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# ST. MARY SCHOOL

*MISSION STATEMENT*  
*Founded in God's grace,*  
*St. Mary School*  
*is dedicated to supporting*  
*academic excellence through*  
*developing students' potential to*  
*know, love, and live*  
*the Catholic faith.*

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

## **ENROLLMENT PROCEDURE**

Parents who wish to enroll their children must contact the school office. An application form, emergency information, and request for records form will need to be filled out and returned to the office. St. Mary School may contact the previous school to determine if there are any conditions or problems our school should consider when deciding to accept the student for enrollment. If so, the principal, pastor, and/or teacher representative will then conduct an interview with the parent(s) and student. When a decision has been reached, after the records have been received, the principal will notify the parent(s) of the decision. If the application is accepted the parents will then be expected to pay the instructional fee and any tuition payment that would be due. If the student does not meet the school's acceptable standards, or if the school cannot meet the needs of the student, the school maintains the right to terminate an enrollment.

## **GENERAL ADMISSIONS PROCEDURE**

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

Every school respects the dignity of each person and therefore will not bar admission to any child because of race or nationality. Furthermore, the creed of any child will not bar admission to a Catholic School unless this would hinder the unique philosophy of the school.

## **NONDISCRIMINATION**

As a Catholic School, St. Mary is committed to respect the dignity of each individual and, therefore, will not discriminate based on race, nationality, or sex regarding enrollment.

## **NON-CATHOLIC STUDENT PARTICIPATION**

St. Mary School invites and welcomes students of diverse religious affiliations. However, non-Catholic students enrolled are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.



## **DAILY SCHEDULE**

	<b>Doors open</b>	<b>Classes begin</b>	<b>Lunch / Recess</b>	<b>Classes resume</b>	<b>Classes dismiss</b>	<b>Teachers remain in building.</b>
Grades K-4	7:30	8:10	11:00	12:00	3:20	3:20 - 3:30
Grades 5-8	7:30	8:10	11:40	12:30	3:20	3:20 - 3:30

**Teacher email addresses are listed on the staff page in the beginning of this handbook.**

**Monday Only – Regular Classes begin at 9:10 a.m. Enrichment Classes start at 8:10am.**

**Early Release Schedule:** St. Mary School follows the Colby Public School schedule. Buses pick up St. Mary students at approximately 12:30 p.m.

**Office Hours:** 8:00 a.m. – 3:30 p.m. Monday, Tuesday, Wednesday, Thursday, Friday.  
Telephone: 715-223-3033

## **Acceptable Books Policy**

St. Mary Catholic School seeks to foster values and behaviors consistent with the Catholic mission of the School. Accordingly, only reading materials considered suitable for students in a Catholic school will be purchased or in other ways provided by the school for instructional, informational, or leisure reading. Administrative decisions informed by teacher consent will be final. Parents do have a right to challenge, but not determine, books offered in the library or classroom.

## **ADMINISTRATIVE RECOURSE**

The following is the outline of the chain of authority to be followed in resolving disputes:

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

Procedure in the Diocese of La Crosse:

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

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

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

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Dan. 555, 1, 10; 2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

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

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

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Can. 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Can. 1849-1752) (DSR 5901)

#### Penalty Status During Administrative Recourse Procedure

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied. (DSP 5902)

### **ALTAR SERVERS**

The training of Altar Servers begins in the third grade or at the discretion of the Pastor. Incoming students who have received training elsewhere are welcome to serve at St. Mary Help of Christians Parish with the approval of the Pastor.

## **ATTENDANCE**

“Truancy” means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil; truancy also means intermittent attendance carried on for the purpose of defeating the intent of Wis. Stats. § 118.15.

The **state of Wisconsin** considers a student truant if the student is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when the student is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c).

It is within the competence of the school to determine what constitutes an acceptable excuse. While parents are free to excuse their children from school for any reason for up to five days in a semester, such absenteeism is not without consequences. Regular attendance makes it more likely for a child to be successful in school. Parents are strongly encouraged to schedule vacations and nonessential appointments around the school calendar. Students who are absent from school more than five days in a semester for non-medical reasons may be required to compensate for the instructional time lost.

### 1. Absence of a Student:

On the day the child is absent due to illness or emergency, a parent has the responsibility of notifying the **school office (not the parish office) at 715-223-3033 before 8:30 a.m.** Parents need to include a reason for the absence, whether for an appointment or illness. (Clark County Health Department has requested that any of the following reasons be reported to the school: vomiting, diarrhea, nausea, body ache, sore throat, fever, lice, cough). Messages may be left on the answering machine. If the school has not been called by 8:30 a.m., the attendance secretary will call the student’s home.

### 2. Tardiness

A student is tardy if he/she arrives after 8:10 a.m. but before 10:30 a.m. The parent or guardian must come to the office to sign the student in or notify the attendance secretary by phone, text, or e-mail.

### 3. Anticipated Absence

Absences are not in the best academic interest of the student. However, if an absence is anticipated (e.g. family vacation, doctor appointment, etc.) **arrangements should be made in advance with the teacher(s).** It is up to the teacher to decide how the student can best make up for the missing instructional time and homework. If the student plans to be absent for more than one school day, the student should pick up homework prior to the absence and the parent should help the student.

### 4. Enrichment

On Monday mornings, St. Mary’s is offering enrichment classes from 8:10 to 9:10am. While bus students who are unable to attend will not be marked absent, we do expect those parents who can take advantage of these educational opportunities to make these programs available to their children by getting them to school by 8:10am.

**Assignments missed will need to be made up, but it can never be completely made up because the instructional experiences have already taken place. “Extra-credit” does not make up for what has been lost. The process of education involves continuity of instruction, active participation, and persistent study over time.**

## **Completing Missed Assignments**

All students with excused absences will be given the opportunity to complete missed work in accordance with the following guidelines:

1. It is the student's responsibility to contact teachers before or after class time to make arrangements for completing the assignments missed during any absences from school.
2. Students will be given the opportunity to complete the assignments missed during an excused absence after they return to school.
3. Teachers will determine the due date for completion of assignments. Generally, the period of time will be equal to the number of days missed, unless the administrator grants an exception due to extenuating circumstances.
4. All assignments must be thoroughly completed and demonstrate the student's honest effort to read and comprehend the material and perform any tasks associated with the material.
5. Incomplete, poorly done or illegible assignments will not be accepted.
6. Examinations or quizzes that are missed during an absence will be taken at a time mutually agreed upon by the student and the teacher.

### **Unexcused Absence**

Absences or tardiness without the permission of a parent or guardian will be considered as unexcused and will result in a zero for the school work missed as well as the possibility of disciplinary action by the principal.

St. Mary School follows state truancy guidelines.

## **BEHAVIORAL POLICY/ STUDENT CONDUCT**

St. Mary School prides itself in providing a safe Christian environment in which students can grow both academically and spiritually. It is the belief of this school that the students should strive to emulate the morals, values, and behaviors of the Catholic faith. As a condition of initial and continued enrollment as a student in Diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Students are to follow classroom and school rules. Classroom rules are posted in the classrooms. Classroom teachers explain and discuss both classroom and school rules along with acceptable behaviors at the beginning of each school year.

Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion. All expulsions are to be approved by the Diocesan Superintendent of Catholic Schools. (DSP 5112)

### **General Guidelines**

1. Students are to respect all adults who work and volunteer in the school.
2. Students are to be courteous in action and word to all students in the school.
3. Students are expected to walk in the school building and church.
4. Pushing, shoving, or bullying is not allowed.
5. Improper or disrespectful language, profanity, or suggestive talk and/or gestures are not allowed.
6. Fighting and chronic bullying are considered a serious offense and can be grounds for legal action.
7. Students are not allowed to leave school grounds without permission.
8. Copying the work of another student will result in a grade of 0 for the assignment copied.
9. The possession of drugs, liquor, tobacco products, weapons, or vandalism and stealing of property are prohibited. In cases of non-compliance, parents, the Pastor and the authorities may be notified in accordance with Diocesan Policy (5508).
10. Cell phones and other personal electronics are not to be used in the school or on school grounds.

### **When on the playground, all students are:**

- to practice good sportsmanship, to help younger children or those with special needs and to share playground equipment.
- not to stand on the swings, jay-walk between the swings, or use the swings in any abnormal way.

- not to chase, jump, or run on the jungle gym; to move up the ladder and down the slide facing forward, in a safe manner.
- To stay well back from the curb and streets. Students should report to the teacher on duty immediately if a ball goes onto a street and the teacher will get the ball for them.
- to remain in their assigned play areas and are allowed on the snow piles only under supervision.

### **Consequences of negative behavior**

- Lunch detention will be the ordinary penalty for misbehavior for students in grades 5-8.
- If a student fails to improve a specified behavior, the student will be required to serve an after-school detention for a half hour. Parents of the student must be notified at least one day in advance of the detention unless the teacher arranges with the parent by phone to require the detention on the same day as the infraction.

## **SUSPENSION**

Suspension is a temporary removal, which must include notice given by the administrator to the parent stating reasons, effective dates(s), and manner of re-entry. A parent conference with the principal is a prerequisite to the re-admission of a suspended student. Suspension will not exceed five days.

Suspension is a disciplinary action to be used in more serious infractions or for chronic misbehavior. In either case, all class work assigned must be completed.

In School Suspension: Student will be under supervision of school personnel but isolated from other students and school activities. Student will be required to do the assigned homework, but may not receive credit for work done.

Out of School Suspension: Student is removal from school and school activities for a stated period. No credit for daily work, but student is responsible for completing and will be graded for cumulative assignments and assessments.

## **EXPULSION/DISMISSAL** DSP 5115

“The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All expulsions are to be approved by the diocesan director of the Office of Catholic School.”

Any of the following are reasons for expulsion:

1. Failure to comply with the reasonable directions given by a member or members of the school staff.
2. Behavior or language that undermines the moral formation of other students.
3. Conduct that adversely affects the status or reputation of the school
4. Destruction of school property.

## **NON-HARASSMENT POLICY**

All students and staff of the school are entitled to learn and work in an atmosphere that is safe and free from harassment. Harassment and bullying are inconsistent with our Christian mission and atmosphere. No student or employee shall be subject to harassment. Any student or employee who engages in harassment shall be subject to severe disciplinary measures. The school does not tolerate any language or behavior that constitutes harassment or bullying, such as, but not limited to:

**Sexual Harassment** Sexual harassment is defined as any unwanted sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

“Unwelcome verbal or physical contact of a sexual nature” includes, but is not limited to, “the deliberate or repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials...”

**Verbal Harassment** Verbal harassment is defined as any unwanted oral or written comments, which make a person feel bad or unsafe. Examples: Teasing to cause embarrassment, threatening to cause harm to the person, teasing about an individual's clothing, hairstyle or appearance, etc.

**Physical Harassment** Physical harassment is defined as any unwanted behavior of a physical nature. Physical harassment often is a legal issue and is defined as battery, assault, or disorderly conduct. Examples: Pushing or striking another student, or any action causing physical harm.

**Intimidation** Intimidation is defined as any unwanted threats to cause harm. Examples: Telling someone to "watch your back," warning that someone else is going to "beat you up," etc.

**Racial or Ethnic Harassment** Racial or Ethnic harassment is defined as any unwanted comments regarding a person's ethnic or racial makeup. Examples: Ethnic or racial slurs, name calling, etc.

**Disability Harassment** Disability harassment is defined as any unwanted comments or actions regarding a person's disability, be it physical, learning, mental, etc.

**Hazing** Hazing, initiation, and intimidation are expressly prohibited. No student should ever be subjected to ridicule or made to participate in humiliation, and/or degrading activities. Any student involved in these activities will be subject to suspension. Every incident should be reported to a faculty member or principal.

### **Bullying**

St. Mary School strives to provide a safe, secure and respectful learning environment for all students. Bullying is unchristian behavior and will not be tolerated. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. We define bullying as an act which repeatedly hurts another individual through physical, verbal, indirect, direct, and/or use of technological means. This act is deliberate and sustained, is intended to isolate, hurt, or humiliate another individual, and is unprovoked. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, physical attributes, physical or mental ability or disability, and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying behavior is prohibited in the school building and grounds and at all school-sponsored activities. St Mary School reserves the right to address bullying that occurs outside of these venues if it affects or is likely to affect the learning environment. Any school staff member or individual who observes or becomes aware of acts of bullying shall report these acts to the principal. Students who are either a victim of bullying or are aware of bullying involving another student are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal may take disciplinary action, including, but not limited to, detention, suspension, expulsion and/or referral to law enforcement officials.

The goal of St. Mary School anti-bullying policy is to ensure that all students experience a safe, Catholic environment that is conducive to learning.

### **Student Reporting of Harassment**

Any student who is the subject of harassment or bullying should immediately notify a teacher or the Principal. All teachers and staff who receive a report from a student of harassment or bullying must notify the School Principal who will investigate all claims of harassment thoroughly. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith. The school can initiate an investigation with or without a complaint or complaining party in any case in which a staff member observes or becomes aware of any potentially harassing behavior.

### **Consequences for Harassment**

The following steps will be taken, as appropriate to the reported incident, when dealing with incidents that involve harassment to any degree:

- A clear account of the incident will be recorded and given to the Principal.
- The Principal (or his/her designee) will interview all concerned and record the incident.
- Parents will be informed through a phone call and/or letter.
- If the Principal determines that a violation of the school's harassment or bullying policy has occurred, the following punitive measures may be used in consultation with teachers and parents:
  1. Official warning with possible detention
  2. Conference with parents
  3. Exclusion from certain activities or privileges (e.g. recess)
  4. Detention out of classroom
  5. In-school suspension
  6. Out-of-school suspension
  7. Expulsion

**BUS REGULATIONS** – St. Mary's students will cooperate with and follow the bus rules as set by the Colby Public School District, Abbotsford Public School District, and the bus providers. A copy of Colby Public School's regulations can be found in the appendix of this booklet. Violations of the bus rules will be handled by St. Mary's in cooperation with the aforementioned bodies. Severe violations can result in the loss of bus privileges for the student. **See appendix for Colby School District regulations.**

### **ABBOTSFORD BUS SCHEDULE**

Since the Abbotsford and Colby School Districts follow different school calendars, and the cross-district busing of students to St. Mary School, there will be occasions when the school and parents will need to coordinate the transportation of students.

