

PARENT - STUDENT HANDBOOK

Approved June 2022-2023



SAINT MARY SCHOOL

Janesville

Diocese of Madison, Wisconsin

St. Mary Catholic School

307 East Wall Street

Janesville, WI 53545

608-754-5221

FAX: 608-754

www.stmaryschoolwi.com

Dear Parents and Student,

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

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.

St. Mary’s is a Catholic parochial school that promotes the education of all aspects of the child, including a deeper understanding of Christ in the world. Our staff will work tirelessly to ensure a quality education is provided to your student, but the number one factor in the success of your child still remains in the household outside of school hours. As a result, 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 grow and shape the youth of our community.

God bless,

Dr. Kim Ehrhardt
Principal

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.

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.

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

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.

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 years of age by September 1st and must be potty trained.
- Children entering 4K must be four years of age by September 1st.

- Children entering Kindergarten must be five years of age by September 1st.
- Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten screening.

Registration materials: 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 the 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 coursework, 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; students should not attend practices but are expected to sit with the 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 days' 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 at 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 at 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 the 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 the remainder of the semester. For the remainder 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. Students and parents should review the School Expectation Behavioral Matrix which include the following:

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. (Food/drink should be finished before entering the building.) Gum is not allowed.
4. Food or drink for special occasions is allowed with teacher discretion.
5. Students are expected to have lunch on campus unless arranged prior with Principal permission.
6. Use appropriate language. No profanity or disrespectful language, such as name-calling.

7. Fighting, (even play fighting) and inappropriate physical contact ~~play~~, is prohibited.
8. Always be respectful of adults and fellow students.
9. Be on time to school and class.
10. No one should be out of class without permission.
11. All students in the building or on school grounds before 7:50 a.m. and after 3:15 p.m., must be supervised by a staff member.
12. Students should leave non-essential, potentially distracting items at home. Items that are distracting to the educational environment such as toys, electronic games and devices may be confiscated. **Items taken away from students will be returned to the parent(s)/guardian(s).**
13. 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.

...**An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

...**Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

It is important to distinguish bullying from other unkind, mean and harmful behavior. Calling someone a name or pushing someone once, being rude or having an argument with someone is not bullying. Of course, these behaviors should be addressed but may have different consequences and interventions, which is why the distinction is critical. **To be defined as bullying, all three components must be present: (1) repeated actions or threats, (2) a power imbalance and (3) intention to cause harm.**

Bullying

Bullying is defined in State Statue118.46 as the **repeated actions** or threats of action directed toward a person by one or more people who have or are perceived to have **more power or status** than their target in order to **cause, fear, distress or harm**. Bullying can be physical, verbal, psychological or any combination of these three.

For younger children is may be defined as *When a person or a group behaves in ways—on purpose and over and over—that make someone feel hurt, afraid or embarrassed.*

Bullying is unwanted, aggressive behavior among school-age children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

When a behavior referral reaches the principal, the goal of the administrative response will be to “change the undesired behavior.” St. Mary’s School does not use a “one size fits all” approach when responding to students' behavior issues. We recognize that each student is different, and the causes of individual non-compliant conduct are unique and different and so should the professional response. The exact administrative intervention(s) will be documented on the behavior referral from that is provided to the parent for each event. A copy is retained at the school. Students who commit acts of misconduct will be disciplined in one or more of the following ways:

- Conference with student
- Detention
- Parent Contact
- Behavior/Incentive Plan
- In-School Suspension
- Out of School Suspension

- Pre-Expulsion Parent Meeting

Maximum Consequence:

- Expulsion from school.

Bicycles, Scooters, Skateboards, Roller Blades and Hover Boards

Bicycles and scooters must be walked or carried when on Parish property. Bikes, scooters, rollerblades and Hover Boards 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, Scooters and Hover boards are not to be used must ~~not be worn~~ on Parish property.

Cell Phones

Students in Pk3-4th grade are not allowed to have cell phones at school. Students in 5th-8th grade will keep their cell phones turned off and in their lockers or backpacks during the school day. St. Mary's is not responsible for lost or stolen cell phones.

