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ST. MARY'S VISITATION SCHOOL  
Elm Grove

2024 - 2025

# Parent-Student Handbook

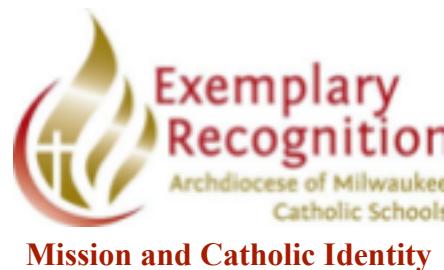
*Let it be known to all who enter here that Jesus Christ is the reason for this school, the unseen but ever-present teacher in all its classes, the model of its faculty, and the inspiration for its students.*

## MISSION STATEMENT

*St. Mary's Visitation Catholic Parish School exists to direct children toward God and toward Christian service to society through Catholic religious formation, academic challenge and continuous improvement.*

*“Encourage one another and build each other up”*

*Thessalonians 5:11*



*This student handbook is an agreement between the parents/legal guardians of minor students and the school. It is in effect for one year or until reprinted. The handbook can be updated at any time. The most updated version of the handbook is online at [stmaryeg.org](http://stmaryeg.org) and in our virtual backpack.*

August 2024

Dear St. Mary's Visitation Parents/legal guardians and Students,

Welcome to St. Mary's Visitation! It truly is a wonderful place for your child to learn and grow!

SMV provides an atmosphere where your child's body, mind, and spirit can be nurtured by caring faculty, staff and volunteers. Our focus is on Catholic formation, academic excellence, Christian service to God and neighbor. We are grateful for the sacrifice and hard work of all those involved in helping our school to grow and blossom. May the Holy Spirit continue to guide us to new levels.

Please read and discuss the information in this handbook with your family. The school reserves the right to amend the handbook at any time for just cause, with proper notice given to parents/guardians of changes. The most current version can always be found on the school website, [www.stmaryeg.org](http://www.stmaryeg.org) A link to the handbook will also be in the Virtual Backpack.

Following Milwaukee Archdiocesan policy, the parish pastor and school principal will strive to apply these policies with justice and fundamental fairness. The policies set forth in this handbook are meant to be guidelines and, as such, all decisions regarding application of these policies will ultimately be left to the sound discretion of the parish pastor and school principal, who will take into account any other circumstances they deem relevant.

Many blessings for a wonderful, faith-filled school year!

Sincerely,

Mr. Siegfried (Siggy) Spelter  
Principal



## TABLE OF CONTENTS

Sections/ Starting Page
Personnel and Resources/ Page 3
Mission Statement, Philosophy, and Goals/ Page 4
General School Schedule/ Page 5
Rights and Responsibilities of Parents/Legal Guardians/ Page 6
Admissions Policies and Procedures/ Page 7
Attendance Policies and Procedures/ Page 8
General School Policies and Procedures/ Page 11
Academic Expectations/ Page 17
Religious Opportunities/ Page 22
Dress Code/ Page 23
Discipline and Student Behavior/ Page 26
Communications/ Page 34
Transportation/ Page 36
Health and Safety/ Page 38
School Committees and Organizations/ Page 40
Athletic Association/ Page 42
Services to St. Mary's Visitation School/ Page 44
Tuition, Fees and Financial Aid/ Page 45
Addendums/ Page 46

## **ST. MARY'S VISITATION PERSONNEL AND RESOURCES**

### **Parish/School Staff**

Pastor: Rev. Philip Schumaker.....pschumaker@stmaryeg.org  
Director of Administration: Lindsay Johnson.....ljohnson@stmaryeg.org  
Principal: Mr. Siegfried Spelter.....sspelter@stmaryeg.org  
Assistant Principal: Mrs. Becky Pogacar.....rpogacar@stmaryeg.org  
School Secretary: Mrs. Jill Nordstrom.....jnordstrom@stmaryeg.org  
Office Assistant: Mrs. Michelle Akel.....makel@stmaryeg.org  
School Maintenance: Mr. Dennis Zainer

### **Faculty**

K3: Mrs. Maggie Lewis.....mlewis@stmaryeg.org  
K4: Mrs. Mary Grace Smrz.....mgsmrz@stmaryeg.org  
K4: Ms. Colleen Lesnjak.....clesnjak@stmaryeg.org  
K5: Mrs. Tammy Biebel.....tbiebel@stmaryeg.org  
K5: Miss Grace Borchardt.....gborchardt@stmaryeg.org  
Grade 1: Mrs. Sara Sinense.....ssinense@stmaryeg.org  
Grade 1: Mrs. Camille Fernandes.....cfernandes@stmaryeg.org  
Grade 2: Mrs. Jen Adams.....jadams@stmaryeg.org  
Grade 2: Mrs. Betsy Navarrette.....bnavarrette@stmaryeg.org  
Grade 3: Mrs. Julie Perez.....jperez@stmaryeg.org  
Grade 3: Miss Jennifer Grajek.....jgrajek@stmaryeg.org  
Grade 4: Mrs. Colleen Parks.....cparks@stmaryeg.org  
Grade 4: Mrs. Katie Lawinger.....klawinger@stmaryeg.org  
Grade 5: Mrs. Beth Scherr.....escherr@stmaryeg.org  
Grade 5: Ms. Kim Scanlan.....kscanlan@stmaryeg.org  
Grade 6-8 Science: Ms. Patricia Heim.....pheim@stmaryeg.org  
Grade 6-8 Social Studies: Mr. Daniel Voboril .....dvoboril@stmaryeg.org  
Grade 6-8 Math: Mr. Michael Falk.....mfalk@stmaryeg.org  
Grade 6-8 English/Language Arts: Miss Catherine Raster (Aug.-Dec.)/Miss Anna Sobczak (Jan. 2025)  
.....craster@stmaryeg.org  
.....asobczak@stmaryeg.org  
Grade 6-8 Theology: Mrs. Aimee Weiner.....aweinier@stmaryeg.org  
Reading Teacher: Mrs. Christine Dee.....cdee@stmaryeg.org  
Spanish: Senora Maria Paglianti.....spanish@stmaryeg.org  
Music: Mrs. Alivia Gundlach.....agundlach@stmaryeg.org  
Band: Mrs. Courtney Falk.....cfalk@stmaryeg.org  
Physical Education: Mrs. Joanne Brandtjen.....jbrandtjen@stmaryeg.org  
Library Assistant: Mrs. Libby Kohn.....lkohn@stmaryeg.org

### **Teacher Aides**

Mrs. Mary Sue Larsen, Mrs. Deanna Pilgreen, Miss Mary Margaret Raster, Mrs. Chelley Siegfried, Mrs. Julie Swietlik

### **After School Care**

Mrs. Andrea Rosen.....afterschool@stmaryeg.org

School Office Number: 262-782-7057

**School Attendance Number: 262-901-1800**

**Attendance Email: [attendance@stmaryeg.org](mailto:attendance@stmaryeg.org)**

**MISSION STATEMENT/PHILOSOPHY AND GOALS**  
**OF ST. MARY'S VISITATION SCHOOL**  
*"Encourage one another and build each other up"*  
*Thessalonians 5:11*

## **MISSION STATEMENT**

St. Mary's Visitation Catholic parish school exists to direct children toward God and toward Christian service to society through Catholic religious formation, academic challenge and continuous improvement. (Approved, School Committee, 09/2016)

### **Mission Statement Goals**

#### **Message:**

- To develop an active lifelong Catholic response to the Gospel message based on Scripture and tradition.
- To understand and respond to God's message as it relates to our individual needs as well as our community need

#### **Community:**

- To develop an understanding that we are children of God and to develop respect for all of God's creations.
- To reflect a Catholic faith community by our examples, attitudes and actions toward all with whom we come in contact.
- To practice our Catholic values within our world of communities.

#### **Service:**

- To develop awareness of our responsibility to all people.
- To exemplify Christ-like attitudes in service and love.

#### **Worship:**

- To provide individual and community faith experiences for our students so that they develop a personal relationship with God, whereby they will ultimately achieve the attributes of faith, hope and love.

## **PHILOSOPHY STATEMENT**

To develop each student as an individual, as an individual in a world community, and as an individual in a Catholic community.

### **Philosophy Statement Goals**

- To create an environment for the student to grow spiritually by both experiencing the Catholic message and implementing it in community works and service.
- To provide an atmosphere of high expectations that challenges the individual and promotes in him/her the confidence to become a lifelong learner to reach the fullness of his/her potential, along with an attitude of acceptance toward those with varying capabilities.
- To provide opportunities for growth in physical skills and create a healthy sense of one's body and its potential. We strive to teach an attitude of acceptance toward all group or team competition.
- To provide a Christian climate of social responsibility by example, and by class projects and community involvement.
- To teach students that the right to participation in extracurricular activity is dependent on acceptable academic and behavior standards in the classroom.
- To monitor the balance between academic achievement, classroom behavior, and extracurricular activities through ongoing communication among the teachers, the students, and their parents/legal guardians.

## **GENERAL SCHOOL SCHEDULE**

Being present and on time contributes positively to the continuity of each child's education and that of the whole class.

## ARRIVAL.

**7:35 a.m. First Bell and students may enter the building.**

**7:45 a.m. Final Bell; Morning classes/attend Mass. Pupils are marked tardy if not in the classroom by 7:45 a.m.**

## DISMISSAL

2:40 p.m. Dismissal K4 – K5

2:45 p.m. Dismissal 1-8

Students are expected to leave the school property immediately after dismissal according to the dismissal procedures, except when involved in an adult supervised extra-curricular activity or the after-school care program.

## 3 YEAR OLD KINDERGARTEN

K3 Choice of Monday-Friday (5 days); M, W, F (3 days); or T & Th. (2 days)

Half & Full day option available

### Half Day K3 Schedule: 7:45 a.m.-11:30 a.m.

Full Day K3 Schedule: 7:45 a.m. - 2:30 p.m.

## 4 YEAR OLD KINDERGARTEN

Half Day K4 Schedule: Monday through Friday: 7:45 a.m.–11:30 a.m.

Full Day K4 Schedule: Monday through Friday : 7:45 a.m.–2:40 p.m.

## MORNING RECESS

9:40 – 9:55 Grades K5 – 2<sup>nd</sup>

10:00 – 10:15 Grades 3<sup>rd</sup> through 5<sup>th</sup>

## RECESS AND LUNCH

	Recess / Lunch
6th-8th Grade	11:06-11:18 / 11:20-11:40
K4-2nd Grade	11:20-11:40 / 11:40-12:05
3rd-5th Grade	11:45-12:05 / 12:05-12:25
K3	11:10-11:30 / 11:30-12:00

## LITURGICAL WORSHIP

Students in 1<sup>st</sup> – 8<sup>th</sup> grade attend Mass twice a week on Tuesdays and Fridays at 8:00am. Students in K4-K5 attend Mass once a week on Tuesday at 8:00am. K3 students attend Mass occasionally. Students also participate in seasonal religious observations.

## AFTER SCHOOL CARE

After School Care hours are 2:45-6:00 pm every regularly scheduled school day. After School Care is available for children in grades K4 and above.

## **RIGHTS AND RESPONSIBILITIES OF PARENTS/LEGAL GUARDIANS**

The Catholic Church recognizes and acknowledges the role of parents/legal guardians to be the primary educators of their child. As such, schools partner with parents/legal guardians in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents/legal guardians in the education of their child.

Inherent in the parents/legal guardians' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents/legal guardians are also expected to support and adhere to the policies and procedures and demonstrate behaviors aligned with good moral and ethical principles. Parents/legal guardians are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. (Arch. Policy 1312).

### ***CONSEQUENCES OF UNACCEPTABLE PARENT BEHAVIOR:***

Whenever a parent's conduct is such that it demonstrates repeated refusal to obey the rights and responsibilities of parents/legal guardians as noted above, action may be taken. Such action may be of three kinds:

- 1st Offense - Verbal warning
- 2nd Offense - Written warning
- 3rd Offense - Request to leave St. Mary's Visitation School

Should parents/legal guardians refuse to abide by the rules and regulations of St. Mary's Visitation School or by word or action are unsupportive of its goals or otherwise fail to meet their obligations under school or Diocesan policies, the administrator may require the parents/guardians to withdraw his/her child or children from St. Mary's Visitation School.

