



# St. Mary School

1406 Main St.  
Luxemburg, WI 54217  
(920) 845-2224

[stmarysluxemburg.org](http://stmarysluxemburg.org)

2025-2026

## FAMILY HANDBOOK

St. Mary School is a safe and welcoming community that inspires all to live, learn, and serve as Christ taught us. In partnership with parents and parish community, we provide a quality Catholic education that is focused on faith, academics, and discipleship.

---

By enrolling at St. Mary Catholic School both students and parents agree to abide by all the rules, guidelines and policies contained in this handbook. Parents and students also agree to allow St. Mary Catholic School to offer the best education it can to each student and according to each student's situation. By accepting enrollment of students, St. Mary Catholic School agrees to uphold the rules, guidelines, and policies contained in this handbook, and to offer the best education the school is capable of giving in each given situation. If the situation should arise, the administration will make all final interpretations regarding this handbook and all school policies.

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
PRINCIPAL WELCOME LETTER.....	7
PRAYERS BY GRADE LEVEL.....	8
PRAYERS TO BRING US INTO DEEPER COMMUNION WITH CHRIST.....	12
<i>The Sign of the Cross.....</i>	<b>12</b>
<i>The Lord's Prayer.....</i>	<b>12</b>
<i>Hail Mary.....</i>	<b>12</b>
<i>Glory Be.....</i>	<b>12</b>
<i>Guardian Angel Prayer.....</i>	<b>12</b>
<i>Fatima Prayer.....</i>	<b>12</b>
<i>Prayer Before Meals.....</i>	<b>12</b>
<i>Prayer After Meals.....</i>	<b>12</b>
<i>The Apostles' Creed.....</i>	<b>13</b>
<i>Nicene Creed.....</i>	<b>13</b>
<i>Act of Contrition.....</i>	<b>14</b>
<i>Morning Prayer.....</i>	<b>14</b>
<i>Evening Prayer.....</i>	<b>14</b>
<i>The Angelus.....</i>	<b>14</b>
<i>How To Say the Rosary.....</i>	<b>15</b>
<i>Hail, Holy Queen.....</i>	<b>15</b>
<i>Memorare.....</i>	<b>15</b>
<i>Rosary Prayer.....</i>	<b>16</b>
<i>Prayer to St. Michael.....</i>	<b>16</b>
THE MYSTERIES OF THE ROSARY.....	17
<i>Joyful Mysteries.....</i>	<b>17</b>
<i>Sorrowful Mysteries.....</i>	<b>17</b>
<i>Glorious Mysteries.....</i>	<b>17</b>
<i>Luminous Mysteries.....</i>	<b>17</b>
DIVINE MERCY CHAPLET.....	18
THE SACRAMENT OF PENANCE.....	19
<i>Examination of Conscience.....</i>	<b>19</b>
<i>Contrition for Sin and Resolution Not to Sin Again.....</i>	<b>19</b>
<i>Confession.....</i>	<b>19</b>
<i>Acceptance of the Penance.....</i>	<b>19</b>
<i>Preparation for Confession.....</i>	<b>19</b>
A SHORT GUIDE TO THE EXAMINATION OF CONSCIENCE.....	21
<i>About Sins.....</i>	<b>21</b>
GUIDELINES FOR CHRISTIAN LIVING.....	22
<i>The Ten Commandments of GOD.....</i>	<b>22</b>

<i>The Two Great Commandments.....</i>	<b>22</b>
<i>The Seven Sacraments.....</i>	<b>22</b>
Special Duties of Catholic Christians.....	<b>22</b>
The Gifts of the Holy Spirit.....	<b>23</b>
The Eight Beatitudes.....	<b>23</b>
The Works of Mercy.....	<b>23</b>
MISSION, VISION, & PHILOSOPHY.....	<b>23</b>
Parish Mission Statement.....	<b>24</b>
School Mission Statement.....	<b>24</b>
Our Vision.....	<b>24</b>
Belief Statement.....	<b>24</b>
Cultural Values for our Parish/School with Current Leadership.....	<b>24</b>
Graduate Profile.....	<b>24</b>
Mission Statement for the Catholic Diocese of Green Bay.....	<b>25</b>
<i>Our Values.....</i>	<b>25</b>
<i>Other Areas of Focus:.....</i>	<b>25</b>
Vision for the Catholic Diocese of Green Bay.....	<b>26</b>
Catholic Statement of Belief.....	<b>27</b>
GENERAL EXPECTATIONS.....	<b>30</b>
GENERAL CHARITY.....	<b>30</b>
ADMISSION POLICIES.....	<b>31</b>
Non-Discriminatory Statement.....	<b>31</b>
Students with Learning Differences.....	<b>31</b>
Admissions Priority.....	<b>31</b>
Admission Requirements.....	<b>31</b>
Transfer/Withdrawal of Students.....	<b>32</b>
Office Records.....	<b>32</b>
FEES AND TUITION POLICIES.....	<b>33</b>
Application Fee.....	<b>33</b>
Tuition.....	<b>33</b>
Tuition Discounts and Financial Assistance.....	<b>33</b>
Textbooks and School Property.....	<b>34</b>
Co-Curricular & Extra-Curricular Fund Policies.....	<b>34</b>
ACADEMIC POLICIES.....	<b>35</b>
Homework.....	<b>35</b>
Grades and Grading.....	<b>35</b>
The Grading System.....	<b>35</b>
<i>Descriptions of each grade are as follows:.....</i>	<b>35</b>
Mid-trimester Progress Reports.....	<b>36</b>
<i>Mid-trimester Progress report dates:.....</i>	<b>36</b>

Report Cards.....	36
Report card dates:.....	36
Parent-Teacher Conferences.....	36
Standardized Testing.....	37
Reading Promotion Policy for 3rd-4th Grade Students.....	37
Purpose.....	37
Policy Goals.....	37
Policy Details.....	37
Review and Adjustments.....	38
GRADUATION.....	39
<b>Participation</b> .....	<b>39</b>
SCHOOL POLICIES.....	40
<b>Daily Schedule</b> .....	<b>40</b>
Lunch Schedule.....	40
Recess Schedule.....	40
Rules for Outdoor Play.....	40
<b>Attendance</b> .....	<b>42</b>
Absences.....	42
Full or Half Day Attendance.....	43
Virtual Attendance.....	43
Accidents & Illness.....	43
Other guidelines for excluding students from school include:.....	44
Medication.....	44
BEFORE AND AFTER SCHOOL CARE.....	45
Early Drop Off.....	45
After School Care (SMASH–St. Mary After School Help).....	45
Arrival and Dismissal Procedures.....	46
Arrival.....	46
Dismissal.....	46
School Bus Conduct.....	47
COMMUNICATION.....	48
Weekly Family Envelope.....	48
Disciplinary Referrals.....	48
Website.....	48
Facebook.....	48
Classroom Observations.....	48
Complaints and the Principle of Subsidiarity.....	48
Grievance Procedures.....	49
CONFIDENTIALITY.....	50
Counseling Opportunities.....	51

CRISIS PLANS.....	52
Fire Alarm and/or Bomb Threat.....	52
Tornado.....	52
Inclement Weather and School Closing.....	52
CUSTODY.....	52
DISCIPLINE POLICY.....	53
I. Philosophy and Goals.....	53
II. Withdrawal by the school.....	54
III. School-Wide Code of Conduct.....	54
IV. Disciplinary Action.....	55
Administrative Conference.....	56
Expulsion.....	56
Bullying/Harassment Policy.....	57
V. Violence – Threatened and Acted.....	58
VI. Conduct, Whether Inside or Outside the School.....	58
DRUG-FREE CAMPUS.....	58
OTHER RULES AND REGULATIONS.....	60
Visitors.....	60
Volunteers.....	60
VIRTUS and Background Checks.....	60
Background Check.....	60
Telephone.....	60
Bookbags and Backpacks.....	60
Other Contraband.....	60
Student Cell Phones & Other Electronic Devices.....	61
Lost and Found.....	61
Parties, Celebrations, and Invitations.....	61
CLOTHING POLICY.....	61
General Guidelines.....	62
Phys. Ed.....	62
Holy Days of Obligation and Mass Participation.....	62
Winter.....	63
Grooming.....	63
FIELD TRIP POLICIES.....	63
SCHOOL BOARD.....	63
HOME AND SCHOOL ASSOCIATION.....	64
STUDENT SERVICE PROGRAM.....	65
Hot Lunch.....	65
Sacramental Program.....	65
Mass.....	65

TECHNOLOGY AND THE INTERNET.....	66
USE OF SCHOOL GROUNDS.....	66
SCHOOL, ADMINISTRATION, & PRINCIPAL’S RIGHT TO AMEND HANDBOOK.....	66
APPENDIX A: MEDICATION PERMIT POLICY AND FORM.....	66
Medication Permit Form.....	68
<b>APPENDIX B: Technology and Internet Safety Acceptable Use Policy.....</b>	<b>69</b>
<b>APPENDIX C: ACCEPTABLE USE POLICY.....</b>	<b>72</b>
<b>APPENDIX F: PHOTO/VIDEO RELEASE FORM.....</b>	<b>73</b>
<b>APPENDIX G: STUDENT &amp; PARENT/GUARDIAN AGREEMENT RESPONSE FORM.....</b>	<b>74</b>
<b>APPENDIX H: VISITATION POLICY.....</b>	<b>75</b>
Outside Agency Observation Of Classroom.....	78
Volunteering In Classroom, School, Field Trips.....	78
<b>APPENDIX I: CONFIDENTIALITY AGREEMENT.....</b>	<b>79</b>

Revised August 12, 2024

## PRINCIPAL WELCOME LETTER

Welcome to St. Mary Catholic School!

