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ST. MARY'S VISITATION SCHOOL  
— Elm Grove —

# 2019-2020

## 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*



**Mission and Catholic Identity**

*This student handbook is an agreement between the parents 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 on virtual backpack.*

Dear St. Mary's Visitation Parents 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. Please keep in mind that the handbook can be revised at any time and the most current version can be found on the school website, [www.stmaryeg.org](http://www.stmaryeg.org).

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,

Mrs. Mary Tretow  
Principal



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## ST. MARY'S VISITATION PERSONNEL AND RESOURCES

### **Parish Staff**

Parish Administrator: Father Peter Berger

Principal: Mrs. Mary Tretow.....mtretow@stmaryeg.org

School Secretary Mrs. Kris Dries.....kdries@stmaryeg.org

School Maintenance: Mr Dennis Zainer

### **Faculty**

K3: Mrs. Maggie Lewis.....mlewis@stmaryeg.org

K4 (Room 17): Mrs. Mary Grace Smrz.....mgsmrz@stmaryeg.org

K4 (Room 19): Ms. Colleen Lesnjak.....clesnjak@stmaryeg.org

K5 (Room 16): Mrs. Andrea Kroll.....akroll@stmaryeg.org

Grade 1 (Room 14): Mrs. Mary Schneider.....mschneider@stmaryeg.org

Grade 1 (Room 12): Mrs. Sara Sinense.....ssinense@stmaryeg.org

Grade 2 (Room 11): Miss Kerri  
Koepke.....kkoepke@stmaryeg.org

Grade 3 ( Room 22): Mrs. Julie Perez.....jperez@stmaryeg.org

Grade 4 (Room 26): Mrs. Colleen Parks.....cparks@stmaryeg.org

Grade 5 (Room24): Mrs. Elizabeth Scherr.....escherr@stmaryeg.org

Grade 5 (Room 25): Ms. Kaitlin Gleason.....kgleason@stmaryeg.org

Grade 6-8 Science (Room 34): Mrs. Kathy Biernat.....kbiernat@stmaryeg.org

Grade 6-8 Social Studies (Room 36): Mr. Burke Seeberg.....bseeberg@stmaryeg.org

Grade 6-8 Math (Room 33): Mr. Michael  
Falk.....mfalk@stmaryeg.org

Grade 6-8 English/Language Arts (Room 37): Ms. Annaleise Pospyhalla.....apospyhalla@stmaryeg.org

Grade 6-8 Theology (Room 35): Mr. Gary Newman.....gnewman@stmaryeg.org

Student Services and Assessment Coordinator: Mrs. Nicole Klein.....nklein@stmaryeg.org

Learning Support: Mrs. Camille Fernandes.....cfernandes@stmaryeg.org

Spanish: Senora Maria Paglianti.....spanish@stmaryeg.org

Music: Mrs. Sarah Kesler .....skesler@stmaryeg.org

Physical Education: Mrs. Joanne Brandtjen.....jbrandtjen@stmaryeg.org

Media and Library: Ms. Sue Benson .....sbenson@stmaryeg.org

### **After School Care**

Mrs. Gina Lambie.....glambie@stmaryeg.org

Mrs. Joanne Brandtjen.....jbrandtjen@stmaryeg.org

Mrs. Juana Bolmes

Web Site: [www.stmaryeg.org](http://www.stmaryeg.org)  
School Office Number:262-782-7057

School Fax Number: 262-782-3035

Go Riteway Bus Company: 414-249-5048

**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 needs.

**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 motivate the children 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 creates 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.

## **GENERAL SCHOOL SCHEDULE**

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

### **ARRIVAL**

- 7:35 a.m. First Bell—pupils 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**

- 2:45 p.m. Dismissal K4-8
- 2:30 p.m. Dismissal K3

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 AND 4 YEAR OLD KINDERGARTEN**

- K3 Choice of Monday, Tuesday, Wednesday, Thursday, Friday half or full days  
 Half Day K3 Schedule: 7:45 a.m.-11:30 a.m  
 Full Day K3 Schedule: 7:45 a.m. - 2:30 p.m.
- K4 Half Day K4 Schedule: 7:45 a.m.–11:45 a.m. Monday through Friday  
 Full Day K4 Schedule: 7:45 a.m.–2:45 p.m. Monday through Friday

### **MORNING RECESS**

10:00 – 10:15 Grades 1st through 5th

### **LUNCH AND RECESS**

	Recess	Eat
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 attend Mass twice a week on Tuesdays and Fridays at 8:00 as well as participate in seasonal religious observations.

**AFTER SCHOOL CARE**

After School Care hours are 2:45-6:00 P.M. every regularly scheduled school day.