### **CATHOLIC SCHOOLS' WEEK**

Catholic Schools' Week is celebrated annually beginning the last Sunday in January. St. Mary School faculty and Home and School Association plan activities for the week in celebration of Catholic Schools and Catholic education. The week is kicked-off with an opening Mass on the last Sunday in January in which the students assist with the liturgical parts of the Mass.

### **CELL PHONE POLICY**

Students are not to use cell phones or iPods during school hours. If they have a phone, it needs to remain in their backpack or in the office, turned off. The **consequences for non-compliance** are as follows:

- 1<sup>st</sup> Offense: Confiscation – the phone will be returned to the student at the end of the school day.
- 2<sup>nd</sup> Offense: Confiscation – the parents of the student will be notified to come and pick up the phone from the school.
- 3<sup>rd</sup> Offense: 1-hour Detention (Served with the teacher), no cell phone on school grounds for the remainder of the school year.

## **CONTACTING THE FACULTY**

If you would like to talk to a teacher or set up an appointment, please contact the school receptionist at (715) 223-3033. You may also e-mail the teacher directly. Each teacher's email is listed on the staff page at the beginning of the appendix.

## **CHANGE OF ADDRESS/PHONE NUMBER/OTHER IMPORTANT INFORMATION**

If during the school year your address, home phone, cell phone, or work phone changes please notify the school office as soon as possible. This information is necessary in the case of an emergency in which the school must contact you. Also, if phone numbers change for your emergency contacts, please contact the school office.

## **CHRISTIAN HOME AND SCHOOL ASSOCIATION (CHSA)**

St. Mary's Christian Home and School Association (CHSA) exists to support the school, its employees, and students. It is intended to be an organization by which parents, teachers, pastor, and school administrator can collaborate in building a faith community. In addition, CHSA sponsors a limited number of fundraising activities to provide funds for various projects that enhance the quality of the school. CHSA meetings are held the second Tuesday of each month between September and May, except December. Parents are encouraged to become active participants.

## **COMPUTER/TECHNOLOGY EDUCATION**

Education in the responsible use of technology is offered to all students with the goal of providing skills and experience for the information age. Formal computer education begins in the third grade. Classes beginning with word processing skills are taught in the lower grades through more advanced instruction in the upper grades. St. Mary students are assigned a Chromebook at the beginning of each year. Students in grades have access to Chromebooks for occasional use. Computers are equipped with a security application to avoid abuse by students. Teachers can monitor sites used by the students. A classroom e-mail is available to each student for school use. Chromebooks make available instructional applications to assist students in math, spelling, and language arts.

Instructions by the classroom teacher are given to the students regarding the safe handling and use of the Chromebooks and iPads. If damage occurs to the Chromebooks or iPads due to mishandling or the failure of the student to follow instructions given, the family will be responsible to pay for the damages.

## **CONFIDENTIALITY**

Rather than strict confidentiality regarding student-school employee communication (verbal and written), Catholic schools in the Diocese of La Crosse operate under a "Spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office of Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel, or other deemed necessary personnel. (DSP 5310)

## **CORRESPONDENCE**

A Weekly newsletter (Smore) and monthly event/hot lunch calendar is sent home with the oldest child of each family. If you have provided the school with an email address this information will be emailed to you in lieu of sending it home with your child. Please read the newsletters and calendars to keep up to date with what is happening at the school.

## **DAMAGE OF SCHOOL PROPERTY/EQUIPMENT/MATERIALS**

Parents are responsible for all and any damage done to the school, equipment, and materials that is done by their child. Reimbursement to the school for damages or cost of replacement are to be paid by the parent. This includes but is not limited to the following:

- Chromebooks
- iPads
- Textbooks
- Library books
- Playground, PE equipment
- Destruction to buildings

## **CRISIS PLAN**

In consultation with the Colby Chief of Police and the School District of Colby, St. Mary's has developed a Crisis Plan that is available to parents upon request.

## **DRESS CODE (updated 8/2023)**

Rationale: Supports standards set by the Diocese of La Crosse to encourage respect for self and others and to promote Catholic values. Prevent and limit extremes that may detract from the educational program. Adherence (or Enforcement) is the student and family's responsibility. Students are encouraged to dress appropriately at all times and abide by the spirit of the guidelines rather than look for opportunities to take advantage of loopholes. St. Mary School administration and staff have final determination of acceptability.

General Guidelines: Neat, clean, hemmed and appropriately fitted. No holes, frays, rips, cut-offs or sheer/see through fabrics. Undergarments may not be visible.

### **Students may not wear the following:**

- any saying, slogan, pictures or reference on clothing that is inconsistent with Catholic faith and morals. This includes but is not limited to drugs, alcohol, tobacco, weapons, sexually suggestive messages, songs or musical groups whose lyrics have contents inconsistent with Catholic teaching are inappropriate for wear.
- any shirt which exposes the midriff or inappropriate necklines (no cleavage showing). Shirts and blouses must cover midriffs while stretching and bending.
- pants/dresses/skirts, etc. with holes.
- In addition, students in grades 5-8 may not wear sweatpants while at school.

### **Pants/Shorts/Capris/Skorts/leggings:**

- Must be clean, in good repair, and well fitting.
- Leggings may be worn underneath a dress or skirt provided that all body parts are covered.
- Shorts/Skorts and capris may be worn October 6<sup>th</sup> and after April 29<sup>th</sup>
- Shorts/skorts must be of an appropriate and respectable length which below a child's finger tips. If the length is more than three (3) inches above the knee, the student must be wearing leggings underneath.

- Shorts may not be rolled up to make them shorter in length.
- Skirts/Dresses/Jumpers/Shorts/Rompers: Must be fingertip length (i.e. when a student extends her arm and fingers as far as she can down her legs) and have proper neckline. If an article of clothing has spaghetti straps, the student must always have a sweater or top to be worn.

#### **Shirts/Blouses:**

- Must be clean, in good repair, and fit well in a modest manner.

#### **Tank Tops:**

- may be worn if there is a two-finger width (1.5 inches or more) of coverage on the shoulders.
- spaghetti straps may be worn if the child also always wears a jean jacket or sweater to cover the shoulders.

#### **Outerwear:**

- No outerwear is to be worn within the school building during the school day. This includes jackets, ponchos, hats, caps, bandanas or other types of headwear are not to be worn in the building.

#### **Shoes:**

- Shoes must be worn throughout the school day.
- The type of shoe is not to pose a health or tripping hazard.
- Open-toed shoes are acceptable, but they must have backs or back straps.
- Flip flops are not permitted.

#### **Hairstyles:**

- Hairstyles must be clean cut, reasonable style, and natural color. No mustaches or beards.

#### **MASS Days (are dress up days)**

A higher standard of dress is expected at all Masses and special event days. No colored or printed jeans. No sweatshirts, jackets or other outerwear. Boys are required to wear a collared shirt. Girls are required to wear a dress, skirt or a dressy top and dress pants.

