needs to make a phone call, he/she is to ask a staff member for permission. A courtesy phone is located outside of the kitchen for local calls only. Students may use this phone before and after school.

Students are not to be readmitted to the school building to retrieve school/homework material after the office has closed.

Student Records

Parents wishing to see the records of their child must submit a written request twenty-four hours in advance. In the absence of a court order to the contrary, the school will provide non-custodial parent(s) with access to the academic records and to other school related information regarding the child with the written request as stated above. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If a situation arises, the principal may request the parents to furnish the school with a copy of the custodial rights.

At times throughout the school year, parents' names, address and telephone numbers may be published in school directories and notices. Further, students' pictures, students appearing in videos or television reports, their work, and other identifying items may be published in the media. Parents wishing not to have this information published must inform the school office in writing at the beginning of each school year.

Textbooks

All books and other instructional materials are the property of St. Mary School. Students are responsible for taking care of these materials and for returning them. The student to whom materials are issued must pay for lost or damaged books/materials.

All books must be covered with approved covers within one school week of issuance. If the cover is damaged or missing, a student has two school days to recover the book. Fines will be incurred for uncovered books. At the end of the school year, students will be charged for books damaged greater than might normally be expected.

Vandalism - Drugs - Weapons

St. Mary School has a NO TOLERANCE policy for acts of vandalism, the possession or use of drugs and/or weapons. Violation will result in suspension or expulsion.

Visitors

Parents and guardians are welcome to visit St. Mary School at any time. Visitors, including parents and guardians, must inform the office that they wish entry into the building. Students are not allowed to bring visitors to school, without prior approval. Visiting students are not allowed, unless the visiting student's parents are considering enrolling their child.

Volunteers

All adults wishing to volunteer at the school in any capacity must complete the VIRTUS training course. One may register on-line for a training course that fits one's schedule. Register at www.virtus.org. We are listed under the Madison Diocese as Nativity of Mary School. In addition to completing this course, all volunteers must undergo a criminal background check and sign a receipt and agreement form. Please contact the school office for more information.

Weather Emergencies

In the event that school closed or delayed due to weather conditions, the principal will notify the local radio station (WCLO 1230 AM) by 6:30 a.m. Parents and students should listen to the radio for information. Once school is in session, it will not be called off or closed early due to approaching weather conditions.

Withdrawal

If you are planning to move, or transfer your child to a different school, the office requires as much advanced notice as possible. Notice must include your new address (when applicable) and the last day your child will attend St. Mary School. Official records are forwarded directly to the new school only upon completion of a request of records form signed by the parent.

****Right to Amend**

St. Mary School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday envelope or through e-mail communication.



St. Mary School Policy Agreement

2015-2016

I have received a copy of the School Handbook and have read it carefully. I understand the policies, procedures and regulations of St. Mary School including, but not limited to: Tuition and Fee Payments, Parent Responsibilities and Expectations, Student Uniforms, and Disciplinary Actions.

I agree with and will follow the "Acceptable Use" regulations for Internet Access as stated in the Handbook.

I hereby express agreement with these policies, procedure and regulations. I accept these conditions for enrollment of our/my child(ren) at St. Mary School.

Date: _____ Parent/Guardian Signature: _____

Date: _____ Parent/Guardian Signature: _____

Children registered at St. Mary School (please print):

1. Name: _____ Grade: ____

Student signature (4-8): _____

2. Name: _____ Grade: ____

Student signature (4-8): _____

3. Name: _____ Grade: ____

Student signature (4-8): _____

4. Name: _____ Grade: ____

Student signature (4-8): _____



Fieldtrip Permission Slip (Keep for emergency purposes)

PARENTAL CONSENT AND WAIVER OF LIABILITY AND INDEMNIFICATION

I, the undersigned parent(s)/legal guardian(s), represent that I am the parent and/or legal guardian of _____ (hereinafter "student") and hereby consent to Student's participation in _____ (name of school activity) and related events and activities (hereinafter "Activity"). Further, in consideration of the Student being allowed to participate in the Activity and in consideration of the fact that the Student may be furnished transportation from time to time, either by the School or in a privately-owned vehicle, the undersigned(s):

