



### ***THEME***

*“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.*

***St. Mary's Visitation Parish School  
Parent–Student Handbook  
2011–2012 School Year***

***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.***

## **TABLE OF CONTENTS**

Mission Statement/Philosophy	1
2011–2012 Tuition and Contribution Schedule	3
Daily Schedule	4
Admissions Policies	5
Religious Opportunities	7
Communications	9
Academic Information	14
Health and Safety	19
Anti-Bullying Policy	24
Transportation	26
Organizational Details	28
St. Mary’s Visitation Athletic Association	29
Hot Lunch and Milk Programs	30
Services to St. Mary’s Visitation School	31
School Policies and Procedures	32
Discipline and Student Behavior	38
Responsible use of Resources/Care of the Earth	42
St. Mary’s Resources 2011–2012	44
School Calendar	44
Sign-Off Page	46

# **MISSION STATEMENT/ PHILOSOPHY AND GOALS OF ST. MARY'S VISITATION SCHOOL**

## **SCHOOL, PARISH and ARCHDIOCESE**

St. Mary's Visitation follows Archdiocesan policies.

## **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, 09/2005)

## **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 peoples.
- 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 GOALS**

It is the school's endeavor:

- 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 expectation that challenges the individual and promotes in him/her the confidence to become a life long learner to reach the fullness of his/her potential, along with an attitude of acceptance toward those with varying capabilities.
- To provide opportunities for growth in physical skills and create a healthy sense of one's body and its potential. We strive to teach an attitude of acceptance toward all in 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, class room behavior, and extracurricular activities through ongoing communication among the teachers, the students, their parents, and their extracurricular leaders.

## **RELATIONSHIP TO PARISH AND ARCHDIOCESE**

The relationship of St. Mary's Visitation Parish and St. Mary's Visitation Parish School is a very close one and has been since the 1850s when the school was founded, some ten years after the foundation of the parish. Members of the parish have always seen support of the school as a major parish apostolate and have responded accordingly. St. Mary's Visitation advancement and development activities are inclusive for all parish life. We hope to keep our parish school flourishing for many years to come.

## **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**

Parents must provide the school office with copies of child custody arrangements and authorization records. Please provide written direction on who has authority to pick up a child.

## **CHILD ABUSE**

All school and parish employees shall immediately report cases of suspected child abuse to the appropriate authority/agency as provided in Wisconsin Statute 48.981. (Refer to Archdiocesan Policy 5140.1.)

## **DEVELOPMENT INFORMATION**

The school gratefully accepts gifts and matching funds from parishioners and friends of the school. The parish strives to call parishioners to a commitment to stewardship. 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 fund raising efforts including the Magazine Drive, Box Tops for Education, Scrip, Market Day, and the Auction for Education. Family participation in these projects insures adequate material support for the school. Non-monetary gifts to the school will be accepted or declined by the Principal in consultation with the Director of Administrative Services of the Parish.

## **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

## St. Mary's Visitation 2011–2012 Tuition and Contribution Schedule

The cost of educating each child at St. Mary's Visitation for the 2011–2011 school year is expected to be \$6,080.

Number of Children	Parishioner School Tuition	Non Supporting Parish Family Tuition	Amount SMV Parish Pays
1 Student (K4–8)	\$2,966	\$4,006	\$3,114
2 Students (K4–8)	\$5,487	\$6,527	\$6,673
3 Students (K4–8)	\$7,118	\$8,158	\$11,122
4 Students (K4–8)	\$8,068	\$9,108	\$16,252
5 Students (K4–8) or more	\$8,364	\$9,404	\$22,036

School families are encouraged to use direct debit for quarterly or monthly payment options.

**Quarterly Tuition Due Dates:** August 1, October 1, January 1, March 1.

**Monthly Due Dates:** The first day of each month, August through May.

If a student withdraws during the year, pro-rating is done on a quarterly basis.

**Church contributions:** the minimum suggested weekly family stewardship contribution is \$20. 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 in the school office and should be submitted to the Director of Administrative Services Mike George by June 30, 2012. We know financial situations can change and if you are in need to aid at anytime please contact Mike. Please be assured this information is held in the strictest confidence.

\$CRIP profits can be credited towards your tuition obligations through May 1, 2012.

Re-registration Fees of \$100 per child are due by January 31, 2012 to guarantee your child's place for the next school year and **are not refundable**. Registration Fees for new families of \$100 per child are due at the time of registration and **are not refundable**.

**Book and Technology Fees:** \$175 per child must be paid on or before June 1 of the previous school year. These fees are non-refundable.

Checks for registration, tuition, and books are payable to: St. Mary Visitation Parish School.

**Home and School Fee:** \$50 payable on Back-to-School Day to St. Mary's Home and School.

**Athletic Fees:** \$150 per participant, family maximum \$300. If you only participate in Track, it is \$75 per participant.

## DAILY 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.  
10:00–10:15 Recess Grades K5–5

### LUNCH:

	<b>Recess</b>	<b>Eat</b>
Junior High	11:06–11:18	11:20–11:40
K4, K5, 1, 2	11:20–11:40	11:40–12:05
3, 4, 5	11:45–12:05	12:05–12:25

### DISMISSAL:

2:45 p.m. Dismissal

### KINDERGARTEN

K4–K5 Half Day Kindergarten Schedule: 7:45 a.m.–11:45 a.m.  
Full Day Kindergarten Schedule: 7:45 a.m.–2:45 p.m.

## **ADMISSION POLICIES**

### **ARCHDIOCESE OF MILWAUKEE**

The parish/school respects the parents as primary educators of their children and provides opportunities, which reinforce the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship.

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 or religious education program. Children of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child because of the unique religious philosophy of these education programs. (Revised Policy #5110)

Students entering school for the first time must be 4 years old (K4), 5 years old (K5) on or before September 1. Additional information regarding Admissions can be found in “Policies and Regulations”, Archdiocese of Milwaukee, #5110.1, #5110.2#5111.2 and #5112.

### **ST. MARY’S VISITATION**

Conscientious effort will be expended on the part of the School Committee and administration to make enrollment in St. Mary’s Visitation School available to all who request such enrollment. The maximum class sizes are as follows: K4, 20; K5, 25; Grades 1–8, 27. These are guidelines only and will be reviewed annually.

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.

