

# St Rose St Mary's School Student Handbook 2016-2017

## St. Rose St. Mary's SPIRIT



Serving Others  
Praying  
Inspiring Academic Excellence  
Respecting All of God's Creation  
Instilling Strong Catholic/Christian Values  
Trusting in God

**School Website:** [www.ssrmparishes.org/school.htm](http://www.ssrmparishes.org/school.htm)

*"There you will look for the Lord your God, and if you search for Him with all your heart, you will find him." Deut 4:29*

Dear Parents and Students,

Welcome to St. Rose St. Mary's School! We are honored that you are entrusting your child to our care, and we look forward to partnering with you in educating your child in an atmosphere that integrates faith into academics. We are truly whole child focused.

Our Parent/Student Handbook reflects the policies of St. Rose St. Mary's School for the 2016-2017 school year. Please read over this document with your child(ren) and together sign the attached agreements. These agreements state that you will abide by all of these policies.

Our faculty and staff are excited to partner with you as we assist your child(ren) in developing their fullest potential. Our theme this year is "Encounter Jesus." Where do we see Jesus, and how do we show Jesus to others will be the questions which will focus our prayer services for the school year. We will explore the teachings of Jesus in Scripture to find ways to demonstrate God's love in our lives. Together, we will strive to form the whole child into an educated, strong, and faith-filled Christian.

May God abundantly bless you!

Sincerely,

Michelle Vosters  
Principal

Lincoln A. Wood  
Parish Director

## **ST. ROSE ST. MARY'S SCHOOL**

St. Rose St. Mary's School is a PreK-8<sup>th</sup> grade Catholic elementary school supported by St. Rose Congregation in Clintonville and St. Mary's Church in Bear Creek. While we are under the guidance of the Diocese of Green Bay, we are an independent parochial school.

At St. Rose St. Mary's, we integrate our faith into our entire school day. Our students grow in their friendship with Jesus not only through the study of the Catholic faith but also through everyday opportunities to connect their actions with Gospel wisdom.

In our multi-age classrooms, students have the opportunity to learn at their own pace without the confines of grade level. Our instruction emphasizes problem solving, project based learning and effective communication. Our size affords us many opportunities to move learning outside of the classroom into the local parks and through field trips.

## **HISTORY**

Catholic education has been present in the Clintonville and Bear Creek communities since the late 1800's. St. Rose School in Clintonville was founded in 1883 when the parish converted an old barn into classrooms and contracted with the Franciscan Sisters of Charity for instruction. The Franciscan sisters taught at St. Rose School until 1994. St. Mary's School in Bear Creek was founded in 1890 and contracted with the Franciscan Sisters of Alverno. Several orders served St. Mary's until 2001 when the school combined with St. Rose at the Clintonville location.

In the spring of 2010, the struggling economy left both parishes short of funds and unsure if day school education would continue. Parents rallied together and raised \$250,000 to serve as a contingency fund for the school, greatly reducing the financial risk on the parishes. A committee of parents and parishioners has formed in order to build a financially sustainable future for St. Rose St. Mary's School.

We continue to benefit from the generosity of parishioners as well as supportive donors outside of the community. Through donations, we have expanded and upgraded our computer lab, added a server, converted classroom coat closets to storage and work areas, installed hooks and lockers in the hallway, and provided tuition assistance to needy families. We are blessed abundantly and remain grateful for the opportunity to provide a Catholic education for all who would like one.

In 2012-2013, we expanded our school and opened a 7-8 classroom. We now serve students from preschool through eighth grade. The Extended Day program continues as it provides wrap around care both before and after school.

## **ST. ROSE ST. MARY'S PARISHES MISSION STATEMENT**

We are an inviting, faith-filled, Catholic community made up of two unique parishes and dedicated to life-long learning and discipleship through prayer, service and sharing.

## **ST. ROSE ST. MARY'S SCHOOL MISSION STATEMENT**

The mission statement of St. Rose St. Mary's School is to "Share the SPIRIT" by,

Serving others

Praying

Inspiring Academic Excellence

Respecting all of God's creation

Instilling strong, Catholic/Christian values

Trusting in God

## **SCHOOL PHILOSOPHY**

Our goal is to provide a spiritually rich environment in which students develop a love for learning. Creative thinking is encouraged through independent and group studies which also builds a deep sense of respect for self and others. We believe that quality education is an individual, life-long process involving physical, mental, emotional, social, and spiritual development. It is our aim to foster productive, responsible, and loving followers of Christ.

At St. Rose St. Mary's, we educate the whole person. Our day school provides the fullest form of religious education our parish has to offer. We offer a value oriented education wherein each individual may develop a prayerful, intimate relationship with the Father as revealed in Jesus Christ and continued in time through the Holy Spirit.

## **PARENTS ROLE IN EDUCATION**

We, at St. Rose St. Mary's School, consider it a privilege to work with parents in the education of their children. We believe that parents are the primary educators and role models for the development of their child physically, mentally, spiritually, emotionally, and psychologically. The parental role is so important; we expect parents to be responsible for the following.

- Create a positive and supportive partnership between home and school
- Serve as an example of Christian discipleship to our children and community
- Set rules and limits at home so their child comes to school prepared and ready to learn
- Provide appropriate time, space and support for children to complete homework
- Ensure their child is attending class regularly, on time, and is appropriately dressed
- Support and respect the educational decisions of teachers and administrators
- Maintain open communication with school staff

As partners, parents can expect the following.

- Teachers will teach to the standards and benchmarks as set forth by the Diocese of Green Bay
- Reasonable precautions will be taken to ensure the safety of all children
- Administrators will exhibit leadership and support to staff and students
- School staff will communicate respectfully with both parents and students

In choosing St. Rose St. Mary's School parents commit to helping their child recognize God as the greatest good in their life. *Together let our commitment to partnership guide us as we support our students in their learning and faith-filled journeys.*

## **TOTAL CATHOLIC EDUCATION (TCE) COMMITTEE**

The Total Catholic Education Committee is an advisory body responsible for the operation and evaluation of the education ministry in the Parish. The TCE Committee is accountable to the Parish Council.

Chairs: Elisha Wagenson  
Secretary: To be determined  
Members: Brad Lorge, Andrew Heckman, Donna Kluz, Michelle Meating  
Staff Reps: Michelle Vosters and Maria Scherer

## **RIGHT TO AMEND**

The principal reserves the right to amend the handbook at any time. Amendments will be sent home via email or the Friday Folders and posted to the website. **This handbook was last updated on August 8, 2016.**

## **DIRECTORY OF PARISH/SCHOOL PERSONNEL**

**Office Phone Number:** (715) 201-9913  
**Absence Line:** (715) 201-9913  
**Website:** [www.ssrmparishes.org/school.htm](http://www.ssrmparishes.org/school.htm)

