

PARENT/STUDENT HANDBOOK 2023-2024 ST. MARY SCHOOL



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**Jesus Christ, the same yesterday, and today, and forever.
Hebrews 13:8**

MISSION

St. Mary School serves the parishes of the Immaculate Conception Church of the Blessed Virgin, St. Patrick's Church of Erin Prairie, the New Richmond community, and the surrounding areas. St. Mary School exists to pass on the values and teaching of the Roman Catholic Church and is open to all families of faith who accept the philosophies and mission of St. Mary School.

St. Mary School students, preschool through eighth grade, **grow in knowledge** through having their needs and abilities met by nurturing and compassionate staff. Students grow in faith by having God placed in the center of learning. Dedicated staff are devoted to students realizing their potential as God's children. All are welcome to **follow in faith** as members of God's kingdom.

Our mission calls us as teachers, parishioners, parents, and students to **serve in harmony** by being active members of our communities and promoting Catholic values through civic responsibility, charity, leadership, peace, and tolerance.

PHILOSOPHY

St. Mary School is part of the Catholic community supported by Immaculate Conception and St. Patrick's Parishes. It is the school's goal to educate the children of the faith community in the Catholic tradition to promote the lifestyle of being Disciples of Christ, to bring forth the Good News, and evangelize to the community around them.

St. Mary School strives to bring each student to the realization they are a child of God with unique and special talents and that each is important and worthy of love from parents, peers, church, and community. Students will be prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

St. Mary School provides a formal Catholic education in conjunction with Wisconsin state standards to foster a culture of educational excellence through critical thinking skills, technology, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service.

STATEMENT OF NONDISCRIMINATION

St. Mary School is an equal opportunity provider and employer. St. Mary School is prohibited from discriminating on the basis of race, religion, color, and national ethnic origin, gender, age or disability.

**Now faith is the substance of things hoped for, the evidence of things not seen.
Hebrews 11:1**

ST. MARYS SCHOOL DEPARTMENTALIZATION FOR GRADES 4 - 8

The primary mission of Catholic schools is to provide a faith based education for students. St. Mary School follows this long standing tradition while designing a curriculum that complements the needs of children blossoming into young adults.

The faculty and staff are very well aware of the physical, emotional, spiritual, and social changes occurring in their students and blend these changes with the teachings of Jesus, The Department of Public Instruction's Teaching Standards, and the Diocese of Superior Policies.

UNIQUENESS

- Student needs are addressed individually and in group instruction.
- Weekly meetings are held to identify student needs and modify instruction.
- Community Service occurs throughout the school year.
- The Pastor, Fr. John Anderson, visits on Wednesdays for religious instruction.
- Teachers use diverse instructional strategies.
- Higher-order thinking skills and hands-on instructional activities are encouraged.
- Teachers research lesson plans and incorporate them into the curriculum.
- Students have access to teachers before, during, and after school.
- Safety Patrol is under the direction of the Seventh & Eighth Grade students and teacher.
- After school help is available from all teachers.
- The Seventh & Eighth Grade students and their teacher perform daily service for the Recycling Program.
- Cooking lessons take place in the multi-purpose classroom.
- Community volunteers address health issues.
- A teacher organizes community service opportunities that include traveling to Eagan, MN for the Feed my Starving Children Program.
- Students who participate in Safety Patrol will take part in a bi-annual camping trip that is educational.
- Sixth grade students will participate in Science camp bi-annually.
- Students are one to one on Chromebooks.

**Your ways, O Lord, make known to me;
Teach me your paths,
Guide me in your truth and teach me,
For you are God my savior.**

Psalms 25:4-5

ICEP PROGRAM

The heart and spirit of our school reveals itself in the faith conviction that all God's children can learn and be actively involved in their own education. Children develop differently and our teachers are very aware of this. Teachers evaluate individual learning styles and needs and then accommodate accordingly. The Goal Program, which is rooted in Response to Intervention, has this philosophy embedded in its goals and objectives.

It is each teacher's responsibility to attend workshops and in-services and enroll in graduate classes that prepare them to offer differentiated instruction to their students. There are various other resources which also assist in this process. Principals assist in organizing the Goal Program for their faculty and staff and there is a Diocese Committee that sets the tone for the program. Goal is an acronym for Growth Opportunities for All Learners and this is the foundation that each school in the Superior Diocese adheres to.

The Individual Catholic Education Plan is a learning plan that supports the unique abilities of all students within the Catholic Schools of the Diocese of Superior. The ICEP is a universal plan that is recognized and implemented by all 14 schools within the diocese. The significance of this plan is found in its widespread application to all students from the elementary through the secondary years, and from all learning challenges that children face.

The curriculum in general provides an in-depth study of all core subjects and is a broad based learning tool. In the ICEP Program, individual learning styles are identified and then integrated into these core subjects throughout the school year. Changes are modified as skills are reinforced and enriched.

Some of the principles that are part of the Goal Program are:

- All students can learn.
- A student who learns differently is not inferior by virtue of that difference.
- All students have skills, talents, and gifts to offer to the school and classroom community.
- The uniqueness of the individual student is to be recognized, respected and valued.
- It is more appropriate and more productive to focus on ability and possibility than on disability and limitation.
- Acceptance and integration into school and parish life flow from a Catholic philosophy of education.
- Classroom teachers acquire the desire and the instructional and assessment skills to teach all students.
- Classroom teachers are willing to take responsibility for dialoguing with parents, the principal, and peers regarding students' needs.
- Professional Development is ongoing.

As the school year progresses, concerns about children's learning needs arise. These concerns are addressed in teacher committees and there are times when consultations are requested with the school psychologist from the School District of New Richmond. The school psychologist is telephoned by the principal and they consult on the possibility of her/him visiting the school. This visit includes an observation in the classroom and then a conference with the staff. There

are times when parents are also present for the conference. During the conference, a plan is recommended for further action.

In conclusion, the learning needs of all students are accommodated in the ICEP Program. This isn't new to St. Mary School because we are very fortunate that we have been doing this for generations. Accommodating individual learning needs through differentiated instruction is one of our strongest traditions. The ICEP Program will continue in our faith based education with the support of parents, teachers, students, the principal, the pastor, the bishop, and the superintendent of schools. It is truly what St. Mary School is about.

**“Faith leads us beyond ourselves. It leads us directly to God.”
Pope John Paul II**

WRISA ACCREDITATION STATEMENT

St. Mary School has served New Richmond and its surrounding areas since 1891. It is among 14 Catholic schools in the Diocese of Superior and its present building was erected in 1953 and refurbished in 2003. St. Mary School is fully accredited by the Wisconsin Religious and Independent School Association.

SCHOOL HOURS

Children may report from 7:25 a.m. to dismissal at 2:45 p.m. Children arriving before 7:25 a.m. must report to the Before School Care room and parents will be charged.

3K - Preschool	8:00 a.m. – 10:30 a.m.
4K - Pre-Kindergarten	7:45 a.m. – 10:55 a.m. and 11:35 a.m. – 2:45 p.m.
Kindergarten – Eighth Grade	7:40 a.m. – 2:45 p.m.

EARLY OUTS

When deemed necessary due to weather or other instances, we must follow the public school for bussing purposes. The dismissal time will be at 12:45 p.m.

SCHOOL CALENDAR

St. Mary most often follows the New Richmond School District's calendar, but there are a few exceptions. When there is a departure from this calendar, parents and teachers are notified in advance. When school is closed because of snowstorms or other emergencies, the information is carried over WCCO (830 AM), WIXK (107.1 FM), Channel 4 T.V., Channel 9 T.V., Channel 11 TV, and Channel 5 TV. Parents will also be notified of school closures via the Option C alert system.

A schedule for the upcoming school year is sent to all families in July. The updated calendar is sent home in the family folder in September.

ADMISSION AND DISCRIMINATION POLICY

St. Mary School is prohibited from discriminating on the basis of race, religion, color, and national ethnic origin, gender, age or disability. The school serves Immaculate Conception Parish in New Richmond. Students are accepted based on classroom availability and eligibility. Class size will not exceed 25 in grades K-2.

All complaints will be reported in the school office and addressed by administration within 48 hours. All staff are Civil Rights Compliance Trained on an annual basis.

A student must be 3 years old by September 1st to attend Preschool.

A student must be 4 years old by September 1st to attend Pre-Kindergarten.

A student must be 5 years old by September 1st to attend Kindergarten.

Transfer of students in grades K - 8 from any school to St. Mary is acceptable on a probationary basis. (See attachment)

REGISTRATION AND ORIENTATION

Registration for the following school year will be held in February. Assessments and ICEP Planning will be held each August. A Mentoring Program is in place where new families are paired with current families as a source of information.

TUITION POLICY

At registration, a payment plan and contract must be signed by the parent/guardian. Immaculate Conception and St. Patrick's parishioners receive a \$200.00 discount. Any outstanding tuition from previous years needs to be reconciled before another year begins. All arrangements are made with the parish financial manager and/or the principal. These arrangements are held in strict confidence and managed on an individual basis. If at any time during the year you run into difficulty with payments, please contact the principal (246-2469) or business manager at the church (246-4652). Tuition and volunteer assistance is available for those who qualify. Forms to apply are available in the school office. All registered families will pay tuition online through FACTS. If at any time if a family becomes delinquent in payment of tuition, enrollment in school may be suspended.

If a student is withdrawn from St. Mary School during the course of the school year for any reason, tuition and scrip assessment will be charged through the semester of withdrawal.

If there is a waiting list for any grade for the upcoming school year, the following applies: Tuition for the current school year must be paid in full by the end of the fiscal year, June 30. Unpaid tuition balances will result in your child being moved from the class list roster to the end of the waiting list.

ENROLLMENT POLICY

In the event that enrollment exceeds the suggested class size* of twenty-five students grades Kindergarten – 8, consideration for admission will be given in the following order. This is based on registrations received by 7:00 P.M. March 1, 2023. Current families must be up to date on tuition due as of January 31, 2023 and other payments in order to register. All eligible registrations must include the non-refundable registration fee. Priority for admission will be given to the child(ren):

1. Incoming into Grades 1 – 8 who are currently enrolled in St. Mary School K-8 program.
2. Incoming whose siblings are currently attending St. Mary School K-8 program.
3. Incoming who is the sibling of a graduated student of St. Mary School and whose parent is registered in one of the sponsoring parishes** in order by the earliest date of parish registration.
4. Enrolled in the current year's St. Mary Pre-K classes and whose parent is registered in one of the sponsoring parishes** in order by the earliest date of parish registration.
5. Whose parent is current church or school staff.
6. Who has been on a waiting list for entry into the current school year when there was not enough space in the desired class at St. Mary School and whose parent is registered in one of the sponsoring parishes** in order by the earliest date of parish registration.
7. Whose parent is registered in one of the sponsoring parishes** in order by the earliest date of parish registration.
8. Who is a sibling of a graduated St. Mary School student whose parent is a non-parishioner.
9. Whose parent is a graduate of St. Mary School.