At St. Mary School, we provide a distinctive Catholic education that equips students for leadership in a diverse world. We educate every aspect of the child: spiritually, emotionally, socially, morally, physically, and intellectually, instilling values that go beyond academics.

At St. Mary School, we strive to nurture a positive culture where the dedication to educating our students is integrated with our Catholic faith, living out the Gospel, and dedicating ourselves to stewardship inside and outside the classroom. The school and parish communities at St. Mary are committed to the complete development of every student by providing an excellent education in a faith-filled environment. We are blessed to have a team of dedicated teachers and staff members who remain deeply committed to the school's gospel message and Catholic identity by providing high expectations for the students to excel in knowledge, skills, and values. Embracing the belief that parents are their children's primary educators, we encourage and appreciate parental support and involvement.

St. Mary has a strong sense of Catholic Identity, which is evident in daily prayer, daily liturgies, and frequent participation in Catholic sacraments. As a Catholic school, we strive to develop a sense of community and foster strong relationships between home, school, and parish. We invite new and returning families to get involved and share in the blessings of a Catholic education. Together, we can provide our students with an exceptional academic experience and spiritual growth while nurturing the potential within each child.

I am eagerly looking forward to working collaboratively with you in the upcoming school year. Together, we will continue to move forward and form disciples who know, love, and serve God and their neighbor.

Blessings,



Roxanne Zellner

Principal

St. Mary Catholic School

## PRAYERS BY GRADE LEVEL

### Prayers to Learn

### Forms of Prayer

<p><b><i>Pre-K/Kindergarten</i></b></p> <ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Our Father</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Prayer Before Meals</li> <li>• Guardian Angel Prayer</li> <li>• Short Mass Responses</li> </ul>	<p><b><i>Pre-K/Kindergarten</i></b></p> <ul style="list-style-type: none"> <li>• Spontaneous prayer</li> <li>• Gestures: Genuflection, Sign of the Cross, blessing oneself with Holy Water</li> <li>• Song as prayer</li> <li>• Reflection: thinking about God and listening while reading from Scripture</li> <li>• Silence: at Mass or in the Church</li> <li>• Participate in a decade of the rosary/introduce joyful mysteries</li> <li>• Saint intercession</li> </ul>
<p><b><i>Grade 1</i></b></p> <ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Our Father</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Prayer Before Meals</li> <li>• Guardian Angel Prayer</li> <li>• <b>Fatima Prayer</b></li> <li>• <b>Introduce the Joyful Mysteries of the Rosary</b></li> <li>• <b>Mass Responses</b></li> </ul>	<p><b><i>Grade 1</i></b></p> <ul style="list-style-type: none"> <li>• Spontaneous prayer</li> <li>• Gestures: Genuflection, Sign of the Cross, blessing oneself with Holy Water</li> <li>• Song as prayer</li> <li>• Reflection: thinking about God and listening while reading from Scripture</li> <li>• Silence: at Mass or in the Church</li> <li>• Participate in a decade of the rosary/introduce joyful mysteries</li> <li>• Saint intercession</li> </ul>
<p><b><i>Grade 2</i></b></p> <ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Our Father</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Prayer Before Meals</li> <li>• Guardian Angel Prayer</li> </ul>	<p><b><i>Grade 2</i></b></p> <ul style="list-style-type: none"> <li>• Spontaneous prayer</li> <li>• Gestures: Genuflection, Sign of the Cross, blessing oneself with Holy Water</li> <li>• Song as prayer</li> </ul>



<ul style="list-style-type: none"> <li>• Fatima Prayer</li> <li>• Introduce the Joyful Mysteries of the Rosary</li> <li>• Mass Responses</li> <li>• <b>Act of Contrition</b></li> <li>• <b>Introduced to Apostles' and Nicene Creed</b></li> <li>• <b>Introduced to Stations of the Cross</b></li> </ul>	<ul style="list-style-type: none"> <li>• Reflection: thinking about God and listening while reading from Scripture</li> <li>• Silence: at Mass or in the Church</li> <li>• Participate in a decade of the rosary/introduce joyful mysteries</li> <li>• <b>Saint intercession</b></li> <li>• <b>Participate in the Stations of the Cross</b></li> </ul>
<p><b>Grade 3</b></p> <ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Our Father</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Prayer Before Meals</li> <li>• Guardian Angel Prayer</li> <li>• Fatima Prayer</li> <li>• Introduce the Joyful Mysteries of the Rosary</li> <li>• Mass Responses</li> <li>• Act of Contrition</li> <li>• Introduced to Apostles' and Nicene Creed</li> <li>• Introduced to Stations of the Cross</li> <li>• <b>Mysteries of the Rosary: Joyful, Sorrowful, Glorious</b></li> </ul>	<p><b>Grade 3</b></p> <ul style="list-style-type: none"> <li>• Spontaneous prayer</li> <li>• Gestures: Genuflection, Sign of the Cross, blessing oneself with Holy Water</li> <li>• Song as prayer</li> <li>• Reflection: thinking about God and listening while reading from Scripture</li> <li>• Silence: at Mass or in the Church</li> <li>• Participate in a decade of the rosary/introduce joyful mysteries</li> <li>• Saint intercession</li> <li>• Participate in the Stations of the Cross</li> <li>• <b>Prayer Journaling</b></li> </ul>
<p><b>Grade 4</b></p> <ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Our Father</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Prayer Before Meals</li> <li>• Guardian Angel Prayer</li> <li>• Fatima Prayer</li> <li>• Introduce the Joyful Mysteries of the Rosary</li> <li>• Mass Responses</li> </ul>	<p><b>Grade 4</b></p> <ul style="list-style-type: none"> <li>• Spontaneous prayer</li> <li>• Gestures: Genuflection, Sign of the Cross, blessing oneself with Holy Water</li> <li>• Song as prayer</li> <li>• Reflection: thinking about God and listening while reading from Scripture</li> <li>• Silence: at Mass or in the Church</li> </ul>

<ul style="list-style-type: none"> <li>• Act of Contrition</li> <li>• Introduced to Apostles' and Nicene Creed</li> <li>• Introduced to Stations of the Cross</li> <li>• Mysteries of the Rosary: Joyful, Sorrowful, Glorious, <b>Luminous</b></li> <li>• <b>Memorare</b></li> <li>• <b>Hail Holy Queen</b></li> <li>• <b>Angelus</b></li> </ul>	<ul style="list-style-type: none"> <li>• Participate in a decade of the rosary/introduce joyful mysteries</li> <li>• Saint intercession</li> <li>• Participate in the Stations of the Cross, <b>Novena, Sacred Heart of Jesus</b></li> <li>• Prayer Journaling</li> </ul>
<p><b>Grade 5</b></p> <ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Our Father</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Prayer Before Meals</li> <li>• Guardian Angel Prayer</li> <li>• Fatima Prayer</li> <li>• Introduce the Joyful Mysteries of the Rosary</li> <li>• Mass Responses</li> <li>• Act of Contrition</li> <li>• Introduced to Apostles' and Nicene Creed</li> <li>• Introduced to Stations of the Cross</li> <li>• Mysteries of the Rosary: Joyful, Sorrowful, Glorious, Luminous</li> <li>• Memorare</li> <li>• Hail Holy Queen</li> <li>• Angelus</li> <li>• <b>St. Michael Prayer</b></li> <li>• <b>Litanies</b></li> </ul>	<p><b>Grade 5</b></p> <ul style="list-style-type: none"> <li>• Spontaneous prayer</li> <li>• Gestures: Genuflection, Sign of the Cross, blessing oneself with Holy Water</li> <li>• Song as prayer</li> <li>• Reflection: thinking about God and listening while reading from Scripture</li> <li>• Silence: at Mass or in the Church</li> <li>• Participate in a decade of the rosary/introduce joyful mysteries</li> <li>• Saint intercession</li> <li>• Participate in the Stations of the Cross, <b>Novena, Sacred Heart of Jesus</b></li> <li>• Prayer Journaling</li> </ul>
<p><b>Grade 6</b></p> <ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Our Father</li> <li>• Hail Mary</li> <li>• Glory Be</li> </ul>	<p><b>Grade 6</b></p> <ul style="list-style-type: none"> <li>• Spontaneous prayer</li> <li>• Gestures: Genuflection, Sign of the Cross, blessing oneself with Holy Water</li> </ul>

<ul style="list-style-type: none"> <li>• Prayer Before Meals</li> <li>• Guardian Angel Prayer</li> <li>• Fatima Prayer</li> <li>• Introduce the Joyful Mysteries of the Rosary</li> <li>• Mass Responses</li> <li>• Act of Contrition</li> <li>• Introduced to Apostles' and Nicene Creed</li> <li>• Introduced to Stations of the Cross</li> <li>• Mysteries of the Rosary: Joyful, Sorrowful, Glorious, Luminous</li> <li>• Memorare</li> <li>• Hail Holy Queen</li> <li>• Angelus</li> <li>• St. Michael Prayer</li> <li>• Litanies</li> <li>• <b>Divine Mercy Chaplet</b></li> </ul>	<ul style="list-style-type: none"> <li>• Song as prayer</li> <li>• Reflection: thinking about God and listening while reading from Scripture</li> <li>• Silence: at Mass or in the Church</li> <li>• Participate in a decade of the rosary/introduce joyful mysteries</li> <li>• Saint intercession</li> <li>• Participate in the Stations of the Cross, Novena, Sacred Heart of Jesus</li> <li>• Prayer Journaling</li> <li>• <b>Adoration</b></li> </ul>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Religion Standards: Diocese of Green Bay, WI, February 2016

## PRAYERS TO BRING US INTO DEEPER COMMUNION WITH CHRIST

### ***The Sign of the Cross***

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

### ***The Lord's Prayer***

Our Father, who art in heaven, hallowed be thy name;  
Thy kingdom come; Thy will be done on earth as it is in heaven.  
Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. -Amen.