**If a teacher determines that a student is dressed inappropriately, the student will be sent to the school office. If the principal determines that the student's dress is inappropriate, the student will be asked to change his/her clothing. If the student does not have a change of clothing, his/her parent(s) will be called and will be required to bring in a change of clothing for the child. Parents will be notified of any infringements.**

## **DRUGS AND ALCOHOL**

“Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church's very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature” (cf. Mk 16:15). (*Evangelium Vitae*, Introduction, Section 3; paragraph 1)

The Catholic schools of the Diocese of La Crosse are Christ-centered educational communities which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member can develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety, and welfare of all pupils in our schools. Therefore, the Diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol.

Additionally, as Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol.

RECOGNIZING the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse;

RECOGNIZING the need to articulate strong, clear, and consistent policies and procedures in this area;

RECOGNIZING its obligation to set the moral and ethical standards we expect from our schools and pupils;

The Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all our Diocesan schools.

### **DEFINITIONS:**

The phrase “drugs or alcohol” includes, but is not limited to:

- A. Illegal drugs;
- B. Alcohol;
- C. Illicit drugs (legal drugs used for illegal or improper purpose); and
- D. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol).

The term “expulsion” is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term “dismissal” is: Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

The term “suspension” is: Temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

### **PROHIBITIONS**

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school-sanctioned adult functions), drug or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

### **REQUIRED MINIMUM SANCTIONS**

1. For students who have violated any Category 1 Prohibitions – dismissal or immediate expulsion and the appropriate assessment and follow-up as described in Section C.
2. For students who have violated any Category 2 Prohibitions – suspension, dismissal or expulsion and the appropriate assessment and follow-up as described in Section C.

3. For students who have violated any Category 3 Prohibitions – suspension dismissal and the appropriate assessment and follow-up as described in Section C.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category.

In determining within each category which sanction to apply, at least the following factors shall be considered:

- the nature of the substance;
- the amount of the substance;
- the age of the student;
- the degree of risk posed to other students;
- the cooperation or lack of cooperation of the student; and
- the student's prior record.

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictate.

The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

#### **INVESTIGATORY AND/OR REMEDIAL MEASURES**

1. The students and parent/guardians shall meet with school authorities.
2. The student shall be suspended pending completion of the investigation and may be suspended during the assessment.
3. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
4. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
5. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
6. For students suspended or dismissed, before any student may be re-admitted and continue as a student, the following minimum conditions must be met and consistently maintained:
  - A. If requested, the student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
  - B. The student must cooperate with any or all recommended actions and conditions of his/her treatment.
  - C. The student must refrain from any future drugs or alcohol offense.
  - D. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
  - E. The student must cooperate with local school authorities.
7. Students suspected of violations of this policy may be required, as a condition continuing as a student, to submit to diocesan-approved drug and alcohol testing, when deemed necessary by the diocese.

#### **REPORTING REQUIREMENTS**

1. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.
2. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required. (DSP 5508)

## **EXTRA CURRICULAR ACTIVITIES**

1. **Athletics.** Students from St. Mary School are invited to participate in the athletic programs sponsored by the Colby Public School. The students are required to follow the Athletic Code of the Colby Public Schools and must maintain the minimum academic grades to continue. **See Appendix**

2. **Dances and Parties.** Diocesan School Policy 5790 states that schools are not to sponsor mixed parties and dances for grade school students when they are such as to promote premature dating, exclusive and boy/girl associations and the pairing off couples. School activities which are well supervised, and which are instructive in the social graces and productive of mature and wholesome relationships are encouraged. The responsibility of mixed parties and dances not directly sponsored by the school (in this policy, schools refer to elementary, middle and high school) belong to the pupils' parents. However, illegal use of alcohol or drugs at such parties or outside school activities can result in school disciplinary measures including suspension, dismissal or expulsion. (DSP 5795)

## **FIELD TRIPS**

Field trips are designed to enhance the education of children . A permission form will be sent home by the teacher with necessary information about the trip. Students who have not returned a signed permission slip will not be allowed to go on field trips. Children left in school will be supervised by another teacher, or can be picked up by a parent, but will then be considered absent.

## **FUNDRAISING**

St. Mary's Catholic School continues to exist as a functioning institution of the Catholic Church primarily because of the charitable contributions of members of St. Mary Help of Christians Parish. **It is expected that each school family will participate to the best of their ability in the various fund raisers sponsored by Christian Home and School Association (CHSA).**

St. Mary School cannot, however, be co-opted into supporting charitable activity directed toward alternative charitable missions regardless of their value except where the activity provides students with education in the service of those in need. Determinations regarding such service education are reserved to the administration.

## **GUM/SODA/WATER BOTTLES**

Gum and soda are not allowed at the student's discretion. Students may bring water bottles to class.

## **HOMEWORK POLICY**

Outside class assignments are a necessary part of academic training. Homework reinforces and reviews the content learned in class to help increase knowledge and skills necessary for academic growth. St. Mary School maintains that homework plays a vital role in the education of students. Homework is important for the following reasons:

- It reinforces skills and material learned in class
- It prepares students for upcoming class topics
- It teaches students to work independently
- It aids in evaluating student progress
- It teaches students to assume responsibility for their own work
- It teaches students organizational and time-management skills

Policies on homework will vary to a certain extent from one teacher to another. However, in general, the expectation is that the student will complete any homework that has been assigned in a timely manner. Failure to do so could affect the student's grade or result in an incomplete grade.

Teachers use the following guideline for the time that should be taken for homework each day:

Gr. K, 1	15-20 minutes
Gr. 2, 3	20-30 minutes
Gr. 4, 5	30-60 minutes
Gr. 6, 7, 8	60-90 minutes

### **Make-Up Work**

The student has the responsibility to see that missed work is completed. The teacher will inform the student of the missing work and set up a schedule for its completion. Students should have an appropriate time limit for completion of missed assignments due to an absence. A rule of thumb would be the length of days of the absence.



### **HOT LUNCH PROGRAM**

St. Mary School has contracted with the FACTS Tuition Management Company to manage and track all hot lunch payments and milk payments. Hot lunch is billed as an Incidental Fee, not as tuition.

Students may buy hot lunch (including one carton of milk) daily or bring a sack lunch. Additional cartons of milk may also be purchased separately for \$0.40 each.

The actual cost of the lunch program averages roughly \$3.15 per meal for the 2023 - 2024 school year per DPI recommendation. Due to federal financial assistance, the actual daily cost of lunch will remain at \$2.85 this year. For families who qualify for reduced price lunches, the cost remains \$0.40 per meal. Forms for free and reduced lunches are available at the school front office. Students in grades K to 5 are also eligible for the Wisconsin Milk Program, which provides a carton of milk at afternoon break. The cost is \$0.40 per carton, free for students eligible for free and reduced lunch. Students bringing their cold lunch may also purchase milk for \$0.40 per day. Families will be billed through FACTS.

### **INTERNET**

For students, staff, or community members to access the internet, each person must have a signed Acceptable Use Agreement on file. Parental permission is also necessary for minors. A copy of St. Mary's Acceptable Use Agreement form can be found in the appendix.

### **LIBRARY PROCEDURES**

Students will be using the Colby Public Library and are responsible for the library materials that they check out. Information and library guidelines will be sent home to each student at the start of each school year. Lost or damaged materials will be billed to you for replacement costs.