# **SCHOOL POLICIES AND PROCEDURES**

## **RIGHTS AND RESPONSIBILITIES OF PARENTS**

*The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.*

*Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.*

*Inherent in the parents' 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 are also expected to support and adhere to the policies and procedures and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. (Archdiocesan Policy 1312).*

## **ARCHDIOCESAN POLICIES AND PROCEDURE MANUAL**

The policies and regulations of the Archdiocese of Milwaukee are kept in the office of the principal. These documents provide the policy, regulation, law or directive of Governmental Agencies and Canon Law to be followed by any school that is accredited by WRISA or the Archdiocese of Milwaukee. The documents refer to community relations, administration, business and non-instructional operations, personnel, students, instruction and new construction. This document is open for review by appointment.

## **ELIGIBILITY FOR ENROLLMENT**

State law (Wis. Stats. 118.4(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, nationality 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 is in November.

## **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 will be given families who live in the geographic boundaries for the Elmbrook and/or Wauwatosa School Districts since there are a number of 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 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 will not be invited back to attend SMV following the end of the then current school quarter 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.

## **ABSENCES AND TARDINESS**

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 tardies, which can disrupt the regular classroom learning experiences and the continuity of the instructional process. The benefit of regular classroom learning experiences is then lost and cannot be entirely regained. This principle of education underlies and gives purpose to the requirements of compulsory schooling.

If a child will be absent, a parent must call, 262-782-7057, or email, kdries@stmaryeg.org, the school office by 8:30 a.m. Upon return to school, a written note, indicating name, date, days of absence, and reason for absence is to be presented to the teacher. If a student is out of school due to illness for five or more days, a Return to School Form must be obtained from the physician stating the reason for the absence. This form should be submitted to the school office.

Tardiness disrupts the classroom routine and environment. All pupils are required to be in the classroom before the tardy 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 going to class.

Excessive tardies will not be tolerated. After excessive tardies, a letter from the principal will be sent to you.

## **ACCIDENTS**

In the case of minor cuts or scrapes, students are to be sent the school administrative assistant for 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 or guardians. The school, except for any life saving measures as 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 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 are not available should be people who are living nearby and who are usually home 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 of some minor injury.

## **ARTICLES PROHIBITED IN SCHOOL**

- All items such as guns, knives, sharp implements, bean shooters, slingshots, hard balls, bats, and/or lighters, and books, magazines and pictures of questionable nature will be confiscated and parents will be contacted.
- Cell phones brought to school must be kept in the student's locker during school hours. Any cell phones found outside of a locker will be confiscated and parents will be need to retrieve the child's phone from the school principal.
- Skateboards, roller skates, and roller blades may not be used on the playground during school hours.
- Student lockers and desks: 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. Periodic general inspections of lockers and desks may be conducted without the student's consent and without notice.
- Private electronic equipment may only be used outside of school hours. We discourage bringing these devices to school and will not be responsible for their loss.

## **CARE OF MATERIALS**

Each student is held responsible for the condition of all books and materials. If any damage occurs, a fine will be charged.

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.

## **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.

## **CHILD CUSTODY DISCLOSURE**

When a student(s) is the subject of a court decree, the school authority shall request the parent/guardian who maintains primary physical placement of the child (ren) to submit a copy of the court decree about the student. Every family is required to complete a confidential custody information form annually.

## **CHILD ABUSE**

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.)

## **CONCILIATION PROCEDURES FOR PARENTS**

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 employed:

- 1 The parent shall submit his/her concerns orally 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.

## **DEVELOPMENT INFORMATION**

The parish strives to call parishioners to a commitment to stewardship. 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.

## **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.

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 a locker.

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.

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.

### **EMERGENCY INFORMATION**

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

St. Mary's Visitation School Emergency Information: Annually, an Emergency Information Sheet is to be completed online within the first week of school. It is absolutely essential that, whenever there is a change of work, home address, phone number, etc. this information be given to the school, in order to keep the records current. Such changes of information should be sent to the office in writing.

### **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.

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

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

### **HOT LUNCH AND MILK**

Hot lunch and milke are provided by the 4Ps in a Pod Company. The program is offered for K3-8th grade. Meals are ordered and purchased through the 4Ps in a Pod website online ordering system, [www.4psinapod.com](http://www.4psinapod.com)

### **HOME AND SCHOOL SPECIAL PROJECTS**

Funding supplements classroom materials, technology needs, student programs, lab equipment, and has in recent years, contributed directly to the cost of education for students.