Additionally, parents/guardians will be held to the same standards of respect expected of students in regard to their interactions with administrators, teachers, staff, and students.

### ***ARCHDIOCESAN RELATIONSHIP TO PARISH SCHOOLS***

All Catholic schools that include any sequence of grades between PK - 8 are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA).

In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools\* (NSBECs), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

All parishes in the Archdiocese of Milwaukee are incorporated under Wisc. Stat. Sec.187.01(2) as separate corporations. The Board of Directors of the parish corporation administers all temporal matters affected by civil or Canon law. The Board of Directors includes the Archbishop as President, the Vicar General of the archdiocese as a member, the pastor/priest administrator as Vice-President, and two elected lay members of the congregation, the trustee-treasurer, and the trustee-secretary. Men and women serving as trustees are called to the ministry of administration. The specific roles of trustees, their relationship to the parish council, their spiritual formation, and other related issues are fully outlined in the Parish Trustee Manual.

The Superintendent is responsible to the Archbishop or his delegate for the administration of the educational programs in Catholic schools, under the jurisdiction of the Office for Schools, applicable state laws, and the policies of the archdiocese. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies. Staff members of the Office for Schools, under the authority of the Superintendent, assist Catholic schools and parishes of the archdiocese in designing, implementing, and evaluating quality programs. The staff provides administrative, consultative, and supportive services and programs in the areas of personnel, curriculum, instruction and assessment, planning, accreditation, technology, program development, and student services.

### ***ARCHDIOCESAN POLICIES AND PROCEDURE MANUAL***

The policies and regulations of the Archdiocese of Milwaukee can be found at <https://www.archmil.org/Catechesis/Resources/PoliciesandForms.htm>.

## **ADMISSIONS POLICIES AND PROCEDURES**

### **ELIGIBILITY FOR ENROLLMENT**

State law (Wis. Stats. 118.14(1)(a)) specifies that children are eligible for kindergarten based on their age. Age of eligibility for admission to Kindergarten and first grade is as follows:

- No child may be admitted to 3-year-old kindergarten unless he or she is 3 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 4-year-old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply.

### **ADMISSION POLICY**

When a class is filled, a family may place their name on a waiting list. When making decisions about enrollment, the parish/school respects the dignity of the child. Neither race, national origin, gender, disability nor other forms of discrimination shall prevent a child from being accepted in the Catholic school, unless attendance would cause conflict for the child because of the unique religious philosophy of the school's education program.

### **REGISTRATION**

Registration for the next school year for existing school families takes place in November. Registration is then opened to Parish Members starting in December. School registration for non-Parish Members opens in January.

### **ADMISSION PROCEDURE**

The following enrollment priorities will be followed:

1. Families who already have children enrolled in the school will have first opportunity and preference for the seating of additional family children.
2. New registrations will be handled utilizing the following guidelines:
  - a. Preference is given to families who are active (time, talent, and/or treasure) St. Mary's Visitation parishioners, according to the date they registered in the parish.
  - b. Given that we are a Catholic parish-based school, preference will be given to Catholic vs. non-Catholic families. Non-parishioner, Catholic Families who live within the geographic area are given preference over those who do not live in the area.
  - c. Among St. Mary's Visitation parishioners, preference is given to families who live in the geographic boundaries for the Elmbrook and Wauwatosa School Districts, since there are many benefits available to St. Mary's Visitation School by virtue of its geographic location within those school districts.

All students shall be subject to a period of continued admittance review during the first tri-semester following their admission to St. Mary's Visitation School. At any time thereafter, the School Administration may determine, in its sole discretion, to place a student on an indefinite period of Review based on the demonstrated academic or behavioral needs of such student. The School Administration shall notify in writing the parent(s) or guardian(s) of any student placed on Review of such decision. During any period of review, the School Administration shall determine whether or not SMV can meet the Needs of the student. If the School Administration determines, in its sole discretion, that SMV is not able to meet the Needs of a student who is on Review, then the School Administration will inform the parent(s) or guardian(s) of such student that he/she will not be invited back to attend SMV following the end of the then current school trimester, or any subsequent period. The decision of the School Administration shall be final.

Following diocesan policy, the parish pastor and school principal will strive to apply these policies with justice and fundamental fairness. The policies set forth above are meant to be guidelines and, as such, all decisions regarding application of these policies will ultimately be left to the sound discretion of the parish pastor and school principal, who will take into account any other circumstances they deem relevant.

## **ATTENDANCE POLICIES AND PROCEDURES**

### **ABSENCES AND TARDINESS**

We have a dedicated phone line and email for student absences and tardiness. Please make note of this!

**Parents/Guardians must report all student absences using either of the following:**

Email: [attendance@stmaryeg.org](mailto:attendance@stmaryeg.org)

or

Phone #: 262-901-1800

**In order for the student absence to be excused, notice from a parent/guardian must be received via either of these channels of communication. A mention or note to only a teacher will not suffice.**

The school shares the responsibility with parents/guardians in teaching students responsible habits of dependability through regular and punctual attendance. Such habits have pertinent carryover to daily life and adult employment. The process of education requires continuity of instruction, classroom participation, learning experiences and study benefits for individual students. Absences include whole day absences, half-day absences, and tardiness, which can disrupt the regular classroom learning experiences and the continuity of the instructional process. The benefit of a regular classroom learning experience is then lost and cannot be entirely regained. This principle of education underlies and gives purpose to the requirements of compulsory schooling.

**In accordance with the Wisconsin School Compulsory Attendance Law, if a child will be absent, a parent/guardian must call, 262-901-1800 or email, [attendance@stmaryeg.org](mailto:attendance@stmaryeg.org) by 8:00 am the day of the absence.**

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age. Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

### **Process and potential consequences school may impose for excessive tardiness and/or absences**

- In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.
- There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
- A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

### **A student who is absent from school will not be allowed to participate in afterschool activities or evening activities.**

A student must be in attendance at his/her school class for the full day in order to be eligible to participate in a competition, scrimmage, or practice. A full day is defined as the regularly scheduled length of time school is in session. The school principal, if circumstances warrant, may excuse a student from this requirement.

### **The following are considered legally excused absences:**

- Personal illness
- Funerals
- Designated religious holidays
- Family activities/vacations pre-approved by the principal- up to 10 days
- Medical or dental appointments
- Required legal appearances by the student

**The following are examples of unexcused absences:**

- Working schedules
- Babysitting
- Car trouble, transportation issues
- Oversleeping, running late, or traffic
- Personal appointments that do not contribute to the health, safety, or welfare of the student.
- 

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused.

*The parents/guardians of students who exceed the number of absences permitted in the state statute will be asked to conference with the principal and teacher regarding the attendance deficit.*

#### **ATTENDANCE - SICKNESS/CONTAGIOUS ILLNESS**

Sickness or contagious illness excuses a child from school. After having a serious type of illness, a child may not be admitted to school without written permission from a doctor. The principal will dismiss any child showing symptoms of a communicable disease such as high fever, rash, vomiting, or diarrhea. Before a child is dismissed, the parents/guardians will be contacted. Parents/legal guardians will be called and asked to take any child home if they present these symptoms.

**Please be considerate of your child's needs, and the office and school staff, by promptly picking up your child should you be called to do so. Children should be free from high fever (greater than 101) and vomiting for 24 hours before returning to school (without the use of fever reducing medication), especially those suffering communicable diseases such as the flu, pink eye and strep. In the case of strep throat, a patient may return to school 12 hours after taking the first dose of the antibiotic for strep, if the patient is well-appearing and without a fever.**

#### **ATTENDANCE - TARDINESS**

Tardiness disrupts the classroom routine and environment. **All pupils are required to be in the classroom when the bell rings at 7:45 a.m. Any pupil arriving after the 7:45 bell will be marked tardy.** Tardy students must check into the office prior to going to class. Excessive tardiness will not be tolerated. After excessive tardies, a letter from the principal will be sent to the parent or guardian.

#### **ATTENDANCE - VACATION POLICY**

As a school staff, we feel that consistency and clear communication are extremely important when we uphold our high academic expectations with all of our students. **There will be no virtual learning and not every assignment will be placed on Google Classroom or Seesaw. We are not a virtual school. We believe in in-person instruction.**

#### **Assignment and Assessment make up policies due to vacation**

- **Grades 1 - 5:** Students will ONLY receive their math assignments ahead of time to take with them. The rest of the work that students will miss, due to a vacation, will be organized on their desk for them to complete when they return. They will have one week to make up the work. If the work is not completed within a week, a standard score of 1 will be entered in the PowerSchool system for those assignments. Students are also expected to make up any assessments that were missed.
- **Grades 6 - 8:** Student assignments will be posted on Google Classroom. Any assignments which can't be posted on Google Classroom will have to be completed upon the student's return. Students will have one week to make up the work. If the work is not completed within a week, a standard score of 1 will be entered in the PowerSchool system for those assignments. Students are also expected to make up any assessments that were missed.

#### **ATTENDANCE - EMERGENCY INFORMATION**

No child is ever sent home for illness or any other reason unless the school has personally contacted the parents/legal guardians, either at home or at the place of employment, in order to determine the proper procedure for such a dismissal.

**Annually, an Emergency Information Sheet is to be completed online within the first week of school. It is absolutely essential that the school secretary is notified whenever there is a change of work, home address, phone number, etc. in order to keep the records current.**

## **ATTENDANCE - LEAVING THE SCHOOL PREMISES DURING SCHOOL HOURS**

For lunch: An email must be sent to the classroom teacher and the school secretary at the beginning of the year to indicate that a child will be going home daily for lunch. He/she must sign out (and in) in the school office. No other students may go home for lunch with him/her.

If a child normally stays for lunch and a parent wants the child to come home on a specific day, an email must be sent to the classroom teacher and the school secretary indicating that the child has the parent's permission to go home that day. The parent must come into the school office to sign out the child, and the child must sign in when returning to school. Friends are not allowed to accompany a child home for lunch.

**Early dismissal:** If a child is to be dismissed early for some reason, written notification must be sent to the school. The parent/designated adult must come into the school office to sign out the child (and if the child is returning to school that day, he/she must sign in.)

## **ATTENDANCE - Medical Necessary Learning**

Situations do arise when a child is out of school due to a medical necessity. Upon the approval from the principal, a virtual learning option may be put into place for this situation.

## **ATTENDANCE - TRANSPORTATION CHANGES**

For children's safety, all transportation changes must be emailed to the classroom teacher and the school secretary. If an unexpected emergency that will alter your child's pick-up plans occurs, call the office as early as possible, preferably before 2:00 p.m.

If a child will not be using the usual means of transportation home on a specific day, an email must be sent to the classroom teacher explaining the situation. (For example, if a parent/designated adult will pick up a child on a certain day rather than having him/her take the bus, the teacher needs to know this.)

If one student is going to the home of another after school, each family involved must send an email to the classroom teacher and the school secretary no later than 8:00 a.m. the day of the event to that effect. (This assures the school that parents/legal guardians are aware of the arrangements). If both children do not present notes, they will each be sent to their own homes.

## **GENERAL SCHOOL POLICIES AND PROCEDURES**

### **ARTICLES PROHIBITED IN SCHOOL**

- Weapons of any kind, including guns, knives, sharp implements, bean shooters, slingshots, hard balls, bats & lighters are prohibited. See WEAPON FREE ZONE section of this handbook for more details.
- Books, magazines or pictures of questionable nature are prohibited & will be confiscated. Parents/legal guardians will be contacted.
- Cell phones & private electronic equipment are discouraged. See ELECTRONIC & TELECOMMUNICATIONS section of this handbook for more details.
- Alcohol, tobacco, tobacco related devices, electronic cigarettes, illegal drugs or drug paraphernalia are prohibited. See UNACCEPTABLE BEHAVIOR section of this handbook from more details.
- Skateboards, roller skates, bicycles and roller blades may not be used on the playground during school hours.

### **~ ELECTRONIC AND TELECOMMUNICATION DEVICES**

Personal electronic devices at school include, but are not limited to, cell phones, tablets, Smart watches (watches with Internet, camera, music, or phone features), iPods, MP3 players, cameras or similar devices.