|  |  |
|--|--|
| Pastoral Leader, Deacon Lincoln Wood                       | <a href="mailto:lwood@ssrmparishes.org">lwood@ssrmparishes.org</a>                 |
| Principal, Michelle Vosters                                | <a href="mailto:mvosters@ssrmparishes.org">mvosters@ssrmparishes.org</a>           |
| Administrative Assistant, Shelly Borlen                    | <a href="mailto:sborlen@ssrmparishes.org">sborlen@ssrmparishes.org</a>             |
| 3K/4K, Leah Wojnowiak                                      | <a href="mailto:lwojnowiak@ssrmparishes.org">lwojnowiak@ssrmparishes.org</a>       |
| Kindergarten, Jennifer Broeders                            | <a href="mailto:jbroeders@ssrmparishes.org">jbroeders@ssrmparishes.org</a>         |
| 1 & 2, Stephanie McGregor                                  | <a href="mailto:smcgregor@ssrmparishes.org">smcgregor@ssrmparishes.org</a>         |
| 3 & 4, Chelsea Oshefsky                                    | <a href="mailto:coshefsky@ssrmparishes.org">coshefsky@ssrmparishes.org</a>         |
| 5 & 6, Matt Hohensee                                       | <a href="mailto:mwhohensee@ssrmparishes.org">mwhohensee@ssrmparishes.org</a>       |
| 7 & 8, Mary Rose Morse                                     | <a href="mailto:mrmorse@ssrmparishes.org">mrmorse@ssrmparishes.org</a>             |
| Phy Ed, Sue Kenfield                                       | <a href="mailto:skenfield@ssrmparishes.org">skenfield@ssrmparishes.org</a>         |
| Music,   | <a href="mailto:@ssrmparishes.org">@ssrmparishes.org</a>                           |
| Extended Day Coordinator, Leah Wojnowiak                   | <a href="mailto:lwojnowiak@ssrmparishes.org">lwojnowiak@ssrmparishes.org</a>       |
| Admissions Coordinator, Janelle Schraufnagel               | <a href="mailto:jschraufnagel@ssrmparishes.org">jschraufnagel@ssrmparishes.org</a> |
| Aide, Jody Szutkowski                                      | <a href="mailto:jszutkowski@ssrmparishes.org">jszutkowski@ssrmparishes.org</a>     |
| Aide,  | <a href="mailto:@ssrmparishes.org">@ssrmparishes.org</a>                           |
| Bookkeeper, Mary Hohensee                                  | <a href="mailto:mhohensee@ssrmparishes.org">mhohensee@ssrmparishes.org</a>         |
| Coordinator of Youth Ministry, Maria Scherer               | <a href="mailto:mscherer@ssrmparishes.org">mscherer@ssrmparishes.org</a>           |
| Administrative Assistant, Faith Formation, Tonya Branstrom | <a href="mailto:tbranstrom@ssrmparishes.org">tbranstrom@ssrmparishes.org</a>       |
| Sacramental Minister, Father Jack Mullarkey                |  |
| Deacon, Paul Brulla  | <a href="mailto:psbrulla@frontier.com">psbrulla@frontier.com</a>                   |

## **FAMILY CONTACT INFORMATION**

### **Emergency Contact Information**

At least once per year, an Emergency Contact form will be requested from each family. In case of emergency, every parent/guardian is required to give us the information as requested on the form. A copy of this Emergency Contact form can be found in the Appendix of this handbook.

### **Change of Contact Information**

It is very important that an up-to-date Emergency Contact form is maintained for each student. Please notify the **school immediately** if there are any changes to your contact information.

## **HOME & SCHOOL OFFICERS**

Our Home & School is the parent organization of the school. This group is open to all parents and is seeking volunteers for many of the events it sponsors. Meetings are the first Monday of the month at 6:30pm watch the newsletters for details. Home and School leaders have committed to raising funds to offset our tuition cost. The main fund raisers that they promote are calendar sales, spaghetti dinner and Scrip. They also plan events which support our teachers and build community among our parents. This is an excellent format for you to learn more about the fundraising and community building efforts of the school.

Chair: Brad Lorge [lorgeb@yahoo.com](mailto:lorgeb@yahoo.com) 715-250-0929

Vice-Chair: Amy Meinhardt [amymm1013@gmail.com](mailto:amymm1013@gmail.com) 715-460-0391  
Secretary: Carrie Griepentrog [griepentrog@frontiernet.net](mailto:griepentrog@frontiernet.net) 715-752-4275  
Treasurer: Sandy Finger [mindif@charter.net](mailto:mindif@charter.net) 715-853-2188

## **ACADEMICS**

### **Academic Priority**

All students are expected to make academics a priority. Participation in field trips and extra-curricular activities is a privilege. Unsatisfactory academic or behavioral performance may result in limited participation.

### **Extra-Curricular Eligibility**

Ineligibility notices are issued when a student is receiving a grade below a C- in any subject or has had two or more "Notes From School." Eligibility will be determined every two weeks beginning with mid-quarter reports. At St. Rose St. Mary's, we share the Spirit by inspiring academic excellence, and we expect our participants in athletics and extra-curricular programs to be earning a C or higher in their academic subjects. The following progressive policy is in place:

- Warning: Students will be given one week to ten days to bring the grade to a C. If grades are not brought up, the student will move to:
- Level 1: Student will miss one game/activity but may still attend meetings and practices. The student will have one week to ten days to bring the grade up to a C. If the student does not bring up the grade the student will move to:
- Level 2: The student will miss all games/activities until grades improve. The student may still attend practice.
- Level 3: If grades remain unimproved and the student is not making an appropriate effort to improve, the student will be unable to continue with the activity/sport for the remainder of the quarter/season.

### **Curriculum**

Our curriculum is set by the Diocese of Green Bay and aligned with rigorous standards developed by educational leaders in our diocese. Core instruction is provided in reading, English and language arts, handwriting including cursive, mathematics, social studies, science, art, health, physical education, music, library skills and technology. Foreign language instruction is offered via Rosetta Stone for 5-8 grade students with qualifying MAP scores for an additional fee to cover licensing.

Our religion curriculum teaches the basic tenets of the Catholic faith. In addition to formal religious instruction, students plan and participate in liturgies including Mass, Stations of the Cross, the Rosary, Reconciliation and weekly prayer services. Preparation for Reconciliation and Eucharist is coordinated with the Coordinator of Children's Ministry and integrated into the second grade curriculum for Catholic students only. Families with second grade students preparing for Sacraments are expected to attend some outside events.

### **Exceptional Needs**

When a student fails to meet grade level benchmarks and classroom intervention strategies are unsuccessful, a student may be referred to Clintonville Public Schools (CPS) for evaluation. Parents, the classroom teacher, administrator and student will meet with CPS personnel to discuss results and determine the best course of action for the student. CPS provides direct services for speech only. Consultation is provided for students with other exceptional needs.

### **Extra-Curricular Opportunities**

Choir

Athletics offered for our students through St. Martin's Lutheran School and Clintonville Middle School

Student Council

Service Projects

Middle School Youth Events

### **Grading Scale**

Kindergarten through Grade 2 students are evaluated using the following scale: S+ = Exceeds basic requirements, S = Satisfactory, S- = Having difficulty meeting requirements, P = Progress shown but below grade level.

Students in Grades 3 through 8 receive letter grades for their work using the following scale and grade point average:

|     |        |     |  |       |     |
|-----|--------|-----|--|-------|-----|
| A+: | 99-100 | 4.0 | C- :   | 77-78 | 2.0 |
| A:  | 95-98  | 4.0 | D+:  | 75-76 | 1.0 |
| A-: | 93-94  | 4.0 | D:   | 70-74 | 1.0 |
| B+: | 91-92  | 3.0 | D-:  | 69    | 1.0 |
| B:  | 87-90  | 3.0 | P:   | 68    | 0.0 |
| B-: | 85-86  | 3.0 | U:   | 0-67  | 0.0 |
| C+: | 83-84  | 2.0 | Grades 6-8 only: U = 65-67, F = 1-64, I = 0 (Incomplete) |       |     |
| C:  | 79-82  | 2.0 |  |       |     |

### **Honor Roll**

St. Rose St. Mary's School recognizes high achieving students as part of its mission to inspire academic excellence. Students in grades 3-8 qualify for the Principal's Honor Roll by achieving a 3.75 grade point average or better with no grade lower than a C. Students in grades 3-8 qualify for the Honor Roll by achieving a 3.5 grade point average or better with no grade lower than a C. Powerschool calculates grade point average weighting classes based upon number of days each class meets.

### **PowerSchool**

<https://powerschool.gbdioc.org/>

Student grades are tracked in a software package called PowerSchool provided by the Diocese of Green Bay. All K-8 parents and students receive a PowerSchool log-in and are encouraged to regularly check student grades and lunch balances. Teachers will post grades weekly to provide accurate information for parents.

### **Promotions and Retentions**

Promotions and retention are based on each student's academic, physical, social and emotional growth and involve consultation with parents, teacher(s), and principal. When a student consistently receives grades below a C, it may be in their best interest to repeat the grade. The principal and classroom teacher will conference with parents and students and determine together the best course of action. Students not meeting the academic requirements for promotion, who are not retained, will be transferred into the next grade rather than promoted.

### **Report Cards and Progress Reports**

Report Cards are issued four times a year at the end of each quarter for students in grades K-8. PreK students receive a student assessment at fall and spring conferences as well as at mid-year in January. Progress reports are issued at mid-quarter and must be returned verifying with parent signature that grades have been checked via PowerSchool. Parents without internet access may request a printed progress report.

### **Speech Therapy**

Speech and Language Therapy is provided for students on-site through the Clintonville Public School District. All Kindergarten students receive a brief screening with a more thorough screening done in 1<sup>st</sup> or 2<sup>nd</sup> grade at parent or teacher request. Students must qualify for speech therapy in order to receive services.