### **HOMEROOM ASSIGNMENTS**

Annually in the spring, teachers recommend students' assignments to homeroom classes for the fall. On rare occasions, parents may submit a request in writing to the principal for homeroom placement. Reasons must clearly demonstrate the extraordinary circumstances that would make a request necessary. Due to changing enrollments, homeroom assignments may shift right up to the first days of school. No requests are a guarantee of placement. The decision of the principal is final.

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

For lunch: A note must be sent to the classroom teacher 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, a note must be sent to indicate 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.)

**Alternate plans:** If a child will not be using the usual means of transportation home on a specific day, a note 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 a note to the school to that effect. (This assures the school that parents are aware of the arrangements!) Occasionally a child may ride the bus home with a friend. Each student must provide a note to the teacher and bus driver before a child is admitted to ride the bus. The number of the bus on which the children will be riding must be indicated. If both children do not present notes, they will each be sent to their own homes.

## **LUNCH AND PLAYGROUND SUPERVISION**

SMV School Committee and Administration believe it is important for SMV to continue its hot lunch program and to have our children safe and adequately supervised on the playground. We realize that these goals require four parent volunteers during the lunch period. Parents are asked to voluntarily sign up for these important responsibilities through Sign Up Genius. (All parent volunteers must have completed Safeguarding Training and have signed the Code of Ethics and Mandatory Reporting Responsibilities verification, which should be filed with our parish safe environment coordinator.)

There is a \$200 playground/lunchroom fee that is collected at the Back to School Day. This fee is credited towards your tuition when your **SIX** days of service is 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.
- Each level is assigned a specific play area to be used during recess times.
- 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.
- 6th, 7th, and 8th grade students MAY NOT play on the playground equipment during school hours. This equipment is intended for younger children.

- Snowball throwing is forbidden on the school grounds, as well as on the way to and from school.
- Throwing, kicking, or handling of snow or snowballs is 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 will be asked to stand against the building for the entire recess. Slippery conditions require boots for safety.

*Rules are subject to change as determined necessary*

## **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. Academic dishonesty includes but is not limited to copying or allowing another to copy any assignments or assessments. Plagiarism and academic dishonesty is not accepted. The School Administration has the right to determine penalties for any partial or complete act of plagiarism or academic dishonesty.

## **PUBLICITY/PICTURE POLICY**

St. Mary’s Visitation School is proud of its traditions, teachers and students. We are eager to share our success with the greater parish and neighborhood community. 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 is possible that your child’s picture will be used in our 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 participating in school, classroom and/or extra-curricular activities. Because of the immediacy of media coverage, there is not always time to give parents prior notification. If you do not want your child’s/children’s picture(s) used for these purposes, please state this in writing and submit it to the office at the end of the first full week of school on the form provided.

## **SCHOOL COMMITTEE**

The School Committee, a committee of the parish council, exists to define, develop, and provide assistance for the implementation of the mission, philosophy and goals of St. Mary’s Visitation Parish School. Meetings are generally held once a month. Parents interested in serving on subcommittees are welcomed to call the office for contact information. All subcommittees welcome new members.

Subcommittees include:

- Policy Subcommittee
- Budget Subcommittee
- Advancement Subcommittee
- Planning Subcommittee
- Technology Subcommittee
- Athletics

## **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.

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. However, parents are always welcome to observe in student classrooms after registering in the office. Moreover, parents are strongly encouraged to speak with teachers about how they might be of help in the classroom.

## **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 and educators.
- To provide for well-planned programs of information and interest to parents.
- To create a greater appreciation of Catholic Education.

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. Please refer to our resource list for contact names.

Home and School sponsors the following events and fundraisers:

### *Events/Fundraisers:*

Parish Picnic  
Dance-A-Thon  
Trivia Night  
Walk for Catholic Education Spooks and Spoofs  
Chili Chomp  
Scholastic Book Fair  
Bowling Day  
Forensics  
Auction  
Father Daughter Dance  
Mother Son Activity  
Ford Drive  
Memorial Day Parade  
Field Day

### *Special Projects:*

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

## **TELEPHONE USE**

A child will not be permitted to make telephone calls home requesting parents 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. Students' cell phones can only be used on an emergency basis outside of school hours, and must be kept in the student's locker during school hours. The school is not responsible for lost, stolen or damaged items. The principal has the right to access any content of a cell phone confiscated from a student.

## **TRANSPORTATION CHANGES**

For children's safety, all transportation changes must be submitted in writing. 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 playdates are arranged for children after school, written requests from both families that clearly indicate how the children are being transported should be in the office no later than 8:00 a.m. the day of the event. Occasionally a child may ride the bus home with a friend. Each student must provide a note to the teacher and bus driver before a child is admitted to ride the bus. The number of the bus on which the children will be riding must be indicated. If both children do not present notes, they will each be sent to their own homes.