***Use of any personal electronic device by students during the school day is prohibited unless it is part of a student learning plan.***

- Any devices found outside of a locker will be confiscated and parents/legal guardians will need to retrieve the child's device from the school principal.
- All personal electronic devices must be turned off at all times during the school day and must be kept in a student's backpack inside their locker. These devices are discouraged at school and the school will not be responsible for lost, stolen or damaged items.
- Inappropriate use at after-school activities, on parish grounds, or at any school function is prohibited. Any infraction will result in surrendering the device to a school authority until a meeting is held with parents/legal guardians.
- Personal e-readers are allowed at school only with a signed permission slip and only if there is no Internet browsing or gaming function on the device.
- A child will not be permitted to make telephone calls home requesting parents/legal guardians to bring forgotten items to school. The school office will call you if there is an emergency or if your child is not in proper uniform.
- The principal has the right to access any content of any electronic device confiscated from a student.

### **CHILD CUSTODY DISCLOSURE**

The parish/school shall communicate with the parents/legal guardians of a child in a divorce action according to the directives of the court. When parish/school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this manner will suffice.

If a court has issued an order affecting the physical placement of the child pursuant to Wis. Stat. 767.24 (or comparable statute of another state), copies of the student progress reports shall be issued to both parents/legal guardians in conformity with Wis. Stat. 118.125(2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125(2).

### **CHILD ABUSE**

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child needs protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People* (Article 4) requires

cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

According to Wisconsin State Law, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect child abuse or neglect, or who has reason to believe that a child has been threatened with abuse or neglect, and that the abuse or neglect will occur is obliged to report the case immediately. The report will be made by telephone or personal visit to the local county Child Welfare Agency, the office of the County Sheriff, or the City Police Department. The reporter shall complete and file a written report with the School Principal. (Refer to Archdiocesan Policy 5140.1.)

### **CLASS SIZE**

To assure quality learning in the classroom, classroom size is constantly assessed; the pastor and principal have final determination on class size. They may consider the following variables that affect class size:

- Grade level
- Achievement ability of students
- Physical facilities
- Availability of support personnel
- Consultation with teachers, parents/legal guardians, board members/education committee and the administrator.

### **CONCILIATION PROCEDURES FOR PARENTS/LEGAL GUARDIANS**

*Conflict occurs most frequently when there is difficulty in communication. As a Christian community, we are committed to a more cooperative, mutual style of communication.*

If a serious concern arises, the following procedure should be followed:

1. The parent / legal guardian shall submit his/her concerns either verbally or written via email to the teacher first and the two will work to resolve the conflict.
2. If resolution of the conflict is not attained, either may submit the concern to the principal for mediation.
3. If the situation is not remedied in a satisfactory manner, then a signed, written statement should be submitted to the Pastor requesting mediation and copied to the principal and the teacher or parent.

### **CONFIDENTIALITY**

St. Mary's Visitation Parish School Staff is committed to upholding high standards for maintaining confidentiality. All requests for student records and transfers will be handled through the school office. These records are all kept confidential.

### **FOOD, SNACKS, AND BIRTHDAY TREATS**

Food, snacks, etc. may not be eaten in the hallways or on the playground. During teaching hours, no eating is permitted, unless designated by the teacher. A nutritious snack may be eaten before recess but must be consumed while in the building. Soda and caffeinated drinks are prohibited in the cafeteria.

A student may bring a birthday treat to celebrate his/her birthday or half – birthday (if the student's birthday falls during the summer vacation). **Birthday treats shall be limited to a single, and simple, edible, or non-edible item. Items must be able to be easily shared in the classroom (pre-cut or individually packaged), and parents must provide plates, napkins and any necessary serving ware.**

Sharing a birthday treat is limited to the birthday student's classroom ONLY. Leftover items shall be taken home at the end of the day. In the Junior High only, soda may be brought to school only with the prior approval of the teacher.

**All snacks/treats need to conform to the classroom policy on allergies.**

## **GENDER IDENTITY**

Per Archdiocesan policy 4300, all required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun".

Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender assignment".

## **HOMEROOM ASSIGNMENTS AND REQUESTS**

Throughout the school year, teachers become keenly aware of the academic, social and behavioral needs of each of the students in their classrooms. This information is used to discuss the best placements for the students into the next grade. Factors such as class size, number of boys and girls, academic performance, and student personalities are all discussed to determine the 'best fit' in regard to the student classroom placement for the upcoming school year.

Due to the time and care spent during the school year with each individual student, current year teachers are best able to make the judgment as to the best placement for each child. Family requests for a certain teacher will only be considered on a rare exception basis, and only if accompanied by a request letter or email.

These exceptions will have the following criteria:

- The student or parents have specific concerns about a particular teacher.
- Parents of multiples (twins, triplets, etc.) may request having their children in the same or different classes.
- Issues relating to medical need or physical impairment.
- Issues relating to learning disabilities.
- Emotional issues.
- Peer relationships.

A parent's student placement letter must include all of the following:

- Valid academic concerns.
- Social/emotional needs of the student.
- Personality/motivational concerns.
- Requests must be based on specific teacher traits.
- Requests must be submitted to the Principal by June 1st .

Although parent requests will be taken into consideration for student placement, it does not guarantee placement of the student into a particular class or teacher. The School Principal will make the final class placement decision of all students.

## **POLICE QUESTIONING AND APPREHENSION**

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. However, a law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents/legal guardians before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child from school when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

## **PUBLICITY/PICTURE POLICY**

St. Mary's Visitation School is proud of its traditions, teachers and students. Publicizing the activities, achievements and events of our school community demonstrates our commitment to excellence. It provides St. Mary's Visitation an opportunity to generate positive publicity for our school. It also fosters a sense of school pride while providing our students with educational experiences involving the media. This philosophy helps attract new students and increases support from community and business leaders. It's possible your child's picture will be used in publications or on our websites.

St. Mary's Visitation School will work to generate media coverage of various school events and activities as well as promote Catholic education within the Archdiocese of Milwaukee. This promotion is implemented under the direction of the Advancement Sub-Committee of the School Committee and the school principal.

Media access to the school may be granted by the school principal and could involve students being videotaped or photographed during school or extra-curricular activities. Due to the immediacy of media coverage, there is not always time to give parents/legal guardians prior notification. If you do not want your child's/children's picture(s) used for these purposes, please indicate this on the student forms that are due the first week of school.

## **SCHOOL VIOLENCE THREAT - MANDATORY REPORTING**

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

## **SCHOOL VISITATION**

To create a positive and safe environment for your child, no visitor is admitted to the school without first stopping in the school office to sign in and receive a Visitor/Volunteer badge. **Visitors are required to show a state-issued form of photo identification (ie. Driver's License, State ID) in order to receive visitor/volunteer clearance.**

Parents/legal guardians are encouraged to speak with teachers about how they might be of help in the classroom. Such help should be approved and scheduled with the teacher. However, any unscheduled interruptions to teachers prevent the smooth running of classroom activities. Therefore, conversations with teachers should occur at times when appointments have been set.

## **SEARCH AND SEIZURE**

Parishes/schools reserve the right to search anything brought onto parish/school property. Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. Additionally, the principal and staff members specifically delegated by the principal shall inspect the student lockers and desks and any items in the lockers and desks periodically without the student's consent and without notice.

When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted. The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

## **STEWARSHIP**

The parish strives to call parishioners to a commitment to stewardship. The annual stewardship expectation for each school family is \$1,300 (or \$25 per week). With this active stewardship from each school family, St. Mary's Visitation School can continue to provide the highest quality Catholic education for our students.

The school gratefully accepts gifts and matching funds from parishioners and friends of the school. The resulting generosity enables the parish to supplement tuition and fees income to meet the costs of education in the school.

Additionally, the Home and School Association provides the school with monies from their many fundraising efforts. Family participation in these projects ensures adequate material support for the school. Non-monetary gifts to the school will be accepted by the Principal in consultation with the Director of Administrative Services of the Parish.

## **SUICIDE PREVENTION AND AWARENESS**

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents/legal guardians, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents/legal guardians with concerns of suicidality and the parents/legal guardians are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

## **SUPERVISION - LUNCH AND PLAYGROUND**

SMV's school committee and administration believe it is important for SMV to continue to have our children safe and adequately supervised on the playground. These goals require four parent volunteers during the lunch period.

Parents/legal guardians are asked to voluntarily sign up for these important responsibilities through Sign Up Genius. There is a \$215 playground/lunchroom fee that is collected. This fee is credited towards your tuition when your **SIX (6)** days of service are completed.

### **~ PLAYGROUND RULES**

- During recess times, the building may be entered only in emergencies.
- Bicycles may be brought to school, but must be walked on the playground, from the West (rectory), and from the East (Crescent Drive).
- Fighting, rough-playing, and violent games will not be tolerated.
- Vulgar, crude, and disrespectful language will not be tolerated.
- All steps and door areas, as well as railings, are to be kept clear at all times.
- Each pupil is to show the greatest respect for all students at all times.
- No snacks of any kind may be eaten on the playground.
- Priority use of playground equipment is given to grades K3 – 5th during school hours. Junior High students may play on the equipment when not in use by the younger grades.
- Snowball throwing is forbidden on the school grounds, as well as on the way to and from school.
- Throwing and kicking of snow and snowball fights are forbidden.
- Playing on the snow piles on the premises is prohibited except when supervised and when classes are scheduled for that area.
- Grades K3–5, boots are to be worn in wet weather. Students who lack boots may be asked to stand near the building for the entire recess. Slippery conditions require boots for safety.

*Rules are subject to change as determined necessary*

## **TEACHER AVAILABILITY**

Education is a parent-child-teacher endeavor. St. Mary's wants to provide a time and place for some mutual sharing regarding the growth and behavior of each child. Conferences scheduled in the fall are mandatory. There is also the opportunity for voluntary or teacher requested conferences, typically occurring in February. All other appointments with teachers are to be set up mutually, outside of school hours.

Teachers will not be available to take phone calls during class hours. A phone message left at the school office, an email sent to the teacher, or a written note will be attended to by the teacher at his/her earliest convenience.

## **VANDALISM**

Parents/legal guardians of students shall be responsible for the vandalism done by their children. Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson. Vandalism against parish or school property caused by students must be dealt with appropriately by the school administration. The principal/school administrator is directed to

- Identify the student(s) involved
- Call together people, including the parents/legal guardians, needed to study the causes
- Decide upon disciplinary action and/or assessment of costs against the parents/legal guardians of students
- Take any constructive actions needed to prevent future vandalism

## **VOLUNTEER PREPARATION/SAFE ENVIRONMENT EDUCATION**

All school volunteers are required to i) complete the Safeguarding All of God's Children Training Session, ii) sign the Code of Ethics and iii) complete a background check, and iv) complete the Mandatory Reporting Responsibilities verification, which should be filed with our parish safe environment coordinator. The background check needs to be refreshed every five years. If you have questions, contact Chris Kinzy at the parish office. The Safeguarding All of God's Children registration can be found at [www.archmil.org/offices/Safe-Environment](http://www.archmil.org/offices/Safe-Environment).

Safe Environment Education is part of our curriculum. We are required to use the Circle of Grace Environment Curriculum. It is required to be taught to each grade level, each year.

## **WEAPON FREE ZONE**

All schools will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes. It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school-related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Any person in violation of this policy shall be immediately reported to police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parent/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

## **ACADEMIC EXPECTATIONS**

Through interdisciplinary curricula, St. Mary's Visitation teaches students to become problem-solvers, critical-thinkers and to expand their awareness of topic areas of study. Through age-appropriate lessons and activities, our students learn how to integrate their core academic knowledge and faith into their everyday lives.

### **CURRICULUM**

Teachers at St. Mary's Visitation Catholic School follow the curriculum of the Archdiocese of Milwaukee. This curriculum is in line with that of the Department of Public Instruction. View the curriculum on [www.stmaryeg.org](http://www.stmaryeg.org).