Registration by the beginning of Catholic Schools Week for families currently enrolled in school guarantees a spot for your child. 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. No preference will be given to current families if registration forms and fees are not submitted by the Wednesday preceding Catholic Schools Week.
2. Families new to the school will have the opportunity to register beginning with the Open House held during Catholic Schools Week (generally the last week of January or the first week of February). New registrations will be handled utilizing the following guidelines:
  - a. Preference is given to families who are St. Mary’s Visitation parishioners, according to the date they registered in the parish.
  - b. 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.
  - c. Given that we are a Catholic parish based school, preference will be given to Catholic vs. non-Catholic families. Non-parishioners who live within the aforementioned geographic area are given preference over those who do not live in the area.

Waiting lists will be made for all classes closed because of size limitations using the above guidelines.

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.

\*Among other things, this policy states: “Families are admitted into the school community when on the basis of a personal interview the pastor or his designated authority judges the interest and motivation to be in accord with the highest order of Catholic education.”

To be eligible to enroll at St. Mary’s Visitation School, your child must be at least four (4) years of age by September 1. If there are openings, rare exceptions may be made with a review of parishioner status, assessment of the child and an extensive interview with the principal.

### **RE-ENTRY POLICY**

It is the policy of St. Mary’s Visitation School that no student be unjustly excluded from our school community. If a family would choose to leave our school and would at some point in the future want to return, the procedure for this is as follows:

1. A letter must be written to, or a conference held with, the Principal discussing the reason for withdrawal and the reason for reentering.
2. A response from the family, either written or verbal (in conference), to the questions provided by the Principal, along with school records of the child(ren)’s work at another educational institution must be submitted. This will include tests, grades and other information pertinent to the progress of the child(ren) while at the other school.

*Questions:* What circumstances caused you to leave St. Mary’s Visitation School?  
What influences your decision to return? Since our parish school seeks family commitment, what form will your future commitment take to support the administration and staff of our parish school?

3. Some special testing may be required prior to reentry. You will be informed of this as necessary.
4. The principal, along with a school faculty representative(s) will review all requested information.
5. The principal, or another school representative(s) designated by the pastor, will conduct a personal interview with the parents.
6. The principal will make the reentry decision based on the goals and philosophy of St. Mary’s Visitation School.
7. The principal will communicate the response to the family in a reasonable amount of time.

### **HOMEROOM ASSIGNMENTS**

Annually in 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 stipulate 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 guarantee of placement. The decision of the principal is final.

## **RELIGIOUS OPPORTUNITIES**

### **THEME FOR 2011–2012: “Encourage one another and build each other up” Thessalonians 5:11**

School prayer and classroom and school activities will be planned to help all of us to understand this theme more deeply and to live it more fully.

### **LITURGICAL CELEBRATIONS AND PRAYER EXPERIENCES**

We celebrate our life experiences as a Christian community through liturgy and prayer. Our children participate in:

- 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;
- Weekly Eucharistic liturgies 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.
- One day-long class retreat for Grades 6, 7 and 8
- Mini-retreats will be made available to Grades 3, 4, and 5 through the Christian Formation Program.

Through these experiences, it is hoped:

- That children personally come to know and relate to God as One who loves and cares for them.
- That children learn their Christian faith and doctrine through familiarity with the person of Jesus and His message in the Word.
- That children are aware of belonging to a community of faith, and that their concerns for the needs of the wider community grow.
- That children respond in *SERVICE* to the *WORD OF GOD* shared each week.

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 can build.

### **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, and visits the children when invited to the classrooms.

Although the teachers of the school are the regular teachers of religion for the children in the parish setting, the priest also teaches in the school, but in a manner more directed toward special seasons of the Church year, the sacramental preparation cycle, and special events, rather than the textbook programs of each grade. 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.

## **FAITH IN ACTION**

As a Catholic school faith community, we are concerned with the dignity and the needs of people everywhere. We are concerned with those people who suffer injustices in our society and throughout the world. Therefore, as a school, we involve our students, parents and the parish community in efforts to bring charity and justice to those in need. In doing so, we live out Jesus' mission in Luke 4:18–19:

*The Spirit of the Lord is upon me because He has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord's favor.*

Each class is dedicated to service throughout the school year. This service may include, but is not limited to, visiting the elderly, pen pal letters or preparing food for and serving the homeless. Classes will also participate in parish-wide service, such as the Angel Tree Project. Classes learn about the need for social change and learn how to participate in it.

The school also participates in school-wide service during Advent and Lent. Our faculty and staff advisors take on the leadership for the school-wide service. In order to participate in the service fully and to bring alive Jesus' mission, classes devote some time to age-appropriate education and reflection upon the service experience. Education may include guest speakers, or additional reading and study. Reflection is based upon the students' personal experiences, as well as scripture readings, Catholic social teaching, and prayer. It is hoped that through this education and reflection, the students develop a personal responsibility as members of the Catholic Church to serve others as Jesus would.

Because many of the service experiences are field trips, parents and the parish community are encouraged to participate in the service experience with their children. In addition to direct service, students annually participate in the Columban Fathers Mission Education program. This age-appropriate curriculum helps students learn about the impoverished countries in the world and/or other areas of concern, such as poverty and hunger. The students gain more global awareness and learn to appreciate diversity. They learn how to bring justice to these areas in need.

## **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 and funerals.

## **COMMUNICATIONS**

### **CLOSING OF SCHOOL**

If school is once in session and there would be need to send the child/children home, every attempt is made to contact the parents, using the Emergency Card 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 will be sent to our parent distribution list.

Children will not be held outside in the morning, or go out for recess if the wind chill is zero or below. We use the WITI-TV weather station that is on the roof of our building as the source for our information. You can access this via the internet by going to [www.Fox6milwaukee.com](http://www.Fox6milwaukee.com). Then click on Weather on the task bar on the left. Select S.M.A.R.T. Weather net. Then, click on add a note. We are listed as St. Mary's Visitation Elm Grove.

### **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 filled in and returned 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.

### **CONFERENCES**

Education is a parent-child-teacher endeavor. We want to provide a time and place for some 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. Children 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.