If a child will not be using the usual means of transportation home on a specific day, a note 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.)

## **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 when most needed. All 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, or a written note will be attended to by the teacher at his/her earliest convenience.

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 to be placed in the parent pickup area.

## **VOLUNTEER PREPARATION**

The Archdiocese of Milwaukee defines a school volunteer as any adult who works with children more than two times per semester. All school volunteers are required to complete the Safeguarding all of God's Children Training Session and to submit the signature page from the Archdiocesan Code of Ethics and the Mandatory Reporting Responsibilities to the parish coordinator. The parish requires all parents to do the same. Volunteers complete and sign a standard volunteer application. The parish conducts criminal background checks on all volunteers. The Safeguarding all of God's Children registration can be done at [www.archmil.com](http://www.archmil.com).

## **ACADEMIC EXPECTATIONS**

Through interdisciplinary curricula, St. Mary's Visitation teaches students to become problem solvers, critical thinkers and 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**

In addition to the daily religion program, the basic subjects of reading, mathematics, language arts, social studies, science, Spanish, art, music, computer education, and physical education are taught. Since each child is considered important, he/she is taught the basic subjects of reading and mathematics through individual and/or group instruction. The school's curriculum is available for viewing online at [www.stmarys.org](http://www.stmarys.org).

### **CHRISTIAN VALUES CURRICULUM**

SMV recognizes the fact that parents are the primary teachers of their children in these matters and that the Archdiocesan policy requires schools to provide this instruction. The series is chosen to help parents educate their children in the spirit of Christian values and Catholic faith. The curriculum will be taught in school for grades 1–8. It is recognized that some parents may choose to educate their children at home.

### **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, teachers and schools.
- Grading should support 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.

- On going 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 work, class participation, written assignments both in and out of the classroom, 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 quarter (Archdiocesan Policy P5123)

### **PROGRESS REPORTS VIA POWERSCHOOL**

Parents in grades 1-8 should monitor their child's progress via PowerSchool on a regular basis. It is recommended that parents of students in grades 3-8 make WEEKLY checks. Parents are encouraged to contact 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. Parents/guardians are encouraged to contact their child(ren)’s teacher any time they have questions or concerns.

## **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.

Please see the links in Virtual Backpack for more information.

## **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, or 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:

- The amount of homework assigned to students should be different from elementary to middle school

### **Level Maximum Time**

K (optional) 10 minutes

Primary 30 minutes

Upper Elementary 60 minutes

Middle School 90 minutes

- Students should not be required to exceed the maximum amount of time for their developmental level.
- Parent involvement in homework should be kept at a minimum.
- The purpose of homework should be identified and articulated.

## **MISSED WORK, ABSENCES, VACATIONS**

When a child has been absent, he/she is responsible for completing the work missed. Students will be given one day for homework catch up for each day of illness. Work may be picked up by a brother, sister, parent or neighbor at 2:45 each afternoon.

Family vacations are discouraged during the school year. The teacher should be notified in advance if a child will be missing school due to a family trip. Teachers are not required to give homework to students leaving on vacation. Homework will be provided when a student returns. Work missed during vacation absence must be turned in to the teacher within a week of return if credit is to be received. It is likely that extra sessions with the teacher may be needed for student understanding of missed material. Scheduling of such sessions are the responsibility of the student.

## **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. However, neither phone calls nor hand written notes will substitute for the official form. No gum is permitted on any field trip.

## **MUSICAL INSTRUMENT LESSON OPPORTUNITIES**

Piano lessons are available through private instruction. Band lessons are available after school for those who wish to take them. No music lesson will supplant a class that a child cannot afford to miss. The teachers, parents, and music teachers will work out schedules with the approval of the principal. Students may never replace a religion class with a music lesson.

## **PHYSICAL EDUCATION**

St. Mary’s Visitation School provides a developmental physical education curriculum within the school setting.

Grades 4 to 8 change into gym uniforms for physical education 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, for Grades K4-8, tennis shoes must have non-marking soles. No black soled tennis shoes will be allowed.

### **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.

### **JR. HIGH TEACHER /PARENT COMMUNICATIONS**

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

### **HOME PRINTER OR COMPUTER PROBLEMS**

In the rare circumstance of a missed deadline due to a home computer crash, the student is expected to bring a note from a parent 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.

### **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.

### **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. Please check the Jr. High Webpage for a copy of the required forms to retake a test.