### **Standardized Testing**

Students in grades K-8 will take Measure of Academic Progress (MAP) tests in fall, winter and spring. This testing schedule complies with both Diocesan and federal requirements. St. Rose St. Mary's uses the results of these tests to evaluate and implement curriculum. All 5<sup>th</sup> & 8<sup>th</sup> grade students will complete the Assessment for Catechetical/Religious Education (ACRE) in the spring.

## **ADMISSIONS**

NO student shall be denied admission to St. Rose St. Mary's School solely based on race, color, national or ethnic origin. No student shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity offered by or sponsored by St. Rose St. Mary's School.

State law, Wis. Stat. Sec. (118.14(1)(a), specifies that children are eligible for kindergarten based on their age. To be eligible for 4-year-old kindergarten, a child must be 4 by September 1 of the school year. To be eligible for 5-year-old kindergarten, a child must be 5 by September 1 of the school year.

Students may enroll at any time during the year provided a classroom has space. Tuition will be prorated per quarter.

### **Tuition and Fees**

All families must pay tuition in full by the first day of school or sign up for FACTS Tuition Management to make regular payments. We reserve the right to deny admission to families who fail to comply with our policy. *Outstanding tuition may be turned over to a collection agency on June 30, 2016 and enrollment may be denied for the following school year unless arrangements are made with the school office to extend payments.*

Tuition is re-evaluated annually by the Total Catholic Education Committee. The total cost to educate a child at St. Rose St. Mary's is \$6,352, so all families are receiving a significant discount. Tuition for the 2016-2017 school year is shown below and includes a \$50 technology fee. Rates do not include field trips, school supplies, and class sponsored activities.

|  |                   | <u>1st Child</u>        | <u>1st child</u>         | <u>2nd Child</u> |
|--|-------------------|-------------------------|--------------------------|------------------|
|  |                   | <u>with fundraising</u> | <u>w/out fundraising</u> |                  |
| Pre-Kindergarten Caterpillars                            | M,W, F AM         | \$1095                  | \$1567                   | \$995            |
| Pre-Kindergarten Butterflies                             | M, T, W, Th, F AM | \$1295                  | \$1767                   | \$1195           |
| Kindergarten--Grade Eight                                |                   | \$1895                  | \$2840                   | \$1795           |
| Extended Day--See Appendix for extended day information. |                   |                         |                          |                  |

The Family discount rate for each child enrolled after the first child is \$100. Tuition bills must be paid in full or sign up for the FACTS Tuition Management system. Families must complete and sign a Tuition Agreement Form prior to their student starting school.

Tuition is tax deductible on Wisconsin state taxes up to \$4,000 as allowed by law. We have structured our first child tuition in order to reflect full tuition cost without fundraising. Fundraising (raffle calendars, raffle tickets and Scrip) reduces the amount of tuition each family pays up to \$945. See Fundraising Section for more information about this requirement.

### **Payment Plans**

St. Rose St. Mary's School has contracted with FACTS Tuition Management to help us better manage our tuition payment program and allow our staff to focus on education. FACTS provides over 5,000 schools nationally with a "better way" to manage the business side of education. More than 450,000 families use their program. Families wishing to make payments must set-up an account from the Facts Tuition Management link on our website.

*Outstanding tuition may be turned over to a collection agency on June 30, 2017 and enrollment may be denied for the following school year unless arrangements are made with the school office to extend payments.*

### **Financial Assistance**

Tuition assistance is available for families in need. Please visit our website to link to the application form or call the school office to make arrangements to use a computer at school. Information is kept strictly confidential. Applications submitted prior to August 1 receive first priority. We have no full scholarships; all families pay at least 40% of their tuition. If more assistance is needed, families may fill out an Additional Aid Request and submit it to our TCE.

## Title IX

St. Rose St Mary's School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## Refunds

Upon withdrawal of a student, tuition is refunded for each full quarter remaining in the academic year minus the technology fee.

## ALCOHOL/TOBACCO/CONTROLLED SUBSTANCES

The possession, sale, or use of alcohol on the school campus during school hours is strictly forbidden. The school building is smoke and tobacco free at all times (including e-cigarettes). The possession, sale or use of illegal drugs on the school campus is strictly forbidden. The sale of tobacco on the school campus is strictly forbidden. Violations will be reported to the appropriate law enforcement agencies.

## ARRIVAL/DISMISSAL

Students may enter the building after **7:45 am** each day, hang-up their backpacks and proceed out to the playground for supervised recess or to their classroom during inclement weather. Students should not enter classrooms prior to the first bell out of respect for their teacher's prep period. Students **must not arrive prior to 7:45 am unless arriving by school bus or participating in our extended day program**. Should bussed students arrive early, they will remain in the lobby until 7:45 am. St. Rose St. Mary's will not assume responsibility for non-bused or non-extended day students until **7:45 am**.

Students must leave the school grounds when school is dismissed at **3:03 pm**. There is no playground supervision after school, and no loitering permitted. At 3:15 pm, remaining students will join our Extended Day Program at the regular hourly rate of \$4.00 per hour or \$9.00 from 3:10-5:30 pm.

## ATTENDANCE

In order to foster an atmosphere of educational achievement, it is crucial for students to regularly attend school with the support and encouragement of parents and school staff.

Any person having under his/her control a child who is between the ages of 6 and 18 years and has not graduated from high school shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. 118.15 (1) (a), Wis. Stats.

**All absences must be excused to the school in person, by telephone, or in writing by the parent/guardian by 8:30 am on the day of absence. Siblings may not report absent siblings. Students may not report anticipated absences.**

## Appointments

All attempts should be made by families to schedule student doctor or dentist appointments before or after school to avoid missing academic time. If an appointment must be scheduled during school hours, the **student must be signed out in the office** by a parent or guardian before leaving and upon returning to school. **Parents must notify classroom teacher and office by note, phone call or email prior to the appointment and departure from school.**

## Excused Absences

Absences for personal illness, family illness, or death in the family are excused. Parents may request up to five days per



year for vacation and family events. Students are granted one day for each day absent to make-up work assigned during the absence. If a student leaves school grounds for 2 or more hours during the day, they will receive credit for only ½ day attendance.

### **Tardiness**

A student is considered tardy if he/she arrives in the classroom anytime after the 8:00am bell, but before 10:00am. After 10:00am, a student will receive only ½ day credit for attendance. Excessive tardiness will result in a truancy violation.

### **Unexcused Absences**

Five or more unexcused absences in one semester shall warrant notification of habitual truancy to the Clintonville Police Department School Liaison Officer in accordance with WI State Statute 118.16. ***Children who miss more than 20 days in one year may be recommended for retention.***

### **Vacations**

Our faculty and Total Catholic Education Committee **strongly discourage** students from taking vacations during the school year. However, if a parent/guardian chooses to take their children out of school for a vacation, they may request up to five days of excused absence. The parent/guardian must **notify the classroom teacher in writing at least one week prior to the vacation**. Make-up work is available for pick-up after the vacation, though the classroom teacher reserves the right to assign work prior to the vacation when appropriate. Students are granted one day for each day absent for make-up work.

## **CHILD ABUSE LAWS**

St. Rose St. Mary's School abides by the Child Abuse Laws of the state of Wisconsin requiring all mandated reporters having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or having reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect will occur shall report to Child Protective Services

## **CLASSROOM CELEBRATIONS**

### **Birthdays**

Children may bring a treat to their classroom to celebrate their birthday. If their birthday falls during summer vacation, they may bring a treat on their ½ birthday. Please coordinate treats with your classroom teacher. If your student is going to have a party outside of school, invitations may be sent through the classroom only if all the students in the classroom are invited to attend the party or all girls/boys in the case of a gender specific party.

### **Parties**

Halloween, Christmas and Valentine's Day parties may be celebrated in each classroom. Parents may be asked to assist with these parties.

## **CONDUCT**

### **Behavioral Expectations and Discipline**

We expect our students to share the SPIRIT in their behavior and conduct. We strive to help students develop Christian virtues to guide their actions and work toward helping the student take responsibility for their own choices. Rather than an established list of rules, we use our mission statement to offer guiding principals for behavior.