1. Acknowledges and fully understands that there is a risk of serious injury associated with vehicular travel by Student and also with the Student's participation in the Activity, including permanent disability and death, and severe social and economic losses which might result not only from the Student's own actions, inactions or negligence, but the actions, inactions or negligence of others, including Nativity of Mary Parish and St. Mary School. Further, I acknowledge and agree that there are numerous risks associated with vehicular travel or participation and engagement in the Activity not known to me and not reasonably foreseeable at this time which may arise including, but not limited to, risks of falling, impact with other persons or objects and equipment failure or malfunction. I further recognize that all such risks cannot be described as part of this document. Accordingly, if I believe I need more information regarding the Activity before waiving liability and agreeing to indemnify the School and Parish as described below, I agree that I will seek additional information or refuse to allow Student to participate in the Activity.
2. Assumes all of the foregoing risks associated with Student's vehicular travel and participation and engagement in the Activity and accept personal responsibility for all damages following such injury, permanent disability, death or other risk not reasonably foreseeable.
3. *Intending to legally bind myself, my representatives, successors and assigns, I hereby release, I hereby release Parish and its board of directors, trustees, officers, employees and agents (collectively the "Releasees") from liability, and waive all claims and demands of every nature or kind, including claims of negligence on the part of the Releasees, on account of injury to or death of the Student or damage to or loss of the Student's property, arising or resulting from the Student's participation in the Activity. I understand that by waiving rights against the Releasees as described above, I am giving up the right to seek all legal remedies which might otherwise be available to me including, but not limited to, monetary damages, damages for emotional suffering, damages for loss of companionship, medical or other expenses, and attorney's fees. Intending to legally bind myself, my representatives, successors and assigns and in exchange for the Student being allowed to participate in the Activity. I agree to indemnify and hold harmless the Releasees against all losses, damages, monetary wards and expenses, including attorney's fees, incurred in connection with any and all claims, including claims of negligence on the part of the Releasees brought by me or the Student, his/her representatives, successors or assigns against the Releasees on account of injury to or death of the Student or damage to or loss of the Student's property, arising or resulting from the student's participation in the Activity from time to time and from place to place. I understand that by agreeing to indemnify the Releasees, I am agreeing to pay for all monetary damages awarded against and costs incurred by the Releasees in the event that I or the Student, his/her representatives, successors or assigns were to pursue claim(s) against the Releasees.*

I CERTIFY THAT I GIVE PERMISSION TO THE STUDENT TO PARTICIPATE IN THE ACTIVITY STATED ABOVE AND CERTIFY THAT I HAVE READ AND UNDERSTAND THIS WAIVER OF LIABILITY AND INDEMNIFICATION, THAT I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS AND ASSUMING SUBSTANTIAL OBLIGATIONS BY SIGNING IT, AND THAT I SIGN IT FREELY AND VOLUNTARILY.

Dated: _____ (Signature(s) of Parent(s) or Legal Guardian(s))

Dated: _____ (Signature(s) of Parent(s) or Legal Guardian(s))

If no second parent or guardian, please specify.

(Print Name of Student or if Student is over 18 Student must sign as well)



313 East Wall Street • Janesville, WI 53545 • 608 754 5221 • StMarySchoolWI.com

Child Photo/Image Release

Throughout the year, there may be opportunities for your child's photo/image to appear in newspaper ads, press releases, or even on TV (as was the case two years ago when NBC Channel 15 Morning Show came to school to videotape the Morning Shout Out!)

Before we can release your child's photo or allow him/her to participate in those types of activities, we must have your consent to do so. Please check the appropriate box below and sign the form.

I give permission for my child/children's picture(s)/image(s) to be used in photos or videos promoting St. Mary School.

I **do not** give permission for my child/children's picture(s)/image(s) to be used in photos or videos promoting St. Mary School.

Parent signature

Date

Please complete and return this agreement and release form to the School Office no later than September 15, 2015 with all necessary signatures. Students do not proceed to classes until this form is on file.