## **RELIGIOUS OPPORTUNITIES**

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

School prayer and classroom and school 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
  - Parents are always welcome to join their children.
- 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 two times per week 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, as well as visits the children in the classrooms upon request. The schedule for the priest in relationship 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**

The boys and girls of Grade 6–8 are invited to be trained to become Mass Servers. The boys and girls of Grades 6–8 are responsible for serving the Masses on school days as well as when scheduled for weekend Masses .

## **DRESS CODE**

Unless specifically designated otherwise, all students in Grades K4 to 8 wear uniforms every school day, starting with the first day of school. Uniforms need to be neat and clean.

Uniforms are not required for K3.

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 will 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, sandals without back straps, boots or soccer sandals are allowed. Only non skid tennis shoes may be worn 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 when girls wear 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 not allowed.
- The wearing of bandanas, caps, and other head coverings is not allowed while indoors, except when approved for medical reasons.

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

- Dangling earrings and/or excessive amounts of bracelets, rings, and chains are not allowed.
- 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 (including Silly Bands). 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 intended to be worn loosely around the neck. Choke chains are strictly prohibited.
- "Excessive amounts" means anything more than 2. For example, a student may not wear more than 2 earrings, 2 bracelets, 2 rings and /or 2 chains on her entire body during the school day.
- No makeup (including lipstick, blush, foundation, eye shadow, or mascara) is allowed.
- 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: Hunter/Classic plaid uniform jumper

- Grades K4 to 8: Hunter/Classic plaid uniform skirt or skort

**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.
- Blouses need to 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 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 navy or white sweaters and vests are acceptable.
- A small logo or ring around the neck or wrists is allowed.
- Only the St. Mary's Visitation School, SMV navy Seton and Padre sweatshirts are allowed; other sweatshirts are not allowed.
- Only the official SMV hoodies are allowed.

**Slacks:**

- 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.
- For Grades 6 to 8: Between October 15 and March 31, navy blue uniform slacks may be worn in place of the uniform skirt or skort. Solid blue, black, or brown belts must be worn if belt loops are attached to the slacks. Removing belt loops is not allowed. (Uniform slacks are defined as slacks without excessive flare, having no slits, rivets, contrasting stitching or low riding waists.)

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

**Trousers:**

- Solid navy blue (not royal blue) chino, corduroy, or twill pants. They MAY NOT be cargo pants or sweatpants.
- A black, blue, or brown belt must be worn if belt loops are provided. Removing belt loops is not allowed.

**Shirts:**

- Light blue or white knit or tailored. Shirts must have sleeves and a collar.
- Solid light blue or white turtlenecks may be worn.
- Buttons need to be attached and buttoned.
- Shirts must be long enough to be tucked in.
- Shirts need to 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 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 navy blue or white sweaters or vests are acceptable.

- A small logo or ring around the neck or wrists is allowed.
- Only the St. Mary's Visitation School sweatshirt is allowed; other sweatshirts are not allowed.

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

- Dress-up days will be designated during the year. The day will be listed in the weekly newsletter.
- 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. The day will be listed in the Virtual Backpack. Most dress-down days are of a particular theme. Students need to be in their regular uniform if they are not dressed according to the 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.
- 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
- 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

### **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.
- A solid black, blue, or brown belt must be worn if belt loops are provided. Removing belt loops are not allowed.
- Students must wear the appropriate shirt, blouse, shoes, and socks as outlined above.

### **SCOUT MEETINGS**

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

### **PICTURE 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 jumper can be purchased at Lands End, [www.landsend.com](http://www.landsend.com), or Kohls, [www.kohls.com](http://www.kohls.com). 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 protect equally the rights of the child, his/her parents, 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 insure 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. Perhaps they might 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 to devise 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, teachers, and administrators to refine the student's behavior plan and redefine consequences. Regular communication with parents about each child's progress or lack thereof will occur.

In addition, parents 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 a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or 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. Willful destruction of computer hardware or software, deleting, examining, copying, or modifying files and/or data belonging to others. Forgery, reading, deleting, copying, or modifying of electronic mail messages of others. 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 initiations
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 intimidation messages.

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 will 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.

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.