### ***Hail Mary***

Hail Mary, full of grace, the Lord is with thee; blessed are you among women, and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. -Amen.

### ***Glory Be***

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. -Amen.

### ***Guardian Angel Prayer***

Angel of God, my guardian dear,  
To whom God's love commits me here,  
Ever this day, be at my side,  
To light and guard, rule and guide. -Amen.

### ***Fatima Prayer***

O my Jesus, forgive us our sins, save us from the fires of hell, and lead all souls into heaven, especially those most in need of thy mercy. -Amen

### ***Prayer Before Meals***

Bless us, O Lord, and these thy gifts, which we are about to receive from thy bounty, through Christ, Our Lord. -Amen

### ***Prayer After Meals***

We give You thanks, almighty God, for all Your benefits, who lives and reigns world without end. -  
Amen

### ***The Apostles' Creed***

I believe in God,  
the Father Almighty,  
Creator of heaven and earth;  
and in Jesus Christ, His only Son, Our Lord,  
who was conceived by the Holy Spirit,  
born of the Virgin Mary,  
suffered under Pontius Pilate,  
was crucified, died, and was buried;  
he descended into hell;  
on the third day He arose again from the  
dead;

He ascended into heaven,  
and is seated at the right hand of God, the  
Father Almighty;  
from there He will come to judge the living and  
the dead.

I believe in the Holy Spirit,  
the Holy Catholic Church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and life, everlasting. - Amen.

### ***Nicene Creed***

I believe in one God,  
the Father almighty,  
maker of heaven and earth,  
of all things visible and invisible.

I believe in one Lord Jesus Christ,  
the Only Begotten Son of God,  
born of the Father before all ages.  
God from God, Light from Light,  
true God from true God,  
begotten, not made, consubstantial with the  
Father;  
through him all things were made.  
For us men and our salvation  
he came down from heaven,  
and by the Holy Spirit was incarnate of the  
Virgin Mary,  
and became man.

For our sake he was crucified under Pontius  
Pilate,  
he suffered death and was buried,

and rose again on the third day  
in accordance with the Scriptures.  
He ascended into heaven  
and is seated at the right hand of the Father.  
He will come again in glory  
to judge the living and the dead  
and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver  
of life,  
who proceeds from the Father and the Son,  
who with the Father and the Son is adored and  
glorified,  
Who has spoken to the prophets.

I believe in one, holy, catholic and apostolic  
Church.

I confess one Baptism for the forgiveness of  
sins  
and I look forward to the resurrection of the  
dead  
and the life of the world to come. - Amen

## **Act of Contrition**

My God, I am sorry for my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against You, whom I should love above all things. I firmly intend, with Your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior, Jesus Christ suffered and died for us. In His name, my God have mercy. - Amen.

### ***Morning Prayer***

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: the salvation of souls, the reparation of sins, the reunion of all Christians. I offer them for the intentions of our Bishops and all our associates, and in particular for those recommended by our Holy Father for this month.

### ***Evening Prayer***

O my God, I adore You, and I love You with all my heart. I thank You for having created me and saved me by Your grace, and for having preserved me during this day. I pray that You will take for Yourself whatever good I might have done this day, and that You will forgive me whatever evil I have done. Protect me this night, and may Your grace be with me always. -Amen.

### ***The Angelus***

The angel of the Lord declared to Mary:  
And she conceived of the Holy Spirit.

Hail Mary . . .

Behold the handmaid of the Lord:  
Be it done unto me according to Thy word.

Hail Mary . . .

And the Word was made Flesh:  
And dwelt among us.  
Hail Mary . . .

Pray for us, O Holy Mother of God,  
That we may be made worthy of the promises of Christ.

### ***Let us Pray:***

Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the Incarnation of Christ, Thy Son, has been made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ, Our Lord. -Amen

### ***How To Say the Rosary***

1. Make the Sign of the Cross and say the Apostles' Creed.
2. Pray the Our Father.
3. Pray three Hail Marys.
4. Pray the Glory be to the Father.
5. Announce the first mystery; then say the Our Father.
6. Pray ten Hail Marys.
7. Pray the Glory be to the Father.
8. Announce the second mystery; then say the Our Father.
9. Pray ten Hail Marys.
10. Pray the Glory be to the Father,
11. Pray O My Jesus,
12. Announce the third mystery; then say the Our Father.
13. Pray ten Hail Marys.
14. Pray the Glory be to the Father.
15. Announce the fourth mystery; then say the Our Father.
16. Pray ten Hail Marys.
17. Pray the Glory be to the Father.
18. Announce the fifth mystery; then say the Our Father.
19. Pray ten Hail Marys.
20. Pray the Glory be to the Father.

### ***Hail, Holy Queen***

Hail, holy Queen, Mother of mercy;  
our life, our sweetness and our hope.  
To thee do we cry, poor banished children of  
Eve.  
To thee do we send up our sighs,  
mourning and weeping in this valley of tears.  
Turn then, most gracious Advocate, thine eyes  
of mercy toward us,

and after this our exile,  
show unto us the blessed fruit of thy womb,  
Jesus.  
O clement, O loving, O sweet Virgin Mary.

*V. Pray for us, Holy Mother of God;*

R. That we may be made worthy of the  
promises of Christ .

### ***Memorare***

Remember, O most gracious Virgin Mary,  
that never was it known that anyone who fled  
to thy protection,  
Implored thy help, or sought your intercession  
was left unaided.  
Inspired by your confidence, I fly unto thee,  
O Virgin of virgins, my mother;

to thee do I come,  
before thee stand,  
sinful and sorrowful.  
O Mother of the Word Incarnate,  
despise not my petitions,  
but in thy mercy,  
hear and answer me. - Amen

### ***Rosary Prayer***

O God, whose only-begotten Son,  
by His life, death and resurrection,  
has purchased for us the rewards of eternal life;  
grant, we beseech You,  
that meditating upon the mysteries of the most holy rosary  
of the Blessed Virgin Mary,  
we may learn and imitate what they contain  
and obtain what they promise,  
through the same Christ our Lord. -Amen.

### ***Prayer to St. Michael***

St. Michael the Archangel,  
defend us in battle.  
Be our safeguard against the wickedness  
and snares of the devil  
May God rebuke him, we humbly pray;  
and do Thou, O Prince of the Heavenly Host,  
By the Divine Power of God,  
Thrust into hell Satan  
and all the evil spirits  
who prowl about the world  
Seeking the ruin of souls. - Amen



# THE MYSTERIES OF THE ROSARY

## ***Joyful Mysteries***

(Mondays and Saturdays, Sundays of Advent and Sundays of Epiphany until Lent)

1. The Annunciation
2. The Visitation
3. The Nativity
4. The Presentation
5. The Finding in the Temple

## ***Sorrowful Mysteries***

(Tuesdays and Fridays, daily from Ash Wednesday through Easter Sunday)

1. Agony in the Garden
2. Scourging at the Pillar
3. Crowning with Thorn
4. Carrying of the Cross
5. The Crucifixion

## ***Glorious Mysteries***

(Wednesdays and Sundays from Easter until Advent)

1. The Resurrection
2. The Ascension
3. Descent of the Holy Spirit
4. The Assumption
5. Coronation of Mary

## ***Luminous Mysteries***

(Thursdays)

1. Baptism of our Lord
2. Wedding at Cana
3. Proclamation of the Kingdom
4. Transfiguration
5. Institution of the Eucharist

## DIVINE MERCY CHAPLET

(Prayed using a rosary)

1. Begin with  
The Sign of the Cross, 1 Our Father, 1 Hail Mary, The Apostles' Creed.
2. On the Our Father beads say the following:  
Eternal Father, I offer You the Body and Blood, Soul and Divinity of Your dearly beloved Son, Our Lord Jesus Christ, in atonement for our sins and those of the whole world.
3. On the 10 Hail Mary beads say the following:  
For the sake of His sorrowful Passion, have mercy on us and on the whole world.  
*(Repeat steps 2 and 3 for all five decades.)*
4. Conclude with the following:  
Holy God, Holy Mighty One, Holy Immortal One, have mercy on us and on the whole world.

## THE SACRAMENT OF PENANCE

*What is necessary for a worthy reception of the Sacrament of Penance?*

### ***Examination of Conscience***

In making a good examination of conscience, we must first pray to the Holy Spirit for the light to know our sins and for the grace to be sorry for them. A reasonable effort must be made to recall sins committed since our last confession by calling to mind the commandments of God and those of His church. A good examination of conscience will also be concerned with sins of omission as well as sins of commission, for we must not only avoid sin but we must also manifest the love of God and neighbor.

### ***Contrition for Sin and Resolution Not to Sin Again***

Contrition is a detestation of sin committed. However, our contrition does not have to be felt because it is not a feeling, but an act of the will. As St. Augustine observed, grief is not penance, but the accompaniment of penance. To have true compunction of the heart, we firmly resolve to sin no more and our sorrow must be based on the love or at least the fear of God.

### ***Confession***

By confessing sins to a priest and receiving absolution, we are assured that our sins are forgiven. In addition, the requirement to confess our sins makes us more conscious of them and helps us realize our weakness and our need for God's mercy.