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 Management

Each teacher will develop and publish in their classroom a set of rules, consequences, and a plan of reinforcement (to support the expected behavior) in the classroom. These rules and consequences are approved by the principal and are taught to the students and communicated to parents in a written document. The primary, intermediate, and middle school units develop rules, creating consistency of expectations and consequences. See the School Expectation Matrix for a more information.

Concerns/Complaints

Developmental Psychology teaches us that one of the challenges of seeking information from students is that telling the *truth isn't always natural* for children. They know honesty is the best option, but sometimes that means disappointing an adult. Children may lie to avoid punishment or protect their friends. Teaching children to be truthful in their actions and words helps them develop healthy relationships and be seen as trustworthy. As adults, when we know someone is honest, we can trust them, but it can take children some time to connect the two. Children are prone to exaggeration, which may seem innocent enough, but as they get older, this can lead to mistrust and related social issues. Given this well-established principal in psychology, **if at any time during the course of the year, you have a question concerning your child or St.**

Mary School, the school expects you to contact the staff/faculty person most closely related to the situation to rectify the issue. Seeking the input of other staff/faculty members, students, or parents about a matter from which (they were not physically present) leads to the communication of hearsay and distorted information potentially complicating the lines of communication and revealing the truth. The same can be true when parents consult/use social media about resolving an issue. In summary, the expected protocol is to follow the hierarchy of first contacting staff/faculty and then consulting with the principal/pastor if you are seeking additional information about a school happening. 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 identified secure locations including St. Mary Church and St. John Lutheran Church on Parker Drive.

Curriculum and Instruction

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 <https://straphaels.org>. St. Mary School employs a learner-centered approach to instruction that honors the uniqueness of learners combined with a growth mindset as it pertains to student growth and achievement.

Discipline

Students who fail to 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 ensure this result, the

cooperation of parents and teachers is essential.

General School Rules--See *School Expectation Matrix*. Each year the staff will spend the first ten days of school teaching the components.

Be Listener

Follow directions the first time
Active listening

Be Respectful and Loving

Respect self, others and property
Use good manners
Be a good friend

Be Safe and Responsible

Keep hands, feet, and objects to yourself;
Move safely in the building
Be on time

Be Positive

Be a good role model
Use positive words, tone and actions

Be Helpful

Report concerns
Help those in need
Clean up after yourself

Be Hardworking (Effort)

Come prepared for learning
Give your best effort everyday
Use time wisely.

Disciplinary Actions

When a student violates school rules to the point where the teacher’s consequences are exhausted, a referral to the principal will be made. Or, for serious violations of school rules, gross disrespect, vandalism, etc., the following steps will be employed. The teacher will make an office referral by preparing a written behavioral referral to the principal that describes in detail the offences, previous interventions and time/date of parent contact(s).

When a behavior referral reaches the principal, the goal of the administrative response will be to “change the undesired behavior.” St. Mary’s School does not use a “one size fits all” approach when responding to students' behavior issues. We recognize that each student is different, and the causes of individual non-compliant conduct are unique and different and so should the professional response. The exact administrative intervention(s) will be documented on the

behavior referral from that is provided to the parent for each event. A copy is retained at the school. Students who commit acts of misconduct will be disciplined in one or more of the following ways:

- Conference with student
- Detention
- Parent Contact
- Behavior/Incentive Plan
- In-School Suspension
- Out of School Suspension
- Pre-Expulsion Parent Meeting

Maximum Consequence:

- Expulsion from school.

Suspension/Expulsion

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.

Expulsion: For offenses that jeopardize the safety of other students or staff, the St. Mary School expulsion procedure allows the suspension of a student for more than three days while the administration determines whether a determination of expulsion is warranted. While suspended, 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~~ the going sub rate 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. The local police department may be involved in the process based on the nature of the offense.
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. If a school staff member deems a student dressed in a distracting, inappropriate or unsafe manner, the staff will ask the child to change or remedy the infraction. The principal has the final determination of appropriateness of all clothing. 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. Boy Scouts and Girl Scouts are allowed to wear those uniforms on meeting days.