### **WWW.YOURCLASSPAGE.COM**

Your child's teacher will post pertinent assignments and announcements at this website. Our school code to access this page is the school's phone number: 262-782-7057. Click on any teacher's name to enter their class page. Parents can easily e-mail teachers or administration from this site. Please check this page weekly. The school website, [www.stmaryeg.org](http://www.stmaryeg.org), will also provide increasingly helpful ways to remain informed about school activities.

## **REPORT CARDS**

Student performance evaluation is a mutual concern of teachers, parents, 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 report card is shared with students and parents each quarter. The times are noted on the school calendar. Students will have many opportunities to receive feedback about their progress and will be encouraged to evaluate their own work as well.

## **STANDARDScore (Formerly WEBGRADER)**

StandardScore (formerly WebGrader) is a system that allows you to access your children's grades, homework completion and progress throughout the school year. A password will be issued to you on an annual basis to access this material at <http://login.clihome.com/>.

## **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:

- Effective communication and cooperation between parents and educators.
- Provision of well-planned programs of information and interest to parents.
- Creation of a greater appreciation of Catholic Education.
- Encouragement of high standards of family life.

All families are encouraged to join the Home and School Association and 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 fund-raisers:

### **Events:**

New Family Orientation  
Parish Picnic  
Luncheons for Teachers  
Spooks and Spoofs  
Forensics  
Field Day  
8<sup>th</sup> Grade Graduation

### **Fund Raisers:**

Magazine Drive  
Auction for Education  
Market Day

### **Special Projects**

Teacher's Materials Fund  
Auction for Education  
8<sup>th</sup> Grade Scholarship Fund  
Student Activities  
School's Critical Needs List

## **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.

## **PARENT EDUCATION PROGRAMS**

Parent education opportunities will be communicated via the Wednesday packet. Each family must have one parent attend Back to School day. All parents are expected to complete the Safeguarding all of God's Children program, and to submit the signature page of the Code of Ethics and Mandatory Reporting responsibilities to Kathy Janusz in the parish office. The Home and School may plan additional opportunities for parents to participate in presentations on topics of interest.

## **SCHOOL VISITATION**

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.

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.

## **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 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 play dates 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.

## **SCHOOL-TO-HOME**

This year, there will be a change to the Wednesday Packet as SMV is moving toward electronic communication. The principal's weekly letter will be emailed to all families. All attachments will be posted on the school website. ***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. If you want a communication distributed, the weekly communication will only include information pertaining to the entire school. Any other communication will be distributed on a 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.*** The St. Mary Visitation website, [www.stmaryeg.org/school/](http://www.stmaryeg.org/school/) and [www.yourclasspage.com](http://www.yourclasspage.com) are one of our primary methods of communication with parents.

### **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.

**Policy:** 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 the end of the first full week of school on the form provided.

### **TEACHER AVAILABILITY**

Education is a parent-child-teacher endeavor. We want 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 to a family member in school or to the school office to be placed in the parent pickup area.

### **CONCILIATION PROCEDURES FOR PARENTS**

Peace is not the absence of conflict. Most of us experience conflict as a fact of daily life. Peace is the process of working to resolve conflicts harmoniously.

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. For this reason, we encourage a process to be used when concerns or problems arise—a process which brings people together to *listen* to one another. It is a further *commitment* to peace education and reconciliation to provide and receive honest feedback.

*If* a serious concern arises, please follow the procedure outlined below:

- 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.

## ACADEMIC INFORMATION

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

St. Mary's Visitation will be using a human growth and development curriculum entitled In God's Own Making for use in our school during the 2010–11 school year. 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. Those selecting this option will be provided texts as resources. As a supplement to materials sent home for every family, the school has also established and is maintaining a library of materials that all parents may find helpful. Contact Mrs. Reesman for more information.

### STANDARDIZED TESTING

Grades 3 through 8 participate in taking the Iowa Test of Basic Skills.

### HOMEWORK

Homework is a necessary part of learning. The purpose of homework is to enrich what is happening at school as well as to reinforce and practice **SKILLS** that have been taught. It is also intended to develop sound study habits for education. Homework consists of experiences, which will supplement, enhance and broaden concepts studied within the classroom. It is **not** limited to paper-pencil tasks and will attempt to integrate a number of learning options.

Recreational reading, silently or aloud depending upon the age of your child, is encouraged as a vital family practice each evening. Students are expected to read one book at their reading level each week during the summer and write one book report per summer month.

Generally, **no homework** assignments will be given on weekends or holidays; however, long-term projects will involve weekend time.

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. On rare occasions, family vacations require students to miss a few days of the school year. Students will be required to request work/assistance **after** he/she returns. Vacations during the school year should be rare exceptions. 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.

Students in grades 1–3 may be assigned 20–30 minutes of home study; those in grades 4 and 5 may be assigned 45–60 minutes of home study; students in grades 6–8 may be assigned 60–90 minutes of home study if teachers feel it is necessary. Please note that this is merely a **GUIDELINE**. Since learning is an individual experience for each student and study skills vary from student to student, the task at hand may require more or less time. Feel free to confer with your child's teacher relative to the

homework policy if any questions arise. Kindly note that if your child is spending longer than the recommended time, you may want to set some clear limits and confer with your child's teacher(s) for assistance in study skills and organization for your child.

### **JUNIOR HIGH HOMEWORK ESSENTIALS**

The purposes of homework are twofold: to deepen students' understanding and skills relative to content that has been initially presented to them, or to prepare for new content. In most cases, homework should be formative, allowing students to apply what they have learned so they find out what they really do understand and return to class to ask questions about what was not understood.

Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well with others. (Archdiocesan Policy 6154)

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.

### **Teacher/Parent Communications:**

1. Teachers will host a parent meeting in September to provide an overview as to what the parents/students can expect during this school year.
2. Class pages will be updated on a weekly basis.
3. Webgrader will be updated weekly to include scores on tests, projects, homework completion and to indicate missing, late, incomplete student work.
4. Email and phone calls will continue to be an important communication link between the teachers and the parents.

### **Late Work:**

1. A "B" is considered mastery. A student may not earn an "A" grade if work is turned in late.
2. Students with special needs will be accommodated through an Individual Learning Plan. The junior high team will meet with the parents and determine what practices will best help the child.
3. Vacation/Absences: Students will have one week from the day they return to complete assignments. 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.
4. In the event of a printer breakdown before project deadline, the student is expected to save the document to a flash drive and print it at school. In the rare cases when this is not possible, students may email the document as an attachment to the teacher.
5. Students are encouraged to purchase a flash drive. 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.