### **Sharing the SPIRIT**

Serving Others

- We make choices which allow others the opportunity to learn (quiet in hallway, orderly classrooms, etc.).
- We make choices which do not create work for others (picking up after ourselves, putting things away, etc.).
- We make safe choices (walking in building, appropriate play at recess, using equipment properly, etc.).

#### Praying

- We pray for guidance when we make mistakes.
- We pray for others when they make mistakes.

#### Inspiring Academic Excellence

- We take learning seriously.
- We come prepared each day with completed homework and necessary tools for learning (pencil, paper, etc.).

#### Respecting All of God's Creation

- We treat ourselves and others with respect.
- We treat our school, school property and the property of others with respect.
- We follow our dress code.

#### Instilling Strong Catholic/Christian Values

- We follow the Ten Commandments and the Golden Rule.
- We practice the virtues of faith, hope, love, fortitude, temperance, prudence and justice.

#### Trusting in God

- We forgive others when they have hurt us.
- We count on God for guidance.

#### Specific Policies

- Gum chewing is not permitted by students on school property unless part of school incentive/reward.
- The use of skateboards or roller blades are not permitted on school property. Heelies are not permitted.
- **Electronic devices (game systems, Mp3 players, cell phones, iPods, etc.) must be left at home.** If a parent wishes a student to have a cell phone for an after school activity, the cell phone must be turned off and remain in a backpack/book bag during the school day. Violations will result in removal of the phone to the office upon which a parent must retrieve the phone at the end of the school day. ***St. Rose St. Mary's School will not be responsible for damage to or loss of any electronic items belonging to students or families.***
- Toys brought from home to use on the playground must be approved by the classroom teacher or principal. They remain the responsibility of the student. ***St. Rose St. Mary's School will not be responsible for damage to or loss of any toys belonging to students or families.***
- Kindles, nooks and tablets may be brought to school for reading purposes at the discretion of the classroom teacher. ***SSRM will not be responsible for damage to or loss of any electronic devices including electronic reading devices belonging to students or families.***
- Soft balls only on the playground.
- Exclusive relationships contradict our mission to Share the SPIRIT because they affect group dynamics and may encourage rivalries. Kissing, hugging, hand-holding and other displays of affection are not permitted during the school day when they fall within the context of dating.
- More specific lists of rules may be developed in individual classrooms, the lunchroom and the playground as needed to maintain safety and keep order. Rules will be posted in each location.

#### Discipline

At St. Rose St. Mary's we strive to teach children self discipline and use a program called Discipline with Purpose which identifies 15 skills students need to develop. When a student is misbehaving, you can expect that we will speak with the student and offer them an opportunity to change their behavior. If the behavior does not change, the student will receive a consequence for that behavior and an opportunity to practice the self discipline skill they are lacking. Consequences may include minutes from recess, an apology either verbal or written, a phone call to a parent, a reminder project regarding the behavior (Walk in the Hall sign, etc.), restitution (replacement of destroyed property) or anything else deemed appropriate by the principal and/or classroom teacher. We strive to connect consequences directly to the action.

If misbehavior continues, we will send home a “**Note from School**” which must be signed and returned the following day. The note will describe the incident as well as the consequences. A copy may be found in the Appendix. A “Note from School” may or may not be accompanied by a phone call or email, and depending upon the offense or number of offenses, the note may request a conference prior to the child returning to school. We count on you as the primary educator to apply appropriate consequences at home. Together, we will work to help your child change habits and build virtue.

**Fighting, wrestling, provoking fights, kicking, hitting, obscenity, swearing, talking back, or out right disrespect for authority, self, and/or others will automatically result in a “Note from School” and depending upon seriousness may result in immediate suspension.**

### **Bullying**

St. Rose St. Mary's School strives to provide a safe environment for all individuals. Incidents of bullying will be subject to our Anti-Bullying Policy included in the Appendix of this handbook.

### **Firearms, Weapons, and Dangerous Objects**

Firearms, weapons, and dangerous objects are not permitted on school grounds, and will be reported to appropriate law enforcement agencies.

### **Harassment/Sexual Harassment**

Any type of harassment (physical, sexual, verbal, cyber) is strictly forbidden. Violations need to be brought to the attention of the principal who will investigate the complaint. Students involved in harassing behavior face suspension and/or expulsion.

### **Liaison Officer**

The Clintonville Police will be called into consult with a student when the principal determines that such consultation would be beneficial to either the student or the school. Situations which may warrant a call to the police include but are not limited to: bullying, harassment, violence, threats, and theft.

### **Off-Campus Conduct**

The Administration of St. Rose St. Mary's School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

### **Suspension/Expulsion**

Situations which warrant suspension or expulsion must be documented with evidence. They include the following:

1. When the moral or physical well being of the student body or staff is endangered.
2. When there is prolonged and open disregard for school authority.
3. When there is willful damage or destruction of school and/or parish property.

### **Suspension**

Suspension is of a temporary nature and may be either in-school or out-of school. Parents of students receiving in-school suspension may be required to pay \$90 in cash on the day of the suspension to cover the cost of the substitute teacher hired to work with the student.

### **Expulsion**

Expulsion is an extremely serious and permanent matter. Expelled students will be reported to the local public school district superintendent, and may not return to the school campus without permission of the principal.

### **Technology**

All parents and students must sign the Handbook page at the end of this document agreeing to all of the school policies. The **SSRM COMPUTER USE POLICY** may be found in the Appendix.

Use of online social networks requires that children be at least 13 years old. Students who utilize on-line social networking sites (FaceBook®, MySpace®, etc.), email, chat rooms, blogs, etc. to defame the school, faculty, other students or our parishes may face disciplinary action and possible suspension or expulsion. Cyberbullying is bullying and subject to our bullying policy whether it happens on-campus, off campus or in cyber space.

## **DRESS CODE**

Research has shown that a dress code helps establish a desirable learning environment. It is expected that students dress with Christian modesty, a clean and orderly fashion. Final decisions regarding satisfaction of dress code rest with the Principal.

1. Clothing must be clean, neat, and free of holes, frays, or heavy wear.
2. Athletic pants/shorts, sweat pants/shorts, pajama pants are not acceptable.
3. Knit pants and leggings are only permitted up to grade 3 (except when under a dress or long, tunic style shirt)
4. Shorts and skirts must be no shorter than 2” above the knee.
5. Socks are to be worn at all times; tights or stockings that cover the feet are also acceptable. Extra socks should be kept at school for physical education class.
6. Shirts must have sleeves, be long enough to cover the midriff and high enough to cover the chest area. All slogans and graphics must fit with the mission of our school and be suitable in a Christian atmosphere. (Pirate skulls, devils, disrespectful slogans, etc. are inappropriate.)
7. Shoes will be worn at all times, cover the toe and heel and fit appropriately to ensure safety. Laced shoes must be kept laced and tied. Crocks, flip-flops, and heels higher than 1” are not permitted for safety reasons.
8. Sandals are permitted if they have a back strap to keep the sandal on the foot.
9. Hair must be dyed in natural hair colors only except for special occasions or events deemed acceptable by the principal (breast cancer awareness campaign, spirit days, etc.)
10. Make-up is limited to lip gloss only except for special events deemed appropriate by the principal (programs, presentations, etc.)
11. Only ears may be pierced. Students will be asked to remove studs from other pierced body parts.
12. Permanent tattoos must be covered.

## **Physical Education Days**

On Tuesday & Thursday, girls should avoid wearing dresses or skirts. All students must have an indoor pair of tennis shoes kept at school for physical education class. Students in grades 7 & 8 will be assigned a locker for their athletic clothes and deodorant. All students in grades 7 & 8 are expected to change in weather appropriate clothing for physical education. Students in grades 5-6 are encouraged to change.

## **Field Trips**

Students must have a royal blue polo with the St. Rose St. Mary’s Logo to wear on field trips. Polo shirts are available through N.E.W. Promotions and apparel. Order forms will be available during registration and then periodically throughout the school year. Pants must be appropriate to the occasion (for example, no jeans for plays, museums or the diocesan Mass).

## **Mass Attire**

1. All attire on Mass Days must be free of slogans and graphics.
2. Girls are encouraged to wear skirts and dresses.
3. Collared shirts are strongly encouraged.
4. Pants must be casual dress style in any color (khaki, green, navy, black, brown, etc.). Jeans are not permitted.
5. Students may not wear hoodies, coats or jackets during Mass. Dress sweaters including those with hoods are permitted.