### **CHRISTIAN VALUES CURRICULUM**

St. Mary's Visitation is using a human growth and development curriculum entitled Family Life by RCL Benzinger. This innovative program focuses on partnering with parents/legal guardians. It guides children, parents/legal guardians, teachers and catechists to integrate five themes into Catholic family living: God's gifts of family, self, life, love, and community. It presents the teachings of the Church with clarity and offers support for Catholic families. The four Cardinal Virtues - justice, fortitude, temperance, and prudence - and their associated Moral Virtues are taught and reinforced through every unit of each grade level. Each lesson helps students and their families begin to practice the skills required to incorporate the highlighted virtues into everyday family living.

K5-5th grade teachers will teach from this curriculum. The Jr. High discusses this as part of their Morality Retreat. This program tends to serve as a positive aid in promoting Christian values in the family and parish community. It is intended as a joyful affirmation of God's gift of life, and as a way of helping Christian families understand the value of this gift as thoroughly and completely as possible in their lives. The Family Life K-5 program presents Catholic moral teaching and addresses key concerns of today's Catholic schools and families. In every grade level, Family Life implements child safety education, promotes virtuous living, and strengthens Catholic identity. The Family Life program reinforces the Catholic virtues and values.

### **SCHOOL GRADING PRACTICES**

Effective grading practices are necessary for improved teaching and learning.

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents/legal guardians, teachers and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement.

### **ASSESSMENT OF STUDENT LEARNING**

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning. Schools will employ a system of integrated assessment that includes routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.

- Ongoing summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.
- Intermittent schoolwide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.
- Standardized summative assessment to direct ongoing school improvement.

### **REPORT CARDS**

Student performance evaluation is a mutual concern of teachers, parents/guardians, and students. While daily classroom work, class participation, written assignments and test performance are clear indicators of each student's progress, a

formal standards-based report card is shared with students and parents/guardians each trimester ([Archdiocesan Policy P5123](#))

## **PROGRESS REPORTS VIA POWERSCHOOL**

Parents/legal guardians in grades 1-8 should monitor their child's progress via PowerSchool on a regular basis. It is recommended that parents/legal guardians of students in grades 3-8 make WEEKLY checks. Parents/guardians are encouraged to contact their child(ren)'s teachers any time they have a question or concern about their child's academic progress. This practice should also eliminate any surprises at report card and conference times.

## **STANDARDIZED TESTING**

Students in grades 3, 5, and 7 will participate in taking the Iowa Test of Basic Skills.

Students in K5 through 8th grade will participate in MAP testing. This takes place three times throughout the year.

## **HOMEWORK**

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home. The purposes of homework are threefold:

- to deepen students' understanding and skills relative to content that has been initially presented to them.
- to prepare students for new content.
- to have them elaborate on content that has been introduced.

In most cases, homework should be formative, allowing students to apply what they have learned in order to determine their level of understanding and need for further instruction.

Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student. As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

Homework, properly planned and purposeful in nature, should:

- Support growth toward identified standards and learning targets
- Support individual learning needs
- Be designed to check for understanding and provide feedback to foster growth
- Generally, not be graded, but used to inform instruction and assessment

Homework assignments should be coordinated among teachers and should be within the limit of expected probability for accomplishment by the student. Homework is not to be used as a form of punishment under any circumstances.

The following should guide teachers in the use of homework but homework is at the full discretion of the teacher:

### **Level Maximum Time**

- K5 10 minutes
- Primary (1<sup>st</sup> – 3<sup>rd</sup>) 30 minutes
- Upper Elementary (4<sup>th</sup> – 5<sup>th</sup>) 60-90 minutes
- Middle School (6<sup>th</sup> – 8<sup>th</sup>) 90 minutes

Parent involvement in homework should be kept at a minimum. The purpose of homework should be identified and articulated.

## **JR. HIGH HOMEWORK ESSENTIALS**

Junior High Students should be academically responsible and accountable for their own homework. Without sufficient practice and application, students will not be able to demonstrate mastery of academic standards.

Teachers will host a 6th through 8th grade parent meeting in September to provide an overview as to what the parents/legal guardians/students can expect during this school year.

## **CARE OF MATERIALS**

Each student is held responsible for the condition of all technology/electronic devices, books and materials. If any damage occurs, the student/student's parents/guardians will be responsible for the cost of replacement or repair of the item, or will be assessed an appropriate fine as determined by the principal.

The students are permitted to take home all books, as well as library books, provided they are carried in a school bag.

Book bags are required for every student from kindergarten through 8th grade. No textbooks will be permitted to be taken home without a book bag or backpack which is waterproof.

## **HOME PRINTER OR COMPUTER PROBLEMS**

In the rare circumstance of a missed deadline due to a home computer crash, the student is expected to have their parent email the teacher and arrange work time before or after school or at the public library.

In the event of a printer breakdown, students may email the document as an attachment to the teacher, share the file/document, or use Google Classroom.

## **MISSED WORK - ABSENCES**

When a child has been absent, he/she is responsible for completing the work missed. Students will be given one day for catching up on homework for each day of illness. Homework for an absent pupil will be taken care of at the end of the school day. Teachers will either send homework home with a family member in school or to the school office for parent pickup at 2:45.

**Please see the Vacation Policy for missed work procedures due to vacations.**

## **PLAGIARISM AND ACADEMIC DISHONESTY**

Plagiarism is defined as "stealing and passing off as one's own, the ideas, images, or writings of another" (Webster's Dictionary, 1961, 2001). Plagiarism includes exact copying, rewording, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the creator. Producing and/or copying content created by artificial intelligence (AI) and submitting that work as original is also considered plagiarism. Academic dishonesty includes but is not limited to copying or allowing another to copy any assignments or assessments. Plagiarism and academic dishonesty are not accepted. The School Administration has the right to determine penalties for any partial or complete act of plagiarism or academic dishonesty.

## **RETEST/RETAKES**

Retest options will be at the discretion of the teacher. To ensure that students demonstrate proficiency of the Archdiocesan Standards, they are required to retake summative assessments until they achieve mastery. For Jr High students, please check the Jr. High Webpage for a copy of the required forms to retake a test.

## **SHARING WORK/CHEATING**

Study guide use is at the discretion of the teacher. Students are not allowed to copy homework. If this is observed, the source paper and the copied work will be given to the teacher who assigned the work. The assigning teacher will determine the consequences.

## ACCEPTABLE USE OF TECHNOLOGY IN THE CLASSROOM

The discussion of the use of technology in education is one of the most important topics in the field of education at the moment. In an increasingly technological world, students need to gain a basic-level of understanding and familiarity with technology in order to be best prepared to enter the modern workforce. At the same time, the detrimental effects of technology, especially social media and entertainment, are well-documented. In this spirit, St. Mary's Visitation Catholic School seeks to outline a policy for best-practice in the use of technology in its classrooms.

St. Mary's Visitation Catholic School provides students, employees, and others affiliated with St. Mary's Visitation Catholic School with networking and computing resources. These resources are to be used ONLY for educational purposes. Acceptable or appropriate educational purposes include but are not limited to:

- Accessing the internet to retrieve information from libraries, databases, and the World Wide Web to enrich and expand curriculum
- Using email capabilities to facilitate distance learning projects
- Collaborating with teachers and students alike on school projects and assignments
- Using listservs and newsgroups to gain access to current information on local, state, national, and world events

Access to the internet and network is a privilege, not a right. Misuse of the internet and these resources will result in a suspension or loss of privileges to access technology. Examples of inappropriate or unacceptable practices of these resources are include:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, attacking, insulting others or any form of disrespect
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work or files
- Damaging computers, computer systems or networks
- Changing chromebook/ipad settings (exceptions include personal settings, such as font size, brightness, etc)
- Downloading apps
- Sending inappropriate emails
- Gaining access to others' accounts
- Using internet for personal entertainment
- Accessing discussion boards, chat rooms, and social networking sites

These examples align with the technology policy of the Archdiocese of Milwaukee form

[6161.2aStudentAcceptableUsePolicy](#)

## Network Responsibility Agreement

All users are expected to conduct their on-line activities in an ethical and legal fashion. Employees and students are responsible for good behavior on school computer networks and the internet. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network and its applications such as the internet are provided for students to conduct research and communicate with others for the purpose of educational growth and discovery.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with these school guidelines/terms.

*Please see the Addendum section for additional information regarding the Technology Policy for Grades 3 - 8.*

## **ADDITIONAL ACADEMIC OPPORTUNITIES AND EXPECTATIONS**

### **FIELD TRIPS**

Field Trips are planned at the discretion of the classroom teacher. Teachers are encouraged to vary the experiences from year to year in order to provide students with a wide range of educational experiences. Field trips are an opportunity to extend learning beyond the classroom walls—to broaden children's horizons. Every effort will be made to explore such possibilities and to participate in the wonderful experiences available through nature centers, museums, libraries, art groups, business and industry.

Parent chaperones are vital to the field trip experience. The number of supervisors needed is greater when students are younger or in instances when risk is greater. No field trip can take place without adequate parental cooperation and assistance. All parent chaperones must be Safeguarding trained per the Archdiocese of Milwaukee.

Prior to the field date, each student will be issued a permission slip stating the details of the trip—times, date, cost, and mode of transportation. This slip must be returned prior to the day of the field trip with parent signature and phone number where the parent can be reached in case of emergency on that day. No student will be permitted to participate in the trip without this form. Phone calls or handwritten notes will not be a substitute for the official form.

Gum is not permitted on any field trip.

### **FUNDRAISING FOR FIELD TRIPS**

Certain field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the pastor/parish director/president and the principal/religious education director. All funds raised must pass through the parish/school and must be used for costs associated with the field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

If the field trip is canceled for any reason, all funds raised are the parish/school's funds and may not be disbursed to individual students or families. The principal/religious education director is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal/religious education director on the use of the funds is final.

### **MUSICAL INSTRUMENT LESSON OPPORTUNITIES**

Piano lessons are available through private instruction during the school day for grades K4 – 8<sup>th</sup> grade. Band is available to students in 4<sup>th</sup> – 8<sup>th</sup> grade, with lessons occurring before & during the school day. There is an additional fee for these lesson opportunities. No music lesson will supplant a class that a child cannot afford to miss. The teachers, parents/legal guardians, and music teachers will work out schedules with the approval of the principal. Students may never replace a religion class with a music lesson.

## **RELIGIOUS OPPORTUNITIES**

“Encourage one another and build each other up” Thessalonians 5:11

School prayer and religious activities will be planned to help develop this theme more deeply and to live it more fully.

### **MASS, LITURGICAL CELEBRATIONS AND PRAYER EXPERIENCES**

Family prayer, full participation in Sunday Eucharist and the sacraments, and daily Gospel living and service are the essential foundational components upon which the school builds. St. Mary's celebrates as a Catholic, Christian community through liturgy and prayer including:

- Two (2) Weekly Eucharistic liturgies (Masses) at 8:00 a.m.
  - Tuesday, Friday, or special Feast Days—All School. The pastor must approve the Mass schedule.
  - Students in K4 – K5 attend mass once a week on Tuesday. K3 students attend mass occasionally.
  - Parents/legal guardians are always welcome to join their children at mass.
- Daily classroom prayer using a variety of media and methods, songs, formal prayer, spontaneous prayer, Scriptural reflection and journal writing;
- Classroom or all-school para-liturgies called forth by special events or seasons of the year;
- One day-long class retreat for Grades 6th through 8th grade.
- Mini-retreats will be made available to K3 through 5th grade.

### **RECONCILIATION**

The Sacrament of Reconciliation will be scheduled within the school year during school hours once each semester. Proper preparation for the reception of the Sacrament will be carefully planned.

### **RELIGIOUS INSTRUCTION**

The parish priest at St. Mary's Visitation Parish has frequent interaction with the children of the parish, especially those who are enrolled in the parish school. The priest celebrates Mass with the children; participates in various prayer services with the children; interacts with the children in a number of different settings; periodically instructs the children in religious education in their classrooms; and visits the children in the classrooms upon request. The schedule for the priest with relation to the school is flexible because of the responsibility of the priest for many other areas of parish life. The priest also works with the school faculty and the school administration in giving leadership to the school community, decision-making, and formation.

### **SERVING FOR WORSHIP**

Boys and girls who have received their First Holy Communion are invited to be trained to become Mass Servers. These boys and girls are responsible for serving the Masses on school days as well as when scheduled for weekend Masses.