### **Spelling**

1. Students must use accurate spelling in all homework assignments.
2. Students must use accurate spelling for all tests.

**Retest**

Retest options are rare and will be at the discretion of the teacher.

**PAR**

If a student does not complete their homework or incurs a minor rule infraction, they might be required to stay after school from 2:45–3:30. If a student is required to stay, a PAR (Period of Assigned Resource) will be given at least one day in advance to the student and the parent.

**PERIOD OF ASSIGNED RESOURCE (PAR)**

Student: \_\_\_\_\_ Homeroom: \_\_\_\_\_

You are required to report to PAR on \_\_\_\_\_

from 2:45–3:30 in room \_\_\_\_\_. Bring homework

or a free reading book. Make arrangements for getting home.

Assigning teacher: \_\_\_\_\_

Reason for PAR assignment: \_\_\_\_\_

1. Tests will focus on application of knowledge and skills rather than rote memorization.
2. Each test will include a question that asks the student to write anything important that you know from this unit that was not on this test.

Sharing Work/Cheating

1. Study guide use is at the discretion of the teacher.
2. 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.

**OTHER EXPECTATIONS OF JUNIOR HIGH STUDENTS**

Students are expected to come to class promptly, in appropriate uniforms, and with all required materials such as textbooks, pens, pencils, paper, etc. Assignment notebooks will be highlighted when these expectations are not met to alert parents to the student's non-compliance with expectations.

## **HOMEWORK TIP FOR PARENTS**

The greatest support any parent of children in all grades can provide is to furnish a suitable atmosphere in which a child can study each evening. Parents may want to spend some concentrated time at the start of the school year **OBSERVING** the strategies each child uses to organize the task at hand, set priorities and approach difficult and challenging material. Since homework serves to give teachers feedback about concepts learned and not clearly understood, ***parents are invited to assist children in formulating clear questions about concepts or material not understood which can be given to the teacher the next day for clarification.***

## **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.

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 reach in case of emergency on that day. ***NO STUDENT*** will be permitted to participate in the trip without this form. Teachers will post field trip forms at [www.yourclasspage.com](http://www.yourclasspage.com) should a forgotten form need replacement. However, neither phone calls nor hand written notes will substitute for the official form. ***NO GUM IS PERMITTED ON ANY FIELD TRIP.***

## **8<sup>th</sup> Grade Class Graduation Trip Policy and Procedure**

In celebration of their final year of matriculation at SMV School, in recognition that their final year is near completion, and in conjunction with the simplicity that our Catholic Faith espouses, all eligible 8<sup>th</sup> grade students may participate in a day trip, the destination of which is to be determined by consensus of the graduating students and their parents, provided eligible students furnish an appropriately completed field trip permission slip, and pay any and all applicable fees in a timely manner. No fundraisers will be allowed to raise funds for this trip. SMV School specifically prohibits any 8<sup>th</sup> grade graduation trip greater than one day in length and will neither sponsor nor bear any responsibility for such graduation trips greater than one day in length. Further, SMV School will not sponsor or aid in fundraising for students taking graduation trips greater than one day in length.

## **MUSICAL INSTRUMENT LESSON OPPORTUNITIES**

Piano, band and orchestra instrument lessons are available through the Pius Performing Arts Academy for those who wish to take them. Band and orchestra ensembles currently meet after school. Lesson fees are paid directly to St. Mary's Visitation. 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 1 to 8 change into gym uniforms for physical education classes. These uniforms are purchased through the Home and School Association and are part of the requirements for gym class. ***PLEASE BE SURE YOUR CHILD'S NAME IS ON BOTH HIS/HER GYM SHORTS AND GYM SHIRT!*** A plastic bag or gym bag must be used to store clothing after gym class.

***TENNIS SHOES:*** Grades K4 to 8–To prevent marks on the gym floor, the tennis shoes ***MUST*** have non-marking soles. No black soled tennis shoes will be allowed.

## 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 must be reported to the resident's 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**

#### **2010-2011 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.

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

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) 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 3<sup>rd</sup> dose after the 4<sup>th</sup> 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 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> 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 1<sup>st</sup> 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. Please read and follow each step carefully.

1. 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 form must be completed and returned to the school principal and/or school administrative assistant who will be administering the medication.
  - a. Medication Consent Form must be filled out by the parent/guardian and addressed and returned to the administrative assistant and/or principal before medication is sent to the office.
  - b. Physician order for Medication Administration form must be filled out by the prescribing physician and addressed to the administrative assistant and/or principal before medication is sent to the Office.
  - c. The principal shall maintain an accurate medication file that includes all of these necessary forms on each student receiving medication.
2. 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
3. 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.

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.)

1. Only limited quantities of any medicine are to be kept in school.
2. All medication administered at school will be kept in a locked cabinet.
3. 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.
4. School personnel should under no circumstances provide aspirin or other non-prescribed medicine to students without meeting all criteria in 1–6 above, including the necessity of having written authorization from the student's physician.
5. 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.

### **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 and in the cafeteria. 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.

### **Health Safety**

Effective immediately you will no longer be able to bring pets to school 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 is committed to providing a school environment that promotes and protects student health, well-being, and ability to learn by supporting healthy eating and physical activity. As Catholic Christians, we give thanks to God for the gifts of the earth and for the gift of our bodies: "Do you not know that you are the temple of God, and that the Spirit of God dwells in you? If anyone destroys God's temple, God will destroy that person; for the temple of God, which you are, is holy" (Cor 3:16-17). Our faith calls us to care for ourselves, to consume only what we truly need, and to cultivate a life of moderation and temperance as disciples of Christ seeking to grow in holiness. Hence, it is as a Catholic institution, and as a community of disciples, that St. Mary's Visitation School actively takes steps to promote health and wellness. Based upon the Gospel, the regulations from the Archdiocese of Milwaukee, the National Alliance for Nutrition and Activity, and the Nutritional Resource Foundation, the Policy of St. Mary's Visitation (SMV) is:

1. To encourage all members of the school community to create an environment that supports lifelong healthy eating habits and physical fitness.
2. To ensure that all students will have the opportunity, support and encouragement to be physically active on a regular basis.
3. To ensure that all students will have the opportunity, support and encouragement to make nutritionally sound food choice.
4. To provide a set of clear guidelines for the school community to follow and implement.
5. To form an ongoing Health and Wellness Committee with the purposes of monitoring, implementing and revising the policy as necessary. The committee will meet a minimum of two times annually.