## **Warm Weather**

The weather forecast must be a high of 68 degrees or greater in order for students to wear shorts. Please check the weather and help your child dress accordingly. PreK-6 students may remove their jackets when the temperature is

above 60. When the temperature is above 55, PreK-6 students may remove their jacket if they are wearing long sleeves. A jacket is defined as a separate garment (sweatshirt, windbreaker, winter coat, hoodie, fleece, sweater, etc.) not worn in the classroom. 7-8 grade students monitor themselves.

### **Winter Wear**

Once snow is on the ground, all students must wear snow pants and winter boots during recess in order to play off of the blacktop. Students must have an extra pair of shoes to wear during the school day if they choose not to bring boots to school. Salt from student shoes corrodes floors in the hallway and classrooms. Boots must be removed indoors, so please be sure to send shoes each day. Shoes, boots, and snow pants may be left overnight at school, but St. Rose St. Mary's School will not be responsible for lost or missing items. Please clearly label all winter wear.

### **Dress Code Violations**

Violations of the dress code will result in a citation card issued by a teacher or principal. The citation must be signed and returned the following school day. A third citation will result in disciplinary action. See the above section on discipline.

## **EMERGENCIES**

### **Emergency Procedures**

Are on file in the office and located in every teacher's handbook. Evacuation procedures and routes are posted in each classroom for the following:

- Fire (Fire Drill)
- Tornado (Tornado Drill)
- Bomb Threat
- Hazardous Spills
- Crisis Situation

### **Crisis Plan**

St. Rose St. Mary's School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure location.

### **Cancellation of School**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The decision to cancel school due to inclement weather is made by the superintendent of the Clintonville Public School District. In the unusual circumstance where school must be canceled during the school day, parents will be notified via our parent alert system.

When weather conditions are such that the school must close, the following television stations will present the complete listing for both the parochial and public schools:

|      |            |
|------|------------|
| WBAY | Channel 2  |
| WFRV | Channel 5  |
| WLUK | Fox 11     |
| WGBA | Channel 26 |

We will also post cancellation information on our website: [www.ssrmparishes.org](http://www.ssrmparishes.org).

### **First Aid Kits**

A First Aid kit is kept in each classroom and stocked annually.

## **Safety Drills**

- Fire Drills will be conducted once monthly, without warning in accordance with WI state law.
- Tornado Drills will be conducted once annually in conjunction with the state procedure in April. There may be a second drill in the fall at the Principal's discretion.
- Lockdown Drills are conducted annually for proper action (lock down) in emergency situations.

## **EXTENDED DAY**

SSRM offers wrap-around care before school starting at 7 am, after morning preschool and after school until 5:30 pm. For PreK students, hot lunch may be purchased for \$2.65 or a student may bring their own lunch. Afternoon snacks for all students are provided at no charge. PreK students will enjoy outdoor recess, rest time and play. We will offer tutoring and homework help to K-8 students. See the Appendix for pricing information and registration forms.

## **FIELD TRIPS**

Field trips are a privilege and students who exhibit inappropriate behavior, have incomplete work or are not passing may not be permitted to accompany his/her class. Parents may be responsible for paying the \$90 fee in cash on the day of the field trip to cover the cost of a substitute teacher to supervise a child who does not accompany the class. Parents may choose to deny their child permission to participate on a field trip.

**All students are required to have a signed Liability Waiver on file to participate in any field trip.** The waiver was included in the registration materials, a copy is in the appendix section at the end of this handbook.

One adult chaperone is required for every eight (8) students participating on a field trip. **Prior to participating, all chaperones must complete a *Virtus: Protecting God's Gift* Session, a background check and sign the Diocesan Code of Conduct for Volunteers.** Our children are too valuable to us to make any exceptions to this policy. All Chaperons must sign an Adult Liability Waiver for each field trip.

Transportation for field trips will be by bus and car. Drivers must hold a valid driver's license and proof of insurance with liability coverage of \$300,000 or greater. Drivers must complete a *Virtus: Protecting God's Gift* Session, a background check, sign the Diocesan Code of Conduct for Volunteers, and fill out and sign a "Driver Information Sheet" prior to driving.

Non-enrolled children are not permitted on field trips except for our annual Bay Beach Trip, class picnics, and other family friendly trips deemed appropriate by the principal.

## **Overnight Trips**

7-8 grade spends two nights and three days in Chicago in May of odd years. 5-6 grade spends two nights and three days at Camp Tekakwitha in May of even years. The trips are planned and led by the classroom teachers. The Chicago trip is chaperoned by the classroom teacher, principal or designee and two other adults. The Camp Tekakwitha trip is chaperoned by the classroom teacher and three other adults. Diocesan Policy requires that all overnight trips have at least two male and two female chaperons. Transportation for these trips will be by car. Drivers must hold a valid driver's license and proof of insurance with liability coverage of \$300,000 or greater. Drivers and chaperones must complete a *Virtus: Protecting God's Gift* Session, a background check, sign the Diocesan Code of Conduct for Volunteers, and fill out and sign a "Driver Information Sheet" prior to driving. Fundraising is required for this trip as well as a per student fee.

## **FUNDRAISING**

At St. Rose St. Mary's, the total cost to educate each full time student is \$6,352. Tuition covers less than 30% of this

cost. We keep our tuition low and cover this cost from parish funds, an annual appeal, Scrip, financial donations and fundraising. Fundraising requirements are set by our TCE Committee. Our Home & School Organization intends to hold the following fundraisers this year:

### **Raffle Calendar Sale**

**All families must sell 20 calendars at \$20 each.**

If you do not have enough family and friends to purchase your calendars, sign up to sell after one of the Masses. You may count any sale you make as one of your calendar sales. The cost of unsold calendars will be added to tuition.

### **Spaghetti Dinner Raffle Tickets**

We hold a large item raffle at our spring Spaghetti Dinner and Talent Show. **All families must sell 20 books of tickets at \$10 per book or be billed the difference as a tuition increase.**

### **Scrip**

Scrip is a gift card fundraiser. The school purchases gift cards for a discount and then sells them to you for face value. We have gift cards available for many of your favorite stores. By purchasing Scrip before you buy gas and groceries, you raise money for our school at no cost to you.

**All families are expected to earn \$100 in Scrip profits** (not purchase \$100, but earn \$100) by April 1. You may have friends and relatives set-up their Scrip accounts to help you reach your goal. After your family has met the requirement, 50% of your earnings may be applied to your tuition. *Failure to meet the requirement will result in the unmet amount added to your tuition.* Please contact the Scrip Coordinator if you have questions.

## **HEALTH**

### **Allergies**

In order to minimize the incidence of life threatening allergic reactions, St. Rose St. Mary's School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student whose parent/guardian, and physicians have informed the school in writing that the student has a potentially life threatening allergy.

### **Communicable Diseases**

Children will be excluded from school for the following communicable illnesses and must refrain from attending classes for the listed period of time, in an effort to reduce the spread of illness.

|                     |   |
|---------------------|---|
| Pink Eye:           | 24 hours after antibiotic treatment.  |
| Head Lice:          | student may return when nit free; signed treatment form required.   |
| Chicken Pox:        | after all sores have scabbed over.  |
| Fever:              | 24 hours following last sign of fever.  |
| Fifths Disease:     | 24 hours following the appearance of rash (Fifths Disease is contagious prior to the rash but not after). |
| Vomiting/diarrhea : | 24 hours after last occurrence.   |

Notification will be sent home when there has been an occurrence in the building of the following communicable diseases: pink eye, head lice, chicken pox, fifths disease, strep throat and influenza.

### **Illness or Injury**

In case of illness or injury a child will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary and the parents/guardians cannot be

reached, the school will call 911.

### **Immunizations**

A list of required immunizations for each age/grade level is located in the Appendix.

### **Medication**

In order for school personnel to dispense *prescribed or over the counter medication*, parents must complete a "Medication Consent Form." This form is available from the office, and a copy may be found in the Appendix. The form authorizes school personnel to dispense medication in the prescribed dosage and further indicates written instructions for properly administering the medication. All prescriptions and over the counter medications must be in their original container and must be kept locked in the school office. Over the counter medications include cough drops, cough syrup, pain relievers, etc.