### ***Acceptance of the Penance***

With the acceptance of the penance given to us by the priest, usually in the form of prayers, we show the willingness to amend our life. In the Sacrament of Penance we are restored to the divine life of sanctifying grace that we lose through mortal sin. We are reconciled to God and His church. Furthermore, we are given the actual graces to appreciate the mercy of God, to atone for sin, and to avoid sin in the future.

### ***Preparation for Confession***

1. Examine your Conscience. Pray to the Holy Spirit to recall past sins.
2. Be sorry for your sins.
3. Promise to change your life with the help of God's graces.
4. Go inside the Confessional room and tell your sins to the priest:
  - *Father, bless me for I have sinned. My last Confession was \_\_\_\_\_ (state when last confession was made)*
  - *These are my sins: (Mention your sins).*

- *Then say: These are my sins which I remember. I ask for God's mercy and pardon.*
5. Listen to what the priest will tell you. Pay attention to the penance the priest gives you.
  6. While the priest is giving you the absolution/blessing, say *the [Act of Contrition](#)*.
  7. Leave the Confessional room and do the penance given to you by the priest outside the Confessional.

## A SHORT GUIDE TO THE EXAMINATION OF CONSCIENCE

### *Reflect upon these questions:*

1. Did you ever doubt that God is present everywhere? Did you ever believe that somebody else is more powerful than God? Did you miss your Morning or Evening Prayer?
2. Have you mentioned the name of God without respect? Have you been disrespectful in the Church? To priests, nuns, the things used in the Church? Did you swear?
3. Have you missed Mass on Sundays and holy days of obligation through laziness and negligence? Did you spend the day quarreling with others and being lazy?
4. Have you been disrespectful to your parents? Did you make them angry? Disobey them or rudely answer back? Did you refuse to run errands for them? Have you been rude to your elder brothers and sisters? To your teachers? To the old folks at home?
5. Have you quarreled with somebody? Have you refused to talk with someone who has hurt you? Have you hurt somebody in words or in deeds?
6. Did you read bad comics or magazines? Did you enjoy looking at immodest pictures? Did you enjoy thinking of impure thoughts?
7. Have you stolen somebody's things? Is there something which you have borrowed and you have not returned? Did you envy others for the things they have?
8. Have you told a lie? Have you accused others of things which were not true? Did you speak ill about others?

### *About Sins*

Some sins are light and we call them venial. Other sins are very serious and we call them mortal. Three things make a sin mortal:

1. It must be a very big sin that is seriously displeasing to God and harmful to others.
2. You know and believe that it is very bad.
3. In spite of that, you decide willingly to go ahead and do it anyway.

When we think we are in the state of mortal sin, we should not receive Holy Communion; we should confess first. When we have venial sin only, we can make an act of a perfect contrition and receive Jesus. We make an act of perfect contrition when we are sorry for our sins because we have offended God who loves us so much. If we are in the danger of death and there is no priest to confess to, we should make an act of contrition. If there is enough sorrow and love, perfect contrition forgives all sins, including mortal sin.

## GUIDELINES FOR CHRISTIAN LIVING

### *The Ten Commandments of GOD*

1. I, the Lord, am your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet anything that belongs to your neighbor.

### *The Two Great Commandments*

You shall love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength. And you shall love your neighbor as yourself.

### *The Seven Sacraments*

1. Baptism
2. Confirmation
3. Holy Eucharist/Communion
4. Penance/Confession/Reconciliation
5. Matrimony/Marriage
6. Holy Orders/Priesthood
7. Anointing of the Sick

## **Special Duties of Catholic Christians**

1. To keep holy the day of the Lord's Resurrection: to worship God by participating in Mass every Sunday and holy day of obligation. We are also to abstain from such work or business that would inhibit the worship given to God, the joy proper to the Lord's day, or due relaxation of mind and body.
2. To lead a sacramental life; to receive Holy Communion frequently and the Sacrament of Penance regularly; minimally receive Holy Communion at least once a year. This precept must be fulfilled during Paschal time unless for a good reason it is fulfilled at another time of year.
3. To study Catholic teaching in preparation for the Sacrament of Confirmation, to be confirmed, and then to continue to study and advance the cause of Christ
4. To observe the marriage laws of the Church: to give religious training (by example and word) to one's children; to use parish schools and religious education programs.
5. To strengthen and support the Church: one's own parish community and parish priests; the worldwide Church and the Holy Father.

6. To do penance including abstaining from meat and fasting from food on the appointed days (Ash Wednesday & Good Friday).
7. To join in the missionary spirit and apostolate of the Church.

## **The Gifts of the Holy Spirit**

1. Wisdom
2. Understanding
3. Counsel
4. Fortitude (Courage)
5. Knowledge
6. Piety
7. Fear of the Lord

## **The Eight Beatitudes**

1. Blessed are the poor in spirit, for theirs is the kingdom of heaven.
2. Blessed are they who mourn, for they will be comforted.
3. Blessed are the meek, for they will inherit the land.
4. Blessed are they who hunger and thirst for righteousness, for they will be satisfied.
5. Blessed are the merciful, for they will be shown mercy.
6. Blessed are the clean in heart, for they will see God.
7. Blessed are the peacemakers, for they will be called children of God.
8. Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.

## **The Works of Mercy**

### *Spiritual*

1. To admonish the sinner.
2. To instruct the ignorant.
3. To counsel the doubtful.
4. To comfort the sorrowful.
5. To bear wrongs patiently.
6. To forgive all injuries.
7. To pray for the living and the dead.

### *Corporal*

1. To feed the hungry.
2. To give drink to the thirsty.
3. To clothe the naked.
4. To visit the imprisoned.
5. To shelter the homeless.
6. To visit the sick.
7. To bury the dead.

## **MISSION, VISION, & PHILOSOPHY**

### **Parish Mission Statement**

Strengthened by the Holy Mass and filled with devotion to the Blessed Mother, we are a parish of faithful Catholic disciples. Our supportive family desires to bring people to the beauty of knowing, loving, and serving Jesus Christ our Lord.

### **School Mission Statement**

St. Mary School is a safe and welcoming community that inspires all to live, learn, and serve as Christ taught us. In partnership with parents and parish community, we provide a quality Catholic education that is focused on faith, academics, and discipleship.

### **Our Vision**

As a community of faith, we believe that a Catholic education creates spiritual, intellectual, and community service elements in the children we serve. We strive to provide a Catholic education for everyone. We believe that each student is a unique gift from God. We embrace diversity and strive to influence the community with our respect and compassion towards all people through outreach and by example. We value our human and spiritual assets that are in our faculty, staff, students, parents, and parishioners. St. Mary Catholic School is committed to shaping the young hearts and minds of our future leaders.

### **Belief Statement**

- We believe we are called through Baptism to be disciples of Jesus and to celebrate the sacraments.
- We believe we are to serve others as Christ taught us.
- We believe in teaching integrity, morals and Catholic values.
- We believe in providing a Catholic atmosphere within the school.
- We believe in promoting a charitable spirit in the school and within the community.

### **Cultural Values for our Parish/School with Current Leadership**

Faith Forward: Lead with liturgy, prayer, devotion and discernment of the Holy Spirit.

Radiating Effects: Discipleship that activates people who are on fire, in love, impacting the poor, and talking about Jesus and his teachings to everyone and anyone without fear.

Knowledge Leads to Love: The charism of religious teaching is present through-and-through, so as to move people's hearts. You cannot love what you do not know.

Transparency Yields Trust: Overcoming gossip and division through communication, subsidiarity, fraternal correction, Confession, and personal conversion.

Impressive Impressions: Showing people passion and love by good stewardship of ourselves, our facilities, and our words and actions. These realities are presented in a clean, organized, safe, and functionally beautiful manner. One must live truly detached from possessions and draw hearts and minds upwards towards heaven through the senses.

### **Graduate Profile**



- Develop a healthy self-concept rooted in self-respect, honesty, and God's love.
- Realize his/her unique potential within a community.
- Worship and adore God, and respect and care for others.
- Adopt moral behavior in light of God's word and accept responsibility for his/her own actions.
- Assume responsibility for and find excitement in lifelong learning and achievement.
- Think imaginatively and openly explore ideas.
- Realize that academic knowledge and skills are tools for recognizing and solving problems, thereby serving and benefiting others.
- Develop physical strength and skills for an active life.

## **Mission Statement for the Catholic Diocese of Green Bay**

As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

- Communities of Discipleship:
- Discover Jesus.
- Follow Jesus.
- Worship Jesus.
- Share Jesus with others.

### *Our Values*

**Explore Potential** - We all have God-given potential. We work together to see the possibilities and the gifts each of us has been given in order to accomplish the vision and mission of the Church to evangelize and impact communities.

**Connect to Inspire** - We are able to accomplish more together than we can on our own. The connection we have with God and others creates growth and excitement.

**Embrace People's Hearts** - Each person is created in the image and likeness of God and is deserving of respect and honor. All of our interactions communicate the positive regard and appreciation we have for each and every one person.

**Empowered to Act** - All baptized Christians are empowered to act according to the gifts given to them by the Father, through the Son, in the Holy Spirit. By living out the diocesan Vision and Mission of missionary discipleship, we are empowered to take responsibility to act.

**Nurture Abundant Life and Growth** - Life is a gift and we are charged by the Creator to protect it and to foster its growth wherever possible. We actively pursue life over death, potential over limitation, and light over darkness.

### *Other Areas of Focus:*

- Serve the life and dignity of all, especially the most vulnerable.
- Use all means of modern day communication to promote the mission of Christ and the

Church.