## **EXAMPLES OF BULLYING**

- Hurting someone physically. Some examples are: hitting, kicking, tripping, and pushing, and so on.
- 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, 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.
- Teach the Steps to Respect program to students.
- Respond quickly and sensitively to bullying reports using the Steps to Respect Response Process and coaching models.
- Take seriously family concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- 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 sports and Scouts), and on the school bus

## HIERARCHY OF CONSEQUENCES FOR BULLYING

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:

- Teacher reviews St. Mary's Visitation School anti-bullying policy with the student.
- Teacher informs 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<sup>1</sup> (teacher's discretion)
- Restitution/Making Amends<sup>2</sup> (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<sup>1</sup>
- Restitution/making amends<sup>2</sup>

### Step 4:

- Principal reviews St. Mary's Visitation School anti-bullying policy with the student.
- Student calls parent with the principal.
- Conference with the family.
- Principal informs student of the next steps in the discipline process.
- Loss of privileges<sup>1</sup>
- Restitution/making amends<sup>2</sup>

### Step 5:

- Principal reviews St. Mary's Visitation School anti-bullying policy with the student.
- Student calls parent with the principal.
- Short-term suspension, long-term suspension, or expulsion
- Student referred for counseling
- Restitution/Making Amends<sup>2</sup>

### 1 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

### 2 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.

## **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

## **PROBATION**

A student may be placed on probation if in the judgement 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 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 semester.*

## **SUSPENSION**

Suspension is considered 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 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 days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not 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 considered 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 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 insure objectivity. Members from various sources within the parish/school may include former trustees, pastoral council members, parents 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 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.
- The hearing is ended, and the school representatives and the student/parents 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 pastor and 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**

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
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work 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/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

### **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](http://classdojo.com)), which is also accessible by parents 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 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.

6 Infractions, Demerit, Detention

Examples (but not limited to) of unacceptable behavior:

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**

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<sup>2</sup> (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<sup>2</sup>

### **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<sup>1</sup>
- Restitution/making amends<sup>2</sup>

### **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<sup>1</sup>
- Restitution/Making Amends<sup>2</sup>

1 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

2 Restitution/making amends may include:

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

**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 timeframe, 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 not be served on any Friday or Wednesday.

Student	<b>DEMERIT NOTICE</b>	Date/Time	Quarter
Homeroom #	<b>St. Mary’s Visitation Parish School</b>	Location	
Homeroom Teacher	<b>(School Year)</b>	Teacher/Staff	
DETENTION HAS BEEN ASSIGNED		Dates	Room
M T W TH F			
<b>REASONS FOR DEMERIT:</b>			

FAILURE TO FOLLOW SCHOOL RULES

POOR ATTITUDE/RUDE

USING INAPPROPRIATE LANGUAGE

DESTRUCTIVE TO SCHOOL PROPERTY

ENGAGING IN UNACCEPTABLE BEHAVIOR

EXCESSIVE TALKING/LOUDNESS

MISSING/INCOMPLETE ASSIGNMENTS

HITTING ANOTHER STUDENT

UNCOOPERATIVE/INATTENTIVE

DISRESPECTFUL/DISOBEDIENT

WEARING UNACCEPTABLE DRESS CODE

OTHER

## **COMMUNICATIONS**

Education is a cooperative teacher-child-parent effort. Our goal is to maintain open, positive communication with parents 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 phone, text and email to you. You are automatically signed up when you are enrolled. You may opt out of this.

### **CLOSING OF SCHOOL**

If school is in session and there would be need to send the child/children home, every attempt is made to contact the parents, using Power School as a source of information. School is never closed, other than a scheduled free day, without a written note of explanation.

### **INCLEMENT WEATHER CLOSING**

St. Mary's Visitation School observes the closing of school if this decision is made by the Elmbrook School System. St. Mary's also reserves the right to make an independent decision on school closings based on their discussion with the quad schools. 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 RADIO 620a.m. and/or TV 4 or the Elmbrook website, [www.elmbrook.k12.wi.us](http://www.elmbrook.k12.wi.us). Decisions regarding the closing of school are announced between 6 a.m. and 7a.m. Also, if power is available, an email message or text using One Call Now will be sent to our parent distribution list.

In winter, children will not be held outside in the morning, or go out for recess if the wind chill or temperature is zero 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 quarters. First quarter conferences will be held in November. Second quarter conferences will be held in February. Students in first through eighth grade are expected to be at these conferences.

We encourage parent interest in student progress throughout the year. Parents 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. All attachments will be posted on the school website and the Virtual Backpack. There will be no paper copies distributed. The purpose of this weekly letter is to communicate pertinent school and parish information to each family. It should not include solicitations from outside organizations without the principal's approval. 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.

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 employs a website, along with Virtual Backpack, our e-communication newsletter and our teacher's web-sites as our school's primary methods of communication with parents. Email and phone calls will continue to be an important communication link between the teachers and the parents.

[www.stmaryeg.org](http://www.stmaryeg.org)

The school website provides helpful ways to remain informed about school activities and provides a direct link to the school's weekly internet update, virtual backpack.

Power School 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.