St. Mary's also has its own library; we encourage students to make use of the new library and the Accelerated Reader program to improve their reading proficiency. We expect students to treat library materials responsibly and return them in roughly the same shape as when they were checked out.

## **MASS**

Student Masses are held on a weekly basis, generally each **Friday** at 8:30 a.m. This Mass schedule is adjusted to accommodate Holy Days of Obligation as they coincide with our school calendar, as well as vacation and no-school days. All students are expected to attend weekend Mass as a continuation of their faith development.

## **MEDICATION POLICY**

If a student requires prescription medication during the school day, the following must be provided:

- Written authorization from the parent/guardian and written instructions from a physician.
- The medicine is in its original container with a current date and/or prescription on the label.
- Clear, understandable written instructions are included.

If a student requires over-the-counter medication, the following must be provided:

- The office has written authorization from the parent/guardian
- The medication is in its original container
- **Use the Non-Prescription Medication Form in the appendix to provide clear instructions.**

For safety and liability issues, all medicines are to be turned into the school office; the office staff will administer the dose as instructed.

## **PARENT-TEACHER CONFERENCES**

Conferences are scheduled during or shortly after the end of the first and third quarters. (The dates for conferences may not coincide with the public-school calendar.) Other conferences may be held during the year at the request of the teacher or parent. The teacher may indicate on the report card that a conference is requested. Parents may also request a conference after school at their own discretion.

## **Playground Rules**

1. No tag on or near the playground equipment.
2. No throwing or kicking rocks.
3. No tackling anyone at any time.
4. No hitting or kicking others.
5. No rough housing; students are expected to follow the direction of the supervisor.
6. No carrying anyone.
7. No throwing snowballs.
8. When the bell rings, students need to stop playing and line up immediately.
9. No throwing balls when lining up.
10. No climbing up the slides.
11. No putting rocks on the slides.
12. When on the swings, sit on the swing and go straight back and forth. No crashing into others and no jumping off the swings.
13. It must be 0 degrees or higher (based on wind chill) to go outside.
14. No pulling students around with jump ropes.
15. No jumping from the top of the playset.
16. **Include other students who want to play.**

For students in the lower grades, it is especially important that there is...

17. No sitting on top of the monkey bars.
18. No sliding on the ice.
19. Everyone playing on the same side of the alley.
20. Everyone wearing a coat when the temperature is 50 degrees or lower.

## **PROOF OF CUSTODY**

In any situation where there is a custody order, it is up to the parent or legal counsel to obtain and submit a copy of that order to the school. A copy of the order will be placed in the student's file. This notification must be in the form of a signed court order. (DSP 5302)

## **RELEASE OF STUDENTS**

Parents/guardians must notify the classroom teacher in writing if they desire the school to release their child to someone other than those individuals listed on the Student Emergency Information Form. Also, if a child who generally rides a bus from school is to be picked up on a given day, the parent should send a note to the classroom teacher or call the school office. **When calling to inform the school that the child is not coming in or will be picked up, do contact the receptionist at 715-223-3033 (extension 1). If the teacher has a substitute in the classroom on that day, the message may not be received.**

**Students being picked up at the end of the day will not be released until after the buses have left.**

- Individuals picking up children line up behind the buses facing south.
- After the buses have pulled out, cars may then drive forward to the front of the school.
- The students will be released after the cars have pulled forward.
- Students will not be permitted to cross the road.
- Teachers will be on the sidewalk monitoring the students.
- If the parent is late, the child will wait inside the school building by the office until the parent arrives.

## **REPORT CARDS & HONOR ROLL**

Report Cards are issued after the end of each quarter. The report cards do not need to be returned. The parent does sign and return the envelope that the report card comes in. After the fourth quarter the report card will be mailed home. Grading policies listed on the quarterly report are as follows:

4K: Skills Assessment

### Kindergarten:

Advanced/Above Average	4
Exhibits mastery of skill/concept	3
Exhibits skill/concept with minimal guidance	2
Exhibits skill/concept with direct guidance	1
Not assessed at this time	NA

### **Achievement code for grades 1-8:**

A = Excellent understanding and application of skills

B = Better than average understanding and application of skills

C = Average understanding and application of skills

D = Below average understanding and application of skills

F = Consistently does not meet minimum grade standards

## **Honor Roll**

Honor Roll will be acknowledged each quarter for grades 6 – 8 based on the following criteria:

High Honors: 4.0 – 3.67 GPA

Honors: 3.66 – 3.0 GPA

## **RETENTION/ACCELERATION PROCEDURE**

If a teacher comes to the conclusion that a student should be accelerated or retained, the teacher will inform the administrator of the possibility of the student's retention or acceleration before the end of the second quarter of a school year. Discussion with the parents should begin early in the second semester. If the teacher, after consulting with the principal, determines that the student may benefit from either acceleration or retention, the teacher (with the administrator present) will meet with the parents to state the recommendation and the reasons for the recommendation. The teacher will explain corrective actions already taken as well as other interventions that could be taken in the future. Parent concerns will be elicited and addressed. Afterwards, parents will receive a written report of the details of this conference. Continual efforts will be made to help the child. The decision should be made only after serious reflection, evaluation, and consultation with the teacher(s) and the parent/guardian. The school administrator, in consultation with the pastor, is responsible for making the final decision on retention/acceleration of a student. Parents will be notified in writing.

## **SACRAMENTAL PREPARATION**

Students at St. Mary School prepare for the Sacraments of Reconciliation and Eucharist as part of the second-grade religion curriculum. Students who enter school after second grade and have not received these Sacraments will be given formation in the teachings of the Catholic Church. When the Pastor is satisfied that the necessary preparations have been made, the child will be given proximate preparation to receive the sacraments. Under normal circumstances, the Sacraments of the Most Holy Eucharist are given after a two-year period of formation.

During the school year, the sacrament of Reconciliation is offered to those eligible during the liturgical seasons of Advent and Lent.

## **SAFETY PROCEDURES**

### **Fire Safety Procedure**

St. Mary School conducts a fire drill once each month.

The school site evacuation maps are posted in each classroom by the exit door.

If fire is discovered at school, the building will be evacuated, the fire department will be notified, and utilities will be turned off.

### **Tornado Procedure**

A tornado drill is conducted annually, generally during Tornado Awareness Week. Tornado evacuation maps are in each classroom by the exit door.

If a tornado is sighted, students will be moved to the shelter areas and instructed to sit with their heads covered. Utilities will be turned off.

### **Bomb or Gun Threat**

Anyone who has heard a credible threat to the safety of the school should inform the principal immediately, at (715) 223-3033. Parents interested in reviewing the school's safety plan should contact the front office.

**If the building is deemed unsafe, students will be evacuated to the Colby Public Library and their parents will be notified.**

## **SAFE ENVIRONMENT**

All parents are asked to complete the diocesan safe environment training yearly. This may be done by going to the Diocese of La Crosse website safe environment parent training page:

<https://diolc.org/safe-environment/training>

### **Parents Safe Environment Training:**

1) Complete the Safe Environment Training – **check parent and be sure to enter your first and last name at end of training. If you and your spouse completed it together, please put in both names.**

2) Print and Sign the Verification of Parent Training form

3) Give the completed Verification form to the Safe Environment Coordinator at your parish/school – **please complete by September 15, 2022.**

### **Volunteers**

**All those working with children whether a parent, grandparent, etc. must complete Safe Environment Training before they may help in the school and/or playground or chaperone for a field trip.**

Please complete the following steps:

1) Fill out the appropriate forms listed below according to your position and return them to the school.