- Share generously God's gifts in service to Christ, the Church and others.
- Embrace the Shrine of Our Lady of Good Help as a welcoming sanctuary of peace, mercy and healing.
- Assist Catholic Colleges, Catholic Health Ministries, and other Catholic Institutions to strongly embrace their Catholic identity while fostering communities of discipleship.

## **Vision for the Catholic Diocese of Green Bay**

We are missionary disciples striving to lead all people to the Kingdom of God.

## Catholic Statement of Belief

This Catholic Statement of Belief is a condensed version of what we believe as Christians. A fuller expression of these beliefs can be found in the Catechism of the Catholic Church (CCC), which includes scriptural references. While not comprehensive, this Statement is a helpful tool to be shared with those employed by the Diocese of Green Bay as a summary of our beliefs. When working for the Catholic Church, all employees agree to not contradict Church teaching, but sometimes it is not clear to each employee what the Church teaches on various subjects.

What follows are the beliefs and teachings that are a part of the foundation of our Faith and inspire the Vision and Mission of the Diocese of Green Bay. When we share Church teaching, we are sharing the teachings inspired by Jesus Christ himself as found in Sacred Scripture and the Tradition of the Church. To be a missionary disciple is to know, believe, and live out the teachings of our Lord and Savior Jesus Christ. Sharing Church teaching in love is sharing the truth of Christ and is an indispensable part of discipleship.

The following are statements of Catholic beliefs that all employees of the Diocese of Green Bay are asked to respect and support as part of all their diocesan work. The beliefs are to be promoted in diocesan work/ministry and, at minimum, are not to be contradicted or disputed publicly (including social media) or within diocesan resources, programming, and work.

### The Apostles' Creed

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Thus,

1. We believe in the existence of God who is a Trinity of Persons – Father, Son, and Holy Spirit (CCC 232-260).
2. We believe in God the Father, who created heaven and earth, and all humanity in His Image and Likeness (CCC 198-237).
3. We believe that Jesus Christ, the second person of the Holy Trinity, became incarnate, suffered, and died to save all of humanity from their sins and rose again from the dead (CCC 571-682).
4. We believe that Jesus Christ is the only Savior of the world and that anybody who is to be saved is saved through Jesus Christ alone (CCC 432, 422-455).
5. We believe in the power of the Holy Spirit who reveals God and makes known to us Christ, His Word and love for the world (CCC 687-747).

6. We believe that God's Revelation to us is contained both in Sacred Scripture (the Bible which is the inerrant Word of God) and in Sacred Tradition, both of which are safeguarded by the Magisterium of the Church (CCC 51-141).

7. We believe that the two greatest Commandments are to love God and to love our neighbor (Mt 22:34-40).

8. We believe that the Church that Jesus Christ founded subsists within the Catholic Church and is a living, visible reality in the world and that it is fundamentally, One, Holy, Catholic, and Apostolic. The Church and all individuals have a right to religious freedom and to practice their faith (CCC 748-780, 2106-2107).

9. We believe that Mary is the Mother of God and always points the way to her divine son, Jesus Christ (CCC 963-975).

Parish & School Employee Handbook | Page 3

10. We believe that Mary and all the Saints are our brothers and sisters who inspire us and pray for us (CCC 946-962).

11. We believe that Salvation is a free gift from God, which while never able to be merited by our works alone, can be lost by our sinful choices in life (CCC 161-162).

12. We believe that Heaven, Hell, and Purgatory exist (CCC 1020-1037).

13. We believe that the Pope is the Vicar of Christ on earth and is to be respected in his teachings on matters of faith and morals (CCC 77, 860-862).

14. We believe that there are seven sacraments instituted by Jesus Christ to give grace within his Church (CCC 1210, 1211-1666).

15. We believe that there are Ten Commandments given by God to guide us in the moral life (CCC 2052-2557).

16. We believe that the most Holy Eucharist is the Body, Blood, Soul, and Divinity of Jesus Christ truly and substantially contained and really present among us (CCC 1374).

17. We believe that in baptism, we are freed from sin and reborn as sons and daughters of God and incorporated into the Church. Baptism is the only ordinary way by which we can be saved (CCC 1213-1284).

18. We believe that the ministerial priesthood is reserved to men alone (CCC 1577). 19. We believe that the sacrament of marriage is a sacred sign symbolizing the unity of Christ and His Church and that it is a permanent, free, faithful, and fruitful covenant between the couple and the Lord. Reflecting this reality, marriage can only exist between a man and woman. Adultery, contraception, in vitro fertilization, pornography, and sex outside of marriage violate our universal call to chastity and violate the sacred marital covenant (CCC 1601-1666; 2331-2400). 20. We believe in the dignity and worth of every human life. We love and respect those who experience same-sex attraction and help them live God's plan of chastity. Sexual acts between persons of the same sex are sinful (CCC 2337-2359).

21. We believe that God has created us as male and female (Gn 1:26-27). Our gender is a biological reality at birth, and it is sinful to manipulate or mutilate our bodies to change this God-given reality (CCC 2331-2336).
22. We believe that every human life is precious, and that abortion and euthanasia are sinful. The dignity of the human person must always be respected from conception until natural death (CCC 2270-2279).
23. We believe in the forgiveness of sins through the confession of sins to a priest (who stands in the person of Christ) and that no sin is beyond Christ's love and mercy (CCC 1422-1426; 1461-1470).
24. We believe that prayer is a conversation with God and that it is an indispensable part of the Christian life because God loves us personally and calls us to be his disciples (CCC 2558-2565).
25. We believe as baptized members of the Catholic Church (and Christians), we are called to joyfully share Jesus Christ and our Faith (evangelization) in word and action through love and service to all people. The Catholic Church has a special commitment to the poor, the oppressed, and the immigrant for we believe that in serving others we meet Jesus Christ (CCC 422-429, 2419-2425, 2443-2449).

We hope this summary of Catholic teaching is helpful. Should you wish a fuller explanation of the Faith, the complete Catechism of the Catholic Church can be found at <https://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church>.

We realize there is so much more to our Catholic faith than is shared in this brief summary, and each of us may have questions about Church teaching. If you have questions or concerns regarding this Catholic Statement of Belief or any Church teaching, please reach out to a diocesan representative for clarification.

Updated and approved 1/10/23

## GENERAL EXPECTATIONS

St. Mary Catholic School takes seriously its philosophical commitment to develop a faith community and to provide an excellent program to facilitate the growth of the whole person. To achieve these ends, certain general expectations are assumed for both students and parents:

1. Students and parents are expected to support the school's Catholic identity and thought as it manifests itself in religious education, worship, and commitment to service and justice.
2. Students and parents are expected to support the policies of St. Mary Catholic School.
3. Students are expected to attend, with promptness, their classes and all mandatory activities. Parents are expected to cooperate with the school's efforts to maintain a high level of attendance.
4. Students are expected to participate in co-curricular activities in accordance with their time and abilities.
5. Parents are expected to meet their financial obligations on the appropriate due dates.
6. Parents are expected to attend and support parent-teacher conferences and parent organizations.
7. Parents and students are expected to support the general development and fundraising activities of the school.
8. Students are expected to put effort into their studies outside of school on a daily basis according to these approximate guidelines (homework):

Grades 1 and 2 .....	20 minutes
Grades 3, 4 and 5 .....	30 minutes
Grade 6 .....	45 minutes

## GENERAL CHARITY

The practice of charity (courtesy) should be developed by all students as an expression of neighborly love as the Gospel demands. Charity should be integrated throughout the school day and in all relationships. Off-campus conduct reflects the good reputation of students, parents, and faculty. Coming to school and returning home, on field trips, at sports events, and during other off-campus activities, students have the responsibility to maintain behavior exemplary of St. Mary Catholic School.

## ADMISSION POLICIES

Attending a Catholic School is a privilege, not a right. The Principal can, at any time, withdraw any child, subject to the procedure for resolution of disputes.

### **Non-Discriminatory Statement**

St. Mary Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Mary Catholic School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

### **Students with Learning Differences**

St. Mary Catholic School is not equipped to accommodate students who demonstrate severe academic deficiencies and/or behavioral problems, but will make reasonable accommodations for students with a diagnosis by a qualified professional. All new students are accepted subject to a 90 day probationary period.

### **Admissions Priority**

St. Mary Catholic School gives preference in admission first to children who are siblings of current students; second, to children of St. Mary Church parishioners, third, to children of faculty and parish staff, fourth to children of other Catholic parishes, and fifth to non-Catholic students.

### **Admission Requirements**

Children entering Pre-K3 must be three years of age on their first day of school. Students may start mid-year. Children entering Pre-K4 must be four years of age on or before September 1. Children entering Kindergarten must be five years of age on or before September 1. First Grade students must be six years of age on or before September 1.

Prior to the first day of school, all students must be fully toilet trained. The first two issues will be considered an accident. After the third accident, the student will be asked to stay home for a day. After the fourth accident the student will be asked to stay home for a week and the process will start over again. Parents will be notified following each accident. Administration reserves the right to modify this based on their discretion.

Students will not be allowed to wear pull ups. For health and safety reasons teachers and staff will not be allowed to assist in the physical changing, wiping, or cleaning students. If a student is not able to care for their own needs, a parent will be expected to come to school and care for the child in a timely manner.

All applications must include the following documents if they have them:

- certificates of Baptism, First Penance, Confirmation, and Eucharist (if applicable)
- documents relating to custody arrangements (if applicable)
- official transcript (if applicable)

A Screening Test may be administered to all applicants to determine admission and placement. Acceptance and placement of new students will be based on screening test results, standardized test results, and performance evaluation of the most recent report card. Additional testing, interviews and contact with the sending school may be required prior to acceptance and placement. The decision to admit new students from unaccredited schools or home schools will be preceded by testing and evaluation.