Kindergarten-eighth grades

1. Clothes must be clean and neat.
2. Khaki pants/shorts/skirts/skirts/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
 - d. **Skirts and shorts must be an appropriate length (1" above the knee)**
3. Mesh or interlock polo's
 - a. Color selection: black, white, and cobalt(Royal) blue (No Navy blue)
 - b. May be purchased through the uniform exchange program.
4. Knit shirts/Turtlenecks
 - a. Plain white or black short sleeved or long sleeved t-shirts shirts may be worn under other collared, uniform apparel. Any brand is acceptable.
 - b. Plain white or black turtlenecks may be worn during colder months. Any brand is acceptable.
5. Sweaters/Sweatshirts
 - a. St. Mary apparel sweatshirts are allowed; ~~gray~~
 - b. Microfleece ½ zip pullover in admiral blue or black
 - c. Plain black or white cardigan (button up) sweaters may be worn
 - d. No Hoodies on Mass days
6. Oxfords/blouses
 - a. Color selection: white
 - b. Plain long sleeved oxfords
7. Socks/Tights/Leggings
 - a. Solid colored blue, white or black socks tights or leggings
 - b. Sock length should stay below the knee
8. Shoes
 - a. Must have a closed-back or back strap across the heels
 - b. No heels over 1 ½"
 - c. Tennis shoes are required for participation in Gym. (It is recommended that an extra

pair of tennis shoes is kept at school.)

- d. NO Heelies or other shoes with wheels.

9. Accessories

- a. Make-up, hair accessories, hairstyles, earrings and jewelry must be modest, non-distracting 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. Visible body piercing other than ears are not allowed
- d. Visible body tattoos are not allowed

10. Casual days

- a. On casual dress days students may wear casual clothes with the following exceptions
 - i. Athletic shorts and sweatpants may not be worn (except on Spirit days)
 - ii. Yoga and stretch pants may not be worn without shorts, skirts, or a top that comes down past fingertips when arms are at your side.
 - iii. No offensive or inappropriate messages on t-shirts.
 - iv. PLEASE use common sense when dressing for school in the morning

Pre-kindergarten

Pre-K 3 and P4J do not have to follow the dress code.

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 the building when a 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 the classroom when a signal is given.

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

Extended Care

1. Times/Dates
 - a. Extended Care services are available Monday through Friday from 7:00-7:45am and 11:30am–5:30pm on all school days. Extended care series are not available on early dismissal days and non-school days. Extended care from 11:30-3:00 is only available for 3k and 4k students.
2. Eligibility
 - a. All school-aged children who attend St. Mary School or registered students in 3k and P4J are welcome to attend on days the student is present in school.
3. Schedules and Fees
 - a. Schedules are sent out the last Wednesday of the month and must be completed for the following month. Any changes to the schedules will be accepted as long as they are reported to the office with reasonably advanced notice.
 - b. Families will be billed monthly on their FACTS

account. After care rates are \$4/hr. while before-care rates are a flat rate of \$2. Children arriving for before care will be charged \$2 regardless of the time they arrive.

4. Drop In Care
 - a. Parents may request drop-in services for aftercare by calling the school office (754-5221) on or before the day services are required. Drop in charges are \$6/hour and families will be billed monthly on FACTS.
5. Late Pick-up fee
 - a. Our extended care program closes at 5:30 p.m. It is essential that your child be picked up 5:30 p.m. **You will be charged \$1/minute per child after 5:30 p.m.**
 - b. Chronic lateness will be considered as grounds for dismissal from our extended care services.
6. Cancellations of Delays
 - a. School cancelations will be announced via email and social media as well as local news outlets. If school is canceled our program will not operate. If the school calls for a delayed start of the day, we will not offer before care services.
7. Communication
 - a. A sign in/out book is kept in the front of our extended care space. The site supervisor is in charge of documenting arrival times. Verbal communication with staff is available daily. Please notify extended care personnel if emergency contact information changes at any time throughout the year.
8. Snacks
 - a. Each afternoon the children receive a nutritious snack. Children are never forced to eat snacks nor are they denied. If your child has food allergies, please alert extended care personnel to

these allergies before the child enrolls in the program.