### **SCHOOL NUTRITION GUIDELINES**

Nutrition and physical fitness influence child development, health, well-being and potential for learning. For students to fully participate in the educational process, they must attend school with minds, bodies and spirits ready to take advantage of their learning environment. Decisions made in all school programming need to reflect and encourage positive nutrition messages, healthy food choices and the importance of a physically active lifestyle.

**Goals include:**

1. SMV will provide a positive environment and appropriate knowledge regarding food, nutrition and health to:
  - a. Ensure that all students have access to healthy food choices during school and at school functions.
  - b. Provide a pleasant eating environment for students that include a focus on cleanliness, kindness, attractive surroundings, and appropriate noise levels.
  - c. Allow a minimum of 20 minutes for students to eat lunch and socialize responsibly in a safe environment.
  - d. Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. Staff, students and parents are encouraged to utilize healthy, nutritious food choices when using food as part of class, special events, and fundraising or student incentive programs. This includes snacks, treats, and cold lunches.
3. Reduce/eliminate the use of food as a reward in order to discourage behavior-food associations.
4. Reduce/eliminate student access to foods of minimal nutritional value and continue educating students about healthy food choices.
5. Encourage parents, guardians, volunteers and school staff to serve as role models in practicing healthy eating in school, at home and in school dining areas.

**SCHOOL NUTRITION EDUCATION**

The primary goal of nutrition education is to influence student behaviors by enhancing their knowledge and skills to help them make healthy eating and physical activity choices. St. Mary's Visitation School is committed to integrating appropriate nutrition education through classes including, but not limited to: math, reading and physical education. The nutrition education should provide opportunities for students to practice skills and have fun and teach lifelong healthy habits.

**Goals include:**

1. Nutrition education that is interactive and teaches the skills for healthy eating behaviors will be established.
2. Staff members who provide nutrition education will have the appropriate training.
3. The school establishes an ongoing partnership with volunteer certified health care professionals to provide additional health related counsel.
4. The school establishes health education curriculum standards and guidelines that include both nutrition and physical education.
5. Nutrition is integrated into the health education and other core curricula.

**PHYSICAL ACTIVITY**

St. Mary's Visitation School shall provide opportunities for students to develop the knowledge and skills for specific physical activities.

**Goals include:**

1. Opportunities for daily physical activity will be provided. Examples include intramurals, interscholastic athletics, physical activity clubs, physical education classes, recess, and integration of physical activity into the academic curriculum.
2. Encourage parents, guardians and school staff to be physically active role models.
3. Provide training to enable school staff to promote enjoyable, lifelong physical activity among students.
4. Promote physical activities at school functions and fundraisers that involve students.
5. Teach the benefits of a physically active and healthful life style.

## **ANTI-BULLYING POLICY**

**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 include:***

- 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 volunteers at our school will do the following things to prevent bullying and help children feel safe at school:***

- 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.

### ***Students at our school will do the following things to prevent bullying:***

- 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.

***Consistent with the teachings of our Catholic Faith, parents of students at our school are encouraged to do the following to aid in the prevention and/or reporting of bullying:***

- Watch for signs of bullying at school either through conversations or behaviors at home.
- Take seriously a child's concerns about bullying at school.
- Explore with a child any reported bullying incidents involving that child.
- Monitor children's on line or cell phone activities, especially as they relate to social networking.
  - Examples of social networking include, but are not limited to, chat rooms, instant messaging, texting, Facebook, etc.
- Promptly and sensitively report any believed instances of student bullying taking place either through personal interaction or internet or cell phone communications.
- Model positive, respectful, and supportive behaviors for your children.
- Teach your children to relate to others in a respectful manner, to be assertive, and to stand up and speak out.
- Encourage your children to report bullying when it occurs.
- Report bullying to an adult at school when your child won't.
- Support changes in your child's behavior if and when necessary.

All parents and students must sign off on this policy to indicate an understanding and consent.

## **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:**

- 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>

---

<sup>1</sup> 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

<sup>2</sup> 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.

## TRANSPORTATION

We appreciate consistent dismissal procedures. On rare occasion, we understand special accommodations must be made for your child's transportation. Parents must provide a written notice for any transportation changes. Laidlaw provides the bus transportation and they can be reached at 262-797-7680.

Free bus transportation is available to families whose residence is within the following boundaries:

- **NORTH**—North Avenue from 124<sup>th</sup> St. on the east to Pilgrim Rd. on the west.
- **EAST**—124<sup>th</sup> St. from North Avenue on the north to Greenfield Avenue on the south.
- **SOUTH**—Greenfield Avenue from 124<sup>th</sup> 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**—Calhoun Road from Greenfield Avenue to Bluemound Road. Pilgrim Parkway from Bluemound to North Avenue.

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 in 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.
- **DO NOT** eat on the bus.

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.

Please note that 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.

### **St. Mary's Visitation Parish School Drop-Off Traffic Pattern**

On the west side, thanks in advance for helping us make this work safely.. The southern most ramp to the parking lot is an "exit only". Under no condition should this be used to enter the lot. This is a traffic pattern that the parish does not want interrupted. Whether you are coming from the north or south, please enter at the middle driveway only so that we do not create merging dangers in the parking lot per se. Form a west side drop-off line by driving toward the church, turning left at the curb, driving east toward the school, turning left at the grassy area. Students may be dropped off only where there is pavement or sidewalk. We want to be good stewards of the extensive landscaping and do not want students treading on the grass. So, you may drive further north and drop them at a break in the planters. They would have to walk on the marked walkway there to the sidewalk, to the courtyard. Or you may drop them closer to the school at the small area of sidewalk—by my eye only wide enough for two cars. **In all cases, buses and pedestrians have the right of way. Please yield to buses.** Frequently, they have to move on to do other routes or fieldtrips. Know that if you choose to enter on the west and a school bus is unloading, you may not pull in front of it or around it under any circumstances. It appears that the safest way to exit then will be to continue to the far north exit ramp near the baseball diamond of the soccer field.

## ORGANIZATIONAL DETAILS

### 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 are responsible to 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.