10. Non-parishioners.

In the event of too many students for enrollment at any given step listed above, consideration for enrollment will be given by lottery within that step.

In the event of twins or more than one child per family per grade, the drawing will be entered into by all eligible children per grade within the one family. There must be enough enrollment spots remaining for the multiple children if their name is drawn.

In the event a prospective new student to the school is not enrolled and is no longer on the waiting list, the registration fee will be refunded.

* Class size is subject to change per principal's discretion, in close consultation with the teachers, pastor, and Board of Governance..

** Immaculate Conception, New Richmond, and St. Patrick's, Erin Prairie

NON-SUFFICIENT CHECK

An "NSF" check is a check written against a bank account, that doesn't have sufficient funds to cover the amount that the check was written for, to St. Mary School. If an NSF is received from a family, the business manager will be in contact with the family that the NSF check has been received, and that the family will need to bring in cash to cover the check as well as cash to cover the service charges that the school has been charged by our bank. If St. Mary School receives THREE NSF checks from a family within a given school year, St. Mary School will no longer accept checks from that family during that school year and will only accept cash. When cash is received, a receipt will be given to the family that cash has been received. At the beginning of the following school year, if the family wishes to pay by check once again, they must bring a letter from the bank, that they wish to draw checks on, that states that they as a family have had no NSF checks drawn from that account for the past six months.

HOLDING CHECKS

St. Mary School will not hold checks to be cashed at a certain time later. Ex: A family brings in a check on the first of the month to buy SCRIP for \$100 of Walmart, and gives a check to the seller and asks that the check be held for cashing until the 15th of the month. Checks will be deposited on the next date of deposit. They will not be held until a specific date for cashing.

REPORT CARD RETENTION

The school year traditionally ends in early June. Families are required to pay outstanding balances for tuition, Scrip Assessment Fee, Before School Care, After School Care, Preschool and Wrap Around five business days after the last day of school. Any delays will result in report cards being held until outstanding balances are paid in full.

RELIGIOUS PARTICIPATION OF STUDENTS

The Catholic School participates in the evangelizing and catechizing mission of the Church. Therefore, all students, Catholic and non-Catholic, shall participate in:

- Religion classes
- Service projects sponsored by the school

- Liturgical services at church. (Non-Catholics participate to the extent that they feel comfortable.)
- Music Program

Students in Grade Two are instructed in preparation for receiving the sacraments of Reconciliation and First Communion. Workshops for parents and students are available through ICC's Christian Formation Department and are held in the evenings and on Saturdays.

PASTOR'S ROLE IN THE SCHOOL

Father John Anderson officiates at a weekly liturgy celebrated on Wednesdays at 10:00 A.M. He also provides religious instruction to children in kindergarten – eighth grades on Wednesday afternoons. He officiates at children's Penance Services and Adoration, organizes yearly retreats, and is available for spiritual counseling. He oversees the ministry of the principal, consults on school policies with the Board of Governance, attends Home, School and Church Assn. meetings, and approves the hiring and non-renewal of all faculty and staff. The pastor is the final authority in terms of all decisions pertinent to the school's mission.

TEACHER IN CHARGE/ABSENCE OF PRINCIPAL PROCEDURES

In the event the Principal is out of the building, the Assistant Principal will be assigned the task of supervising situations as they arise. In the event that both the Principal and Assistant Principal are out the building the task of supervising situations will fall to Mrs. Sherry Wolf-Halonen.

VISITORS

Visitors must report to the school office.

VOLUNTEERS

Volunteers are welcome in all aspects of the school. Volunteers are given the Parish Personnel Policies Booklet and instruction in Safe & Sacred if they will be in contact with students.

ABSENTEEISM AND TARDINESS

Accurate records are kept of a student's absences and tardiness. Parents should call the school by 7:40 A.M. if their child will be late or absent that day. A written excuse must be presented to the teacher on the day a student returns to school after an absence. Excuses are then sent to the Office. Students are tardy if they are not in their homeroom at 7:40 AM. Students arriving after 7:40 A.M. must report to the office before going to the classroom. The office will issue the student a pass to class. Students are marked half-day if they arrive after 10:00 AM. Students may not leave the school premises without permission. The students' safety is always the first priority.

Parents should avoid scheduling family vacations during school days. A schedule is sent out in the summer for the upcoming school year so that parents can see when school vacations will be held. In the event that a family schedules a vacation during school time they must notify the school at least 2 weeks in advance so the teacher(s) may prepare class work and homework assignments. Upon returning from vacation, the student is responsible for turning in the assignments. Parents are responsible for supervising their children's attention to the assignments.

PERSISTENT IRREGULAR ATTENDANCE

Any student who misses ten days in a semester is at risk for falling behind in academic performance. Special guidelines and counseling services are available in the county to provide for the proper referral of these students. Absences beyond ten days in a semester will require a doctor's note with a diagnosis which will enable planning to occur between school and home. During absences, parents and teachers are expected to work together to bring the child's academic performance to where it is supposed to be. Any student with 10 or more absences in a semester will be reported to the New Richmond Police Department for truancy.

HEALTH

If a student becomes ill during the day, they are sent to the office. Their temperature is taken and if a student registers 100 degrees or higher, the student must go home. The office will notify the parent or guardian of the illness. This information should be on the emergency file form. Parents/guardians must make arrangements to pick up the child.

Your child must stay home for 24 hours once vomiting, diarrhea, sore throat, fever, etc. are over.

No students will stay in from recess due to illness. If your child is too sick to be outside, he/she is too sick to be in school. The only exception will be with a Dr.'s note for a non-communicable illness or injury. The student will spend that time in the sick room for supervision reasons.

MEDICATION POLICY

No prescription or non-prescription medication will be administered to any student without specific written consent. No student is allowed to have on his/her person or in his/her locker any type of drug, prescription (except inhalers) or non-prescription. All medication including cough drops must be in a labeled container and will be kept in the office. Band-aides will be given if bleeding is present.

Children with asthma will be able to carry their inhaler with them at all times if a physician's consent form is turned in to the office. In the case of severe allergies, an epi pen can be kept in the classroom with the teacher.

A written physician's order **must** accompany any prescription medication to be administered at school. No prescription medication will be given without this form on file. The medication should be in a bottle with a clearly marked label stating the child's name, medication, time of day to be given and doctor's name.

The principal, assistant principal, and secretary have taken the DPI Online Series for administering medications to students. The school policy follows the guidelines established by the State of Wisconsin. A Student Medication Procedure and Release Form goes home to all parents each school year authorizing the kinds of nonprescription meds that the children are allowed to take in case of stomach aches, headaches, rashes, etc. Parents must supply the medicine for their child. A three ring binder containing the Release Form and the PRN and As Needed Medication Record form are kept in the sick room. The Record form documents the date, time, dose and type of medication the child was administered and who was responsible for giving it.

Medication requests for general types of discomfort will be monitored by teachers, the principal and staff. This is to protect the student while using the guidelines recommended on labels and to assist them in choosing other ways to deal with their discomfort.

HEALTH SERVICES

The school is responsible for vision and hearing tests, which are done in the fall, and scoliosis screening which is done in the spring. The school will also check the immunization records, contact parents about health problems and suggest educational programs when needed.

WISCONSIN SCHOOL IMMUNIZATION LAW

Requires that every child attending a Wisconsin school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and hepatitis. Exceptions are made if a physician certifies immunizations might be harmful to the child or a parent/guardian objects in a written statement for religious or personal conviction reasons. All new students must provide proof of immunizations or exemptions. The Public Health Office provides free immunizations for all students.

STUDENT RECORDS

Permanent records of students are kept in the school office. Records are both current and confidential. No one handles a cumulative record file except authorized personnel. Contents of these files may be reviewed by the parent/guardian of the student. The file must be checked out with the Principal and must be reviewed in the office. When a transfer of records is requested the administrator is provided a reasonable amount of time not to exceed 45 days. The administrator is responsible for determining which records of data will be accumulated in a student's file.

Cumulative records include: Permanent School Record (grades and attendance); Cumulative Permanent Record Registration; Picture Sheet; Report Cards; Standardized Testing Results; copies of Legal Reports; Behavioral Reports; and other pertinent information. Exceptional Education Records are kept in a separate file and include psychological tests and personality evaluation. Health Records are kept in a separate file also in the school office.

STUDENT RETENTION AND SPECIAL NEEDS

Pupils will be required to repeat a complete grade level when, in the judgment of the teacher and parent, it is in the best interest of the pupil involved. When retention seems likely, parents are kept informed throughout the year. In some instances it will be suggested that students receive special help from services provided by the New Richmond School District.

Special Services: Parents who suspect that their child may have a handicapping condition may contact their child's classroom teacher to either initiate a referral or a team screening. Team screening consists of various elementary staff who meet to discuss your child's needs and suggest various strategies.

If a special education referral is made, your child will be assessed to determine if he or she has a disability in one or more areas of learning, emotional/behavior, physical health, cognition, development, vision, hearing, traumatic brain injury or autism. To find out more about the special education process, contact the principal.

BUILDING REGULATIONS FOR STUDENTS

Before School: The school day begins at 7:40 A.M. The school building will open at 6:30 A.M. Students arriving before 7:25 A.M. will go to the Before School Care room and parents will be charged. In the event there is a 2-hour delay with the start of school, students may not arrive until 9:00 A.M.

Noon Hour: All students will go outside for recess during the lunch period. They will only be allowed inside if they have written permission from their doctor because of medical reasons, or if the weather is inclement. All students must dress appropriately for the weather throughout the school year. Coats are required when the outside temperature is below 50 degrees.

Recess: A fifteen-minute recess is scheduled during the day for grades K-5. Teachers are responsible for supervision. Appropriate dress is required.

After School: Students are not permitted to stay after school unless required by parent or teacher. If students decide to walk instead of riding the bus for any reason, they must have a note or a phone call from a parent. If there isn't a written note or parental permission, the student will be required to go on their regular bus route. Walkers must always leave the school premises at dismissal time.

DISMISSAL POLICY

Parents will follow the pick-up line on 3rd Avenue for Grades K-8 at dismissal time. If anyone other than a parent is picking up a student, the office must receive a written consent to release the student and the adult must show a picture I.D.

LIBRARY POLICY

Students in grades 3-8 will be using the public library for research, reports, and independent reading. All students will have library cards and a signed permission slip from a parent giving permission for the walk to and from the library. (5 blocks)

PLAYGROUND REGULATIONS

For uniformity in playground rules, the following regulations will be in effect.