### **Inhaler Provision**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough.

## **HOMEWORK**

Homework is an important extension of the learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Each student can expect at least one homework assignment plus time for reading each evening after school. Assignments are left up to the discretion of each classroom teacher.

### **Teacher Responsibility**

Teachers will clearly state, collect, grade, and return homework to students.

### **Student Responsibility**

Complete and turn in homework assignments on time with a high level of effort. Ask for make-up work the day following an absence from school.

### **Parent Responsibility**

Provide a quiet place, parental support, and enough time for each child to complete homework assignments. Ask to see the homework before it is turned in and after it is checked and returned by the teacher.

### **Late Work**

If a student absence is excused, the day an assignment is due the assignment needs to be turned in the morning the student returns to school. The student will have 1 day per day absent to make up the work he/she missed while they were absent-*If the student is absent numerous days due to illness or family emergency an extension may be given. Please discuss concerns with your classroom teacher.*

There will be grade penalties for missing work or work turned in late without an excused absence.

## **HOME/SCHOOL COMMUNICATION**

Parents/guardians are encouraged to keep in close contact with the teacher and principal concerning the progress of their



child. Contact can be made through notes, personal telephone calls, e-mails, or conferences by appointment. Facebook, MySpace and instant chat are informal means of communication and inappropriate for dialog with your child's teacher or the principal. Concerns about a teacher must be addressed first with the teacher before approaching the principal. Concerns about the principal must be addressed first with the principal prior to approaching the TCE Committee or Diocese of Green Bay.

School staff may make contact via email, phone or notes home when desiring to speak about your child's accomplishments or progress.

### **Friday Communication**

Written communications are sent home on Friday in a folder or via email. If you normally receive information via email, it is still important that you check your child's folder on Friday as some items cannot be sent electronically. It is expected that parents will read all information. If receiving an envelope, please sign and return as soon as possible.

The school newsletter, hot lunch menu, permission forms and other items will also be posted on our website: [www.ssrmparishes.org](http://www.ssrmparishes.org).

If you have any materials for the Friday envelope, please send them to the office on Wednesdays. All enclosures in the envelopes are reviewed and must be approved by the principal. Electronic copies are preferred.

### **Conferences**

Parent/Teacher Conferences are scheduled at the end of the first quarter and at the middle of the third quarter. Conferences afford parents, as well as teachers, an opportunity to listen, ask questions, and strategize how best to achieve the appropriate educational goals for your child. Parents are required to attend both conferences, and students should be included.

## **HOT LUNCH & BREAKFAST PROGRAM**

St. Rose St. Mary's offers a full hot lunch and morning breakfast program to students. Menus are sent home monthly and available on our website.

### **Breakfast & Morning Milk**

PreK-8 students have the opportunity to participate in the National Breakfast Program each morning. The students have the choice of milk for \$.45 or milk with food items for \$1.45 for students and \$1.65 for adults. If you receive reduced lunch prices, breakfast is free. The breakfast menu varies. This mid-morning break is intended to refuel your child. Please ensure they eat a healthy breakfast at home before coming to school.

### **Hot Lunch**

The hot lunch prices are K-4: \$2.65 and 5-8: \$2.75. The reduced price is \$.40. Children who eat cold lunch may purchase milk at school for \$.45 per carton. Salad bar and fresh fruit are offered daily. Parents/guardians are welcome to eat lunch with their children. The adult price is \$3.25. Lunch is generally served between 11:50 and 12:10 each day. Please notify the office by 8:30 am if you plan to eat lunch with us.

### **Free and Reduced Program**

The National School Lunch Program and the National Breakfast program provide free or reduced lunch for families who qualify. Forms are available in the school office. All qualifying families are encouraged to participate. The more families we have on free and reduced lunch, the more grant money we can obtain. Applications are confidential.

### **Hot Lunch Accounts**

Parents may pay for breakfast and lunch in the office or by sending a check in an envelope with their student. Balances may be checked via PowerSchool. Students with a zero balance or below will receive notice from the office. Once the

balance reaches -\$10, the student might not be served hot lunch and will be directed to call a parent/guardian for a lunch.

## **LITURGY**

The Eucharist is central to our faith. All 4K-8<sup>th</sup> grade students and faculty participate in Mass weekly on Wednesday at 8:15 am. Students participate in prayer services, Eucharistic Adoration, the Rosary, and Stations of the Cross at various times throughout the year. Family members are invited and encouraged to participate in our liturgies.

## **LOST OR STOLEN ITEMS**

The school will not be held accountable for items lost or stolen. Children are therefore encouraged not to bring anything of value to school, or items which they would not like to have broken, since the latter may happen by accident.

Items found will be placed in a designated lost-and-found area in the school office. All items left in the Lost & Found after June 13 will be donated to charity.

## **PETS**

Pets of any kind are ordinarily **NOT ALLOWED** at school. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school.

## **RECESS**

Recess is held mid-morning for PreK-4 and after lunch for K-8 and extended day children. Children will be outside for recess unless it is raining or the wind chill is below zero. Children must wear snow pants and boots in order to play on snow covered areas of the playground. Refer to the Dress Code for more details.

## **SCHOOL PICTURES**

Individual student pictures will be taken each year. Picture Day is Sep 9, 2016 with retakes on Oct 14, 2016.

## **SCHOOL PROPERTY USE**

### **Desks**

Students are expected to keep their desks and cubbies orderly. Students are considered co-tenants of their desk and cubby; therefore, the school reserves the right to search this property. The school cannot be responsible for valuables left in desks.

### **Library**

The library is available on a regularly scheduled basis and staffed by volunteers. Students are encouraged to use the library during their assigned library time to read, check out books, return books, do reference work, or work on special projects. Students with overdue books may not check out additional books. Parents are financially responsible for missing and overdue books and will be charged the cost of the book as listed new on Amazon.com.

### **Lockers & Coat Racks**

Lockers and coat racks remain the property of SSRM, and students are expected to keep them in good order. SSRM reserves the right to search lockers and coat racks as well as items within them. SSRM is not responsible for valuables left in lockers or on coat racks.

### **Equipment Usage**

Our school has a variety of educational, safety and janitorial maintenance equipment. Students are not permitted to use or handle equipment, unless they have permission to do so by a member of the school staff. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

## **SCHOOL HOURS & SCHOOL OFFICE HOURS**

|                             |                         |
|-----------------------------|-------------------------|
| <b>Office Hours:</b>        | <b>7:30 am- 3:30 pm</b> |
| <b>School Doors Open:</b>   | <b>7:45 am</b>          |
| <b>First Bell:</b>          | <b>7:55 am</b>          |
| <b>Late Bell:</b>           | <b>8:00 am</b>          |
| <b>Dismissal:</b>           | <b>3:05 pm</b>          |
| <b>Instructional Hours:</b> | <b>8:00 am- 3:05 pm</b> |

## **STUDENT RECORDS**

A student's official file is kept in the school office. This file contains the student's registration form, diocesan progress reports and/or public school report cards, attendance records, kindergarten screening and standardized test results. A parent/guardian wishing to review this file must give a 24-hour notice by way of a written request and set an appointed time with the principal to review the file.

St. Rose St. Mary's School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**No records will be sent to transferring schools until all financial commitments have been satisfied.**

## **SCHOOL SUPPLIES**

A supply list is available at the Clintonville Shopko, the Shawano Walmart and the school website by August 1<sup>st</sup> for the upcoming school year. Each teacher will furnish his/her students with an exact list of supplies needed for the year. Occasionally, area businesses and organizations donate school supplies for needy families. We make them available on a first come, first served basis.

## **SUBSTITUTE TEACHER**

A substitute teacher will be called when the classroom teacher is not available because of illness, personal leave, or continuing education. Substitute teachers are qualified individuals who have completed a *Virtus: Protecting God's Gift* Session, a background check and signed the Diocesan Code of Conduct.

## **TELEPHONE POLICY**

### **Faculty**

Communication with the principal and teachers is encouraged. However, teachers are teaching between 8:00 a.m. and 3:05 p.m. and their primary responsibility is the care and education of the students, therefore, you may call the school and leave a message for the teacher. The teacher will return your call at his/her convenience.