## **Transfer/Withdrawal of Students**

When a student transfers from a Catholic school, the date of the transfer and reason for transfer will be recorded on the cumulative record. A copy of the cumulative record will be mailed directly to the receiving school upon request. Copies of cumulative records will be held for all students owing fees.

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This will enable the school to prepare necessary information and settle accounts. No student records may be forwarded until all accounts have been settled.

Refunds will only be given on a pro-rated basis and they will account for teacher contract and instructional preparation time which begins on August 16th of each year.

## **Office Records**

Parents/Guardians are requested to notify the school office in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that the office records may be accurate, complete, and up to date.



## **FEES AND TUITION POLICIES**

### **Application Fee**

A non-refundable fee of \$50.00 per student is assessed at the time of application for students entering 3K and 4K.

### **Tuition**

The school undertakes a significant financial obligation in hiring teachers, purchasing books and supplies, maintaining the facilities, and in obliging itself to meet the normal expenses of operating a school. The only way that the school can meet this obligation is by the regular prompt payment of tuition and fees by parents/guardians for their child(ren). The amount charged for tuition only covers 25% of the cost of educating a child, the rest is subsidized by St. Mary Parish. Active parish families are encouraged to tithe in the weekly collection along with the other parishioners. When school administrators, parents, and the parish work together it is possible to offer an education of high quality, providing for the spiritual, moral and intellectual development of the student. The purpose of the *Educational Services Agreement* is to identify those areas where mutual cooperation is essential, to make clear the mutual expectations of school administrators, parents, and students. Failure to cooperate makes it very difficult, if not impossible, to provide a good education.

St. Mary Catholic School prefers to use direct online giving to collect tuition and all other fees related to the academic school year including but not limited to fees relating to field trips, sports, special events, aftercare services and fundraising obligations. School Choice recipients are never charged additional fees.

Any scholarships offered to students will be applied to the student's remaining tuition balance *after* accounting for any pre-existing tuition credits or carry-over payments.. Refunds for students who withdraw or who leave will only be given on a pro-rated basis and they will account for teacher contract and instructional preparation time which begins on August 16th of each year. Refund amounts will not take into consideration any discounts given from school funds.

Families with tuition balances that are 30 days past due may be asked to withdraw their children from the school if correspondence is not received regarding the financial situation of the family.

### **Tuition Discounts and Financial Assistance**

Tuition discounts and incentives are determined prior to the school year based on how much tuition assistance is available. Discounts and incentives will change from year-to-year and will be published at the time of registration.

Tuition Assistance requests are accepted throughout the school year by contacting the parish priest or principal. Each case will be reviewed according to circumstances and as funds allow.

Children in PreK-3 and PreK-4 are not eligible for tuition aid, unless extraordinary circumstances warrant a recommendation by the pastor or principal.

Tuition aid is limited to a maximum of 75% of the total applicable tuition rate. Only extreme hardships are granted 75% tuition aid.

Prompt payment of reduced tuition is expected, and will be governed by the School Tuition payment policy and a signed Tuition Aid Agreement on file in the school office.

## **Textbooks and School Property**

Standard textbooks and workbooks are provided by the school at no additional fee. Books purchased by the school remain the property of St. Mary Catholic School, and are loaned to students for use in courses in which they are enrolled. All books that are the property of St. Mary School must be covered. Adhesive materials may not be used on books. Students are responsible for proper care of books at all times. Costs of replacement for lost, stolen, damaged, or defaced books are incurred by the student. All lost textbooks will carry a minimum of the face value of replacement cost plus shipping and handling. Severely damaged textbooks will incur a fee of 1/3 of the purchase price of each textbook. Hallway cubbies and desks are the property of the school and may be inspected periodically by the principal or designee without prior notice. Students may be asked to disclose their personal belongings if the administrator(s) deems necessary.

## **Co-Curricular & Extra-Curricular Fund Policies**

Money raised by students, parents, teachers, or others wishing to assist in fundraising remains the property of St. Mary Catholic School, and is administered by the parish, and is controlled by the parish's financial policies.

All money must be turned into the school office as soon as possible. The school and parish office tracks all funds raised by student or parent groups for the school or school activities. A yearly financial report will be given to any fundraising organizations upon request.

The parish will never return funds nor will they issue checks to individuals or families attending the school. All money garnered from fundraising is paid by the parish directly to a vendor.

*No payments should be made directly from a donor to an outside agency.* If a student or student representative circumvents this policy, the school will no longer be able to track funds deposited for that student or activity, and will therefore not participate in any payments to outside agencies for that student or activity.

No student participating in the Wisconsin Parental School Choice Program will be required to participate in fundraising or be charged additional fees for their education at St. Mary School.

## ACADEMIC POLICIES

### Homework

Homework is studying at home and is ordinarily an extension of classroom instruction. The purpose of homework is the improvement of the learning process by reinforcing newly acquired skills, by engaging in preparatory activities such as reading for background, and by extending and applying classroom learning for developing new and deeper understanding.

As stated on page 17, students are expected to put effort into their studies outside of school on a daily, basis according to these approximate guidelines:

Grades 1 and 2 ..... 20 minutes  
Grades 3, 4 and 5 ..... 30 minutes  
Grade 6 ..... 45 minutes

### Grades and Grading

Teachers will provide students with their grading expectations at the beginning of the school year. Grades are recorded on report cards and distributed to parents each academic trimester.

#### The Grading System

<u>Grade</u>	<u>Percentage</u>	<u>Grade Point</u>
A	100 – 93	4.0
B	92 – 83	3.0
C	82 – 75	2.0
D	74 – 70	1.0
F	69 – 00	0.0
I	Incomplete	

#### ***Descriptions of each grade are as follows:***

The Letter Grade of A: indicates an exceptional level of mastery of the subject material, deep understanding of the concepts and ideas presented, a high level of initiative and work beyond requirements, considerable use of higher order critical thinking skills, accomplished ability to write and present material, ability to work and show leadership in groups.

The Letter Grade of B: indicates a high level of mastery of the subject material, understanding of concepts and ideas presented, indication of effort and work done outside of class, ability to use higher order critical thinking skills, ability to communicate effectively through writing and presentations, ability to work in groups and show guidance to others.

The Letter Grade of C: indicates requirements and standards of the course have been met to a comfortable degree, essential understanding of concepts and ideas and necessary

proficiency in skills, thinking skills are adequate although infrequent use of higher order critical thinking skills used, ability to communicate through writing and presentations, ability to work in groups and follow directions.

The Letter Grade of D: indicates requirements and standards of the course have been met to the minimum degree, difficulty in understanding concepts and ideas, thinking skills tend on the lower levels, time is not well used and effort and/or abilities are low, may have difficulty in working in groups.

The Letter Grade of F: indicates the minimum requirements of the course have not been met, a lack of mastery of concepts and skills.

A grade of I (incomplete): indicates that the student's work for the course is incomplete and has not yet received any credit for the course. All missing work must be made up within two (2) weeks from the end of the trimester in which he/she received the I. If all work is not completed within this time, the incomplete will be replaced with an F.

### ***Mid-trimester Progress Reports***

Grades will be maintained in PPowerSchool. Parents can have access to see their child's current grade in PowerSchool. Teachers are expected to record scores in PowerSchool within 72 hours of an assignment being turned in or a test being completed. If students are having academic difficulty or are in danger of failing, Progress Reports are sent at the mid-trimester grading period. It is the duty and obligation of parents to be aware of the academic progress of their children and take the necessary measures to assist them.

### ***Mid-trimester Progress report dates:***

October 16, 2025

January 22, 2026

April 23, 2026

## **Report Cards**

Report cards are issued every 12 weeks to all students in 3K through 6th Grade. Parents and students are encouraged to attend a conference with the teacher at the end of the first grading period to discuss student progress.

### **Report card dates:**

December 1, 2025 (Family Folders)

March 5, 2026 (Family Folders)

May 28, 2026 (Sent home with student)

## **Parent-Teacher Conferences**

Teachers are available throughout the school year for conferences with parents by appointment only. Parents should call or send an email to arrange an appointment with the teacher during the teacher's conference period or after school at a mutually convenient time. Please do not come to meet with a teacher without an appointment or try to have a

conference during dismissal time or at the morning mass.

## **Standardized Testing**

St. Mary School follows the testing program specified by the Diocesan Schools Office. Renaissance STAR (Standardized Test for the Assessment of Reading) test is administered three times a year for all students in grades K-6. Standardized test results are sent home and posted in the student's cumulative records.

## **Reading Promotion Policy for 3rd-4th Grade Students**

Adopted June 3, 2025

### **Purpose**

This policy is designed to help 3rd and 4th grade students reach grade-level reading proficiency by providing intensive support. We follow Wisconsin Department of Public Instruction standards and the Right to Read Act 20 to ensure that each student receives the reading instruction, monitoring, and resources necessary to succeed.

### **Who is This For?**

This policy applies to all 3rd grade students, their teachers, school administrators, and families. It includes specific supports and requirements for students with identified reading deficiencies and includes processes for providing necessary instruction and monitoring progress.

### **Policy Goals**

1. Identify and Support: Identify students with reading deficiencies and provide them with intensive instructional services and progress monitoring.
2. Parental Notification: Keep parents informed in writing about their child's reading progress and the supports provided.
3. Grade-Level Success: Ensure all students can read at or above grade level by the end of 3rd and 4th grades, with continued support as necessary.
4. Intensive Summer Program: Offer a summer reading program to support students until they achieve grade-level reading proficiency.