1. Students are not to run into the street. If a ball rolls into the road, the supervisor on the playground must retrieve it.
2. Students may not walk up or down the slide.
3. Wood chips, sand, rocks, snow, ice, etc. is NEVER THROWN. They are considered dangerous weapons.
4. No objects of any kind may be thrown unless it is equipment for a game that is supposed to be thrown.
5. No tackle games, wrestling or karate games allowed.
6. The cemetery and the church grounds are off limits. Keep off the grass around the church.
7. Students may not play ball near the windows.
8. Eating is not permitted on the playground unless in a supervised special event.
9. Metal or wood bats may not be used.
10. Toys from home should not be brought for recess.
11. Play in safe areas and avoid water, mud, and ice.
12. Play in the designated playground area and stay free of the cemetery unless a ball needs to be retrieved.
13. Keep all equipment clean and free of water and mud.

When children are present on the playground a supervisor is also present. The school takes seriously its responsibility to provide a safe environment for your children.

RECESS BULLYING POLICY

1. The student will be removed from the activity when any of the following occur:

- Cheating
- Poor sportsmanship
- Cutting in line while waiting for an activity
- Misuse of equipment (ex: climbing up slide or outside the equipment)

If there is a second offense of any of the listed behaviors in the same recess, the student will spend the remainder of their recess on the wall.

2. The student will spend their recess on the wall when any of the following occur:

- Hitting
- Kicking

Sending the student in to the principal is at the discretion of the recess supervisor.

3. The student will be sent to the office immediately if there is any inappropriate language used.
4. If a child chooses to not line up at the end of recess, they will lose a bonus recess privilege.

If any student has repetitive behaviors over a week span, a letter will be sent home for parents to review, sign and return to school.

PLAYGROUND ATTIRE

During the winter season, each child must wear boots. A child is not to wear boots of any kind inside the classroom because this brings snow and water in and gradually ruins carpeting. Hats, mittens, and snow pants are to be worn when the weather calls for such attire. Coats are required for all students when the temperature is below 50 degrees.

Students will have inside recess if the wind chill is below 0 degrees.

COURTESY AND RESPECT

Students are expected to show respect and courtesy to all adults and students. The classroom has certain formalities that they will be expected to observe. School personnel are addressed by Mr., Mrs., Ms. Courtesy and politeness characterize a student's classroom discussions. In the classroom the teacher determines the proper procedures and routines; students adhere to what is established. Classroom behavior takes into consideration the many people working together to learn. Loud, distracting talk and disruptive behavior are inappropriate. Students in a classroom are attentive and focused on the tasks of the day. A quiet and busy classroom requires everyone's cooperation.

GUM CHEWING

Gum chewing is not allowed anywhere in the building or at recess during school hours.

BIRTHDAY PARTY ETIQUETTE

Birthday treats are acceptable after 2:00 P.M. Birthday treats need to be store bought and not homemade. Birthday party invitations should be mailed and not handed out at school unless the whole class is receiving an invitation.

SNACKS

Effective Sept. 1, 2014 the Department of Public Instruction has issued a list of appropriate snacks for the classroom. We must adhere to this list or our hot lunch reimbursement could be in jeopardy. Classroom snacks are at the discretion of the teacher and must come from the Appropriate Snacks List that will be distributed by your child's teacher. Snacks not from this list will be sent home with your child. Birthday treats will be served after lunch.

PROPER CARE OF SCHOOL FURNITURE AND MATERIAL

Books and materials as well as desks, tables, lockers and chairs demand respect. Carving, marking, shoving, and tossing of any school materials damages those items. Students will be expected to pay for what they damage, deface, or lose. Any equipment tag that is tampered with will result in a \$10.00 fee.

Backpacks with wheels will not be allowed as they do not fit properly in the locker and damage is occurring to the lockers.

TEXTBOOK REPLACEMENT

The school provides books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. However, unreasonable damage to textbooks will result in parents being responsible to replace them at the full cost including shipping and handling.

SAFE ENVIRONMENT TRAINING

All parents who intend to chaperone any field trip throughout the year must complete the online Safe Environment training. Parish and school personnel, parents, volunteers, and coaches as representatives of the Church, have a distinct responsibility to be advocates for our young children. With this in mind, in December 2002, the United States Conference of Catholic Bishops pledged to be proactive in protecting our children and keeping them safe. **Any adult who interacts with children throughout the school year must complete this training** to become better informed and prepared to carry out this awesome responsibility of keeping our children safe from uncomfortable and unwarranted situations. This is a mandatory training session and participants are subject to background checks provided by the Diocese of Superior.

Students will attend a safe environment training session and will have opportunities to practice skills learned throughout the year. A "Creating Safe and Sacred Places for Children and Youth: Training Permission Form" will be sent to parents prior to the training. Any parent who does not want their child to be present for the training will be sent the Parent Resource Guide.

CHILD ABUSE

If a school staff member has reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, this must be reported to the proper law enforcement authorities, Principal and Pastor immediately by that school staff member. A penalty has been set by the state for willfully failing to report abuse or threatened abuse. A confidential referral sheet for the purpose of reporting abuse is kept in the principal's office.

MANDATED REPORTING

All employees and volunteers are mandated reporters. All employees and volunteers are required by law to report any suspicion of any type of abuse. The staff member who is suspicious reports the concern to the principal who supervises the contact made to the St. Croix County Health and Human Services Department. Volunteers such as coaches, also are aware that the principal is available to assist with this process. Traditionally, the report is made via the telephone at the time that it is brought to the attention of the principal. In St. Croix County, the report is made to an intake personnel who then shares it with a Social Worker. The Social Worker makes a determination about how to proceed. Sometimes he/she will visit the child at school but more often a home visit will result. The principal will eventually receive a letter from St. Croix County indicating that the concern has been resolved. This letter is placed in the student's permanent file.

COMMUNICATION WITH PRINCIPAL AND FACULTY

If a parent has a concern with his/her child, the first step is for the parent to telephone and/or the teacher with questions and concerns about their own child's learning environment. If the teacher is unable to satisfy the concerns of the parents, the principal should be called.

Effective ways to communicate with the teacher:

- School Email (found in back of the cover of the Family Directory)
- Letters and notes in the student planners (Gr. 3-5)
- Leave voicemail message at school

Information, written or verbally communicated through others, without a name will be discredited by the principal. Likewise, the principal will not respond to unprofessionally stated emails or voice messages for liability reasons.

RESPECTFUL COMMUNICATION

Go directly to the person with whom you have the concern. It is vital that it is your concern and that you speak only for yourself. Speaking for others encourages "hearsay," miscommunication, and breaches confidentiality. It is also expected that you won't discuss the situation with others before you do so. When difficult discussions take place it is appropriate to respectfully disagree. Be willing to listen, to understand, and to express thoughts and feelings in constructive ways. Sharing is meaningful and it is a respectful thing to do. Confidentiality is crucial to bringing about positive change and resolving conflicts in a meaningful way.

Thoughts to consider:

- Pray for guidance.
- Be a patient listener.
- Assume that all work together for the best interest of all.
- Speak about your own concerns rather than "hearsay" ones from others.

- Attempt to reach a common understanding.
- Honor each other's roles and responsibilities.
- Goodwill promotes the school's mission.
- Mention good things by ending on a reflective note.
- Mentoring is available from the pastor or principal.

SOCIAL MEDIA

St. Mary School's philosophy states that it is our goal to bring each child to the realization that they are a child of God. With that at the core of the school's mission it is asked that adults and students refrain from negative or hurtful social media posts about students, staff, or the school as a whole. If there are issues, questions, or concerns they should be directed to the appropriate staff or to the school principal. Derogatory statements made over social media can lead to dismissal from the school.

DISCIPLINE POLICY

Definition of Discipline: Discipline is a code of conduct that governs one's behavior. It implies the ability to control and to direct one's actions according to the Christian norm.

The philosophy of discipline at St. Mary is based on the underlying principle that the "heart" of discipline in our Catholic tradition is discipleship. We believe a disciple is one who shares a close and definitive relationship with another. For us, this relationship is with Jesus to whom we look for our life's meaning and example.

We share the gospel message of discipleship by our daily witness to the meaning of Catholic faith and living. We believe that communicating this message requires the example of teachers, parents and adults. These examples and lives have a profound influence upon the education and formation of our students.

We believe our school is a partnership of discipleship and faith in which each parent, teacher, staff and student choose a complete Catholic education. We believe in and provide opportunities for communication and collaboration, for the sharing of ideas and resources, for supporting, reinforcing and extending learning.

The goal of this discipline policy is to develop a community of people who are self-directed, self-motivated and who act in accord with Catholic ideals. Serious behavior problems which go beyond the scope of the individual teacher will be referred to appropriate specialists.

DISCIPLINE PLAN

Positive Behavior Intervention Support is not a specific program, but a broad, generic term that describes a set of strategies or procedures designed to improve behavioral success incorporating proactive, positive (non-punitive) and instructional strategies exercised over time with consistency. These strategies involve establishing settings, structures and systems to facilitate positive behavior change.

Although PBIS has no specific restrictions on the use of consequence-based strategies designed to reduce serious problem behavior, teaching oriented, positive and preventive strategies are emphasized for all students to the greatest extent possible. The emphasis is on the use of the most effective and most positive approach to addressing even the most severe problem

behaviors.

Most students will succeed when a positive school culture is promoted, informative corrective feedback is provided, academic success is maximized and use of pro-social skills is acknowledged.

When student problem behavior is unresponsive to preventative school-wide and classroom-wide procedures, information about the student's behavior is use to

- Understand why the problem behavior is occurring (function)
- Strengthen more acceptable alternative behaviors (social skills)
- Remove antecedents and consequences that trigger and maintain problem behavior, respectively and
- Add antecedents and consequences that trigger and maintain acceptable alternative behaviors.

The philosophy is:

- It preserves and enhances the relationship with the student while maintaining a disciplined environment.
- Teachers are able to spend more time teaching and less time disciplining.
- Students feel cared about.
- Students know that if they cause a problem, they will be asked to solve it and they learn that they are capable of resolution.
- It sets the stage for our students to grow into responsible and caring adults.
- In the process we become consistent, reliable, caring school and staff with high expectations and students who can meet those expectations.

Teachers will:

- Remember the dignity of the student when disciplining.
- Follow school rules as written in the handbook. The rules are written to ensure a smoothly run school day.
- Plan well for a tightly structured school day. Children behave more satisfactorily when the teacher's objectives are clear and when students have meaningful tasks to perform.
- Clarify expectations. In all school situations, from playground to field trips, the students must know exactly what the teacher expects.
- Make consequences for improper actions clear that fit the circumstance, logically and appropriately. Children who require time out of the classroom are either sent to the principal's office or another classroom. Children should never sit in the halls unattended by an adult. Children are sent to other classrooms when the principal is unavailable. When this occurs, children are sent to classrooms which don't have younger siblings in them.
- Positive reinforcement will be used whenever possible. The child who acts out most often probably would benefit most from praise, sincerely given for genuine merit.