- **Basic Criminal Background Check Form** – this is to be done every 3 years. Please make sure your signature is readable to pass the safe environment requirements.
- **Confidential Questionnaire** - Every year the original needs to be reviewed and signed. **Please contact the school for this form.**

2) **Complete the Safe Environment Training - Select St. Mary School, Colby. Go to Parents pages. Select “Safe Environment” and click on the following link:**

<https://diolc.org/safe-environment/training>

**Once you have completed your training:**

- **BE SURE TO FILL IN YOUR FIRST AND LAST NAME**

**The deadline for completion of these forms for the 2023-2024 school year is Sep. 15, 2023.**



## **SCHOOL CLOSING – INCLEMENT WEATHER**

St. Mary School will follow the same school closing policies and procedures for inclement weather as the Colby Public School District. Please consult the following stations for messages regarding the closing of school or the postponing of events and activities:

### **TV Stations**

Channel 7 (WSAW) – Wausau

Channel 9 (WAOW) – Wausau

### **Radio Stations**

95.5 FM (WIFC) – Wausau

99.3 (WKEB) – Medford

## **SCHOOL VISITATION**

Parents are welcome to visit St Mary School during school hours. For security reasons, **all visitors to the school must report to the office upon arrival to sign in.** All doors are locked during school hours.

## **SCRIP AND OTHER PROGRAMS**

In addition to the fundraisers sponsored by CHSA, there are several on-going methods of raising money from outside sources.

**Scrip Program:** St. Mary Help of Christians Parish participates in a non-profit Scrip organization by purchasing gift certificates from participating stores at a discounted rate (between 1.25% and 20%). We purchase them at the reduced cost from the Scrip Center and sell them for face value. The difference is our profit. By using gift certificates rather than cash to make your purchases, you can help earn money for our parish and school. Scrip may be ordered through the school office. You may send in your scrip order, **using the required order form**, along with a check or cash with your child. All orders received will be available for pick up or sent home with your child. Limited supplies of Scrip cards are also kept on hand at the Parish Office and are sold after Saturday/Sunday Masses in the entrance of church. Order forms for Scrip that is not kept on hand can be sent to the School Office, the Parish Office or left with the Scrip salespeople after Masses. A sample order form with a list of participating stores is in the appendix of this handbook. **An order form must be completed for all scrip purchases.**

**Parents who would like to order scrip and have their children bring home scrip cards should sign the required waiver at the beginning of the year.**

(If, for any reason, your child needs to bring money to school, place the money in an envelope clearly marked with the child's name, grade, purpose, and amount enclosed.)

## **SCRIP-CREDIT TUITION PROGRAM**

The first and easiest way your family can reduce its tuition by hundreds of dollars each year is by enrolling in the Scrip Annual Participation Program and incorporating the use of Scrip cards onto weekly purchases for clothing, food, gas, etc.

To receive tuition deduction, all you need to do is write your family name on the Scrip order form on the tuition credit line. Sixty percent (60%) of the profit from your purchases will be credited monthly to your tuition payments. Forty percent (40%) of the profits will remain in the Scrip program to cover costs such as shipping and to keep the Scrip box stocked. For example, \$100 County Market at 4% profit - \$2.40 would be applied to your tuition and \$1.60 would remain in the Scrip program. We have families that save hundreds of dollars on their family's yearly tuition just using Scrip on a regular basis.

We encourage families to purchase a minimum of \$3,500 of scrip each year.

## **SEXUAL HARASSMENT**

All students enrolled in St. Mary Catholic School are entitled to learn in an atmosphere free from sexual harassment.

### Policy:

The Diocese of La Crosse has strong and clear policies prohibiting any form of child sexual abuse and sexual misconduct. A copy of the Diocese of La Crosse's *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* are attached as Addendums. These policies apply to all students in the Catholic Schools of the Diocese of La Crosse.

Provisions:

- 1.) No student shall be subject to sexual abuse or sexual harassment as a student in the Catholic Schools of the Diocese of La Crosse.
- 2.) Any persons who engage in sexual abuse of any Catholic student shall, among other sanctions, be reported to the law enforcement authorities and be dismissed as a student, an employee and/or volunteer.
- 3.) Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical contact of a sexual nature” includes, but is not limited to, “the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.”
- 4.) No student shall be subject to sexual harassment or other sexual misconduct, as a Catholic School student.
- 5.) Any student or employee who engages in sexual harassment and/or other sexual misconduct shall be subject to severe disciplinary measures up to and including dismissal as a student or discharge from employment.
- 6.) Any student who believes that he or she is being sexually harassed and/or is the victim of sexual misconduct shall report immediately such information to the Diocesan Director of Catholic Schools who shall report the matter to the Diocesan Bishop.
- 7.) Any information reported shall be treated as confidential. All claims of sexual harassment or sexual misconduct shall be thoroughly investigated after consultation with the Diocesan Director of Catholic Schools.
- 8.) The Diocese of La Crosse’s *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse’s *Sexual Misconduct Policy and Procedures* shall be distributed to students and parents in the Diocesan Catholic Schools.
- 9.) No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith. (DSP 5512)

## **STANDARDIZED TESTING**

St. Mary’s Catholic School makes use of standardized testing (currently including the Iowa Assessment and Forward assessments) in order to analyze each student’s academic progress and assist in determining a suitable curriculum. A copy of the individual student’s result is filed in the student’s permanent file in the school office. Another copy is sent home to the parents.

## **STUDENT INSURANCE**

Parents are to have medical insurance to cover accidents, as there is no insurance that the school has that covers accidents on playgrounds unless negligence is proven.

## **STUDENT REFERRAL**

St. Mary School will accept students with special educational needs so long as the administration determines that their educational needs can be met. The school will work with parents and teachers to help identify students’ needs. The public-school district provides testing and consultative services. The services will be sought only after consultation and approval by the administration and with appropriate notification of parent/guardian. Teachers should not contact for services on their own. Students in a Catholic school are not to be referred by school employees, giving advice that is contrary to Church teaching or practice. The referral process is as follows:

1. Teachers will identify the student with special needs.
2. The administrator will be informed.
3. Teachers will refer to the RTI binder to ensure proper steps are taken prior to making the referral.

4. The parents will be consulted to obtain permission for the school to take further steps in the process.
5. St. Mary's will consult with the proper school district for testing and evaluation.
6. The public-school district will conduct the testing.
7. The teacher will participate in the IEP meeting.
8. Following the IEP meeting the teacher will update the administrator.

## **TEXTBOOKS AND EQUIPMENT**

Textbooks and other educational equipment are to be handled with care. Students will be asked to replace or pay for damages that occur beyond normal wear. Books are to be covered throughout the year.