[www.powerschool.com](http://www.powerschool.com)

## TRANSPORTATION

### BUS

Go Riteway provides the bus transportation. *They can be reached at 414-249-5048.*

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 Calhoun Road on the west, north on Calhoun Road to Bluemound Road. Bluemound Road to Pilgrim Parkway 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 occasion, we understand special accommodations must be made for your child's transportation. Parents must provide a written notice to the classroom teacher and school secretary for any transportation changes.

### BUS SAFETY

The safety of all the children on the bus, the safety of the bus driver, and the safety of other motorists and pedestrians require the bus driver to give complete attention to his/her driving. In order to enable the driver to assure maximum protection for each passenger, children will be asked to comply with the following regulations:

- Remain in the seat.
- Treat all students and the driver with respect by refraining from name calling pushing and pulling on each other and/or actions which could lead to physical injury.
- Refrain from throwing objects on the bus or out of the bus window.
- Speak in quiet tones. Screaming and yelling at one another and vulgar language will not be tolerated.
- No eating on the bus.

### BUS SAFETY VIOLATIONS AND CONSEQUENCES

Daily student bus riders who choose not to comply with bus regulations designed for their safety are subject to the following action if they are reported to the School Principal by the bus company through a corrective action report.

- First Offense: Warning conveyed by phone call to parents.
- 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 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 to assure compliance.)
- Fourth Offense: a one (1) week suspension of bus riding privileges. (Parent/child/principal and driver will meet before 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 are asked to give bus drivers complete cooperation and to serve as constant reminders to children of their responsibility. 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.

#### **WALKERS**

Walkers are dismissed with the car riders. They are directed to leave the area immediately at dismissal. A crossing guard is stationed at Crescent Drive to assist those crossing Watertown Plank Road.

#### **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. Bicycle riders are to walk their bicycles to the rectory or east to Crescent Drive.

***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. The Waukesha County Health Dept. number is 262-896-8430.

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

2019-2020 SCHOOL YEAR

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs–4 yrs)	4 DTP/DTaP/DT <sub>2</sub>	3 Polio	3 Hep B	1 MMR <sub>5</sub>	1 Var <sub>6</sub>	
Grades K–2	4 DTP/DTaP/DT/ Td <sub>1</sub>	4 Polio 4	3 Hep B	2 MMR <sub>5</sub>	2 Var <sub>6</sub>	
Grades 3–5	4 DTP/DTaP/DT/ Td <sub>2</sub>	4 Polio 4	3 Hep B	2 MMR <sub>5</sub>	1 Var <sub>6</sub>	
Grades 6–8	4 TP/DTaP/DT/Td 2	1 Tdap <sub>3</sub>	4 Polio 4	3 Hep B	2 MMR <sub>5</sub>	2 Var <sub>6</sub>
Grades 9–11	4 TP/DTaP/DT/Td 2	1 Tdap <sub>3</sub>	4 Polio 4	3 Hep B	2 MMR <sub>5</sub>	1 Var <sub>6</sub>
Grade 12	4 TP/DTaP/DT/Td 2	1 Tdap <sub>3</sub>	4 Poli O 4	3 Hep B	2 MMR <sub>5</sub>	2 Var <sub>6</sub>

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and a cellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

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

In an effort to insure the health and safety of each child, the Archdiocese has an established policy governing the administration of medication to students. No medication will be administered by school personnel without the medication consent form and the Physician Order for Medication Administration form that can be obtained from the office. 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 administrative assistant, receptionist or principal, who has been identified to do so. It is the responsibility of the student, if 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 physician 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.

### **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. (These forms are available in the school office.)

### **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 to the school 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 must be provided by the parent to the school.

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 in these grade levels requesting the snacks, lunches and treats that do not contain the allergen.

### **PETS AND ANIMALS**

No pets are allowed on the school premises without prior permission from the principal. The archdiocese asked us to implement this policy because of students/staff that might be allergic to specific animals.

### **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 shall provide opportunities for students to develop the knowledge and skills for specific physical activities.

## **ORGANIZATIONS**

### **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
- Place of meetings
- 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.

Students in Grades 7 and 8 have an opportunity to participate in special activities sponsored by the Youth Ministry Offices of the quad-parishes. The policies and guidelines that regulate these activities can be obtained in the St. Mary's Visitation Catholic Formation Office.

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 and awards

Athletic programs and awards

Musical programs

Forensics meets

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

Assemblies

Talent Show

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

Scouting (all levels)

Band (Gr. 3–8)

Forensics (Gr. 3–8)

Teacher Extracurricular Offerings

Study Sessions

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

Math Olympiads

Children's Choir

Golf League

Quiz Bowl

Volleyball (Boys/Girls Gr. 5-8)

Track (Boys/Girls Gr. 5-8)

## **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.

### **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 Cheryl Peters, Director of Finance, students will not be allowed to participate in St. Mary's Visitation Parish School sports for the following school year. The expectation is that all athletic fees will be made by May 31st.