Physical and verbal abuse are totally inconsistent with all aspects of this policy.

The pastor, teachers, secretary, lunch room staff, after school care supervisors, coaches, and principal are responsible for disciplining children during all school related programs. There are

policies in place in which the entire staff is mandated to follow. The only possible exception is the Athletic Program whereby coaches may discipline for poor sportsmanship. Parents are to report issues, incidents, concerns to an appropriate staff member who will in turn gather the facts. Parents need to show discretion in these matters especially during social networking opportunities such as the hallway and office.

ST. MARY SCHOOL CLASSROOM BEHAVIOR RULES

Students will:

1. Follow directions
2. Raise hand to speak
3. Be in the classroom on time
4. Respect the rights and property of others
5. Bring proper supplies to class
6. Keep hands, feet, and objects to self

TIME OUTS

There may be times when a student needs to be removed from the classroom and placed in a time-out because of misbehavior at school or at school sponsored activities. Time-outs will be held in the principal's office. The teacher will determine when a student needs to go into time-out and how long it will last. The teacher is responsible for giving the student clear tasks to accomplish while in a time-out. If a student's time-out does not result in the choice of appropriate behaviors, the teacher will confer with the principal to determine the next steps. It is our goal that time-outs will be used as little as possible.

INTERNET BULLYING

The Superintendent of Schools of the Diocese of Superior, has informed schools that they have the right to discipline children for Facebook and other internet bullying, harassment, or defamation issues based on the same circumstance as if it happened at school. The consequences will follow the discipline policy.

STUDENT REFERRAL TO PRINCIPAL

In the event a teacher sends a student to the principal, the teacher will fill out a "Notification of Student Referral to Principal's Office" form stating the reason. The principal will resolve the situation. At the principal's discretion, a phone call, email, or letter may be sent to the parents as well.

SUSPENSION

The principal decides when suspension is warranted. The pastor may be asked for input. The faculty is given an opportunity to express their concerns.

In-school suspensions are given in order to avoid students staying home and treating it as a day off while they watch television, videos, and play on the computer. Minimizing the reason for the discipline by not having the student be accountable in the school environment.

A suspension may be ½ day, full day, two full days, or three to five full days depending on the cause:

- Disrespect is shown to peers, faculty, staff, or guests
- Vandalism occurs on school property

- Fighting with peers
- Irregular attendance
- Consistent disregard for rules
- Harassment, Bullying
- Weapons in school (play or real)
- Principal discretion

In-school suspension results in the student doing the regular classroom assignments in the principal's office or a primary classroom, or the student being assigned to do community service for the school and church by doing custodial duties for the day. When suspension occurs three times in a semester a behavioral contract is written for the student and expulsion may be considered.

An out of school suspension will be determined by circumstances and at the discretion of the principal and/or pastor.

EXPULSION

The principal and pastor decide when expulsion is warranted and the faculty is given the opportunity to express their concerns. Expulsion is permanent removal from school and the student is not eligible to return in future school years.

Expulsion may occur when:

- Delinquency and immorality warrants commitment to a correctional institution
- Student constitutes a definite menace to others
- Demonstration of the lack of serious concern for the safety of self and others
- Drugs, alcohol, weapons, or violence on school property
- Verbal or physical threats to others
- Consistent harassment of others

CONFISCATION OF INAPPROPRIATE ITEMS

The school staff has the right and responsibility to confiscate permanently any item deemed inappropriate brought to school by a student. Examples: television, radio, recorder, computer/electronic games, laser lights, pagers, cell phones, CDs/cassettes with inappropriate lyrics, inappropriate information taken from the Internet, look alike weapons, lipstick, false fingernails, etc.

COMPUTERS & INTERNET

Students using the internet must sign a user agreement and parent permission form sent home in the family folder and is filed in the school office when returned. Teachers are responsible for the use of the computers and software, along with the use of the internet. Anyone using the computers is expected to follow proper procedures and use of educational software.

TELEPHONE

Students may use school telephones only in an emergency or when requested by the teacher.

CELL PHONES

Cell phones may be brought to school only under the following conditions:

- Phones must be kept in the OFF position from 6:30 a.m. to 3:00 p.m. Cell phones must be placed in the classroom cell phone holder.
- Students attending After School Care must keep their cell phones off.
- Students are not allowed to bring cell phones on field trips.
- Students may not use cell phones to make or receive any calls from 6:30 a.m. to 3:00 P.M. Students may not send or receive text messages during these hours.
- No cell phones may be used for picture taking.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
- Any use of a cell phone by a student during school hours will result in the cell phone being brought to the principal's office. The cell phone will be turned over to a parent at the end of the school day.
- Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

SCHOOL BUS

Our students will adhere to the rules set forth by the Board of Education through New Richmond Public Schools. Our students will also be given the same consequences as do all riders of the bus system. (See addendum A) Here Comes the Bus app is available to parents to anticipate the arrival of the bus at the designated stop.

RELEASE OF STUDENTS

No student is released to anyone unless positively identified as the parent or legal guardian of the student. Parents **MUST** send a note or email the school office if someone else is picking their child up from school. If persons are unknown to school staff they must provide photo identification before a student will be released.

ACCIDENTS

Accidents are to be reported to the office, and the designated staff will take care of the matter. The office files accident reports for major injuries.

EMERGENCY POLICY

No child is to be sent home unless someone is at home to receive him/her. This includes all possible reasons, illness, accident, closure of school, etc. If there is no answer at home, emergency phone numbers given by parents will be used. If an emergency occurs, the parent will be contacted. In emergencies of an urgent nature the school reserves the option to request ambulance service for transportation if necessary.

INSURANCE

Student insurance will not be offered. Protection must be provided by the parent.

HAZARDOUS CONDITIONS

Fire: Students at St. Mary regularly practice the evacuation of the building. Students will evacuate the school and walk directly to the church where they meet for roll call. Teachers will have roll lists and make sure everyone is accounted for. Students in the church building will follow the directions for that building which are different from the school evacuation. These drills may or may not be announced to students and staff prior to commencement.

Tornado: Tornado drills are done in the fall and spring. Students are prepared for severe summer weather should it occur during the school day. Students will take shelter in the church basement if enough warning is given by the media. When no warning is given, the students will take cover in the central hall of the school. These drills may or may not be announced to students and staff prior to commencement.

Snowstorms: Procedures adopted by the New Richmond School District and St. Mary are announced over WIXK & WCCO radio and Channel 4, 5, 9, & 11 TV. Parents will also receive an alert via Option C. Parents should have a plan for storms in case school would be delayed in starting or canceled early during the school day.

Active Intruder: When the principal or secretary announce an intruder, teachers gather students in the corner farthest from the door and outside windows. If possible teachers should try to safely evacuate their students from the building. The Deerfield Care Center is where teachers and students will meet if able to safely exit the building. These drills may or may not be announced to students and staff prior to commencement.

DRUGS AND TOBACCO USE

The use of alcoholic beverages or drugs will not be tolerated. Any student observed by a faculty member or administrator to be under the influence of alcohol or drugs while in school or at a school related activity shall be dealt with in an appropriate manner by school administrators in consultation with the faculty. The procedure is as follows:

1. The teacher suspecting a problem with drugs or alcohol will refer the student to the principal at once.
2. Parents will be notified.
3. A complete investigation will follow including locker/clothing inspection.
4. Possession will be referred to the local police or sheriff's department.
5. Out of school suspension or expulsion may occur.

In conforming to the state law which prohibits sale of cigarettes to children under 18 years of age, and with the recommendation of the Attorney General that smoking is injurious to health, possession of cigarettes and/or smoking by students is prohibited on school and parish property. The discipline policy will be enforced.

WEAPONS AND THREATS

Students will not be allowed to bring any kind of weapon, or toy that resembles a weapon, or items used as weapons, to school or on the bus. Students are not permitted to make life threats

toward any person. If either of these violations occurs, the student will be disciplined and possibly be suspended from school.

POLICE NOTIFICATION

The faculty and staff at St. Mary School consults with the New Richmond Police Department via the Student Resource Officer on a variety of community and school issues. Their notification is at the discretion of the faculty and staff. The SRO (student resource officer) will be contacted when any threat of violence or weapon is identified or perceived.

RIGHT TO PRIVACY

School officials have the right to “search and seize” if deemed necessary in the interest of providing a safe and sacred environment. Therefore, school officials retain the right to periodically inspect student backpacks, lockers, and desks.

LUNCH PROGRAM

St. Mary provides a nutritious hot lunch program through the National Hot Lunch Program and the New Richmond Public School district. Menus are emailed to parents and are posted on the school website. Menus are subject to change without notice. Students also have the option of bringing their own lunches and purchasing milk. Families with low income may be eligible for free or reduced lunches but must apply for this program each year, at any time during the year. Payments of any amount are made in the school office, the New Richmond School District, or online. No individual hot lunch or milk tickets will be sold.

Parents will be notified via an automated phone call from the New Richmond School District when lunch account balances drop below \$10.00. Please send in money promptly. If the child has not brought a cold lunch, a hot hot lunch will be provided and charged at full lunch cost (or at reduced rate if applicable) to the child’s account. Students are required (by the government) to take the main course and two other options on the menu. Milk could be one option. Dessert is not one of the options required.

Students are not allowed to exchange or share food at any time in the lunchroom.

Parents are welcomed and encouraged to participate in the hot lunch program with their children. You must call the school by 8:30 AM to be included in the lunch count. Please do not bring outside restaurant food into the cafeteria (Subway, McDonalds, etc.). You may bring a cold lunch from home.

Families with low income may be eligible for free or reduced cost lunches. Parents with possible eligibility may fill out an application for these lunches, which are subsidized by the federal government. Once eligibility is established, your child(ren) will receive these lunches through the end of the school year, and until the end of 30 school days of the following school year. The government requires that families that wish to continue to receive free or reduced cost lunches fill out a new application for each school year. However, the family’s income still must fall within the government’s established guidelines. Free or reduced lunches can be applied for at any time during the school year, especially when parent’s financial situations change.

CURRICULUM

The curriculum is selected from programs suggested by the Diocese. The program is adapted to the unique needs of the students at St. Mary. Curriculum evaluation is an ongoing process. In-service for faculty will be provided to implement the evaluation process. Attention to the development of genuinely Christian attitudes and values is a constant goal within the curriculum.

A Curriculum Guide for your child's particular grade level is sent to parents via email before school starts in the fall.