### **Policy Details**

#### **1. Assessment and Progress Monitoring**

- Reading Assessments: All students will take school-based reading assessments three times per year (beginning, middle, and end) and the Wisconsin Forward Exam to track reading levels.
- Progress Reports: For students identified with reading deficiencies, teachers will provide regular progress updates to parents and offer specific improvement plans.

#### **2. Required Services and Supports**

- Intensive Instructional Services: Students identified with reading deficiencies will receive targeted instruction to address specific areas of need. This may include Title I services, one-on-one or small-group tutoring, personalized lesson plans, and specialized reading materials.

- Progress Monitoring and Remediation: Teachers will monitor these students' progress closely, using assessments and data to adjust instruction as needed to support improvement.

- Parental Notification: Parents or guardians will be notified in writing if their child has a reading deficiency. This notification will include a detailed description of the intensive instructional services and supports being provided to help the student improve in identified areas.

### 3. Summer Reading Program

- Eligibility: Students who have not achieved grade-level reading proficiency by the end of 3rd grade will be enrolled (if available) in an intensive summer reading program, which will continue each summer until they reach grade-level proficiency as measured by a summative assessment.

- Program Structure: This program will provide intensive reading instruction and support for students. Sessions may include small-group work, one-on-one instruction, and other evidence-based interventions.

- Duration and Format: The summer program will run for the duration of the local public school summer school program. Both in-person and online options (if available) will be available to accommodate family schedules.

- Progress Evaluation: At the end of each summer session, students will be reassessed to determine if grade-level proficiency has been achieved.

### 4. Good Cause Exceptions

Certain students may be eligible for a "Good Cause Exception" from mandatory summer programs or retention:

- Limited-English Proficient Students: As defined in Wis. Stat. § 115.955(7).

- Students with IEPs: Students with an Individualized Education Plan (IEP) that specifies that the examination is not appropriate.

- Alternative Proficiency Assessment: Students who score proficient on an alternative, approved standardized reading assessment.

- Students with 504 Plans or Extended Intensive Intervention: Students with IEPs or 504 Plans who have received intensive intervention in reading for more than 2 years and continue to demonstrate deficiencies, including those previously retained in kindergarten through 3rd grade.

- Multiple Retentions and Ongoing Deficiency: Students who have received intensive reading intervention for two or more years, continue to have reading deficiencies, and have been retained in kindergarten through 3rd grade for at least 2 years.

### 5. Advancement to 4th Grade

- Promotion Criteria: Students who meet grade-level reading proficiency by the end of 3rd grade or after completing the summer program will advance to 4th grade.

- Ongoing Support: Students who require additional support in 4th grade will continue to receive targeted reading intervention to support progress.

## Review and Adjustments

This policy will be reviewed annually to ensure compliance with Wisconsin Department of Public Instruction standards and the Right to Read Act. Adjustments may be made based on feedback from teachers, parents, and students to enhance the effectiveness of our reading support programs.

## GRADUATION

### Participation

Students who have failed two (2) or more classes will not be allowed to participate in the graduation ceremony.

Students may not be permitted to participate in the graduation ceremony for behavioral or disciplinary or other reasons.

If tuition and fees are not paid in full, a student may not be allowed to participate in the graduation ceremony.

*Graduation from St Mary School is a special event for our sixth grade students. The graduation mass is a formal event and celebration of each graduate. The event is a formal event and attire should reflect formal clothing.*

Male graduates will be required to wear a long-sleeved dress shirt, dress pants, dress socks, dress shoes, and a tie/bow-tie.

Female graduates will be required to dress in formal attire; options include dresses, jumpsuits or a formal top with dress pants; dresses should be of appropriate length per the clothing policy on page 44.

Dress shoes should be worn.

As a student receives his/her diploma we ask that parents/family/friends remain in their seats. You may take pictures following the graduation ceremony. The sacredness of the liturgy and the ceremony is of utmost importance.

## SCHOOL POLICIES

### Daily Schedule

Students should not arrive at school *before* 7:30 AM. Students will be supervised in the school or on the playground from 7:30 AM until 7:45 AM. Activities like board games, quiet reading, and studying are encouraged.

Please Note: *The school will not accept responsibility for supervision of children before 7:30 a.m. except in conjunction with the early drop-off program or a school-sponsored activity.* If parents choose to drop-off students prior to 7:30 a.m., please be aware that they must be enrolled in the early drop-off program. No exceptions.

**St. Mary School follows the Luxemburg-Casco School District in canceling school due to inclement weather conditions. This information is broadcast on radio and television early on the day in question. Other cancellations by the LC School District not involving weather (i.e. State Sports Competition) may not affect St. Mary School.**

Daily instruction takes place from 7:55 AM to 2:45 PM.

### Lunch Schedule

Lunch will begin at 11:30 AM. Students will come to the cafeteria at staggered times, beginning with the upper grades first, in order to minimize long lines and wait time for students.

#### Recess Schedule

Students may go to recess beginning at 12:00 PM after finishing their lunch and picking up after themselves. Recess will run until 12:30 PM.

### Rules for Outdoor Play

Revised April 8, 2025

1. Once outside, students must stay outside, unless there is an emergency.
2. Pushing, shoving, and other rough play is not allowed.
3. Students will respect other students' space, clothing, and equipment at all times.
4. If a student misbehaves, he/she will receive a verbal warning. (1st consequence)  
If misbehavior continues, the student will be removed from the activity. (2nd consequence)
5. Once the bell or whistle sounds, students are expected to stop playing, pick up the necessary equipment, and move quickly and directly toward their lineup spot. Once in line students are to face forward, keep hands to themselves and be quiet.
6. A student may not go into the street for any reason. The aide must retrieve any playground equipment that goes into the street or goes over a fence.



7. Playground equipment must be used in the manner in which it was intended to be used. Students may bring their own balls from home as long as they are clearly marked with their names. St. Mary School is not responsible for any lost or broken equipment.
8. Kickball games are to be played on one of the diamonds.
9. If necessary, recess aides will make and assign a schedule for the field and diamonds.
10. No playing on the lawn around the rectory, garage (south and west sides) and church.
11. Students need to stay from the dumpsters areas.
12. The church parking lot may be used when approved by the playground supervisor.
13. Students may not go down the slides head-first.
14. If students are arguing during group play (examples: Gaga pit, kickball, 4 square, tetherball etc.), they will need to leave those areas.
15. Students using the sandbox need to stay on the outside of the sandbox. No throwing sand or bringing stones into the sandbox.

Weather-related Rules:

16. Students need to change their shoes when it is wet outside or if they go off the blacktop.
17. If the temperature is below 55 degrees Fahrenheit students need to wear a jacket.  
(A jacket is defined as a layer of outerwear to be worn in addition to what a student is wearing in the classroom)
18. If weather permits, jackets may be taken off and placed on the fence.
19. If there is any amount of snow on the ground:
  - a. 3K- 2nd grade are required to wear boots, snow pants, and ALL other winter gear.
  - b. 3rd-6th grade may go off the blacktop wearing boots only. However, if they show they can not make good decisions, they will lose this privilege moving forward. If this happens, they will need to wear their boots, snow pants, hats, gloves, etc.
  - c. Snow hills: The playground aides will decide if the snow hills are to be used. Students may not slide down head first, jump off the hills or push or shove others. If students are not following the rules, they will be removed from the hills.
  - d. No throwing snow or playing with ice.

\*Accidents and Injuries: Injured students should not be moved without the approval of a playground aide. If the accident warrants it, an accident report will be completed by the playground aide on duty. If a student is sent into school with a minor injury, he or she will be accompanied by one other student. A playground aide will use the walkie talkie to notify someone in the building if necessary.

## Rules for Indoor Play

Revised August 24, 2023

1. Quiet games are encouraged.
2. All classroom doors are to be left open during indoor recess.
3. Children shall remain in their classrooms, with no exceptions. Bathroom privileges will be granted, but only one student may go at a time.
4. No playing by the teacher's desk or other personal belongings.
5. No running, shouting, or horseplay.
6. No playing in the closets.
7. No standing on the furniture.
8. Playground equipment may not be played within the classroom.
9. No writing on the whiteboards, SMARTboards, or chalkboards unless the teacher has given permission prior to the noon recess and has informed the recess aide.
10. Disorderly conduct will not be tolerated. Any child that is disorderly will remain in his/her desk until the noon recess period is finished.

\*Teachers are in the cafeteria if assistance is needed.

One recess aide will monitor the north side of the school (grades 4K, 3rd and 4th). One recess aide will monitor the south side of the school (grades 3K, 5K, 1st and 2nd). Grades 5th and 6th will help clean up in the cafeteria, help monitor other grades or filter into 3rd or 4th grade.

## Attendance

Attendance will be taken in the classroom each morning by 7:55 AM. If a student arrives after 7:55 AM, they are considered tardy. Students arriving after 7:55 AM need to check in through the office.

### *Absences*

- A student may not accumulate more than four absences per trimester and ten for the school year.
- Parents are requested to call the office early in the morning if a child must miss school. Teachers will be notified.
- Parents *must* send a note specifying the reason for the absence(s) when the child returns to school. In cases where a child is ill for more than three consecutive days, a doctor's certificate must accompany the parents' note.
- Students who are absent will have one day to make up work for each day they were absent.
- Parents are asked to check PowerSchool for homework assignments that may be missed during a student's absence. If assignments are not listed on PowerSchool, parents should contact the office so that the office may notify the teacher.
- In the event of a "planned" absence, parents are asked to send requests for homework to the school office 24 hours before they plan to pick up the homework so

that the teacher may have time to collect all the necessary materials.