### **PARENTS**

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child.

As such, schools partner with parents in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' 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 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 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 son/daughter
  - 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 the student participates in.

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 the student participates in.

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 student 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

## **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; and
- 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, coordinating coverage for several teacher luncheons throughout the year and facilitating communication between teachers and parents in the classroom. Commitment will vary depending upon grade level and classroom teacher. Time commitment also varies depending on the specific duty.

### **SCHOOL ADMINISTRATOR**

The school administrator is in the office from 7:15 a.m. until 3:30 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**

Special education testing can be requested through Elmbrook and/or the school district in which a family resides. These are free services and must be applied for by parental contact with the district in which is doing the testing. The screening takes place in cooperation with St. Mary's Visitation School. Upon request of faculty members and/or parents, a child may be screened to assist the teacher in identifying areas of concern or need for remediation in the curricular areas of learning.

### **ADVANCED LEARNERS**

Differentiation for the advanced learner starts in the classroom!

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 extension center and classroom teacher will work together to determine if any flexible grouping is necessary to meet the needs of students.

The 7th and 8th graders are also given an opportunity to participate in the Discovery and WCATY programs. The students are chosen on teacher recommendation, MAP scores, and parent recommendation. These students may select the Discovery and/or WCATY programs 2nd and/or 3rd quarter for a maximum of 2 quarters.

#### Discovery Project:

Creating learning opportunities for bright minds in the Archdiocese of Milwaukee. Each course will run for nine weeks, combining online instruction and face-to-face workshops for academically gifted 7th and 8th grade students. The workshops will be held at the participating high schools.

Parents must provide transportation to and from the high school and cover the cost of course materials.

#### WCATY:

One of the most innovative online solutions for gifted children available today is the WCATY (Wisconsin Center for Academically Talented Youth) Academy. The Academy combines online instruction with face-to-face workshops allowing academically talented students to interact in a gifted learning community. The Academy offers a robust and distinctive curriculum created by our instructors and content developers using WCATY's research-based online curriculum design system. Each nine-week credit class is designed to replace a district's classroom offerings with cross-curricular, gifted-focused content.

With a visually pleasing online environment, layers of activities for in-depth learners, peer-response activities, and web-based learning tools, the Academy encourages motivation. The Academy's replacement courses combine intriguing literary pieces with current subject matter to create courses that are both relevant and challenging. Students are encouraged to consider how they interact with the world around them through explorative questioning. Its researched-based strategies for online instruction ignite imagination, evaluation, and creative thinking, while the benchmark-based evaluation system aligns with Wisconsin state standards.

Parents must provide transportation to and from the face to face meetings, provide materials for the course, and cover any costs. St. Mary's Visitation is not responsible for course content.

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

St. Mary’s Visitation School has listened to family requests for an all-inclusive education fee and for the ability to pay by credit card. The table below outlines the various payment options available for the upcoming school year. The educational fee encompasses tuition, book and tech fees, Home and School dues, graduation, and the hot lunch/playground deposit. The hot lunch/playground deposit will be refunded once you have completed your SIX days in the lunchroom or playground duty. The athletic fee is \$400 per family, \$200 per individual, and \$75 for track.

### 2019-2020 Educational Fees

Parish Family			
K4-8th Grade # Students	Full Payment by 8/1/19	10 Direct Debit Payments (Aug-May)	Credit Card in Full by 8/1/19
1	\$4,023	\$408	\$4,164
2	7,441	755	7,701
3	9,972	1,012	10,321
4	11,510	1,168	11,913
5	12,196	1,238	12,623

Non Parish Family			
K4-8th Grade # Students	Full Payment by 8/1/19	10 Direct Debit Payments (Aug-May)	Credit Card in Full by 8/1/19
1	\$7,517	\$763	\$7,780
2	12,807	1,300	13,255
3	17,210	1,747	17,812
4	20,620	2,093	21,342
5	23,178	2,353	23,989

K3			
	Full Payment by 8/1/19	10 Direct Debit Payments (Aug-May)	Credit Card in Full by 8/1/19
Two Days	\$2,300	\$233	\$2,381
Three Days	3,450	350	3,571
Four Days	4,600	467	4,761
Five Days	5,750	584	5,951

**Church Contributions**

The minimum suggested weekly family stewardship contribution is \$25 or \$1,300 per family for the year. 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 mid May. Please contact Cheryl Peters for further questions, cpeters@stmaryeg.org or 262-782-4575.

**SCRIP** profits can be credited towards your tuition obligations through May 1, 2020.

**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.