DRESS CODE

St. Mary **does** require uniforms for Kindergarten – Eighth grade. (SEE ATTACHED)
Teachers are responsible for ensuring that students are dressed according to uniform policy. When the policy is not followed, students are asked to visit the principal. Parents may be called during the school day to correct inappropriate dress of their child.

Students in 6-8th grades can wear blue jeans that are boot cut and not low rise or skinny legged on Thursday and Friday with uniform shirts and hooded, navy and royal blue sweatshirts ordered from Moore Imprint only.

All grades may wear the approved Spirit Gear on the last Friday of the month.

All students will wear their uniforms to and from school including students walking to the New Richmond Public School for athletic programs and band lessons. When going to the library, Stagedoor practices and performances, and doctor/dentist appointments are also included.

On days when students have a St. Mary volleyball or basketball game, players are allowed to wear their volleyball or basketball uniform shirt over a uniform top with school uniform long pants. Middle school students have a special privilege to wear their public middle school game shirts over their uniform tops on their game days. (Community Education teams do not fall within this category.)

For non-uniform days and non-uniform field trips, students may wear t-shirts that don't have advertisements about alcohol and cigarettes or inappropriate language and jeans. Leggings should not be worn.

Slip-on tennis shoes are not allowed in Physical Education class for safety reasons. Grades 6-8 must also have shorts and a St. Mary T-shirt along with necessary grooming items such as deodorant, towel, etc. Students that are not in compliance with these requirements will not be able to participate. This is also a safety issue.

REPORTING PUPIL PROGRESS

Formal reporting of student progress occurs quarterly on the student report cards. (Kindergarten does not receive a report card until 2nd Quarter) Kindergarten through Eighth Grade students and parents have access to Option C, an interactive web based site for accessing grades. Teachers are responsible for updating this site each Monday by midnight, and it is expected that parents will review it and address concerns to the teacher(s) by Friday at 3:00 p.m. It is the student and parents responsibility to view Option C on a regular basis. Progress reports will not be sent by the school.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held midway through the first and third quarters of school. Signup will be completed via Option C prior to the conference date. Divorced parents are asked to come together at the same time.

Parents are recommended to attend the first quarter conference. Third quarter conference is teacher/parent requested only.

OUTSIDE RESOURCE PERSONS

Parents with special interest areas and guests are welcomed and encouraged to share their areas of expertise with St. Mary students. Such persons should be scheduled with the principal's knowledge and have completed the Diocese's Safe Environment Training.

TESTING PROGRAM

The nationally standardized battery of MAPS (Measure of Academic Progress Skills) is used throughout the Diocese of Superior in the Catholic Schools. Grades K-8 are tested in the fall & spring each year. Parents receive the results of these tests and are encouraged to ask questions about the results if needed.

GOVERNMENT PROGRAMS

Textbooks, individualized instructional materials, and standardized tests, as provided by Wisconsin Statue, are made available to students.

Special services such as Learning Disabled (LD) and Emotionally Disturbed (ED) programs, counseling, psychological testing, and speech are available to our students. These programs are operated through New Richmond Public Schools and or the County Health Center.

Title I provides reading and math help for grades 1-4

Title II is a federally funded program for the entire New Richmond School District including St. Mary. This money is to be used for supplemental materials and staff development.

BAND

Students in grades 6-8 may participate in band at the New Richmond Middle School. Band is a course of study. The teachers of band class are given the same professional courtesy as St. Mary teachers. Students are not kept from attending band class except in the instance of failing grades. Band students do not excuse themselves from band or band lessons. When a band student is absent a written excuse by a parent is brought both to the band teacher and the teacher at St. Mary. Parents have the primary responsibility to transport students to the Middle School and back. Each participant must have a signed permission slip to attend band at the Middle School.

FIELD TRIPS

Field trips that have educational value are encouraged. The event must be approved by the administration before the trip is planned and scheduled. A written permission slip must be signed by a parent and kept on file by the teacher. Transportation is to be provided from a bus company or parents who have the acceptable minimum vehicle insurance (\$100,000/\$300,000) and have completed the Safe Environment Training. The Driver Information Sheet must be

filled out by each driver and will be kept in the school office for four years. Parents chaperoning a field trip may not leave the premises unless the teacher is notified. Parent drivers will transport students from point A to point B and back with no other stops.

Field trips are for the designated class only. They are not intended for siblings in other classes even if parents are chaperoning.

Any student with excessive missing work or failing grades may be held back from the field trip to complete missing work.

Students are not allowed to bring cell phones on field trips.

ATHLETIC PROGRAM

Sports programs are provided dependent upon coaches and students' interests. Sports for grades 7-8 are available for participation through the public school: football, volleyball, track, cross-country, wrestling, tennis, and basketball.

In order to help defray the cost of equipment, uniforms, and referees, an athletic fee is charged per school year per sport. The fees must be paid prior to the first practice date. The Athletic Director determines the yearly fee before the school year begins. Tennis shoes are required to play on the gym floor.

Basketball is available in grade 5/6 for girls and 4/5/6 for boys between the other Catholic grade schools in the area: St. Anne's, St. Bridget's, St. Pat's and St. Joseph's. Grades 7/8 girls and boys participate in the St. Paul Catholic League. Home games require referees provided by St. Mary.

Volleyball is available for all girls in grades 5-8.

On practice or game nights, students must leave the building after school and return no sooner than 15 minutes prior to practice time or times designated by the coach on game nights.

Students are required to attend school ½ day in order to participate in game or practice that day. Students who are absent from school may not play in games or attend practice after school that day.

Students must turn in a completed Physical Examination/Athletic Permit Card prior to the first practice of any given sport.

ATHLETIC GRADE POLICY

Students must maintain a C in every class including music and phy-ed on a weekly basis and report cards to participate in practices and games in sports at St. Mary or the Middle School. Extra credit will not be given to raise a grade after-the-fact to participate in a sport. Students must raise their grade to a C within two weeks to return to participation. A two-week progress report will be generated for those students. During that two-week period, the student will participate in practice but will not be allowed to play in games. If the grade is not raised in the two-week period, the student will not be eligible to participate for the rest of the season.

HOMEWORK POLICY

Most students will have homework each day. Keep in mind that students work at different paces, possess varying abilities and skills and manage time differently. (See Attached)

HOMEWORK AND MAKEUP WORK

Homework is considered a necessary and meaningful part of the learning experience. Work time is provided in school for students to complete teacher assisted practice and independent work. Most independent assignments should be completed during this time. If the students are doing most of their independent work at home, chances are they are not using the time provided in school effectively. Teachers will collaborate to provide meaningful and reasonable homework assignments within the developmental time limits. If parents feel this is a problem, they are strongly encouraged to talk with their child's teacher and/or principal.

The student is responsible for completing assigned homework missed due to absences. Students in grades 6, 7 & 8 must make up missed work within three days after they return. If a student has an extended illness, assignments are due on the recommended dates of the teacher. Late assignments are accepted at the discretion of the teacher.

VACATIONS & HOME WORK

Though teachers do write lesson plans in advance, the actual specifics of the lesson may not be prepared until just before the lesson. Long range lesson plans can and often do change because of unexpected changes in the school calendar or schedule and to meet the varying needs of individual classes of students. When students request and are given homework in advance for family vacations, it is then expected the work will be completed and turned in when the student returns to school. Parents are responsible for supervising their children's attention to the assignments.

MEDICAL OR DENTAL APPOINTMENTS AND APPROVED ATHLETIC OR ACADEMIC EVENTS

Students leaving for an appointment during the school day or leaving early for an athletic event are still responsible to turn in any and all assignments due that day, including tests or get any assignments given that day before they leave for the day.

FAMILY FOLDER

The family folder is sent home on Friday every week throughout the school year and needs to be returned before the following Thursday. This folder contains pertinent information needed for communication between school and parents. Examples: Field trip permission slips, menus, picture information, special events, teacher newsletters and progress reports, etc. If your family needs more than one family folder for a non-custodial parent please call the school office to make arrangements. Newsletters are sent to non-custodial parents who have contacted the school.

All correspondence from the Parent volunteer committees must have principal approval before sending in the family folder.

CHANGE OF EMERGENCY NOTIFICATION

Please inform the school office of any changes in address, phone numbers, emergency contacts, etc. as soon as you know them.

ADULT RESTROOM USE

No adults are to use the main restrooms during school hours to conform to Safe Environment guidelines. Restrooms are available in the school office for adults.

LOST AND FOUND

Students who find lost articles are asked to take them to the lost and found tub in the south hall where they can be claimed by the owner.

MUSIC PROGRAMS

There are two music programs held during the school year. The first is the Christmas Program in December and the second is the Spring Program in the spring. These are graded activities for every student. Information is included in the weekly newsletters prior to the programs. Students are required to attend school ½ day on the day of a program to attend.

FAITH FRIEND PROGRAM

Each fall students in grades 4-8 are paired up with students in grades K-3 as a faith friend. Students are encouraged to do something nice, such as writing a note, drawing a picture, eating lunch together, and praying for each other. Teachers plan special activities to bring the faith friends together.

STUDENT COUNCIL

Students in Grades 3-8 are representatives on the Student Council under the direction of the principal. The student body, faculty, and staff elect these representatives during the first weeks of the new school year. The purpose of this elected body is to perform community service through organizing prayer services, participating in local service work, and leading their peers in various activities throughout the school year. Elected student representatives must maintain a C average in all classes and act as a leader within the school. Students will be removed from Student Council if grades and behavior do not meet the expectations of the elected office.

AFTER SCHOOL CARE PROGRAM

This program is available Monday – Friday from dismissal to 6:00 p.m. It is supervised by adults with High School and adult helpers. Preschool – Eighth Grade students may attend. A daily snack is available along with structured activities and play opportunities held both inside and outside.

Parents who sit on committees, volunteer for activities, work in the office, and are coaches for the Athletic Program may use the After School Care program. As parents perform these volunteer responsibilities, child care is available free of charge in the After School Care Program for children between the ages of 4 and 14. Parents perform these responsibilities to promote the school's mission and this is considered providing service to our school community.

EXECUTIVE BOARD

The Executive Board is an advisory committee to the school. This committee consists of selected members that meet periodically throughout the school year. Their goals and priorities are set according to the needs of the school. This committee replaced the former Ministry of Education Committee. This change was made in August of 2021 per the directive of Bishop James Powers.

FUNDRAISING

All families, K - 8, attending St. Mary School are expected to participate in fundraising activities. A fundraising volunteer commitment form is given out to each family at the beginning of the school year. Every family is expected to participate in and sign-up to help with at-least one fundraising event during the current academic year.

Many of our fundraising events double as **public relation events**. It is important to participate in these events to help promote our positive reputation within the church and community.