Activities within the school/parish setting include:

Scouting (all levels)

Band (Gr. 3–8)

Forensics (Gr. 3–8)

Teacher Extracurricular Offerings

Study Sessions

Basketball (Boys/Girls, Gr. 5–8)

Volleyball (Boys/Girls, Gr. 5–8)

Track (Boys/Girls, Gr. 5–8)

Children's Choir

Promising Picasso

Junior High Leadership Club

Quad Parish Golf League

Annual programs, among others, include:

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

Career Day

Talent Show

\* 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.

# **ST. MARY'S VISITATION 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.

The second purpose is to provide each child who participates an opportunity to expand physical capabilities and create a healthy sense of our body and its potential. We strive to teach an attitude of acceptance toward all in group or team competition.

The third purpose is to teach students that participation in athletics demands maintaining a healthy balance of sports with the academics and discipline required in the classroom.

Some objectives of the Athletic Association include:

- Offering a positive learning experience for Christian development for participating athletes.
- Helping each student understand and realize the full benefits of healthy athletic competition.
- Providing an opportunity for all participating athletes to develop and share athletic knowledge and skills appropriate to their level of competition.

Each parent of a student in grades 5–8 who participates in athletics will receive a separate Athletic Association Handbook in the fall, which outlines the role and responsibilities of students, parents and coaches.

## HOT LUNCH AND MILK PROGRAMS

### MILK PROGRAM

K4 and K5 half-day students **ARE** eligible for the Federal Milk Program, however, they are not eligible for the hot lunch program. If desired, milk can be ordered for a K4 or K5 half day student for the entire school year for \$54. Make checks payable to St. Mary's Visitation Lunch Program. This check must be separate from Hot Lunch payments.

Students in full-day K4–8 who will be bringing a cold lunch can buy milk if they wish. The cost is 35¢ per carton.

### ST. MARY'S VISITATION HOT LUNCH PROGRAM

St. Mary's Visitation Hot Lunch and Milk Programs will not discriminate against any child because of race, color, sex, religion, national origin, age, or disability. If any member of a household believes they have been discriminated against, they should contact Mrs. Reesman, the principal, immediately.

Application forms for free and reduced lunches were sent to each family in the August mailing. Extra application forms are available in the office. If eligible, return the completed form to the school office.

Students in full-day K4–8 will be able to purchase hot lunches. Student meals cost \$2.65 per meal, including milk, super meal \$4.20, including milk. Adult meals cost \$3.05 per meal and do not include milk. For the K4 and K5 half day students, milk is available for \$54.00 for snack time. Please write out a separate check for this.

Payments should be made using "St. Mary's Visitation Hot Lunch Envelopes." Enclose one check per family made out to St. Mary's Visitation Lunch Program. Designate on the envelope how much money should be allocated to each child's account. The first envelope was sent home in the August mailing. Additional envelopes are available in the school office. ***It is the parent's responsibility to keep lunch accounts current.***

Daily lunch counts are sent to the central kitchen by 9:00 a.m. If your child arrives at school later than 9:00 a.m., it is your responsibility to check with the office to see if a lunch can still be ordered for that day, or if you should send a cold lunch.

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

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 teacher will solicit help of parents from his/her homeroom list to assist in various capacities:

Chaperones	Help with parties
Tutors	Help with special projects
Playground Supervision	Help with classroom cleaning

One parent from each homeroom acts as a contact person. The parent's task is to telephone other parents concerning a homeroom need.

### **OFFICE ASSISTANT AND ADMINISTRATIVE ASSISTANT:**

The office assistant 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 SERVICES**

- MT (Multidisciplinary Testing) is available from the school district in which a family resides. These are free services and must be applied for either through the school and/or parental contact with the school district offices. 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.
- Special screening materials, recommended by the Child and School Ministry Office, are used to aid in the process for such identification.
- Upon completion of the process, a meeting is held with the parents and teacher involved. The results of the screening, as well as recommendations, are discussed. Should the results indicate the need for further consultation with outside agencies, such will be called upon to best service the needs of the child.
- We work closely with the Elmbrook Public schools and follow through on their recommendations.
- Our favorable student teacher ratio allows for effective differentiated classroom instruction.

## **SCHOOL POLICIES AND PROCEDURES**

### **ABSENCE–TARDINESS–MAKE-UP WORK**

If a child will be absent, a parent must call the school office (262-782-7057) between 7:30 a.m. and 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.

All contagious diseases (Chicken Pox, Scarlet Fever, Mumps, Measles, etc.) must be reported to the local Health Department.

Tardiness is to be discouraged. Tardiness is recorded on the child's Permanent Cumulative Record, which is kept on file. A tardy student must stop in the school office and pick up a form for entering the classroom.

- Work to be made up by an absent child is to be picked up outside of school time. It can be picked up in the office after school hours, from 2:45–3:30, or sent to a family member in school.
- First Student provides bus service for the Elmbrook School System. You can reach them at 262-797-7680.

### **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, matches and/or lighters, and books, magazines and pictures of questionable nature will be confiscated and parents will be contacted.
- Radios, tape recorders, hard balls, bats, water pistols, etc. will also be confiscated.
- 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 brought to school, nor 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 consent and without notice.
- Private electronic equipment may only be used out 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.
- All textbooks must be neatly covered at all times. Book covers are furnished free-of-charge, paid for by the kind donations of sponsors. The advertisements on the book covers must be visible on the books; therefore, the covers may not be reversed.
- The students are permitted to take home all books, as well as library books, provided they are carried in a school bag.
- Encyclopedias are never taken from school premises.
- Book bags are required for every student from kindergarten through 8<sup>th</sup> grade. No textbooks will be permitted to be taken home without a book bag or backpack which is waterproof.
- Computers are to be used only for class assignments. Disks brought from home must be scanned for viruses.

## **DRESS CODE IN GENERAL**

- 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.
- When students have scout meetings after school, they may and are encouraged to wear the scout uniform that day.
- On the day school pictures are taken, children may wear other dress-up clothes, if so desired.
- 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 nonskid tennis shoes may be worn in the gym. No boots above the ankle including, but not limited to, UGG boots may 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 or white socks at all times. This includes when girls wear leggings.