## **DRESS CODE**

**All students in Grades K4 through 8th wear uniforms every school day**, starting with the first day of school, unless specifically designated otherwise. Uniforms need to be neat and clean. **Uniforms are not required for K3; Tidy play clothes are acceptable.**

Anything not listed in the following dress code is prohibited. The administration reserves the right to make the final decision about whether or not a student's attire complies with the dress code. A phone call to parents/legal guardians may be made if the dress code has been violated so that the appropriate uniform clothing can be brought to school for the student.

When common sense dictates, the principal will make a decision as to the wearing of slacks or shorts due to extreme weather conditions.

### **DRESS CODE FOR ALL STUDENTS**

#### **Shoes:**

- Shoes must be fitted and tied at all times. No clogs (this includes all Crocs and croc-type footwear), sandals without back straps, boots or soccer sandals.
- Only non-skid, non-marking tennis shoes may be worn in the gym. Black sole shoes are not allowed in the gym.
- Boots above the ankle, including but not limited to UGG boots, may not be worn in the classroom at any time. Boots above the ankle may be worn outside and during recess only.

#### **Socks:**

- All students must wear solid navy blue, black, or white socks at all times. This includes girls' leggings or tights.

#### **Hairstyles:**

- Hair needs to be clean, neat, and out of the eyes.
- Excessive bleaching, beading, and hairstyles that are distracting to the classroom environment are prohibited.
- The wearing of bandanas, caps, and other head coverings is prohibited while indoors, except when approved for medical reasons.

#### **Jewelry and Cosmetics:**

- Dangling earrings and/or excessive amounts of bracelets, rings, and chains are prohibited.
  - “Excessive amounts” means anything more than 2. A student may wear up to 2 earrings, 2 bracelets, 2 rings and /or 2 chains on the student’s entire body during the school day.
- Earrings are defined as jewelry specifically designed to be worn on both ears. Earrings shall be considered “dangling” if any part of the jewelry design hangs below the bottom of the ear lobe.
  - Boys are strictly prohibited from wearing earrings of any kind.
- Bracelets are defined as anything ornamental intended to be worn around the wrist. Ankle bracelets are strictly prohibited.
- Rings are defined as anything ornamental, intended to be worn around a finger. Toe rings, nose rings, eyebrow rings, lip rings, or any other type of facial jewelry are strictly prohibited.
- Chains are defined as anything ornamental worn loosely around the neck. Choke chains are strictly prohibited.
- Makeup (including lipstick, blush, foundation, eye shadow, or mascara) is prohibited.
- Girls may wear clear nail polish only. Boys are strictly prohibited from wearing nail polish of any kind.

## **DRESS CODE FOR GIRLS (K4 to 8)**

Grades K4 to 5<sup>th</sup>: Hunter/Classic plaid uniform jumper, shirt or skort

Grades 6<sup>th</sup> to 8<sup>th</sup>: Hunter/Classic plaid uniform skirt or skort

### **Skirts:**

- Skirts should be of modest length. The length of the skirt should not be shorter than the fingertips when the student's arms are rested at her side.

### **Blouses:**

- Solid white or red knit or tailored. Blouses must have sleeves and a collar.
- Solid white or red turtlenecks may be worn.
- Blouses need to be long enough to be tucked in & must be tucked in at all times.
- Buttons need to be attached and buttoned.
- T-shirts are not acceptable in place of a blouse.
- A T-shirt or other type of undergarment may only be worn under the blouse; however, it needs to be solid white without any type of lettering, drawing, or numerals.

### **Sweaters and sweatshirts (worn over a uniform blouse or turtleneck):**

- Solid red, navy or white sweaters and vests are acceptable.
- A small logo or ring around the neck or wrists is allowed.
  - Sports team logos & logos from other schools are prohibited.
- Only the official, spirit wear approved St. Mary's Visitation School sweatshirts and hoodies are allowed. SMV navy Seton and Padre sweatshirts are also allowed.

### **Pants:**

- During recess, solid navy-blue chino, corduroy, twill, or sweatpants may be worn under the jumper or skirt. These pants must be removed while in school.
- During school hours, navy blue or black tights or leggings may be worn under the jumper or skirt.
- Long underwear may not be worn in place of slacks.

## **DRESS CODE FOR BOYS (K4 to 8)**

### **Pants:**

- Solid navy blue (not royal blue) chino, corduroy, or twill pants. Elastic waists are allowed. Cargo pants and sweatpants are prohibited.

### **Shirts:**

- Light blue, white, or red, knit or tailored. Shirts must have sleeves and a collar.
- Solid light blue, white, or red turtlenecks may be worn.
- Buttons need to be attached and buttoned.
- Shirts need to be long enough to be tucked in & must be tucked in at all times.
- T-shirts are not acceptable in place of a shirt.
- A T-shirt or other type of undergarments may only be worn under the shirt; however, it must be solid white without any type of lettering, drawing or numerals.

### **Sweaters and sweatshirts (worn over uniform shirt or turtleneck):**

- Solid red, navy blue or white sweaters or vests are acceptable.
- A small logo or ring around the neck or wrists is allowed.
- Only the official, spirit wear approved St. Mary's Visitation School sweatshirt and hoodies are allowed. SMV navy Seton and Padre sweatshirts are also allowed.

## **PHYSICAL EDUCATION**

St. Mary's Visitation School provides a developmental physical education curriculum within the school setting. Grades 5<sup>th</sup> to 8<sup>th</sup> change into gym uniforms for phy. ed. classes. These uniforms are purchased through Burghardt's or Land's End and are part of the requirements for gym class. A plastic bag or gym bag must be used to store clothing after gym class. To prevent marks on the gym floor tennis shoes must have non-marking soles. No black soled tennis shoes allowed.

## **DRESS-UP DAYS FOR ALL STUDENTS**

- Dress-up days will be designated during the year. The day will be listed in the virtual backpack.
- Any color of skirt, dress, or trousers. No sweatpants or jeans. Skirts or dresses need to be knee length.
- Any color of blouse or shirt. The blouse or shirt must have a collar and sleeves, and may not have letters, slogans, or numerals on it.
- Any type of sweater. The sweater must have sleeves. If a vest or sleeveless sweater is worn, a shirt with sleeves must be worn under the vest or sweater.

## **DRESS-DOWN DAYS FOR ALL STUDENTS**

- Out of uniform days will be designated during the year. These dress-down days will be listed in the Virtual Backpack. Students need to be in their regular uniform if they are not dressed according to the dress-down theme.
- Neat, clean, and untorn jeans, sweatpants, wind pants, and sweatshirts may be worn.
- Shorts need to be uniform shorts or shorts that are knee-length.
- Shirts or sweatshirts must have sleeves and may not contain any objectionable slogans or pictures.
- Students may dress down when they celebrate their birthday or half birthday, following the above guidelines.
- All clothing must be appropriately modest.

## **SPIRIT WEAR DAYS**

- Spirit wear days are designated on the calendar. Uniforms may be worn in lieu of spirit wear.
- Any clothing that says St. Mary's Visitation is allowed
- Wearing SMV colors (blue & gold) is also permitted
- Neat, clean, and untorn jeans, sweatpants, wind pants, and sweatshirts may be worn
- Shorts need to be uniform shorts or shorts that are knee-length
- Spirit wear sales occur throughout the year & will be announced in Virtual Backpack with a link for purchase

## **WARM WEATHER DRESS CODE FOR ALL STUDENTS**

Between May 1 and October 15, students may wear uniform shorts in place of the regular uniform jumper, skirt, skorts or pants.

- Shorts need to be navy blue and knee-length.
- Cargo shorts, or other shorts with outside pockets, are not allowed.

## **SCOUT MEETINGS**

When students have scout meetings after school, they may, and are encouraged to, wear the scout uniform that day.

## **PICTURE RETAKE DAY**

On the day school pictures are taken, children may wear dress-up clothes, if so desired.

## **WHERE TO PURCHASE UNIFORMS**

If not purchased from another student or the Thrift Shop, girls' uniform jumpers can be purchased at [Lands End](#). Other items may be purchased anywhere, as long as they conform to the dress code.

## **DISCIPLINE AND STUDENT BEHAVIOR**

The staff and administration of St. Mary's Visitation School work to create a warm and consistent atmosphere conducive to nurturing a Catholic learning community. Within this context, the Gospel values of respect, responsibility, and right relationships are expected and developed. Each year students will grow in self-discipline. Junior High students especially are expected to demonstrate increasing maturity and self-control.

Christian justice expects that any discipline policy equally protects the rights of the child, his/her parents/legal guardians, other students, teachers, and the school administration.

### **SCHOOL BEHAVIOR RULES**

*Students are expected to comply with these rules:*

1. Behave in a respectful manner toward all.
2. Use helpful communication skills and non-violent means to settle disputes.
3. Accept others kindly with all their God-given uniqueness.
4. Act safely and ensure the safety of others.
5. Exert effort to study and learn well.
6. Follow directions promptly.
7. Come to class prepared with completed assignments and all required materials.
8. Be truthful and honest.

Disruption of the learning environment will not be tolerated. Logical consequences for choices of non-compliance will be exercised. For example, depending upon the nature of the inappropriate behavior, students will be asked to recall what they should be doing and will be reminded of what is expected. They may be kept out of some class activity to reflect on their inappropriate choice and be helped to understand an alternative. If unacceptable behavior continues, the teacher will confer with the student's parents/legal guardians to develop a mutually agreed upon plan to support a behavior change in the student.

The principal will be informed about such contacts. The frequency and/or severity of some student's behaviors may warrant demerits and detentions. Continued non-compliance will require a conference with the student, parents/legal guardians, teachers, and administrators to refine the student's behavior plan and reiterate consequences. Regular communication with parents/legal guardians about each child's progress or lack thereof will occur.

In addition, parents/legal guardians are encouraged to contact teachers with any questions or concerns they may have.

### **UNACCEPTABLE BEHAVIOR**

Whenever a student's conduct is such that it demonstrates repeated refusal to adhere to parish/school rules; to endanger the property, health, or safety of others; or to consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including, but not limited to, the following behaviors:

- 1) Any violation of Wisconsin Criminal Statutes
- 2) Possessing, using, purchasing, selling or distributing illegal drugs, drug paraphernalia, or alcohol.
- 3) Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes.
- 4) Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others.

- 5) Theft or vandalism.
- 6) Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear.
- 7) Harassment defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following:
  - a. Threatening behavior, racial insults, derogatory ethnic slurs.
  - b. Physical or mental abuse, sexual comments, jokes or gestures.
  - c. Unwelcome sexual advances, touching, character assassination, and/or rumors and gossip. To the extent a complaint of harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate authorities will be notified pursuant to [Section 48.981](#) of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated. ([Archdiocese of Milwaukee 5131.1\(a\) & \(b\)](#)).
- 8) Computer and telecommunications abuse.
  - a. Willful destruction of computer hardware or software, deleting, examining, copying, or modifying files and/or data belonging to others.
  - b. Forgery, reading, deleting, copying, or modifying of electronic mail messages of others.
  - c. The creation, propagation, and/or use of computer viruses and chain letters. ([Archdiocese of Milwaukee 6161.2\(b\)](#)).
- 9) Cheating, altering grades on assignments, tests or report cards.
- 10) Copying work from another student or allowing another student to copy the work; allowing another student, sibling or parent to complete the work; downloading information off the internet and submitting it as the student's own work; and plagiarism.
- 11) Hazing or hazing-type activities.
- 12) Possession on school or parish premises of printed or written material deemed inappropriate or obscene.
- 13) Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another.
- 14) Disrespect of school authority.
- 15) A pattern of behavior (e.g. neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available.
- 16) Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, intimidating, or leaving someone out to be hurtful.

Everyone at St. Mary's Visitation School is committed to making our school a safe and positive Catholic learning environment for all students. We will treat each other with respect, the way Jesus treated others. We refuse to tolerate bullying or harassment in any form at our school. All individuals at our school have the right to an education that is free of bullying and harassment.

## **CONSEQUENCES OF UNACCEPTABLE BEHAVIOR**

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, engages in the behavior listed above, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance.