SCRIP ASSESSMENT FEE

For the 2023-2024 school year St. Mary families will be assessed Scrip Assessment Fee. This fee will be \$300.00 per family. Families agree to purchase Scrip equal to \$300.00 **in profit** during a 12 month period beginning May 1, 2023 through April 30, 2024. (For families new to the school, the scrip fee is \$200.00 for the first year.) In order to track these purchases, a tracking form will be completed for every Scrip purchase made. Orders will be tracked using a computer program and periodically reports will be sent to families

Bless the Lord, O my soul: and all that is within me, bless His holy name.

Fundraising / Fellowship Opportunities

(If volunteering at any of these events it will count towards Volunteer Assistance Hours)



Marathon It:

This event is planned to be one of our school's biggest fundraisers. The students at St. Mary will have a major role in making this event successful. Students and all adults who want to participate will choose to run, walk, or bike in this event. You will choose how many miles you will go and then seek pledges from friends, neighbors, relatives etc. There will be an incentive program for both adults and students participating. Each participant who receives \$50.00 or more in pledge money will get an event t-shirt. The Marathon It is Co-Sponsored by The Knights of Columbus.

Event Date: October 14, 2023

Contact for Information: Annie Knutson

Christmas Cookie Platters

Small and large cookie platters will be available for order prior to the Christmas Program and will be available for pick up after the event.

Event Date: December 22, 2023

Contact for Information: Alicia Power and Jessica Brotzler

Catholic School Week Fellowship:

This will occur after 9:00 A.M. Sunday Liturgy to celebrate Catholic Schools Week. There are food prep and serving chores. Families work in shifts and socializing helps pass the time away.

Event Date: January 28, 2023

Contact for Information: Kat Clobes and Jami Engelhart

St. Mary School Gala:

This is a major Fundraising event for St. Mary School. There will be a silent & live auction, band/live entertainment, casino, and you can choose to come to dinner and/or the auction. Volunteers on the committee are essential in collecting auction items. New committee members are welcome. (This is an adult event.)

Event Date: February 3, 2023

Contact for information: Mrs. Moore

Fun Fest Food Booth

Both events are great community opportunities for St. Mary School to extend itself into the community. We sell BBQ pork sandwiches and chocolate covered cheesecake on a stick.

Families sign up for shift work. It is a fun time because you have the opportunity to socialize with school families, friends and your family and neighbors.

Event Date: July 2024

Contact for Information: Brianna Dunn and Nikki Bocock

ST. MARY GOLF TOURNAMENT

This Tournament is open to all. Tournament is held at New Richmond Golf course with a dinner and auction held afterwards

Event Date: June 17, 2024

Contact for Information: Maria Helgersen

PARADE

St. Mary School participates in the Hometown Holiday Parade in New Richmond. Parents and students are needed to walk carrying the banner and handing out candy and flyers.

Event Date: Hometown Holiday Parade, December 7, 2024

Contact for Information: Contact the school office

CAN CRUSHING

St. Mary School participates in an Aluminum recycling program. The trailer to donate your cans is located on the west driveway of Bernard's Northtown. Twice a year alumni, parents, and students get together to crush the cans for transport to the recycling center.

Event Date: Fall & Spring

Contact for Information: Matt Brotzler

**For we are his handiwork, created in Christ Jesus.
Ephesians 2:1**

**ST. MARY SCHOOL
DRESS CODE/UNIFORM POLICY
2023-2024**

This dress code/uniform policy has been established to help create a positive school climate. Students are to abide by this policy in an effort to emphasize standards of neatness in grooming, uniformity in our school's image, and pride in our school. Parents are requested to cooperate and enforce the school uniform policy. To be fair to all students, the staff will enforce this policy. All students are expected to be in full uniform each day with the exception of scheduled non-uniform days and Spirit Day.

Uniform Policy Grades K-8

All grades may wear the approved Spirit Shirt on the Wednesday, Early Out Schedule.

Girls Uniform Grades K-8

- Twill uniform pants or shorts in Navy or Khaki – Shorts are worn until 10/15 and from 4/15.
- Twill uniform skirts, skorts, or jumpers in Plaid, Navy or Khaki - Leggings or tights should be worn from 10/15 to 4/15.
- Uniform Cardigan Sweater in Navy
- Uniform **round** collared blouse, long or short sleeve in White or Light Blue
- Uniform knit polo shirts long or short sleeve (no outside logos, monograms, or frills) in Navy or Royal Blue
- *Navy Blue Polo with logo #87SMNR Donalds Only
- *Royal Blue Polo with logo #87SMNR Donalds Only
- Grades K-4 Cotton Plaid Jumper – Style 9427 – Donalds
- Grades 4-8 Plaid skirt – Style 3427 -Donalds
- Crew Neck Sweatshirt with **embroidered St. Mary School's Logo** on it in Navy or Royal Blue
- White turtlenecks may be worn under the sweaters, sweatshirts and polos.

Boys Uniform Grades K-8:

- Twill uniform pants or shorts in Navy or Khaki – Shorts are worn until 10/15 and from 4/15.
- Uniform Cardigan Sweaters in Navy
- Uniform knit polo shirts, long or short sleeve (no outside logos, or monograms) in Navy, Royal blue or Light Blue (with logo #8760 Donalds only).
- *Navy Blue Polo with logo #87SMNR Donalds Only
- *Royal Blue Polo with logo #87SMNR Donalds Only
- Crew neck Sweatshirt with **embroidered St. Mary School's Logo** on it in Navy or Royal Blue
- White turtlenecks may be worn under the sweaters, sweatshirts and polos.

Grades 6-8 Only= Blue Jeans that are boot cut and not low rise or skinny legged may be worn on Thursday and Friday with uniform shirts and hooded oxford, navy and royal blue sweatshirts ordered from Moore Imprint only.

Uniform Purchases:

- All uniforms, except sweatshirts, **must** be purchased at Donald's Uniform Store or J.C. Penney uniform selection. Sweatshirts **must** be purchased at Moore Imprints in New Richmond.
- Deviations from the specified uniform colors are not acceptable. For example, khaki cannot have substitutions of cement, tan, beige, etc. at any store.
- Bottoms can have either pleats or plain fronts. Pants must be straight legs and have no outside pockets on the back. They must also fit properly on the student's waist.

- Any special size requirements that cannot be met at either Donald's or J.C. Penney need to be brought to the attention of the school principal. The principal will advise.
- All uniforms must be neat, clean, and in good repair. Worn out uniforms must be replaced. Any alteration to the fit of the uniform must be consistent with the basic design.

Dress Code Grades Preschool-8

1. Shoes/Socks:

Shoes: *Only* neat, clean, non-marking tennis shoes. No clogs, slip-ons, loafers, sandals (except sandals for 6, 7 & 8 may wear sandals with strap around the ankle from May 1st – October 1st). No boots of any kind can be worn in the classroom.

Socks: White or navy socks or white or blue tights must always be worn K-8 grades.

2. Shirts:

Undershirts for girls' camis or tees in white only, no printing, may be worn under the polo shirts. No lace or ruffle.

For non-uniform days: Tee shirts **without** advertisements for alcohol and cigarettes or inappropriate language may be worn. No spaghetti straps or tank tops are allowed. Shirts must be long enough to cover the stomach.

3. Pants:

For non-uniform days: Jeans without holes and walking shorts may be worn.

4. Hair:

No extreme hair styles, and hair must be the child's natural color. Hair ribbons, bow, and headbands should be in navy, khaki, or school plaid

5. Jewelry:

No large or excessive jewelry is allowed. Only ears may be pierced and one non-dangling, non-hoop earring per ear.

6. Make Up/Nails:

Make Up is not allowed. Colored polish in the pink family only can be worn. No body markings allowed.

Uniform/Dress Code Violation Policy

Parental cooperation is necessary to maintain a uniform dress code. It is the parent's responsibility to assure the uniform regulations are followed so class time is not taken for teachers and the principal to remind and enforce adherence to the dress code. All parts of the dress code/uniform policy are at the discretion of the teachers and principal. If the policy is not adhered to, the following violation policy is in effect.

1st Infraction: Students will be sent home with a "Uniform Slip" which is to be signed by the parent and returned to the Principal the next day. If the slip is not returned, a phone call will be placed to the parent.

2nd Infraction: Students will call parents at home or work and ask parents to bring uniform clothes to school.

3rd & 4th Infractions: At the discretion of the Principal.

Homework Policy

Grade	Daily Time Commitment	Description
K	15 minutes	Reading
1	15 minutes	Assigned on Monday and due on Friday. It is a review of the previous week's lessons.
2	20 minutes	Reading Aloud, Spelling Words Assigned on Monday – Thursday
3	20-30 minutes	Assigned daily
4	30-40 minutes	Incomplete daily assignments, study guides for tests, and projects.
5	30-60 minutes	Incomplete daily assignment, research, writing, studying for tests and four projects per year.
6-8	60-90 minutes	Incomplete daily assignments and projects, and studying for tests.

Disclaimer: Students work at different paces, possess varying abilities and skills, and manage time differently. These are an average of time, some students may require more or less time dependent on their individual needs.



ST. MARY SCHOOL POLICY FOR TRANSFER STUDENTS IN GRADES K-8

EFFECTIVE SEPTEMBER 2010

Transfer of students from any school to St. Mary is acceptable on a probationary basis. The student may remain if the following criteria is met and maintained:

1. Student does not require special services (ED, EBD, etc.) These services are only available with public school attendance.
2. Student/parent/guardian have read the policies in the St. Mary Parent Handbook and signed a receipt.
3. Student completes the required assignments and hands in work on a timely basis.
4. Student does not exhibit distracting behavior in the classroom that prevents the teacher from teaching or the students from learning.
5. The student exhibits good moral behavior in and out of school.
6. Student must have regular attendance at school.

I have received a copy of this policy and read it.

Parent Signature

Date



STUDENT, EMPLOYEE, AND VOLUNTEER SEXUAL HARASSMENT

St. Mary School shall maintain a learning and working environment, which is free from sexual harassment. Therefore; No student, employee or school volunteer shall harass a student, employee or school volunteer through conduct or communications.

For policy purposes, harassment is defined as:

- Unwelcome sexual advances;

- Requests for sexual favors and other verbal or physical conduct of a sexual nature;

- Submission to such conduct is made either explicitly or implicitly a term or condition of student learning and grade performance;

- Submission or rejections of such conduct is used as the basis for special treatment or denial to the learning environment;

- Such conduct interferes with learning performance or creates a hostile learning environment;

- Harassment may include but is not limited to verbal harassment or abuse, pressure for sexual activity, remarks to a person which include inappropriate language or jokes with sexual implications, unwelcome touching or unsolicited and inappropriate gestures, suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Students, employees, and volunteers are mandated to immediately report any instances of harassment to the principal. In the principal's absence, the pastor or designated faculty member covering for the principal receives the report. Enforcement of this policy and complaints regarding allegations of harassment shall be processed according to established procedures. All complaints shall be kept confidential to the maximum extent possible.