### **Hairstyles:**

- Hair needs to be clean, neat, and out of the eyes.
- Excessive bleaching, beading, and extreme hairstyles 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 is 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 here entire body during the school day.
- No makeup (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: Plaid uniform jumper, KNEE LENGTH
- Grades 6 to 8: Plaid uniform skirt, KNEE LENGTH
- Grades K4 to 8: Plaid uniform skort, KNEE LENGTH

### **Blouses:**

- Solid white knit or tailored. Blouses must have sleeves and a collar.
- Solid white 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 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 sweatshirt is 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 undergarment 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 weekly newsletter. 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 untornd 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 are designated on the calendar. Uniforms may be worn in lieu of spirit wear.

### **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, skort 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 is not allowed.
- Students must wear the appropriate shirt, blouse, shoes, and socks as outlined above.

### **WHERE TO PURCHASE UNIFORMS**

If not purchased from another student or the Thrift Shop, girls' uniform jumper (Grades K4 to 5) and skirt (Grades 6–8) must be purchased at:

The Uniform Place  
811 North 68<sup>th</sup> Street  
Milwaukee, WI 53213  
Phone: (414) 258-7888

Other items may be purchased anywhere, as long as they conform to the dress code.

## FOOD

- Foods, 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.
- **GUM IS NEVER PERMITTED** on school property, or on any school trips. It may not be given as a birthday treat for the class.
- 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.

## LEAVING THE SCHOOL PREMISES

- 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.
- 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.)
- 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.
- The teacher should be notified in advance if a child will be missing school due to a family trip.

## LIBRARY FINES

All library fines and library books must be returned before issuance of the report card at the end of the school year.

## 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 seven parent volunteers during the lunch period. Parents are asked to voluntarily sign up for these important responsibilities at the Back-to-School day in September. A form is included in the August packet to allow families to choose seven dates. If for one reason or another a family was unable to perform this service, an alternative would be to write a check to St. Mary's Visitation for \$200. These funds will be used to compensate substitutes. All parent volunteers must have completed Virtus Awareness Training and have signed the Code of Ethics and Mandatory Reporting Responsibilities verification, which should be filed with Kathy Janusz, our parish safe environment coordinator.

## **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.
- 5th, 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 K4–5, 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.

## **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).

## **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 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**

Serious offenses may lead to immediate probation, suspension or expulsion. Examples of such completely unacceptable behaviors include but are not limited to:

1. Any violation of Wisconsin Criminal Statutes
2. The use or possession of alcoholic beverages, tobacco products, or controlled substances on school or parish premises.
3. 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.

4. 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))
5. Theft or vandalism of school, parish or personal property.
6. Physically fighting or any threatening behavior in school, on school or parish property or at any school related activities.
7. 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)).
8. Possession on school or parish premises of printed or written material deemed inappropriate or obscene.
9. Truancy
10. Any severe anti-social or abnormal conduct on school or parish premises that endangers life or limb.
11. Possession or use of guns, knives, lighters, matches, pepper spray, laser pointers/pens, dangerous weapons or any facsimile of a weapon.
12. Cheating, altering grades on assignments, tests or report cards
13. Disrespect of school authority
14. 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.

#### **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 three kinds:

- Probation
- Suspension
- Expulsion

## **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:**

- 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:**

- 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.
- 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 discipline 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 discipline 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 discipline 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>

---

<sup>1</sup> 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

<sup>2</sup> 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 behavior and how it could be changed.
- Requiring students to write a letter of apology.

## **PROBATION**

The school may place a student on probation principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

## **SUSPENSION**

The school principal may also suspend a student either in or out of school. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

In-school suspension can be directed for varying lengths of time as decided by the principal but should not exceed five days. In-school suspension conditions are to be determined by the principal. In-school suspension students remain the responsibility of the school.

The principal may give out-of-school suspension immediately following a serious disciplinary offense, or after a pattern of unacceptable student behavior. A maximum of three days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of seven consecutive school days to be served in suspension until the expulsion hearing is held.

## **EXPULSION**

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered 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 (examples listed above), and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

The Archdiocesan Superintendent of Schools/designee will be informed of a pending expulsion proceeding.

## **EXPLUSION PROCEDURES**

1. Expulsion can take place only after an expulsion hearing has been held.
2. Parents/legal guardians shall be notified in writing at least five days before the hearing
  1. is to take place. They are to be informed of the possible recommendations of the committee and that, once the hearing is in progress, the student may not have the right to voluntarily withdraw, in lieu of expulsion, unless that is the recommendation of the committee.
  2. The principal convenes the expulsion committee. This committee shall consist of the principal, two teachers and three parent members of the School Committee appointed by the pastor. The hearing committee reviews the results of the investigation regarding the student's misconduct.
  3. The hearing committee makes a recommendation to the pastor. The recommendation will be to:
    - a. not expel (other disciplinary suggestions should accompany this recommendation)
    - b. allow the student to voluntarily withdraw from school in lieu of expulsion
    - c. expel
4. If the decision to expel the student is made and approved by the pastor, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

## **APPEAL**

The student, or his/her parent or guardian, may, within five school days following notification of the expulsion, appeal to the Archdiocesan Superintendent of Schools in writing with rationale for appeal. The Superintendent will determine whether or not correct procedures were followed as defined by St. Mary's Visitation expulsion policy. The Superintendent will not conduct a review of evidence regarding the student's infraction.

## **RESPONSIBLE USE OF RESOURCES/CARE OF THE EARTH**

In response to the Gospel call to be careful caretakers of the earth's resources, our school community will be striving to adopt practices, which are "earth-friendly" again this year. Our efforts will revolve around education, advocacy and commitment to new practice and patterns of living as a result of the consciousness-raising that we do. During the year we will look into what practices we as a community can adopt in our school in order to help preserve our earth.

We are asking all families to begin the year following these practices:

- Each child bringing a cold lunch uses a *non-consumable* nylon lunch bag or lunch box with his/her name clearly marked on it.
- Use of plastic (e.g., Rubbermaid) containers whenever possible to reduce the volume of trash in the lunchroom each day.
- Loose leaf paper/Xerox paper will be recycled in classrooms and students will use both sides of the paper before placing it in recycling bins.

There are many ways that we will continue to encourage care and respect for what we have throughout our school: textbooks, lockers and desks, library books, playground area, etc. Please help us by also encouraging your child(ren) to take care of school property.