9. Lunch

- a. 3k and P4J students participating in after care must bring a sack lunch or purchase school hot lunch for \$3.

10. Ill Children

- a. Ill children will be sent home if they have:
 - i. A temperature above 100 degrees
 - ii. Vomiting or diarrhea
 - iii. Soreness or discharge from eyes or ears
 - iv. Symptoms of a communicable disease
 - v. Any extreme discomfort
- b. Parents must notify extended care if a child has contracted a communicable disease. Information about the disease will be posted at the appropriate site. Children with a reported communicable disease may not attend Extended Care during the period for which the disease is communicable.

11. Medication

- a. If your child is on any non-prescription or prescription medication that requires a dose to be administered during program hours, you must fill out and sign an Authorization to Administer Medication form. The medication must be in its original prescription bottle, with the child's name, dosage amount and frequency and doctor's orders on it. Non-prescription medicine can also be given; again, you must fill out an authorization form and it must be in its original container labeled with the child's name, dosage amount and frequency.

12. Arrival

- a. Students arriving before school begins should be escorted into the front office

where parents are asked to sign-in their child (ren). Students who are dropped before 7:45 must remain with a parent/guardian or report to extended care. No children are to be unsupervised on school grounds prior to 7:45.

- b. After school dismisses, a school faculty member will escort PK-2 Extended Care students to Extended Care. Students in grades 3-8 will walk from their classrooms over to Extended Care, and they either sign themselves in or are signed in by a staff member.
- c. Children who arrive unscheduled may or may not be allowed to stay, pending the number of children scheduled that day. If a child arrives and is unscheduled or not on the daily drop-in list from the school office, we will have the child stay at the program until a parent is reached. If your child was not scheduled (through pre-registration or the school daily drop-in list) to attend and has been in the program that day for 15 minutes or longer, you will be charged the drop in hourly rate. If the child is not sure where he/she should be, the Staff will contact the parents to make arrangements. If space is available, the child will be permitted to remain at Extended Care and you will be billed at the drop in rate. If the number of children is too high to permit an additional child, the parents will need to pick the child up and make alternate arrangements.

13. Dismissal

- a. All students attending Extended Care before school will be dismissed at 7:45. K-8th graders will be escorted to the line-up area on the

playground and PK students will be escorted to their assigned area.

- b. Children are dismissed from the program each day when a parent or other authorized adult picks them up and signs them out. Your child (ren) will not be released to anyone without written parental authorization and Staff may ask for identification to confirm the identity of the person to whom the child is being released. If you need to add names or delete names off your child's enrollment paper, you may do so by completing a change of information form.

14. Behavioral Expectations

- a. Utilization of our Extended Care program is a privilege, not a right. Students who show disrespect and a pattern of difficulty may lose their privilege to Extended Care.
- b. All classroom and school rules apply

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. Outer locker decorations are only allowed in grades 6-8 for these occasions. Delivery of flowers, balloons or other celebratory gifts is discouraged at school. All deliveries must be made through the office.

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 field trips.

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 Aid

Recognizing that some families may need assistance in keeping their financial commitments to St. Mary School, tuition assistance is available to those who qualify. Families have the following methods to apply for financial aid:

1. Register for a FACTS account and apply for financial aid through the FACTS system. You will be required to upload financial information as well as a request for percentage assistance you are applying for. The Pastor and Principal will sit down prior to the beginning of the school year to distribute scholarship funds. **Deadline for scholarship applications is August 15!** Awards will be communicated to families via email and phone and will be reflected in their tuition agreement.

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 <https://online.factsmgt.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.

Fines

Students with overdue or lost library books, uncovered books, and damaged textbooks will be fined accordingly.

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 field trips. 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.

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.

Grading Scale Grades 3-8

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	69

Grades Kindergarten -2nd grade

4 Advanced 3 Proficient 2 Progressing 1 Emerging

4 Advanced: the student is working above grade level.

3 Proficient: the student is working at grade level expectations

2 Progressing: the student is working below grade level expectations, but partially meets expectations

1 Emerging: the student is not meeting grade level expectations

NA: Not assessed

P4J: See Janesville School District Definitions

3 Year Old Kindergarten

S Satisfactory

D Developing

B Beginning

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 an 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 a 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 trimester. 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 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 a 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.

investigate inappropriate use of resources.