A substantial charge of harassment against a student, employee, or volunteer shall subject him/her to appropriate disciplinary action including suspension, expulsion, or discharge.

The principal is responsible for coordinating federal regulation concerning harassment in his/her work site.



ADDENDUM A

New Richmond School District School Bus Conduct Report Protocol

Bus Rider Rules:

1) **General**

- Parents/guardians and students must realize that school bus transportation is a privilege, not a right.
- Misbehavior of any kind will not be tolerated. Students who misbehave may be suspended from school and/or may be denied the privilege of riding the bus.

2) **Students/Parents Responsibilities**

- Students will only ride on their own assigned buses.
- Students will board and disembark from their assigned bus at the designated destination.
- In **EMERGENCIES ONLY**, parents will call the bus Co. for temporary exception to the rule that students ride on assigned busses only.
- **EMERGENCY BUS PASS**
 - If a parent/guardian contacts the school and needs their child dropped off at a different location other than their assigned stop.
 - Examples: Parent, family member in hospital, car collision, emergency early out
 - **Not intended for** extra-curricular activities such as going to a friend's house for a party, sleep overs, school projects, boy/girl scouts, etc.
 - If a student needs to get off at a different stop of their assigned bus, the student must obtain a **Bus Pass**
 - ❖ To obtain a bus pass a signed permission slip from parent/guardian is to be turned into their school front office for verification they are getting off at a different stop other than their assigned stop.
 - ❖ The school office will issue the bus pass
 - ❖ Student must present the bus pass to their bus driver.
 - ❖ Parent/guardian should contact the bus terminal to relay student's change of bus stop.
- Permanent changes to a student's bus assignment need to have a transportation request form submitted to the district office for approval.
- Assume responsibility for riders when permission is granted to be let off at a stop other than the regular stop.
- Temporary handicap will require a certificate or statement from a medical doctor to substantiate all physically handicapping cases. Obtain and forward to District office for transporting arrangements.
- Inform the driver and bus company, if possible, when your child will be absent.

Previous to loading the bus on the road and at school:

Bus Riders shall:

- Be at the designated bus stop at least 5 minutes before the scheduled pick-up time. Buses will NOT wait. Students shall respect the property and rights of all property owners
- Stay off the road while waiting for the bus. Conduct themselves in a safe manner while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single file manner and do not rush or push to get on the bus
- Be courteous. Not take advantage of younger students in order to get a seat.
- Walk to the side of the road facing traffic to get to the bus stop, if there is no sidewalk or path.
- Use the handrail and watch their step when boarding the bus.

While on the bus:

- Immediately follow the bus driver's directions.
- Remain seated at all times facing forward while the bus is in motion.
- Leave the last two seats empty unless the bus is completely full (3 students per seat).
- Do not open windows more than two notches.
- Keep your entire body inside the bus at all times.
- Do not throw anything out the windows.
- Do not eat or drink at any time while on the bus. Exceptions may be granted for longer trips.
- Do not fight (i.e. engage in any act of or leading to physical aggression or harm-assault upon another person, regardless of whether or not prompted by the actions of others).
- Do not use profane or indecent language (i.e. Abusive or derogatory remarks intended to be uncomplimentary or unacceptable).
- Do not talk loudly or cause unnecessary confusion at any time while on the bus. This diverts the driver's attention and may result in a serious accident.
- Never tamper with any bus equipment. Any damage to equipment seats, etc. will be paid for by the offender.
- Keep all belongings secured with you, not in the aisles, and do not leave anything on the bus.
- Be courteous to the bus driver, fellow students and passers-by.
- Keep absolutely quiet when approaching a railroad crossing stop.
- Remain in the bus in case of a road emergency unless directed to do otherwise by the driver.
- Do not use any form of tobacco, alcohol or drugs.

After leaving the bus:

- Do not leave the bus other than their regular stop unless a bus pass has been approved in advance by the appropriate school administrator.
- Use the handrail and watch their step when disembarking the bus.
- Cross the road at least 10 feet in front of the bus, but only after receiving a signal from the bus driver and checking to be sure no traffic is approaching. (Remember to walk).
- Help look after the safety and comfort of small children.
- Be alert for the pre-arranged danger signal from the driver.

DISCIPLINARY PROCEDURE

The following procedures will apply to all students, public and private, who ride a school bus. These procedures have been developed with the primary concern of safety for all individuals in mind. All administrative staff and bus driver staff will be fair and consistent in the implementation of these procedures.

RULE VIOLATIONS

When rules are violated the penalties shall be:

- First Offense:** A one day suspension from the bus
- Second Offense:** A three day suspension from riding the bus. PARENT CONFERENCE IS RECOMMENDED.
- Third Offense:** Suspension of all bus privileges including field trips and until a parent Conference is held, but not less than 5 days.
- Fourth Offense:** Suspension of all bus privileges including field trips for the remainder of the year (minimum of one semester)

- If a student misbehaves, the bus driver will first attempt to talk with the student individually, whenever possible to resolve the problem. The student may be assigned to a specific seat for a period of time. A description of the misconduct may be written up. The bus contractor will attempt to make contact by phone and document the call. If a written report is submitted, a copy shall be forwarded to the student's parent/guardian and the school.
- If the student's misconduct continues, the driver will fill out a **First Written** school bus conduct report. The driver and or bus contractor will make personal contact with the student's parent/guardian. This contact will be documented on the conduct report and filed for future use.
- If the student's misconduct continues, the driver will fill out a **Second Written** school bus conduct report which will be attached to the initial report containing the results of the parent/guardian contact. Both reports shall be forwarded to the student's principal for appropriate action.
- Upon receipt of the second report, the school principal will notify the parent/guardian of the misconduct and has the option of:
 1. Reprimanding the student
 2. Requiring a parent/guardian conference
 3. Requiring monetary or service restitution
 4. Suspending the student's bus privileges (3 day suspension)
- If a student's misconduct continues, the driver shall fill out a **Third Written** school bus conduct report form which shall be attached to the previous misconduct reports. The reports shall be forwarded to the student's principal for appropriate action. A third conduct report shall result in a parent/guardian conference called by the principal. The student's bus privileges shall be suspended for up to five days including field trips and a recommendation to the District Administration, that the student's bus riding privileges be revoked.

- If a student's misconduct continues, the driver shall fill out a **Fourth Written** bus conduct report which shall be attached to the previous conduct reports. The reports shall be forwarded to the student's principal for appropriate action. This and any additional school bus conduct reports shall result in a recommendation to the District Administrator for the student's bus riding privileges be revoked. The student's bus riding privileges shall be suspended including field trips for the remainder of the year (minimum of one semester).
- A single incident of a very serious nature which threatens the health, safety or welfare of the individual or other individuals may be referred directly to the principal and District Administrator for action. This shall include but not be limited to:
 - Direct refusal to follow the instructions of the bus driver or others in charge
 - Violation of rules relating to tobacco, alcohol, controlled substances, fighting, profane or indecent language, vandalism, weapon or look alike weapons
 - Creating a dangerous environment (i.e. throwing objects on the bus or out of a window or any behavior which results in distraction of the driver or otherwise puts others on the bus or not on the bus in danger of being harmed)
- If a student, due to his/her behavior must be removed immediately for the safety of all involved, the bus driver shall contact the bus contractor to pick up the student from the bus and transport him/her home. If the bus contractor is unavailable, the driver shall contact the police.

EXTRA-CURRICULAR ACTIVITY BUS TRIPS

Bus riders shall:

- Follow above rules and regulations which also apply to any trip under school sponsorship
- Shall respect the wishes of the chaperones appointed by school officials to accompany bus riders
- Return on the same bus. Parents/guardians, the principal or coach may arrange for an exception to this rule ahead of time.

Chaperone guidelines for Extra-Curricular trips:

It is the responsibility of the chaperones to be sure that the school bus rules are followed.

To make this easier it is recommended that the chaperones:

- Confirm destination of the trip, any special driving directions, unloading/pickup areas and parking arrangements
- Confirm return time and place
- Exchange names and cell phone numbers
- Food and Drink may be consumed on the bus if necessary. However, cleanliness is expected
- Standing and switching seats should be kept to a minimum
- Distribute themselves throughout the bus with at least one in the back of the bus
- Double check to be sure that all students take all of their belongings with them and that the bus is clean of all trash for the next group before leaving the bus.



ADDENDUM B

Temporary COVID19 Mitigation (Will be reinstated on a as needed basis)

The following changes will be in place for as long as needed to prevent the spread of COVID19 to students and staff of St. Mary School:

1. Masks will be optional. If warranted, we could possibly reinstate the use of masks in/when COVID-19 risks increase. Masks will be worn per state mandates, as directed by the county health department, Diocese of Superior, or St. Mary School.
2. Students and staff need to be fever free for 72 hours before returning to school.
3. Parents are asked to not enter the building past the main office.
4. Student snacks need to be individually packaged and brought each day.
5. No homemade birthday treats; treats must be store purchased.
6. Parents are unable to visit during the lunch hour.
7. Parent Volunteers in the building will be limited to essential only per Principal's discretion.
8. Participation in Band at the Public School will be limited by the School District of New Richmond.
9. All orientations and meetings will have a virtual option for those requesting it.
10. Athletics will follow recommendations from WIAA & CAA
11. Field Trips will be reviewed and approved after COVID-19 risks are assessed.
12. Physical Distancing of 3 feet will try to be maintained in hallways, classrooms, lunchroom, church, and playground.



ADDENDUM C

INTERNET AND OTHER TECHNOLOGY SAFETY

Technology is a growing area of resources for accessing and providing information for curricular, personal and instructional needs. The types of technology referred to in these guidelines are: internet, electronic presentations and news media,

Note: The Internet is a public place and privacy is not possible. Every message sent or received can be read by others and every "stop" made while one is exploring can be tracked by other users.

- School or program websites, presentations and media should reflect the character and mission of the school or program.
- Students' names should never be shown alongside their pictures. Where names are used with student work, only first names should be shown.
- It is required that parent permission forms must be on file in order to show student pictures and work.
- Email addresses of individual students should never be shown.
- The Catechetical Leader in charge of the school or program is responsible for the websites and any other media publications.
- Copyright laws must be followed.
- Student addresses and phone numbers should not be posted.
 - Links to a website must reflect church moral teachings.
- The internet is to be used for the purposes of project research and/or assignments set forth by the staff.
- It is required that each student and/or family have a Parent/Students Handbook Receipt form on file.

Internet Code of Conduct and Safety

- Private and personal information about oneself or others must NEVER be given out on the Internet.
- Appropriate language must be used when sending emails.