Such action may be of four kinds:

- Demerit
- Probation
- Suspension
- Expulsion

### **DEMERITS**

St. Mary's Visitation School uses a demerit/detention system with respect to negative behavioral issues. A demerit is a result of an infraction of any school rule. A detention is a consequence of receiving a demerit. An infraction of any school rule (school, lunch, or playground) will result in a demerit being given. Depending on the nature/severity of the infraction, the staff reserves the right to request more than one demerit being given for a single offense or infraction.

The first demerit will warrant a detention. A detention form is made out in triplicate. One copy stays in the school office and two copies are sent home with the student... one for the parents/guardians to sign and return the following school day and the other to be kept by the parents/guardians.

Upon receipt of the signed copy, the student will serve the detention. If the signed copy is not received within the designated time frame, the parents/guardians will be contacted and /or a second detention will be given.

The detention will be served for 30 minutes from 2:45 to 3:15p.m. Arrangements must be made to pick up your student (including students who ride the bus) at this time. Detention will be served Monday, Tuesday or Thursday, or at the teacher's discretion.

### **PROBATION**

A student may be placed on probation if in the judgment of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show both positive behavior and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

*\*All students new to the school are considered on probation for a minimum of one trimester.*

### **SUSPENSION**

Suspension is a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

#### **Suspension from attendance at classes or school as determined by the school administrator must include:**

- An investigation by school officials prior to any suspension.
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time.
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents/legal guardians may attend the meeting at their request or if the administrator requests their presence.

- Notification to the parent prior to sending a student home from school.
- Notification of the conditions of the suspension, including removal from school activities or events while suspended.

A maximum of five (5) days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall not allow more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the principal and/or pastor.

## **EXPULSION**

As a definition, expulsion is a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

## **EXPULSION PROCEDURES**

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. This notification period can be waived by mutual consent of the parents/legal guardians and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the parish/school may include former trustees, pastoral council members, parents/legal guardians of former students, or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary and middle school level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., school principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents/legal guardians are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- After the hearing ends, and the school representatives and the student/parents/legal guardians leave, the hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is

appropriate disciplinary action; this recommendation should be briefly summarized in writing.

- The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the pastor and the principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision.

## **APPEAL**

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/school principal in writing with rationale for appeal. The pastor/school principal will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the Archdiocesan level.

## **ALTERNATIVES TO SUSPENSION AND EXPULSION**

The pastor makes the final determination whether a student is expelled. To ensure a safe, orderly, and effective educational environment, alternatives to suspension and expulsion may include, but not limited to, the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents/legal guardians
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions requiring a student to complete missing schoolwork or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent/legal guardian
- Removal of a student from school-sponsored or public-school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

## **EXAMPLES OF BULLYING**

- Hurting someone physically. Some examples are hitting, kicking, tripping, and pushing.
- Leaving someone out to be hurtful or trying to get other students not to play with someone.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race, ethnicity, appearance, or making fun of someone for being a boy or a girl.
- Taunting or name calling.
- Spreading rumors about someone.
- Harassing electronically. Some examples are using the phone, social media, e-mail, or instant messaging in order to hurt someone.
- Touching or showing private body parts.
- Stealing or damaging another person's things.

## STAFF AND VOLUNTEER RESPONSIBILITIES

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Take concerns about bullying seriously.
- Investigate all reported bullying incidents.
- Assign consequences for bullying based on the Hierarchy of Consequence for Bullying (see below).
- Provide immediate consequences for retaliation against students who report bullying.
- Model positive behavior by treating everyone respectfully.

## STUDENT RESPONSIBILITIES

- Treat everyone with respect.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to laugh or join in when someone else is being bullied.
- Try to include everyone in play, especially those who may often be left out.
- Report bullying to an adult at school and an adult at home.
- Live by these rules at the school, at school-sponsored activities (like Athletics and Scouts), and on the school bus

## HIERARCHY OF CONSEQUENCES FOR BULLYING

Consequences for infractions of behavioral goals or guidelines will follow the below procedure. Each step will be documented. Consequences for more serious behaviors, including retaliation against a student who reported bullying, may proceed to Step 4 or 5 if it is determined to be necessary.

### Step 1:

- Teacher reviews St. Mary's Visitation School anti-bullying policy with the student.
- Teacher informs the student of the next steps in the discipline process.

### Step 2:

- Teacher reviews St. Mary's Visitation School anti-bullying policy with the student.
- Student calls parent with the teacher.
- Teacher informs student of the next steps in the discipline process.
- Loss of Privileges (teacher's discretion)
- Restitution/Making Amends (teacher's discretion)

### Step 3:

- Principal reviews St. Mary's Visitation School anti-bullying policy with the student.
- Student calls parent with the principal.
- Principal informs student of the next steps in the discipline process.
- Loss of Privileges (principal's discretion)
- Restitution/Making Amends (principal's discretion)

### Step 4:

- Principal reviews St. Mary's Visitation School anti-bullying policy with the student.
- Student calls the parent with the principal
- Conference with the family
- Principal informs student of the next steps in the discipline process
- Loss of Privileges (principal's discretion)
- Restitution/Making Amends (principal's discretion)

### Step 5:

- Principal reviews St. Mary's Visitation School anti-bullying policy with the student.
- Student calls the parent with the principal
- Short-term suspension, long-term suspension, or expulsion
- Student referred for counseling

**Loss of Privileges may include:**

- Loss of recess privileges
- Loss of bus privileges
- Loss of seating choice at lunch
- Privileges that are mutually agreed to with parents/legal guardians

**Restitution/Making Amends may include:**

- School or community service
- Requiring the student to read a book about bullying and do a book report
- Requiring the student to make a poster (for display in the classroom or school) about a hurtful aspect of bullying and how it could be changed.
- Require the student to apologize to the bullied student in an appropriate manner

**ADDITIONAL CONSEQUENCES OF UNACCEPTABLE BEHAVIOR (Grades 6 - 8)** Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, engages in the behaviors listed above, or consistently disrupts the learning environment, action will be taken to restrict his/her privileges and rights of school attendance.

Students will be issued an infraction for each time they disobey the rules. The accumulation of infractions will be managed through a classroom management tool, Class Dojo (classdojo.com), which is also accessible by parents/legal guardians and students. This allows for efficient and timely communication. When six infractions have accumulated, a demerit will be issued by the homeroom teacher, the parents/legal guardians and principal will be notified and a detention will be served. After each additional six infractions, another demerit will be issued. Student accounts will be zeroed out at the end of each quarter. The detention will be served for 30 minutes from 2:45 to 3:15 p.m. Arrangements must be made to pick up your student.

**DOJO's****Examples (but not limited to) of unacceptable behavior that could lead to a DOJO (6 DOJOs lead to an infraction):**

Late to class

Noise violation - classroom noise violation - hallway

Disrespectful behavior towards a teacher

Disrespectful behavior towards another student

Disorganized locker

Unprepared for class

Hallway mess

Uniform violation

Homework missing

Disruptive to class

Talking out of turn

Misuse of classroom materials

Misuse of technology

Misuse of class time

**HIERARCHY OF CONSEQUENCES****The Discipline Process:**

Consequences for infractions of behavioral goals or guidelines will follow this procedure. Each step will be documented.

Consequences for more serious behaviors, including retaliation against a student who reported bullying, may proceed to Step 4 or 5 if it is determined to be necessary.

**Step 1: Warning**

- Teacher reviews St. Mary's Visitation School discipline policy with the student
- Teacher informs student of the next steps in the discipline process

**Step 2: First Demerit**

- Teacher reviews St. Mary's Visitation School discipline policy with the student
- Student calls parent with the teacher
- Teacher informs student of the next steps in the discipline process
- Detention
- Restitution/Making Amends (teacher's discretion)

**Step 3: Second Demerit**

- Principal reviews St. Mary's Visitation School discipline policy with the student
- Student calls parent with the principal
- Principal informs student of the next steps in the discipline process
- Detention
- Restitution/making amends

**Step 4: Third Demerit**

- Principal reviews St. Mary's Visitation School discipline policy with the student
- Student calls parent with the principal
- Parent, Parish Administrator, Principal, Student/Teacher conference
- Principal informs student of the next steps in the discipline process
- Loss of privileges
- Restitution/making amends

**Step 5: Fourth Demerit**

- Principal reviews St. Mary's Visitation School discipline policy with the student
- Student calls parent with the principal
- Parent, Parish Administrator, Principal, Student/Teacher conference
- Short-term suspension, long-term suspension, or expulsion
- Student referred for counseling
- Loss of privileges
- Restitution/Making Amends

Loss of privileges may include:

- Loss of recess privileges
- Loss of seating choice at lunch
- Loss of special activities including field trips/parties/special event days

Restitution/making amends may include:

- School or community service as determined by teacher/principal
- Requiring students to write a letter of apology

## **COMMUNICATIONS**

Education is a cooperative teacher-child-parent effort. Our goal is to maintain open, positive communication with parents/legal guardians through conferences, calls, notes, report cards, and participation in Open House and other events throughout the year.

### **ONE CALL NOW**

This is an automated notification system that provides emergency and routine text and email messages to you. Upon new family enrollment, your email is automatically added to the list.

If you would like to be added to the One Call Now text service, you must text the word **ALERT to 22300** from that preferred number. If you decide at a later time that you would like to be added to the One Call Now text service, please contact the school secretary.

### **CLOSING OF SCHOOL**

If school is in session and the child/children need to be sent home, every attempt is made to contact the parents/legal guardians, using One Call Now and email. School is never closed, other than a scheduled free day, without a written email of explanation.

### **INCLEMENT WEATHER CLOSING**

Per the archdiocese of Milwaukee, if Elmbrook School System decides to close, St. Mary's Visitation School will also observe the closing of the school. However, if Elmbrook School System is already planned to be off that day, St. Mary's also reserves the right to make an independent decision on school closings. This decision is made by the principal and the pastor. On any morning when the weather is such that a parent might question whether school will be in session, the parent is advised to check with WTMJ, WISN, FOX6 or the Elmbrook website, [www.elmbrook.k12.wi.us](http://www.elmbrook.k12.wi.us).

Decisions regarding the closing of school are usually announced between 6:00am - 7:00a.m. Also, if power is available, an email message or text using One Call Now will be sent to our parent distribution list. One Call Now is the most expedient means of communication for weather related closings. In winter, children will not be held outside in the morning or go out for recess if the wind chill or temperature is zero degrees or below.

### **CONFERENCES**

Education is a parent-child-teacher endeavor. St. Mary's wants to provide a time and place for mutual sharing regarding the growth of each child and the use of his/her potential. Conferences have been planned for both the first and the second trimesters. First trimester conferences will be held in November. These are required. Second trimester conferences will be held in March. These can be optional or are at the request of the teacher.

We encourage parent interest in student progress throughout the year. Parents/legal guardians or teachers may request a conference in addition to those that are scheduled. Please call your child's teacher to arrange for an additional conference.

### **SCHOOL-TO-HOME COMMUNICATIONS**

The principal's weekly letter will be emailed to all families via the Virtual Backpack, SMV's e-communication newsletter. This is the primary means of communication for school-related activities and notices. All attachments in the Virtual Backpack will also be posted on the school website. Paper copies are not distributed.

The purpose of this weekly letter is to communicate pertinent school and parish information to each family. It does not include solicitations from outside organizations unless approved by the principal. Additionally, it is NOT intended to be used as a forum for personal, entrepreneurial, or political opinions. Any other communication will be distributed at the classroom level and sent home in children's backpacks. Materials to be included in these communications, or distributed to the classroom, must be approved by the principal and must be in the school office by noon on Friday of the week prior to dissemination or distribution.

## **IMPORTANT SCHOOL AND PARISH WEBSITES**

St. Mary Visitation's primary methods of communication with parents/legal guardians include the school's website, Virtual Backpack, PowerSchool, and our teachers' websites. Google Classroom is utilized in Grades 6-8. Email and phone calls will continue to be important communication links between the teachers and the parents/legal guardians.

The school website ([www.stmaryeg.org](http://www.stmaryeg.org)) provides helpful ways to remain informed about school activities and provides a direct link to the Virtual Backpack.

PowerSchool ([www.powerschool.com](http://www.powerschool.com)) is a system that allows you to access your children's grades, homework completion and progress throughout the school year. The school shall issue a password for each student on an annual basis to access this material. You can access PowerSchool from an electronic device using the PowerSchool App.