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

Excellence in education requires that technology be integrated throughout the educational program, providing the tools and resources necessary to empower students to maximize their full potential in order to prepare for high school and college and to live and work in the 21st Century.

The use of technology at St. Mary School is a privilege, not a right. Please be aware that everything done on school-owned technology may be monitored by school staff. Inappropriate use of school technology may result in loss of access or privileges, as well as other possible disciplinary or legal actions.

Parent/Guardian Responsibilities

Talk to your children about values and the standards that they should follow in the use of the Internet, just as you do in the use of all media information sources such as television, phones, movies, and radio.

School Responsibilities

- The school provides Internet blocking of inappropriate materials as able.
- St. Mary School reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to

Student Responsibilities

- I will use computers/devices in a responsible and ethical manner.
- I will not let anyone else use my password, and I will not use theirs.
- I will not share personal information about myself or others when communicating online.
- I will not take or distribute pictures, videos, or audio recordings of anyone without their permission.
- I will tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer, or anything that makes me feel uncomfortable when I see it.
- I understand that school technology is to be used for school work, and I will only play games on them or use them for personal use if I have permission.
- I understand that the school's security and Internet filter is there to protect me, and to protect the computer network, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I know that I am not allowed to change settings on the school computers.
- I will only download graphics, documents, music, or videos if it is related to my school work, and I will cite the source of copyrighted material.
- I understand that I must not download or display inappropriate pictures or other material from the Internet.
- I know that plagiarism is a violation of the St. Mary School Code of Conduct. I will give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- I will not use the computers to harass or bully anyone. I will always treat others the same way I would want them to treat me.

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.

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 to 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 midpoint 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) and channel NBC15 news by 6:30 a.m. on days when school will be closed or postponed. Parents and students should listen to the radio for information. Also, parents can expect an email message with regard to

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.

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.

Technology

St. Mary's School is a one to one technology school. All students are assigned a device at the beginning of the year. Students are expected

Internet Access

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Telecommunications Use and Agreement

Excellence in education requires that technology be integrated throughout the educational program, providing the tools and resources necessary to empower students to maximize their full potential in order to prepare for high school and college and to live and work in the 21st Century.

The use of technology at St. Mary School is a privilege, not a right. Please be aware that everything done on school-owned technology may be monitored by school staff. Inappropriate use of school technology may result in loss of access or privileges, as well as other possible disciplinary or legal actions.

Parent/Guardian Responsibilities

Talk to your children about values and the standards that they should follow in the use of the Internet, just as you do in the use of all media information sources such as television, phones, movies, and radio.

School Responsibilities

- The school provides Internet blocking of inappropriate materials as able.

- St. Mary School reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.

Agreements

- I will use computers/devices in a responsible and ethical manner.
- I will not let anyone else use my password, and I will not use theirs.
- I will not share personal information about myself or others when communicating online.
- I will not take or distribute pictures, videos, or audio recordings of anyone without their permission.
- I will tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer, or anything that makes me feel uncomfortable when I see it.
- I understand that school technology is to be used for school work, and I will only play games on them or use them for personal use if I have permission.
- I understand that the school's security and Internet filter is there to protect me, and to protect the computer network, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I know that I am not allowed to change settings on the school computers.
- I will only download graphics, documents, music, or videos if it is related to my school work, and I will cite the source of copyrighted material.
- I understand that I must not download or display inappropriate pictures or other material from the Internet.
- I know that plagiarism is a violation of the St. Mary School Code of Conduct. I will give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- I will not use the computers to harass or bully anyone. I will always treat others the same way I would want them to treat me.