## **TUITION**

- **Registration/Instructional Fee:**  
Registration for the following year begins in February. The instructional fee of \$75 per students is due upon registration and is non-refundable. This money is used for purchasing textbooks.
- **Tuition for Pre-Kindergarten for the 2023-2024 School Year:**  
**\$750: Full Scholarships Provided to all Families**
- **Tuition for Kindergarten through 8<sup>th</sup> Grade for the 2023-2024 School Year:**

First Child	Second Child	Third Child	Fourth + Child
\$1,500	\$1,200	\$900	Free

**A \$300 scholarship is provided for every student unless the parents decline.** Tuition is calculated for the year, but provisions are made to allow payment over a nine-month period. Additional scholarships and grants may be awarded based upon a family's need. No student will be denied a Catholic education due to any inability of the family to pay tuition, provided that a sincere effort is shown, such as participation in the Scrip program or help with fund raising.

St. Mary School has contracted with the FACTS Tuition Management Company. The company will manage and track all tuition payments.

(If, for any reason, your child needs to bring money to school, place the money in an envelope clearly marked with the child's name, grade, purpose, and amount enclosed.)

## **TUITION GRANTS**

Parents may apply for tuition assistance through grants funded by various trusts including Monsignor Malik Education Fund and Ben Kunze Fund to ensure a Catholic education is affordable for everyone. Based on income and the number of students in our school, grants vary for each family. **If further help is needed, please contact the principal.**

## **UNPAID MEAL POLICY**

The goal of our hot lunch program is to provide healthy meals to children during the school day. With the assistance of the federal school lunch program, we are able to provide nutritious meals at a reasonable price. We do, however, depend on the income secured by charging for lunches.

Parents have two methods of paying for school lunch:

1. We strongly encourage parent to set up a FACTS account, which withdraws payments

from parents' bank account. Parents are billed by FACTS at the end of each month. Parents then approve payment by e-mail.

2. Parents that do not set up a FACTS account will be billed by mail at the end of the month.
  
1. Past-due notices:
  - a. FACTS will send a reminder and a past-due invoice when bills are not paid. Then FACTS will send the school office an end-of-month report showing any past due notices. If the bill is still not paid, parents will be emailed a reminder from the office.
  - b. Parents without a FACTS account will be emailed a reminder after 50 days.
2. Late fee:
  - a. A week after the office reminder, FACTS parents will be charged a \$20 late fee.
  - b. Parents without FACTS will receive a phone call before being charged the late fee.
3. No response:
  - If a late fee is again charged for a second month, an outstanding balance letter will be sent to the household.
  - After a 90 day period, if no action has been taken by the household, the balance will be considered bad debt.
  - The bad debt will be paid for out of our Monsignor Malik Fund. The pastor will contact parents to determine a future strategy for disposing of the debt.

### **VIRTUAL DAY POLICY**

- Virtual Days will be called when **busing is cancelled due to weather** and teachers have adequate warning to send student work home on the previous day.
- Snow Days called due to a lack of adequate warning may be made up later with virtual days replacing unscheduled week days.
- Teachers will, at the beginning of the year, each have a package of assignments and learning activities that can be quickly distributed in the event of a virtual day.
- Students will be expected to have an AR book available for virtual days.
- As a minimum, students will be expected to spend four hours actively engaged in schoolwork in order to get credit for a virtual day. Instructors will require that students complete tasks of real educational value—whether review or enrichment work—that can be quantitatively and qualitatively assessed.
- Teachers of grades 5 through 8 will, as a minimum, have one hour of instructional time and two hours of office hours during a virtual day.

### **VOLUNTEERS**

St. Mary School welcomes those who wish to volunteer their time and talent. During the school year teachers may need assistance in classrooms, for special projects, library programs, reading, and other areas. Parents may be asked to coordinate classroom parties for special occasions and various projects between home and school.

**When working in school, people who assist must check in and out of the school office.**

Safe Environment Training must be completed before a parent may chaperone or assist in other ways. Please see the Safe Environment section in this handbook for the guidelines that we must adhere to protect the safety of all children who are on the parish grounds.

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

## **Appendix**

<b>St. Mary School Staff Directory</b>	<b>p.24</b>
<b>Acceptable Use Agreement for Electronic Resources</b>	<b>p.25-27</b>
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## **Acceptable Use Agreement for Electronic Resources** **St. Mary's Catholic Elementary School LAN and INTERNET Access Privileges**

### Access Privileges to Electronic Media & Materials

The Administration of St. Mary's School supports the right of students, staff, and community to have reasonable access to various information formats and believe it is incumbent upon students, staff, and community members to use this privilege in an appropriate and responsible manner.

The INTERNET is a global network made up of many smaller networks that contribute to an open exchange of information among students, schools; and other information resources from all over the world. This global electronic network, however, does include some material that is not suited for students. The school promotes the use of these INTERNET resources for purpose consistent with established curriculum. Anyone, student or staff, who uses these electronic data networks illegally or improperly may be subject to disciplinary actions, revocation of access to the school network, and possible legal action.

Workstations and computers that are part of a local area network (LAN) are available for use by both students and staff members. These computers have access to many forms of electronic data, including INTERNET. Any user of the school's computer and electronic data systems agrees to use these systems in accordance with generally accepted moral and ethical guidelines stated in this regulation.

In St. Mary's Catholic School, access to electronic information resources can range from read-only access to instructional software to full search capability of the INTERNET. For these reasons, the Elementary School of St. Mary's maintains the right to limit access to software and/or documents found either on the school's file server, individual computers, or INTERNET, via technical or human barriers. Electronic mail is NOT guaranteed to be private, nor are documents saved in these locations. The Network System Administrator has the right to access information stored in any user directory, or the current user screen, or in electronic mail. The St. Mary's School Principal reserves the right to view any of these resources, as well.

Students are responsible for good behavior on school computer networks, just as they are in a classroom or the hallways of the school. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The St. Mary's School LAN is provided for students and staff to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Parents must understand that their child may encounter material in a network/bulletin board that they may consider inappropriate (pornography, vulgar jokes, statements of belief that some may consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the System Administrator will deem what is inappropriate use and those decisions are final. The System Administrator may close an account at any time. The Administration, Faculty, and Staff of St. Mary's School may deny, revoke, or suspend specific user accounts.

Individual users of the School's LAN are responsible for their use. The use of their account must be in support of education and research, and must be consistent with academic expectations of St. Mary's School. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any materials in violation of U.S. or State regulations including copyrighting, threatening, or obscene materials is prohibited. Use of commercial by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is expected to abide by the following network rules of etiquette:

Be polite. Do not write or send abusive messages.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.

Do not reveal the personal address, phone number, or personal information of yourself or other students. Use the school's information if necessary. Do not allow others to use your account name or password.

Do not communicate any credit card number, bank account number, or any other financial information. Electronic mail or documents is not guaranteed to be private. People who operate the system do have access to all mail or documents. Inappropriate messages can result in suspension of privileges.

Do not use the network in such a way that would disrupt the use of the network by other users. Do not create or share computer viruses. Never delete any file or icon.

Inform your teacher/network administrator right away if you come across any information that makes you feel uncomfortable or you feel is inappropriate.

Vandalism – any malicious attempt to harm or destroy data of another user – will not be tolerated. Do not use others' passwords, or trespass in others' folders, work, or files. Never unplug or misuse any part of computer hardware, cords, wires, or connections. Any questionable action will result in the cancellation of user privileges.