## **TRANSPORTATION**

### **BUS**

Go Riteway is the provider of the bus transportation for St. Mary's Visitation. Their website is: [goriteway.com](http://goriteway.com). ***They can be contacted at 414-249-5048.*** We recommend downloading and using the Here Comes the Bus App. Free bus transportation is available to families whose residence is within the following boundaries:

- NORTH—North Avenue from 124th St. on the east to Pilgrim Rd. on the west.
- EAST—124th St. from North Avenue on the north to Greenfield Avenue on the south.
- SOUTH—Greenfield Avenue from 124th St. on the east to Moorland Road on the west;
- WEST—Moorland Road from Greenfield Avenue to Bluemound Road. Pilgrim Parkway from Bluemound Rd. to North Avenue.

The school appreciates consistent dismissal procedures. On rare occasions, we understand special accommodations must be made for your child's transportation. Parents/legal guardians must email the classroom teacher and school secretary by 2:00pm for any transportation changes.

### **BUS SAFETY**

The bus driver must give complete attention to his/her driving to keep students, drivers & motorists safe from harm. Therefore, the children must comply with the following regulations:

- Remain seated.
- Be respectful to other students & the bus driver.
- Refrain from name calling; pushing and pulling on each other; or any other action that could lead to physical injury.
- Refrain from throwing objects on the bus or out of the bus window.
- Speak quietly. Screaming and yelling at one another and vulgar language will not be tolerated.
- No eating on the bus.

### **BUS SAFETY VIOLATIONS AND CONSEQUENCES**

If the bus company completes a corrective action report identifying a student bus rider who has been unsafe, or refused to comply with bus regulations, the School Principal will take the following action:

- First Offense: Verbal warning conveyed by phone call to parents/legal guardians.
- Second Offense: A one (1) day suspension of bus riding privileges to begin the day following the filing of the report with the School Principal. (Principal will contact the parents/legal guardians to assure compliance since the Bus Company delivers the corrective action report to the school office).
- Third Offense: A three (3) day suspension of bus riding privilege to begin the day following the filing of the report with the School Principal. (Principal will contact the parents/legal guardians to assure compliance).
- Fourth Offense: a one (1) week suspension of bus riding privileges. (Parent/child/principal and driver will meet before the child's bus riding privileges are reinstated).
- Further offenses and indifference will result in permanent forfeiture of bus riding privileges.

Physical injury of another passenger on the bus, and/or damage to property will result in an immediate, one-week suspension of bus riding privileges. Students have a right to ride the bus unharmed by peers. Parents/legal guardians are asked to support & cooperate with the bus drivers and also remind their children of their responsibility while riding the bus. We all understand the burden of responsibility placed on each driver to transport our children safely to and from school. Parental support for drivers is paramount to a successful bus transportation program.

### **CAR RIDERS**

Children involved in private vehicle transportation are cautioned to observe rules of walking to the car, watching out for moving vehicles, etc. The parent / legal guardian of students in Grades K3 – 2<sup>nd</sup> must walk up to the student's exit location and bring them back to the car.

### **WALKERS**

Walkers are dismissed with the car riders. They are directed to leave the area immediately at dismissal.

## **BICYCLE RIDERS**

Those using bicycles are urged to use caution both on the playground and on the roads. Bicycle helmets are advised for all bicycle riders. Bicycles may not be ridden on the playground or school parking lot. Bicycle riders are to walk their bicycles to the rectory or east to Crescent Drive.

## **PARKING LOT**

If your student is able to exit the car without any assistance, you may use the designated drop off lane. All students must exit the car from the passenger side.

If your student requires assistance, or the parent needs to get out of the car, you may NOT use the drop off lane. Park in the school parking lot instead.

- Cones will be placed early in the year to help direct parents/legal guardians and students.
- Cars may park in any direction on the lot, but NO backing up is allowed. Please pull forward out of space to exit.

*For you and your child's/children's safety, please use the crosswalk when in the parking lot.*

## **HEALTH AND SAFETY**

### **ASBESTOS**

St. Mary's Visitation School is in compliance with OSHA (Office of Safety and Health Administration) regulations. Asbestos reports are sought when appropriate.

### **CONTAGIOUS DISEASES**

All contagious diseases (Chicken Pox, Scarlet Fever, Mumps, Measles, etc.) must be reported to the local Health Department. For questions regarding these illnesses or COVID, contact the Waukesha County Health Department at 262-896-8430 or the [CDC](#) website.

A release slip is to be issued and presented to the school before the child will be permitted to reenter the class. The release slip assures the school that the child has remained home until he/she is no longer considered able to spread the disease.

### **STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS**

The minimum required immunizations for each age/grade level are available at <https://www.dhs.wisconsin.gov/immunization/reqs.htm>. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

The [student immunization record](#) can be found in the permanent links section of Virtual Backpack. It needs to be completed within 30 days following admission to school. This form does not need to be updated annually unless additional vaccines are administered.

### **ADMINISTRATION OF MEDICATION TO STUDENTS**

In an effort to ensure the health and safety of each child, the Archdiocese has an established policy governing the administration of medication to students. Medications will not be administered by school personnel without the completion of the appropriate forms. Both the [Non-Prescription Medication](#) form and the [Prescription Medication](#) form can be found under the Permanent Links section in Virtual Backpack and on the school website. The Prescription Medication form requires medical provider consent. The principal shall maintain an accurate medication file that includes all of these necessary forms on each student receiving medication.

Medication to be given in school must have the following information printed on the container:

- a. Child's full name
- b. Name of the drug and dosage
- c. Time to be given
- d. Physician's name

Medication will be taken by the child at the designated time, administered by the designated school personnel, who has been identified to do so. It is the responsibility of the student, if deemed appropriate, not school personnel, to get his/her medication at the designated time.

- Only limited quantities of any medicine are to be kept in school.
- All medication administered at school will be kept in a locked cabinet.
- The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing medical provider and further written instructions must be received from the physician if the drug is to be discontinued or the dosage or time it is to be administered is changed from the original instructions.

It is the responsibility of the parent to collect any unused medication at the end of the school year. If not collected by mid-September, it will be destroyed.

### **ACCIDENTS**

In the case of minor cuts or scrapes, the school secretary takes care of cleaning of wounds and bandage treatment. The principal and teacher supervisor shall exercise their best judgment in determining whether additional treatment should be requested either by placing a 911 emergency call and/or by notifying the child's parents/legal guardians or guardians. The school, except for any life saving measures that may be necessary until paramedics or other health care professionals arrive at school, may administer no further first aid.

When an accident occurs on the playground or in the school involving serious injury to a student, an accident report is completed by the supervisor and filed in the office.

Since the Department of Public Health does not provide the school with the services of a nurse, decisions regarding whether an injury could be potentially serious rest in the hands of the school principal. Generally, head wounds and injuries to the limbs prompt a call to the parents/legal guardians requesting that the parent take the child home for further observation or treatments. No child will be sent home unless a parent accompanies him or her. **The Emergency Information Sheet will be followed in case the parent is not available. Therefore, it is essential that emergency numbers and medical information be current and accurate. Persons to be called in case parents/legal guardians are not available should be people who are living nearby and who are usually available during school hours.**

Cuts and scrapes can only be cleaned. Ice packs will be applied when swelling occurs. This is the only first aid that can be administered to children. A note will accompany a child to inform parents/legal guardians of some minor injury.

#### **ASTHMA AND INHALERS**

We recognize the importance and necessity of students being allowed to carry asthma inhalers. Students in grades K4 to 8 may self-administer certain emergency prescription medications, such as inhalers, while at school only under the supervision of school staff.

A student who carries an inhaler on his/her person will need to have an [Archdiocese of Milwaukee release form](#) completed and signed by his/her physician, parent/legal guardian, principal, and homeroom teacher. The form states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler.

#### **SCHOOL FOOD ALLERGIES**

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit a health care plan. The health care plan will be kept on file in the health room/office. For a student whose severe food allergy may result in anaphylaxis, an EpiPen / epinephrine auto injector must be provided by the parent to the school along with [this form](#).

***The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.*** The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents/legal guardians in these grade levels requesting the snacks, lunches and treats that do not contain the allergen. The school will provide an allergen free lunch table in the cafeteria.

#### **PETS AND ANIMALS**

To protect students / staff that might be allergic to animals, pets are not allowed on the school premises without prior permission from the principal.

#### **HEALTH AND WELLNESS POLICY**

St. Mary's Visitation School actively takes steps to promote health and wellness by encouraging all members of the school community to create an environment that supports lifelong healthy eating habits and physical fitness. Decisions made in all school programming reflect and encourage positive nutrition messages, healthy food choices and the importance of a physically active lifestyle.

#### **PHYSICAL ACTIVITY**

St. Mary's Visitation School provides opportunities for students to develop the knowledge and skills for a variety of physical activities.

## **SCHOOL COMMITTEES AND OTHER ORGANIZATIONS**

### **SCHOOL ADVISORY COMMITTEE**

The School Advisory Committee is a group of discerned parishioners who, along with the pastor/parish director/administrator, director of religious education and the principal, are dedicated to the promotion and welfare of Catholic education.

The School Advisory Committee is a standing commission of the Parish Pastoral Council. The School Advisory Committee is an advisory body to the school principal. The purpose of the School Advisory Committee is to assist the school principal in:

- Ensuring the school thrives and remains viable for the future.
- Ensuring excellence in Catholic Culture, Academics, Whole Child Education, and the Stewardship of Resources.
- Supporting the school in its efforts to collaborate with the parish.

Subcommittees include:

- Policy
- Advancement
- Planning
- Home and School
- Athletics

### **ST. MARY'S VISITATION HOME AND SCHOOL ASSOCIATION**

The Home and School Association is an important link between families and school. The purposes of the Association are:

- The effective communication and cooperation between parents/legal guardians and educators.
- To provide for well-planned, community building programs for SMV families.
- To create a greater appreciation of Catholic Education and community.
- To manage fundraising events to support a broad array of programs & critical needs for the school

All families belong to the Home and School Association and should become actively involved in the many activities/committees/projects undertaken in support of the school. Members of the Home and School board are appointed, not elected. Anyone interested in becoming a member of the board should contact one of the current chairpersons.

Home and School sponsors the following events and fundraisers:

*Events/Fundraisers:*

- Parish Picnic
- Trivia Night
- Schools Walk for Catholic Education
- Spooks and Spoofs/Trunk-or-Treat
- Mother-Son Event
- Chili Chomp
- Bowling Day
- Auction
- Father-Daughter Dance
- Grandparents' Day
- Memorial Day Parade
- Field Day
- Shopping & Dine-Out Events

*Special Projects:*

- Auction for Education
- 8th Grade Scholarship
- Student Activities
- School's Critical Needs List

## **ACTIVITIES**

All school-related after hour activities are to be coordinated through the school office. Persons responsible for any group are to report the following information:

- Name of group
- Name of adults responsible for the group
- Meeting times
- Meeting locations
- Names of all students in the group
- Contact person for the group

All adults responsible for these activities must see that the children in their care during that time are picked up after the activity. The adult supervisors are not allowed to leave school children without supervision. Any parent not following the directives of this policy carried out by the supervisor may forfeit his/her child's right to attend the meetings.

Participation in all school-related extracurricular activities (including sports), especially in grades 5–8, demands maintaining a healthy balance of these activities with the academics and discipline required in the classroom. Should academic or disciplinary problems arise, school administrators reserve the right to suspend a student's privilege to participate in extracurricular activities.

## **ANNUAL PROGRAMS**

Scout meetings

Athletic programs

Musical programs

Open House during Catholic Schools Week

Home and School Association meetings/activities

Parent Meetings for those children receiving the Sacraments of Reconciliation and Holy Eucharist School

Parent Meetings for Athletics

Assemblies

Talent Show

## **ACTIVITIES WITHIN THE SCHOOL/PARISH SETTING**

Scouting (all levels)

Band (Gr. 4–8)

Chess Scholars (K 8th)

Creative Writing (K-8th)

School Musical (Gr. 3-8)

Teacher Extracurricular Offerings

Basketball (Boys/Girls, Gr. 5–8) T-Ball (K4-2)

Math Olympiads (Gr. 5-6)

Quiz Bowl (Gr. 6-8)

Volleyball (Boys/Girls Gr. 5-8)

Track & Cross Country (Boys/Girls Gr. 5-8)

Choir (Gr. 5-8)

Robotics (4-8)

## **ATHLETIC ASSOCIATION**

### **PHILOSOPHY**

St. Mary's Visitation School and Parish athletic programs offer an opportunity for young people to associate with dedicated adults, who not only foster the development of athletic skills, but also serve as role models of Christian living. Student participation in Athletics at St. Mary's is allowed at the discretion of the principal and pastor.