### **Students**

The school secretary will only deliver messages to a student in an emergency. Students may use the office telephone for urgent matters only. Permission to go to a friend's house, go to a game, get a haircut, etc. are not urgent. Such permission should be given BEFORE the student leaves for school in the morning.

## **TRANSPORTATION**

**Students will only be allowed to leave school with a person listed on their registration form. Any other arrangements**

must be shared with the school in written form.

### **Bus**

Bus routes and stops are planned and established by the Clintonville School District. Parents who wish to make requests for changes in routes or stops should contact the bus garage at 715-823-4123 x2.

Riding the school bus is a privilege not a right. Bus drivers ensure the safety of our children and reserve the right to determine appropriate behavior based on posted rules. Any student who misbehaves or disrupts the safety of the bus or its passengers will be disciplined and may receive written reprimand. After three written reprimands, bus privileges may be revoked.

Students and parents are encouraged to immediately notify the principal and/or the school district of any safety hazards, which they have observed during bus operations. ***All students who ride the bus will be expected to ride the bus unless there is a written note or phone call from the parent.***

### **Bicycles**

When traveling to and from school, parents should encourage students to obey all traffic regulations and wear a helmet. The school assumes no responsibility for bicycles; however, provisions have been made to safeguard bicycles by requiring them to be properly parked and locked in the school bicycle rack. Students are to walk bicycles on school/church property.

### **VISITORS**

All visitors must report to the office upon entering the building and sign-in. It is extremely important we have accurate information on who is in the building at all times in case of an emergency.

### **VOLUNTEERS**

Volunteers are needed to assist in many areas. A volunteer form can be found in the Appendix. We encourage parents to volunteer in at least one area. All school volunteers must complete a *Virtus: Protecting God's Gift Session*, sign the Diocesan Code of Conduct for Volunteers and complete a background check before they volunteer.

### **WITHDRAWAL/TRANSFER POLICY**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. When transferring to another school, records will be issued upon receipt of a written request from the new school. ***No records will be forwarded until financial accounts have been settled.***

Upon withdrawal of a student, tuition is refunded for each full quarter remaining in the academic year minus technology and playground fees.

### **Appendices to follow**

**INTRODUCTION**

At St. Rose St. Mary’s School, we share the Spirit by providing a safe, caring environment for students, staff and volunteers. Our relationships reflect our desire to serve one another and respect all of God’s creation. Bullying of any kind contradicts the Gospel values we desire to instill in our students and is unacceptable at our school.

**PURPOSE**

The purpose of this policy is to define bullying, name prevention strategies, and set clear expectations for how incidents of bullying are handled.

**RESPONSIBILITY**

It is the responsibility of the administrator to insure that this bullying/harassment policy is enforced. It is the responsibility of all faculty, staff, volunteers and students to report incidents of bullying and/or harassment to the administrator and to enforce this policy. This policy applies to bullying on the school grounds, bullying at school sponsored events, and bullying over the internet.

**DEFINITION**

At St. Rose St. Mary’s School, we define bullying as “unwelcome verbal or physical contact that involves some sort of force, whether overt or subtle” (Diocesan Board of Education Policy 5160). Bullying has several characteristics:

- Bullying is a deliberate act by a person or group which hurts, threatens or frightens another person.
- Bullying is usually repeated over a period of time.
- Bullying is often about power and intimidation. (Does the word always make a loophole?)
- Bullying thrives on secrecy.
- Bullying is often observed by silent witnesses (bystanders who as part of a group stay silent about the incident).

Bullying can be:

|                         |  |
|-------------------------|--|
| Emotional/Psychological | being unfriendly, excluding, tormenting (hiding books, threatening gestures, eye rolling, smirking, staring) |
| Physical                | pushing, kicking, hitting, punching or any use of violence   |
| Verbal                  | name calling, sarcasm, spreading rumors, teasing, ridicule   |

Bullying can take place in person and on all areas of internet such as email, chat rooms, social media, text messages, phone calls, video, pictures, etc.

This list is not exhaustive.

**PREVENTION STRATEGIES**

Various methods consistent with our Parent/Student Handbook will be employed to prevent bullying and may include:

- classroom instructions on reporting bullying.
- a set of classroom rules or list of ways students should share the SPIRIT.

- writing stories or poems or drawing pictures about bullying.
- playing games about bullying.
- reading and discussing stories about bullying.
- having discussions about what bullying looks like and why it matters.
- role plays about bullying.
- education about being a bystander.
- prayer.
- integrating our faith into discussions about bullying.

Faculty and staff will receive yearly prevention education including how to establish and maintain safe classroom environments, how to use our “Discipline with Purpose” curriculum to counteract bullying, and how to report bullying behavior. Faculty and staff will also closely supervise students in all areas of the school and playground and watch for signs of bullying.

## **WHEN BULLYING OCCURS**

### **Student to Student Confrontation**

The first step is for the victim or bystanders to tell the perpetrator to “stop” and say they “don’t like it.” In cases of deliberate exclusion, or for a serious matter this may be taken to an adult immediately, if unable to speak to the perpetrator.

### **Reporting**

Victims and bystanders should report bullying behavior to an adult. It is the responsibility of the parent to bring incidents shared at home to the attention of the school administrator.

Either the victim or supportive adult must file a written statement (forms available in the school office) including:

- Specific actions giving rise to the suspicion of bullying.
- Time and place of the alleged conduct.
- The number of such incidents.
- The target of suspected bullying.
- Names of any staff or student witnesses.

Anonymous reports: A student may request anonymity when making a report. Should anonymity be requested, the principal or his/her designee will review this request and the impact it will have on the investigation. Reasonable action will be taken to protect the anonymity of a student, but it may limit the scope of an investigation.

### **Faculty and Staff**

When staff, faculty or volunteers witness an incidence of bullying, they must promptly notify the principal and file a written statement including the items listed under reporting. Staff and faculty should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “bullying” unless intervention would be a threat to the staff member’s safety.

## Investigation

The principal will promptly investigate to determine if bullying has occurred. Investigation of alleged bullying may include interviews and conversations with students (including witnesses and student(s) accused of bullying), parents, faculty, and staff.

A written report of the investigation shall be prepared when the investigation is complete and filed in the Principal's office. The report shall include findings of fact, a determination of whether acts of bullying were verified, and when acts of bullying were verified, and a recommendation for intervention including disciplinary action.

The parents of the victim as well as the student accused of bullying will be notified of the results of the investigation while maintaining the confidentiality of the students involved.

## Consequences

Should the investigation verify that bullying has occurred, the school principal shall determine consequences for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. It is the goal of the administration, faculty, and staff to have the child achieve redemption, stop the bullying, learn and make amends. The following are possible interventions:

- Non-disciplinary action is appropriate when bullying is identified early, and/or students are young (K-2), and/or bullying has not compromised student safety. Students will be counseled by the principal as to the definition of bullying, its prohibition and their duty to avoid any conduct that could be considered bullying.
- Disciplinary action for cases of verified bullying which warrant consequences will have the following components:
  - The student will receive a punitive action as determined by the administrator based on the age of the student, severity of the offense, threat to student safety and number of offenses including but not limited to:
    - Loss of Recess
    - In-school Suspension
    - Out of School Suspension (of no more than 5 days)
    - Expulsion
  - The student will make amends for his/her actions via one or more of the following methods or some other activity deemed appropriate by the administrator:
    - Making a card or writing a letter to the victim
    - Apologizing
    - Performing an act of kindness
    - Calling their parent to explain their actions and consequences
- The parents/guardians of the student will be notified in writing of the findings and consequences. When consequences include suspension, a parent conference with the administrator is necessary prior to the student's return to school. Either the parent or administrator may request a conference at anytime during or following the investigation process.
- The parents of the victim will be notified when disciplinary action is complete. St. Rose St. Mary's school will protect student confidentiality as required by law.

- In Safe Environment Lessons, classroom teachers will include education about the harm, culture and injustice caused by bullying and how to intervene when bullying is witnessed. Victims will be given coaching on how to stop bullying.
- Follow-up meetings will be scheduled with the student found guilty of bullying as well as the victim in order to monitor the situation and provide support.