This past year the school implemented a recycling program for ink cartridges and cell phones. This proved to be very beneficial and we will continue to recycle these items this year.

## **ST. MARY'S VISITATION RESOURCES 2011–2012**

### **PARISH STAFF**

Parish Administrator: Deacon Richard Piontek

Principal: Mrs. Mary Tretow

Advancement Coordinator: Mr. Brien Allen

Administrative Assistant: Mrs. Kris Dries

Property Manager: Mr. Dennis Zainer

### **FACULTY**

Junior Kindergarten (Room 17)–Mrs. Anne Guerino

Junior Kindergarten (Room 19)–Mrs. Dana Pawlak

Kindergarten (Room 14)–Mrs. Mary Schneider

Kindergarten (Room 16)–Mrs. Mary Grace Smrz

Grade 1 (Room 11)–Ms. Kerri Koepke

Grade 2 (Room 12)–Mrs. Gail Lauer

Grade 2 (Room 13)–Mrs. Betsy Navarrette

Grade 3 (Room 22)–Mrs. Julie Perez

Grade 4 (Room 21)–Mrs. Kylie Daemmrich

Grade 5 (Room 25)–Mrs. Betsy Wilinski

Math Curriculum Coordinator/Lead Teacher – Mrs. Nicole Klein

Reading/Language Arts Lead Teacher – Miss Joan Grochowski

### **Junior High:**

Grade 6 (Room 34)–Mrs. Kathy Biernat (Science)

Grade 6 (Room 33)–Mr. Michael Falk (Math)

Grade 7 (Room 37)–Ms. Christine Kehl (Language Arts)

Grade 7 (Room 35)–Mr. Gary Newman (Theology)

Grade 8 (Room 36)–Mr. Burke Seeberg (Social Studies)

### **Specials:**

Spanish

Mr. David Linden

Music

Mrs. Katie Rodig

Physical Education

Mr. Adam LaBadie & Mrs. Joanne Brandtjen

Media

Ms. Sue Benson (Library and Computer)

Library Assistant:

Mrs. Diane Bodalski

Lunchroom/Playground

Coordinator

Mrs. Linda Basile

### **After School Care**

Coordinator: Chris Klesius

Assistant: Katie Kannell

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

School Office Number: 262-782-7057

School Fax Number: 262-782-3035

School e-mail: [school@stmaryeg.org](mailto:school@stmaryeg.org)

First Student Bus Company: 262-797-7680

Elmbrook: [www.elmbrook.k12.wi.us](http://www.elmbrook.k12.wi.us)

Lunch/Playground: 414-475-7555

# 2011-2012 School Calendar

JULY 2011						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**4** Independence Day

JANUARY 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**1** New Year's Day  
**2** In-Service  
**3** Classes Resume  
**16** In Service  
**17** Home & School Mtg.  
 School Committee Mtg.  
 End of Quarter  
**17** Chili Chomp  
**27** Catholic Schools Week  
**29** Begins; Open House; Book Fair, Pancake Breakfast  
**31** Conferences ½ day of School

AUGUST 2011						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**16/17** Packet Pickup  
**22/26** In-Service  
**24** K4 Orientation 9-10:30 AM  
**24** K5 Orientation 10:30-11:30 AM  
**25** Back to School  
 Open House 2-6 PM  
**29** First Day of School  
**30** K4 First Day of School

FEBRUARY 2012						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

**3** In-Service  
**20** Presidents Day  
**21** Home & School Mtg.  
 School Committee Mtg.  
**22** Ash Wednesday  
**24** In-Service  
**27** 9th Graders Focus Group

SEPTEMBER 2011						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**1** New Parent Social  
**5** Labor Day  
**8** Junior High Orientation  
**16** Magazine & Gift Drive Kick off  
**18** Catechetical Sunday  
 Parish Picnic  
**19** In-service  
**20** Home & School Mtg.  
 School Committee Mtg.

MARCH 2012						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**5-16** Iowa Testing  
**2** School Stations  
**10** Auction  
**14** Jr. High Science Fair  
**16** In-Service  
**20** End of Quarter  
**20** Home & School Mtg.  
 School Committee Mtg.  
**23** Elementary Forensics  
**30** Living Stations

OCTOBER 2011						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**4** Pet Blessing  
**4** End of Magazine & Gift Drive  
**13/14** In-Service, No Classes  
 Teachers' Convention  
**18** Home & School Mtg.  
 School Committee Mtg.  
**19** Photo Day  
**21** Spooks & SpooFs

APRIL 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**5** Holy Thursday 1/2 of day  
 School  
**6-15** Easter Break  
**16** In-service  
**17** Home & School Mtg.  
 School Committee Mtg.

NOVEMBER 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**1** All Saints Day and End of  
 First Quarter  
**4** In-Service, No Classes  
 Conferences  
**10/11** Home & School Mtg.  
 School Committee Mtg.  
**15** Barnes & Noble Book Fair  
**16** Thanksgiving Break  
**23** Thanksgiving Day  
**24** Thanksgiving Day  
**25** Thanksgiving Break

MAY 2012						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**4** 4th Grade State Fair  
**7-13** Book Week  
 First Eucharist  
 Grandparents Day  
**8** Spring Talent Show  
**15** Home & School Mtg.  
 School Committee Mtg.  
**18** Field Day  
**28** Memorial Day  
**31** Graduation Dance

DECEMBER 2011						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**8** Immaculate Conception  
**15** Christmas Program  
**22** Christmas Break Begins  
**25** Christmas Day

JUNE 2012						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**1** Graduation Brunch, Mass  
 Honors Assembly  
**4** K4 and K5 Graduation  
**5** End of Quarter  
 Last Day of School

(Rev. 8/9/2011)

We have read and discussed the updated 2011–2012 St. Mary’s Visitation School handbook and agree to comply with the policies and procedures as written.

_____	_____
Print Parent Name	Parent Signature
_____	_____
Print Student Name	Student Signature
_____	_____
Print Student Name	Student Signature
_____	_____
Print Student Name	Student Signature
_____	_____
Print Student Name	Student Signature
_____	_____
Print Student Name	Student Signature
_____	_____
Print Student Name	Student Signature
_____	_____
Print Student Name	Student Signature

**Please complete and return to School Office by September 16, 2011.**