Student Responsibilities:

- **The device is school property and all users will follow this policy.**
- **Students must promptly report any problems with their device to their teacher.**
- **Students must keep their device clean using approved screen cleaners.**
- **Students may not remove the serial number or other identification labels.**
- **Students must bring their device to school each day, making sure that it is FULLY CHARGED.**
- **Students must never leave their devices in an unsecured area, including lockers.**
- **Students must carry their device in an approved case.**
- **Upon ceasing enrollment at St. Mary School, the student/parents will return the device and its accessories in good working order and condition or pay the cost of repair or replacement.**

Restrictions:

- **Apps and extensions may only be installed by the school staff. Students are not allowed to install apps and/or extensions on their devices.**
- **Students may not use personal Apple ID or email accounts.**
- **Students may not use passcodes.**

Repairing or Replacing Your Device:

- **Students will be held responsible for maintaining their individual devices and keeping them in good working order.**
- **Students will be charged for any damage to their device that results from misuse, mishandling, or neglect.**
- **Students will be charged the actual replacement cost for lost or damaged items, such as cables and cases.**
- **Common estimate replacement fees for device will include (actual fee may vary):**
 - **Replacement of device: \$300.00**

- Replacement of device case: \$40.00

Personal Home or Homeowners Coverage

Parents, guardians, or students may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the device. Most insurances will require a rider for electronics, provide limited coverage, and generally require a higher deductible.

No Insurance

If you do not have insurance, you agree to pay for the replacement of the device at a cost not to exceed \$599, should the device be stolen or lost. The full amount must be paid before a new device is assigned to your student.

Student Expectations for Devices

- Devices are for school use only.
- Know your goal/objective when using the device.
- Use devices to gain access and create educationally appropriate material only.
- Only use your device in the classroom when instructed to use it.
- Do not use any unrelated sites for lessons and/or homework. Examples are: Google Hangouts, YouTube, Pandora, etc. unless instructed by the teacher.
- Comments and chat conversations must be school appropriate and connected to the lesson.
- Remember that the device responsibilities and expectations also apply to the use of the device at home.
- Only school-approved games and apps when given permission to play.
- "Close the cover" when the teacher or presenter is talking
- Look after your device carefully at all times.

- The device must be situated securely on the work surface.
- Carry your device with two hands supporting the base of the device.
- Make sure the device is not subject to careless or malicious damage. (i.e. because of horseplay)
- Wash your hands before using your device.
- Always have a clean and clear screen.
- No food or drinks allowed near the device; water bottles must stay on the floor.
- Store your device in your classroom when not in use.
- Devices are not allowed to be stored inside lockers or set on the floor.
- No stickers, pictures, etc. inside the cases of devices.
- Do not take the cases off of the devices.
- Only appropriate pictures are allowed on the desktop and icon.

Consequences for Device Violation:

For each violation, the student and Ms. Field will conference about the incident. Depending on the severity of the infractions, the following steps may or may not be used in a progressive manner:

- 1st Infraction - Upon teacher discretion, a student may lose device privileges. For the remainder of the class or the school day and serve a lunch detention, and the student will write a letter of explanation to his or her parents and bring the letter back signed.
- 2nd Infraction - Student will meet with Ms. Wurtz and the teacher. She will determine if the student should lose privileges for one week and serve a 30 minute after school detention. The student will write a letter of explanation to his or her parents and bring it back signed.

- **3rd Infraction - Student will lose privileges indefinitely and there will be a meeting between Dr. Ehrhardt, Ms. Wurtz, the teacher, the student, and the student's parents.**

Serious infractions including, but not limited to, bypassing St. Mary's filters, and/or blatant misuse of the device, may result in immediate loss of privilege.

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.

All visitors must check in at the office when entering the building.

Volunteers

Parents are expected to volunteer 20 hours per year or a fee is charged. See school tuition contract for volunteer responsibilities.

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.

Withdrawal of Students from School

If you are planning to move, or transfer your child to a different school, the office requires as much advance notice as possible. Parents are expected to complete the School Withdrawal Notice, and 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. All school materials should be returned to the classroom or the office.

Fieldtrip Permission Slip

When students go on field trips parents will be asked to a permission slip that gives parental consent to attend and is a waiver of liability and indemnification.

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. Parents will be asked to sign the Image Release Form that was included in your parent packet before school started.