- Information retrieved from the Internet must be properly cited, giving credit to the author.
- Copyrighted information may not be used or sold unless the right to do so has been purchased from the owner of the data.

Works**Cited:**

Palo Alto Unified School District, California, 2005, Student Internet Handbooks

St. Anne School, Somerset, 2006-2007 Family and Student Handbook

St. Bridget Parish School, River Falls, 2006-2007 Parent/Student Handbook

St. Joseph Parish School, Rice Lake, 2006-2007 Family Handbook

Immaculate Conception Christian Formation, New Richmond, 2006 Parent Permission Form



ADDENDUM D
COMPUTER/IPAD/CHROMEBOOK USAGE
AND INTERNET AGREEMENT

As a user of the St. Mary School computers, I agree to comply with the rules stated on page 26 of the Parent Handbook, communicate over the internet and use the computer in a responsible fashion and honor all relevant laws and restrictions.

As a parent or legal guardian of the student(s) signing above, I grant permission for her/him to access computer services such as the Internet, Weather Bug, Pond Scum, etc. I understand that individuals and families may be held liable for violations. I understand that some material on the Internet may be objectionable and I accept responsibility for providing my child guidance on Internet use. I am prepared to set and convey standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

Internet research will never be a requirement. If you choose not to give your child permission, alternative assignments and information sources will be available. Students' grades will not be based on access to the internet.

St. Mary Catholic School Technology Handbook:

Internet and Equipment Usage 1:1 Chromebook Policy Handbook

St. Mary School will provide access for its students and staff to the use of the school's internet. The School does provide for internet safety and monitors internet usage. It is our policy to require the ethical use of the Internet and related technologies by all employees, volunteers, and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense. St. Mary School has the right to discipline for Internet misuse off of school property. The terms, conditions, and regulations for the use of Internet and related technologies as they apply to all individuals who utilize the computer technology of St. Mary School, are detailed below.

Internet and Equipment Usage Terms, Conditions and Regulations

1. Acceptable Use – The use of the Internet and related technologies must be in support of education and research, and consistent with the educational objectives of St. Mary School.

2. Unacceptable Use – Transmission of any material in violation of any law is prohibited. This includes, but is not limited to copyrighted materials, threatening, violent or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized “chat”, or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs and weapons, inappropriate language and communications, etc.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts and/or files is prohibited.

3. Privileges – The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

4. Warranties – The educational programs governed by St. Mary School make no warranties of any kind, whether expressed or implied, for service it is providing and is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational programs governed by St. Mary School specifically deny any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Internet and related technologies that are not previously approved as part of the local budget.

Introducing Chromebooks

St. Mary School is supplying all students in 3-8 grade with a Chromebook device and all students will have access to school technology to include iPads, iPad Minis, desktop computers, laptops, Chromebooks, and other technology devices. All devices are the property of St. Mary School. The devices will allow student access to Google Apps for Education, educational web-based tools, as well as many other useful websites. The devices are an educational tool that is not intended for gaming, social networking or high end computing. All students, and their parents or guardians, who are issued and/or use school devices are required to review and sign this agreement with St. Mary School to protect the hardware and software inherent with the technology, as well as protecting the student experience .

1. RESPONSIBLE USE GUIDELINES

1a: General Guidelines

- Access to the St. Mary School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to comply with this policy.
- Students are responsible for their ethical and educational use of the technology resources of St. Mary School.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Users of St. Mary School technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued application and are given no guarantees that data will be retained or destroyed.
- Any attempt to alter data, change school administered programs or configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Chromebooks will be distributed within the first few weeks of each school year. This

Chromebook Policy Handbook outlines the procedures and policies for families. Chromebooks will be collected at the end of each school year in the same condition they were received by their homeroom teacher.

- Students will be required to turn in their signed family copy of the 1:1 Chromebook Policy Agreement, take a Chromebook Policy Test, and receive 100% before they receive their Chromebook.

1b: Privacy and Safety

- St. Mary School will be purchasing and using a full Chromebook management system, in addition to our firewall and filters. This will allow teachers to view student's actions in real time.
- Students are not to go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Students are not to open, use, or change files that do not belong to them.
- Students are not to reveal their personal information including but not limited to: full name, phone number, home address, social security number, password or respective information of others.
- Students should remember that storage is not guaranteed to be private or confidential as all Chromebook devices and accessories are the property of St. Mary School.
- If students inadvertently access a website that contains obscene, pornographic or otherwise offensive and/or inappropriate material, they must exit the site immediately and notify a staff member.

1c: Legal Property

- Plagiarism and misuse of trademark and copyrighted materials is a violation of the student policy. 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. If students are unsure, they should ask a teacher or parent.

1d: Email Electronic Communication

- Always use appropriate and proper language in electronic communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at any time.

1e: Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use, care, and condition.
- Non-compliance with the policies of this document will result in disciplinary action.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- The School cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws and threatening or obscene materials.

2. DIGITAL CITIZENSHIP

Students must follow these conditions of being a good digital citizen:

- Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- Protect Yourself. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
- Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist or inappropriate.
- Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
- Students will use their Chromebook and any other school technology in ways that align with Catholic morals and teachings.

3. WEBSITE GUIDELINES:

Think before you act because your virtual actions are real and permanent.

- Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post

anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.

- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

4. TAKING CARE OF CHROMEBOOKS:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be given to your homeroom teacher as soon as possible so that they can be taken care of properly.

4a: General Precautions

- No food or drink is allowed next to your Chromebook/device while it is in use.
- Appropriate pressure when typing and using the trackpad/mouse is required.
- When closing the lid or setting down your Chromebook, appropriate care is required.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
- ***Chromebooks should be used on a flat solid surface.***
- Chromebooks must remain free of any writing, drawing, or stickers.
 - Students can purchase a case. We would recommend a carrying case.
 - *YOU can also purchase this case through the school.
- Chromebooks must have a St. Mary inventory tag on them at all times and this tag must not be removed or altered in any way. If removed or altered in any way may result in a \$10 fee.
- Chromebooks should never be left unattended in any unsupervised area.
- Students are responsible for having a fully charged Chromebook each day for class use.

4b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

4c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. papers, pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. **(Do not use any cleaning solvents on your computer screen)**

5. USING CHROMEBOOKS AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Chromebooks should be stored in classroom carts when not in use.
- Students who repeatedly do not bring their Chromebooks to required classes will face disciplinary action.

5b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when under repair.
- Students will pay full replacement cost if the loaner Chromebook is lost, stolen, or damaged.

5c: Charging your Chromebook

- Chromebooks must be plugged in each day to ensure it is fully charged.
- Repeat violations of this policy will result in disciplinary action.

5d: Background, Password, Account Design, and Account Profile Picture

- Only the St. Mary background and screensaver will be allowed as every student's account design. Students are never allowed to change backgrounds, screensavers or account design, at school or at home as this is a school issued account.
- Students are allowed to choose a profile picture but it must be appropriate and cannot be associated with guns, weapons, pornographic materials, inappropriate language, alcohol,

drug, gang related symbols or pictures.

- Take care to protect your password. Do not share your password.

5e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must have earbuds or headphones at school and may be used at the discretion of the teacher.

5f: Printing

- Students will not have direct access to St. Mary network printers from their Chromebook.
- Printing from a St. Mary network printer will only be available from Google Drive via access to a workstation computer in the school lab.

5g: Account Access

- Students will only be able to login on their Chromebook using their @st-marysschool.com school account.

6. MANAGING & SAVING DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education (GAFE) is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. GAFE lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection and their Chromebook, students can access documents and files anywhere, at any time.
- All student documents and files will be stored online in the Google Cloud environment. To maximize productivity, students are encouraged to activate the OFFLINE access to their Google Drive. This Google feature allows students to access anything stored in their “My Drive” without relying on an internet connection.
- All student documents and files will be stored online in the Google Cloud environment. Students may access their Google Cloud and all it’s applications from any computer by using their school account login information.
- Prior to leaving the school, or graduating, students who want to save any work, need to use [Google Takeout](#) to transfer the work to a personal gmail account.
- After leaving the school or following graduation, your account access will be disabled.

7. OPERATING SYSTEM ON CHROMEBOOKS

7a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent

version of the Chrome operating system without a user having to do a thing. There is no need for time-consuming installs, updates, or re-imaging.

- Some extensions require a restart of the Chromebook to be installed.
- Chromebooks should be shut down on Fridays to implement updates and stop processes that have slowed the Chromebook.

7b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

7c: Procedures for Restoring your Chromebook

- If a student Chromebook needs technical support, the Chromebook should be given to their homeroom teacher.

8. PROTECTING & STORING CHROMEBOOKS

8a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. These labels should never be removed.
- Chromebooks are the responsibility of the student. This device is for use during the duration of their enrollment at St. Mary School. *Take good care of it!*

8b: Account Security

- Students are required to use their @st-marysschool.com domain user ID and password to protect their accounts and are required to keep that password confidential.
- Students are required to share their password with their homeroom teacher and encouraged to share their password with their parent/guardian.

8c: Storing Chromebooks

- Chromebooks should be stored in classroom carts when not in use.
- Nothing should be placed on top of the Chromebook ever.
- Students are allowed to take Chromebooks home when and only if needed. They are not for home personal use.
- Chromebooks should not be stored in a vehicle at any time for security and temperature control measures.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, band room, library, unlocked classrooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.

- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.**

9. REPAIRING/REPLACING CHROMEBOOKS

- Please report all Chromebook problems to your homeroom teacher.
- Repairs/replacement of any Chromebook will be the responsibility of the student/parent. All repairs or replacement will be done by the school contracted service.

10. CHROMEBOOK TECHNICAL SUPPORT

Any questions or maintenance concerns are to be directed first to your homeroom teacher. They may then be passed on to our Technical support if needed.

11. CHROMEBOOK FAQ's*

Q. What is a Chromebook?

A. Chromebooks are mobile devices that cannot load independent software programs such as Microsoft or Apple programs and run completely through internet applications. Chromebooks come with a full-sized keyboard, large display and touchpad and are lightweight and have built-in ability to connect to Wi-Fi.

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Google)

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. St. Mary School tech coordinator and our Computer IT will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- § USB storage, mice and keyboards
- § SIM cards
- § SD cards
- § External monitors and projectors
- § Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web. Chrome offers the ability through the Apps Launcher so users can work in an "offline" mode.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. Chromebooks will come with internet filtering software that ONLY works at school. Once at home, your home internet filters will be used.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect. Chrome is the safest browser currently available.

Q. Battery life?

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening (at school or at home) to ensure maximum performance during the school day.

* Adapted from the Raymond J. Fisher Middle School website, Los Gatos, CA and the Sheboygan Area