At no time should any student use the INTERNET unless an instructor is in the room and aware of such use by the student.

If you break these rules, you WILL LOSE your school-sponsored network account.

Violation of any of the above-mentioned rules and responsibilities will result in the loss of access and may result in other disciplinary or legal actions. Because some assignments may require access or use of networked applications, this may also result in loss of credit or grade reduction.

#### Permission/Agreement Form for Students

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of all students and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/legal guardian must provide the Principal with a written request.

#### Agreement for Staff and Community Members

A written request/agreement shall be required prior to staff and community members being granted independent access to electronic media involving school technological resources. The behavior, access privileges, and penalties for policy/procedural violations, must be signed by the staff or community member. This document shall be kept on file as a legal, binding document.

#### Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific programs or other electronic media.

**Acceptable Use Agreement and Parent Permission Form for Electronic Resources**  
**St. Mary's Catholic Elementary School LAN and INTERNET Access Privileges**

After reading the St. Mary's School LAN and INTERNET rules and responsibilities, please complete this form to indicate that you agree with the terms and conditions outlined within. The signatures of both the student and parent/guardian are mandatory before access may be granted to the network.

**Student:** I understand and will abide by the provisions and conditions of this contract and realize the network user account is designed for educational purpose only. I understand that any violation of the above provisions may result in disciplinary action, the revoking of my user account, and any appropriate legal action. I will not hold my teacher, my school, St. Mary's Parish, or the Diocese of LaCrosse responsible or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of the network account to my teacher or the school Principal. Misuse can come in many forms, but can be viewed as any messages sent/received that indicated or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Student (1) Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Additional students, same family, sign below)

Student (2) Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student (3) Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student (4) Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian:** As the parent/guardian of the above-named student(s), I have read this contract and understand that the St. Mary's LAN user account is designed for educational purpose only. I also understand that it is impossible for the school to restrict access to all controversial materials. I will not hold the teacher, St. Mary's School, St. Mary's Parish, or the Diocese of LaCrosse responsible for or legally liable for materials distributed to or acquired from the network. I will also agree to report any misuse of information system to my student's teacher or school Principal. Misuse can come in many forms, but can be viewed as any messages sent/received that indicate or suggest pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, and other issues described above

I accept full responsibility for supervision of my child and agree to guide and convey to him/her appropriate standards for selecting, sharing, and/or exploring information and media. I hereby give my permission to issue a network account (networked services, electronic mail, and INTERNET access) for my child and certify that the information contained on this form is correct.

Parent/Guardian Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ST. MARY CATHOLIC SCHOOL NON-PRESCRIPTION MEDICATION FORM

**Requirements for non-prescription medication:**

- 1) ALL **non-prescription** medication must come to school in its original container or it will not be administered to the student.
- 2) This form must be **completely** filled out or the medication will not be administered to the student.

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**Name of Student** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Phone** \_\_\_\_\_

---

**Address** \_\_\_\_\_

**AUTHORIZATION TO ADMINISTER NON-PRESCRIPTION MEDICATION BY  
SCHOOL PERSONNEL**

I \_\_\_\_\_ request school personnel to administer to  
**Parent or Guardian**

\_\_\_\_\_ **grade** \_\_\_\_\_, the medication named as follows:  
**Student**

---

**Medication Name** \_\_\_\_\_

---

**Dosage** \_\_\_\_\_

---

**When and How Given** \_\_\_\_\_

---

**Duration** \_\_\_\_\_

**My child is to receive this medication for the following reason:** \_\_\_\_\_

---

**Parent/Guardian Signature** \_\_\_\_\_

---

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

## Asthma Inhaler Administration Authorization Form

**Student's Name:** \_\_\_\_\_ **D.O.B:** \_\_\_\_\_ **School/Grade:** \_\_\_\_\_

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

In order for the student to receive the asthma relieving medication for asthma:

- Asthma inhaler administration authorization form will be completed and signed by parent and medical provider. Form will be given to school district administrator or school nurse.
- Asthma inhaler medication will have student's name, name of medication, directions for use and date.
- Authorization of asthma relieving medication will be updated annually.

The student has the skill, knowledge and my authorization to use an asthma relieving medication in the following manner:

- \_\_\_\_\_ Self-administer asthma relieving medication. Student will seek the care of the school personnel if medication is unsuccessfully controlling his/her asthma.
- \_\_\_\_\_ Self-administer asthma relieving medication with access to another inhaler in the health office as needed. Parents will supply health office secondary inhaler.
- \_\_\_\_\_ Student needs assistance with administration of their asthma relieving medication with the medication available as needed in the health office.

Drug name:	Dosage:	Route:	Frequency:	Start date:	Stop date:	Side Effects:
1.						
2.						

School personnel may contact the medical provider of the medication for clarification regarding indication for use, medication, dosage, side effects, successful and treatment failures.

Physician's name:	Clinic/Phone:
Physician's signature:	Date:
Parent/Guardian signature	Date:

School Administrator Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent(s)/Guardian Medication Authorization Form**

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

**Address:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**As the parent and guardian of the above mentioned student, I give the**  
 \_\_\_\_\_ **School District permission to administer the following medication(s)**

**to my child for the following reason or diagnosis** \_\_\_\_\_

\_\_\_\_\_.

<b>Medication/Dosage (mg, cc, ml, etc)</b>	<b>How it is to be given</b>	<b>How often</b>	<b>Start Date</b>	<b>Stop Date</b>	<b>Considerations/ Side Effects</b>
1.					
2.					
3.					

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

**As a part of the Wisconsin Statute Chapter 118.29, Administration of Drug to Pupils and Emergency Care, school districts are required to have permission from a medical provider and parent to administrator medications at school. As part of this authorization form, school district employees may contact the medical provider with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above with parent permission.**

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

These rules are provided to establish and maintain a cooperative and safe atmosphere on board each school bus. In order to create this positive setting, the student riders, parents, school bus drivers, school bus company and school officials must all work together to insure safe transportation. This transportation is a privilege provided by the citizens of the school district. Therefore, this privilege may be denied to those pupils who disregard the rules and regulations as stated below. [see Section 120.13 (1) (b), Stats.]

1. **FOLLOW THE BUS DRIVER'S INSTRUCTIONS**: All students should listen and follow the school bus driver's instructions the first time they are presented.
2. **NO FOOD, CANDY, GUM, DRINKS**: While these items may be carried on the bus, they are not to be consumed on the school bus.
3. **KEEP TOYS, PHONES & ELECTRONICS IN BACKPACK**: Each school has their individual policies regarding these items. Your school rules apply! Some schools do not allow them!
4. **STAY IN ASSIGNED SEAT FACING FORWARD**: Students will receive an assigned seat and should remain in their seat at all times.
5. **NO NOISE - - SPEAK SOFTLY**: All students are asked to speak using an indoor voice and related volume. Proper and polite behavior.
6. **FOLLOW ALL BUS RULES: CONSEQUENCES FOR OBJECTIONABLE BEHAVIOR** may include verbal warnings, written warnings and removal from the bus. Any student(s) may be removed at any time without prior warnings if the incident is deemed severe.
7. **VIDEO / AUDIO CAMERA MAY BE IN USE**