### **PURPOSE**

The primary purpose of the Athletic Association is to take the initiative in organizing and supporting interscholastic, intramural, recreational, and educational athletic and athletic-related programs for all grade school students attending St. Mary's Visitation School and Religious Education programs provided that there are sufficient volunteers and facilities available. St. Mary's strives to teach students that participation in athletics demands maintaining a healthy balance of sports with the academics and discipline required in the classroom.

### **ATHLETIC FEES**

When athletic fees are late every effort will be made to contact the family first with an email or two. If we are unable to contact the family to make arrangements a call will then be placed to work out a payment plan. If athletic fee obligations are still not being met or arrangements have not been made with the Parish Director of Finance, students will not be allowed to participate in St. Mary's Visitation Parish School sports for the following school year.

### **PARENTS/LEGAL GUARDIANS**

The Catholic Church recognizes and acknowledges the role of parents/legal guardians to be the primary educators of their child. As such, schools partner with parents/legal guardians in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents/legal guardians in the education of their child.

Inherent in the parents/legal guardians' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation.

Parents/legal guardians are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents/legal guardians are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

All parents and/or legal guardians are required to sign the Parent/Guardian Sportsmanship Pledge as an acknowledgment that they pledge to:

- Display Christian behavior at all practices and games
- Represent their parish and/or school to the very best of their ability
- Be positive role models for players, coaches, and spectators
- Provide encouragement and support for players and coaches
- Refrain from profanity, racial or ethnic comments, harassment or taunting of players, opponents, coaches, officials, and spectators
- Promote good sportsmanship in their children
- Take responsibility for their actions Parents/guardians who do not exhibit good sportsmanship will be subject to disciplinary action by their parish/school and/or the league their parish/school plays in. Such action may include being banned from attending any and all related activities.

In extreme cases, the parent/guardian's child may be denied continued participation in athletics.

### **STUDENTS**

Any student who is ejected from any competition for any reason shall be immediately suspended for the next game. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season in which the student participates.

A second ejection shall result in a suspension of the next two games. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season in which the student participates.

A third ejection shall result in a suspension of the next five games, and future eligibility shall be reviewed by the student's parish/school in consultation with the Office for Schools.

Suspensions resulting from ejections are not subject to appeal.

Students may participate in practice, but not in a scrimmage, during the suspension period. The parish/school and/or league may impose consequences beyond the above-described suspensions.

### **COACHES**

Any coach who is ejected from any competition for any reason shall be immediately suspended for the next two games. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the coach participates in.

A second ejection shall result in a suspension of the next four games. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the student participates in.

A third ejection shall result in a suspension of the next eight games and future coaching eligibility shall be reviewed by the coach's parish/school and league in consultation with the Office for Schools.

Suspensions resulting from ejections are not subject to appeal.

During the suspension period, the coach is not allowed to attend any practice, scrimmage, or competition. The parish/school and/or league may impose consequences beyond the above-described suspensions

### **SUBSTITUTES**

Per Archdiocesan policy, students within a school may be allowed to play up on a temporary basis in order to fill out a roster and avoid a forfeited game.

## **SERVICES TO ST. MARY'S VISITATION SCHOOL**

### **STUDENT EXPECTATIONS**

All students are expected to:

- Hold doors open for others
- Contribute to general cleaning in the hallways
- Offer help when help is needed
- Clean their own tables in the cafeteria

### **ROOM PARENTS**

A room parent is the teacher's main contact for organizing parents to assist with special projects, field trips, and other classroom parties. They facilitate communication between teachers and parents in the classroom and serve as a liaison between Home & School and the classroom. They also organize class gifts for the teacher throughout the year (birthday, Christmas, teacher appreciation week, etc). Commitment will vary depending upon grade level and classroom teacher. Time commitment also varies depending on the specific duty.

### **SCHOOL SECRETARY**

The school secretary is in the office from 7:15 a.m. until 3:15 p.m. The security system requires that all doors be locked throughout the day. If seeking admission into the school, please press the buzzer and the office staff will electronically open the door. Open the door when the light turns green, there will be no sound. Please watch for the green light.

### **SPECIAL EDUCATION TESTING**

The admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the school principal, in consultation with the school's Learning Support Team. A student accommodation plan will be developed to document the reasonable accommodations the school will provide to a student with special learning needs. Parents/legal guardians must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process through Elmbrook Public Schools. This process will identify & provide interventions for their special needs and an Individualized Learning Plan (ILP) will be created. A child with exceptional educational needs, that cannot be met through reasonable accommodations, should be referred to the local public school to determine whether the child is eligible for services. The final decision for admission, instruction, and retention of any students rests with the principal. Administrators will give careful consideration to the admission of students with special needs, but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

### **ADVANCED LEARNERS**

Differentiated instruction & flexible grouping are integral parts of the classroom environment. When accelerated or enrichment placement by subject or grade is considered, it must first be determined that options for enrichment through differentiated instruction have been thoroughly explored and documented.

Enrichment is defined as staying with a theme, subject, or skill and developing it in depth; by expanding the study of basic curriculum subjects with a wider context, relating learning to new ideas or context, and/or providing a wider breadth of instruction by providing learning experiences outside the regular curriculum.

Acceleration is defined as the advancement of students in subjects at a rate that places them ahead where they would be in the regular school curriculum. Acceleration can be in one or more subject areas or by grade level. The curriculum, instruction, and assessment coordinator and classroom teacher will work together to determine if any flexible grouping is necessary to meet the needs of students.

## **TUITION, FEES AND FINANCIAL AID**

The educational fees encompass tuition, book and tech fees, Home and School dues, graduation, and the lunchroom/playground duty deposit. The lunchroom/playground duty deposit will be refunded once you have completed your six (6) days in the lunchroom or playground duty. The fees for the 2024-25 school year are listed below. All fees are non-refundable.

- Volleyball \$135.00 per child
- Cross Country \$55.00 per child
- Basketball \$160.00 per child
- Track \$80.00 per child
- Volleyball, Basketball and Track \$325.00 per child

St. Mary's Visitation School is a Catholic school established and subsidized by the members of St. Mary's Visitation Parish for the purpose of directing children toward God and toward Christian Service to society through Catholic religious formation, academic challenge, and continuous improvement.

St. Mary's Visitation School's policy regarding tuition refunds is as follows: If a family decides to withdraw from school after the school year has begun, their account will be credited for the amount of tuition beginning with the next Trimester. Only base tuition amounts are refundable for trimester(s) following withdrawal from school. Educational fees added to the base tuition are non-refundable. If the family has paid in full, St. Mary's Visitation will send out a refund for the credit amount.

As a condition of enrollment in St. Mary's Visitation School, you must agree to abide by the Covenant received with your tuition invoice. The Covenant states, "By enrolling my child/children in St. Mary's Visitation School, I/we accept total responsibility for the payments of all tuition and fees due. I understand that a change in my personal financial circumstances will not alter or negate my responsibilities, and that I must submit an Application for Tuition Assistance to be considered for any financial assistance from the Parish.

St. Mary's Visitation Three-Year-Old Kindergarten class (K3) Tuition Policy is as follows: If, after the school year begins, a family chooses to reduce the number of days per week that their K3 student attends school, tuition will not be adjusted downward. If a family chooses to increase the number of days per week that their K3 student attends school, and school administration agrees to the increase in days, tuition will be adjusted according to the tuition schedule.

### **Expected Church Contributions**

The annual stewardship expectation for each school family is \$1,300 (or \$25 per week). With this active stewardship from each school family, St. Mary's Visitation School can continue to provide the highest quality Catholic education for our students. Failure to demonstrate this weekly pattern of financial stewardship may result in adjusted non-supporting parish family tuition rate.

### **Financial Aid**

Financial aid applications are available on the school website in February. All applications must be submitted by May 1st. Please contact Monica Hiller for further questions, [mhiller@stmaryeg.org](mailto:mhiller@stmaryeg.org) or 262-782-4575.

SCRIP profits can be credited towards your tuition obligations through May the following year.

### **What is Scrip?**

SCRIP stands for "Selling Certificates Really Is Profitable." This fundraiser and tuition assistance program allows you to purchase certificates for stores and restaurants where you do your everyday shopping and dining. More than 700 online merchants are part of this program. Home and School purchases gift cards from vendors at a discount, you pay face value for each card, and Home & School and you receive the difference. Please see our website for more details.

## Addendums

### **I. St. Mary's Visitation 3rd-8th Grade Student Chromebooks - Acceptable Use Guidelines and Terms**

St. Mary's Visitation students are provided with a student chromebook for use while enrolled as a student. The student chromebook is property of St. Mary's Visitation School. This document describes the acceptable use guidelines and outlines the financial responsibilities of families if the student chromebook, including accessories, is lost, stolen, or damaged.

Your student chromebook should be used for EDUCATION PURPOSES ONLY. Access to St. Mary's Visitation student chromebook is a privilege, not a right. Access to the Internet and the use of the computer network, including the independent use of school-owned student chromebooks for use off school grounds, are subject to this policy. St. Mary's Visitation uses a filtering and monitoring system to track all student chromebook and Internet usage on our network. The system is designed to prevent access to educationally inappropriate sites. St. Mary's Visitation staff can request that specific sites be blocked while using this system. St. Mary's Visitation School administration and/or staff reserve the right to review, audit, and search through any file or account under the direct administration of the school. This can be done at any time, with or without notice. It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, St. Mary's Visitation School cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to a teacher or administration.

In order to use the device, you must be willing to agree to the following acceptable use guidelines:

1. Do not reveal personal information such as your full name, phone number, home address, social security number, or password to others on the internet.
2. Users should maintain high integrity regarding all content. Always use appropriate language. Do not use language/material that is profane, obscene, abusive or offensive to others.
3. If you inadvertently access a web site that contains obscene or offensive material, notify a teacher or administration as quickly as possible. This is not merely a request; it is your responsibility.
4. Comply with trademark, copyright law, and all license agreements. Plagiarism will not be tolerated. 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.
5. Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device will incur the cost of repair.
  - After two incidents of accidental damage, the student may lose some privileges.
  - Third Incident and Each Subsequent Incident\* – Replacement costs based on market value and evaluation of student's future use of the device will be determined.
6. All school owned student chromebooks are distributed with a case, a cable charger, and wall charger.
7. If a student withdraws, graduates, is suspended, or is expelled, all devices and accessories must be returned for review on or before the student's last day of attendance.

## **Social Networking Sites**

Social networking sites such as Facebook, Instagram, TikTok, Snap Chat, X, or similar applications will not be permitted on individual devices provided for students at St. Mary's Visitation School. Any misuse of social networking sites should be brought to the attention of the Principal or Assistant Principal immediately. Actions that run contrary to our mission and beliefs will result in a conversation with parents and parties involved.

## **Email Accounts**

Students in grades 3-8 will be given an email. These emails are controlled by ETA Technology Services. The purpose of these emails is to allow students access to web based tools and share their assignments. Students are prohibited from using school emails for personal use and entertainment purposes. The school reserves the right to establish online accounts for educational platforms for students under the age of 13 for educational use in compliance with [Federal Child Online Privacy Protection Act \(COPPA\)](#) regulations.

## **Appropriate Uses of Technology at St. Mary's Visitation**

- 1). School-wide Intervention programs
- 2). Teacher-adopted intervention programs
- 3). Schoolwide Assessments
- 4). Assignments developed to increase student proficiency in technology (typing programs, Google Slides/sheets/docs, etc...)
- 5). Creation, editing, and publishing of final draft writing projects.
- 6). Student research
- 7). Class-wide videos to help students visualize new content.