### **Student Safety**

St. Rose St. Mary's School is committed to creating a safe environment for our faculty, staff, students and volunteers. Student safety will always be the priority during the investigation and determination of bullying. Depending upon the severity of the situation, the administrator may take steps to ensure student safety including but not limited to the following:

- Suspending student accused of bullying until investigation is complete.
- Requiring the separation of students at lunch, recess and in the classroom.
- Requiring the student/family to obtain professional counseling.
- Developing a student behavior plan which outlines expectations for continued enrollment at St. Rose St. Mary's.
- Notifying law enforcement.

### **DOCUMENTATION**

The administrator is responsible for keeping accurate records. A separate file will be maintained in the administrator's office and include:

- Reports of bullying
- Investigation reports
- A cumulative reporting log including dates, times and persons involved in bullying incidents with a note on investigation results.

When consequences for bullying include suspension or expulsion, the notice of suspension/expulsion will be filed in the student's permanent record.





# A Note from School

To: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

Re: \_\_\_\_\_ From: \_\_\_\_\_  
Student Teacher/Principal

You are receiving this note for the following behavior:

Damage to Property

Disrespect

Disturbing Class

Fighting

Harassment/Bullying

Unacceptable Language

Other \_\_\_\_\_

Conference Requested

\_\_\_\_\_

Description of the Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consequence at School:

\_\_\_\_\_  
\_\_\_\_\_

**Please sign and return by the next school day.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Check if you would like to request a conference.



# Extended Day Registration

## Student Information:

|       |
|-------|
| NAME: |
|-------|

|           |
|-----------|
| ADDRESS:  |
| CITY:     |
| ZIP CODE: |

|        |             |        |
|--------|-------------|--------|
| PHONE: | BIRTH DATE: | GRADE: |
|--------|-------------|--------|

|          |       |
|----------|-------|
| SIBLING: | GRADE |
|----------|-------|

|          |        |
|----------|--------|
| SIBLING: | GRADE: |
|----------|--------|

|         |       |
|---------|-------|
| SIBLING | GRADE |
|---------|-------|

## PARENT INFORMATION:

|               |
|---------------|
| FATHER'S NAME |
|---------------|

|                      |             |             |
|----------------------|-------------|-------------|
| PLACE OF EMPLOYMENT: |             |             |
| WORK PHONE:          | CELL PHONE: | HOME PHONE: |

|                |
|----------------|
| MOTHER'S NAME: |
|----------------|

|                      |             |             |
|----------------------|-------------|-------------|
| PLACE OF EMPLOYMENT: |             |             |
| WORK PHONE:          | CELL PHONE: | HOME PHONE: |

**EMERGENCY CONTACTS:**

|                        |
|------------------------|
| NAME:                  |
| RELATIONSHIP TO CHILD: |
| PHONE NUMBER:          |

|                       |
|-----------------------|
| NAME:                 |
| RELATIONSHIP TO CHILD |
| PHONE NUMBER          |

**OTHER PEOPLE WITH PERMISSION TO PICK UP YOUR CHILD**

|                       |
|-----------------------|
| NAME:                 |
| RELATIONSHIP TO CHILD |
| PHONE NUMBER          |

|                       |
|-----------------------|
| NAME:                 |
| RELATIONSHIP TO CHILD |
| PHONE NUMBER          |

## Fees and Payment

1. All fees for full-time and part-time care are due on a bi-weekly basis. Fees not paid within 10 days are considered delinquent and subject to an additional \$5.00 fee. Daily fees are also payable in advance, daily, weekly, or monthly depending on the child's schedule.
2. Whenever a child will not be attending the Extended Day Program, parent must call the school to notify the office. 715-201-9913
3. The Extended Day care program closes at 5:30 SHARP! If a child is not picked up by closing time, there will be an overtime charge of \$5 which will be charged at 15 minute intervals. Ex. arrive at 5:40 charge is \$5, arrive at 5:50 charge is \$10
4. Emergency and Drop-In care will be considered on a case to case basis dependent on staffing. Please try to notify the office 24-hours in advance.
5. Students will be charged \$2.65 daily for lunch or they may bring their own bag lunch. Afternoon snacks are provided to all Extended Day students for no additional cost.

### **COST OF CARE:**

|   |                                  |
|---|----------------------------------|
| <b>Before School Care<br/>(7:00-8:00)</b>                       | <b>\$4.00/ hour</b>              |
| <b>Pre-K Extended Day<br/>(7:00-8:00) (11:15-5:30)</b>          | <b>Full-Time \$20.00/Day</b>     |
| <b>Pre-K Extended Day</b>                                       | <b>Part-Time<br/>\$4.00/hour</b> |
| <b>After School Care (3:00-5:30)<br/>Tutoring/Homework Help</b> | <b>\$4.00/hour</b>               |

**HOURS OF DESIRED CARE:**

| SCHEDULE                                   | BEFORE SCHOOL ARRIVAL TIME | AFTER SCHOOL DEPARTURE TIME |
|--|----------------------------|-----------------------------|
| BEFORE SCHOOL<br>7:00-8:00 A.M.            |                            |                             |
| AFTER PRE-K EXTENDED CARE<br>(11:15- 5:30) |                            |                             |
| AFTER SCHOOL CARE<br>(3:00-5:30)           |                            |                             |

**Please circle one:**

|           |                         |              |
|-----------|-------------------------|--------------|
| FULL TIME | PART TIME : M T W T H F | OCCASIONALLY |
|-----------|-------------------------|--------------|

\_\_\_ I agree to the above policies and authorize SSRM Extended Day Program to care for my child(ren)

\_\_\_ I would be interested in setting up an online payment plan through FACTS for my Extended Day Fees.

**Registration Fee of \$25.00 (per family) must accompany registration.**  
*for program supplies, snacks, and activities.*

*Registration Fees pay*

|   |         |
|---|---------|
| Office Use Only<br>Date Registration received |         |
| Cash  | Check # |

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

St. Rose St. Mary's School (SSRM) has access to the Internet, which is an electronic highway connecting thousands of computers and millions of individual people all over the world. When used correctly, the Internet can be a valuable learning experience for students.

**Acceptable Use**

The purpose of the Internet & email at SSRM is to support research and education by providing access to unique resources and the opportunity for collaborative work. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Students will be responsible for assisting with monitoring their own use.

**Privileges**

*The use of the Internet & email at SSRM is not a right but a privilege.* Inappropriate use will result in cancellation of that privilege. The principal and staff may request the system administrator to deny, revoke, or suspend specific users.

**Netiquette (network etiquette)**

At SSRM, we share the SPIRIT in cyberspace too. The use of the Internet requires that users abide by accepted rules of network etiquette. These include, but are not limited to the following:

Be polite and do not ever send abusive messages to anyone or about anyone at anytime from anywhere while a student at St. Rose St. Mary's School.

Use appropriate language in all messages.

Keep your personal information private. Never share the password, personal address, location, or phone number of yourself or any other person while on the Internet. Messages relating to or in support of illegal activity may be reported to the authorities.

Connect to the Internet appropriately without disrupting others. You may not download any unauthorized material or change any settings on your desktop. Students may not check personal email or Social Networking sites such as Facebook, MySpace, etc. using the school computers.

School issued email addresses may be used for communication with individuals outside of the school network, but the above rules still apply. SSRM Administration and staff reserve the right to read student email at any time without notice.

**Security**

Security on our computer system is a high priority. If a student feels he/she can identify a security problem, he/she must notify a teacher immediately. Do not demonstrate the problem to other users. Do not use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers. Breaching computer security may result in expulsion.

**Vandalism**

The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings or of other people's work will result in cancellation of privileges and/or disciplinary action. The school reserves the right to seek financial restitution of any damages caused by a student or other user. The system administrator and/or principal will deem what is inappropriate use.

**Agreement**

I agree to follow all parts of this agreement. If I am found to be in violation of any part of this agreement, I will lose my computer privilege for one week. For the second violation, I will lose my privilege for two weeks and will have a conference with my parents and the principal. For a third violation, I will lose my computer privilege for the rest of the school year.

I understand that I am still responsible for assigned computer work even though I lose my computer privilege at school.

I also understand that I am expected to share the SPIRIT and practice computer Netiquette both on and off campus.

**SIGNATURE REQUIRED ON THE HANDBOOK SIGNATURE PAGE**

**2016-2017 Handbook Signature Page**

I have read the 2016-2017 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name:** \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

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

Parents and Students must both sign. A copy will be made and sent in home the second Friday after school begins.

***\*\*DUE BACK to the school office on or before the first day of school.***