- Students who are absent from school may not practice or play in any athletic activities the day of their absence.

#### *Full or Half Day Attendance*

- Diocesan policies require that a student be in attendance for at least four hours during a school day to receive credit for attendance that day. To receive credit for half day attendance, a student must be present for at least two hours in the morning or afternoon exclusive of the lunch period.

#### *Virtual Attendance*

Virtual or blended course offerings may use nontraditional data, such as course progress, engagement, synchronous instructional time, system activity, student logs, etc. to create an equivalency that can meet the rules of traditional reporting. Teachers will continue to take daily attendance when students are in session based on their cohort assignment for each course using our Powerschool student information system with the appropriate tracking codes.

#### *Accidents & Illness*

At registration each parent fills out an emergency information card listing the parents' address and telephone numbers at work and at home; physician's name and telephone number; and the names and telephone numbers of one or two persons who have agreed to assume responsibility when the parents cannot be reached. In case of serious accident or illness, the parents will be called immediately to take charge of the child. Please inform the office of any changes throughout the year.

Students who are ill should not be sent to school, especially if they have a fever. Please respect the teachers and other children by keeping sick children at home until they are no longer contagious. If a student develops a rash, a temperature of 100 degrees or more, or is exhibiting signs of illness or infestation, the parents will be asked to take the child home.

Students may not return to school until he or she has been free of fever (without medication to lower the temperature) for 24 hours. Students with a cough, shortness of breath, new loss of taste or smell, or who has taken a medicine to lower temperature will be sent home per Department of Health guidelines.

#### *COVID-19*

A student or employee who is diagnosed with COVID-19 must follow any procedures as outlined by their county health department and Kewaunee County Health Department.

1. If a student is exhibiting signs of an illness, especially a cough or fever, it is at the complete discretion of the teacher (in conversation with the pastor or principal) as to whether that student is sent home for the day.
2. At this time, there are no other COVID-19 protocols in place.
3. Masks:

- a. The use of masks is optional for any illness and is at the discretion of the parent. Staff may wear masks at their discretion as will. No student or teacher will be singled out for wearing a mask or not wearing a mask.

*Other guidelines for excluding students from school include:*

- vomiting, nausea or severe abdominal pain
- sore throat, acute cold, or persistent cough
- red, inflamed, or discharging eyes
- earache
- Communicable Diseases such as: Lice, Strep throat, Flu, Pink eye, Fifth Disease

## **Medication**

If your child has a medical condition that requires medication to be given during school hours, office personnel will dispense the medication only if it is in a prescription labeled container, accompanied by a “Medication Permit Form” signed by the parent and physician. This includes aspirin, Tylenol™ or cough drops. A copy of the “Medication Permit Form” may be obtained in the school office. See form in Appendix.

## BEFORE AND AFTER SCHOOL CARE

### **Early Drop Off**

As a rule, St. Mary School is no longer offering early morning child care. It is possible to arrange for early drop off starting at 7:00AM for a small fee. A family must register for early drop off at least two weeks ahead of time. If a late addition is required, the family must contact the school office before dropping their child off, and services are not guaranteed. Acceptance of late additions is dependent on available space and staffing. When school experiences a delayed start for any reason, the early drop off program will automatically be delayed for that same time. When a child is dropped off, a parent **MUST** walk in the child through Door #4 by the back playground. Breakfast and a snack will **NOT** be provided. The cost will be communicated to each family.

### **After School Care (SMASH–St. Mary After School Help)**

Our St. Mary After School Help program follows our school calendar. SMASH WILL NOT BE OFFERED ON SCHEDULED EARLY RELEASE DAYS OR WHEN SCHOOL IS UNEXPECTEDLY CALLED OFF EARLY SUCH AS ON A INCLEMENT WEATHER DAY. We provide homework help and learning time from after school until 5:30PM. Students gather in the cafeteria which affords a location for all age levels. Students are welcome to join as many or as few days as they would prefer. The cost is a flat rate per day and will be determined before the start of school. The cost for non-St. Mary students from the public school will be slightly higher.

Call or email the school office to inform us if your child(ren) will be joining. The deadline to call or email is 1:00pm on the day of use. All parents who sign-up their children on a regular basis may request a school FOB to allow them access to door #4 by the playground during SMASH times. A \$10 deposit per FOB will be required.

## Arrival and Dismissal Procedures

Parents and guardians are requested not to come into the halls with children in the morning nor wait for them in the halls in the afternoons. If parents must pick up a student for any reason during school hours, they must go to the office. You cannot go to the classroom to pick up students for appointments.

### Arrival

Drop-off time begins at 7:30 AM. Parents who need to drop off prior to 7:30 AM must enroll in the early drop off program. In the morning, all students and parents should enter through door #1 off of Main Street. Parents with students in 4K - 6 should not enter the building unless they need to go to the office. 3K parents may enter the 3K classroom to help their child get organized. Parents should park in the church parking lot or in front of the parish office. The yellow safety lines in front of the school are for buses only and/or drop-off when no parent is exiting the vehicle. For safety reasons, families are NOT allowed to park on the cemetery side of the road.

### Dismissal

Parents should park in the church parking lot or in front of the parish office. The yellow safety zone in front of the school is not available for picking up students. For safety reasons, families are NOT allowed to park on the cemetery side of the road. A teacher will walk your child out to the sidewalk in front of Father's house. Your child will not be allowed to leave until the teacher sees you.

Students enrolled in the St. Mary After School Program (SMASH) will be collected at 2:55 PM and walked downstairs to the cafeteria. Parents will be able to pick up their child(ren) from SMASH through door #4.

**There is no parking allowed immediately in the front of the school (marked yellow curb and NO PARKING signs) at any time during school hours. Students may be dropped off along the curb but should exit the vehicle on the school side. Parents must remain in the vehicle and depart as soon as the student(s) safely exit the vehicle. There is no parking or student drop off permitted on the north side of the school (Hickory St.).**

## School Bus Conduct

The Luxemburg-Casco School District provides bus transportation for students of St. Mary. Students who ride the school buses are expected to follow the rules established by the Luxemburg-Casco School District and to obey the school bus drivers. These rules are listed on the next page. Failure to abide by the rules or to obey the bus driver may result in disciplinary action which can include suspension of bus privileges.

Transportation to and from school can be carried out safely only if there is complete cooperation between guardians, students and drivers. The bus drivers are responsible for their passengers. They must be as free as possible to devote their full attention to driving safely. Any distractions caused by passengers makes the job more difficult and compromises the safety of all.

**For the safety of passengers, the following rules must be followed:**

- \*Observe classroom conduct. Riding the bus is a privilege and an extension of the school day. The driver and all passengers must be treated with respect.
- \*Students must enter and exit the bus in an orderly manner. No pushing, shoving or fighting. Keep hands and feet to yourself.
- \*Be courteous, no shouting, no yelling, and no foul language.
- \*Students must remain in their seats. No standing, changing seats, or moving about while the bus is moving.
- \*Do not eat or drink on the bus.
- \*The bus must be respected and treated with care. Throw any trash in the garbage and not on the floor. Vandalism of any type will not be tolerated.
- \*Keep head, hands, and feet inside the bus.
- \*Wait to cross the street and/or approach the bus only after it has stopped, the driver has put on the flashing lights and has signaled to cross.

## COMMUNICATION

### **Weekly Family Envelope**

On Thursdays, a weekly white envelope will be sent home with any papers from the office, Home and School, or notes to individual students. Families can opt into getting the weekly family envelope in a digital format.

### **Disciplinary Referrals**

Disciplinary Referrals will be sent home for parent signature for infractions of the disciplinary code.

Faith Positive referrals will be sent home to recognize students going above and beyond with good behavior!

### **Website**

St. Mary School maintains a school website at <https://www.stmarysluxemburg.org/>. Our website contains information about St. Mary School programs, including student activities. Each student's participation in our website is subject to and governed by a parent/guardian's release and instruction form authorizing the student's participation, or limiting participation, in the school website publications. The school website is located at <http://stmarysluxemburg.org/>

### **Facebook**

St. Mary School maintains a Facebook page. You may follow us there by finding us under the name, "St. Mary School of Luxemburg, WI" or by searching @stmarysluxemburg

### **Classroom Observations**

Parents who wish to observe a class during instruction time must secure permission from the principal not less than 48 hours before the desired observation time by completing an observation form. In order to prevent disruption of classroom instruction, observations are limited to one parent at a time for a maximum of 60 minutes. Observers are not to interact with the teacher or with students during observations.

### **Complaints and the Principle of Subsidiarity**

In keeping with the church principles of subsidiarity, problems should be solved at the lowest level whenever possible. Thus, persons having a problem with a teacher should go directly to that teacher before going to the principal.



## Grievance Procedures

Disputes or conflicts can arise in an educational setting. It is important that such matters be resolved as quickly as possible. Students, parents, and/or guardians who feel that they have a legitimate grievance related to school practices, policies or relationships shall be expected to adhere to the following procedures. The purpose of this procedure is to produce, at the lowest possible level, equitable solutions to grievances in a spirit of justice and charity.

**1) *Discussion with concerned parties:*** Discuss the grievance complaint with the parties concerned at an informal meeting as soon as possible after the incident. If this must be done during school hours, an appointment may be made through the office for a time that will not interfere with the normal school routine.

**2) *Administrative Meeting:*** If the matter cannot be settled informally by the parties concerned, they must request a meeting with the principal. Prior to the meeting the parties concerned should provide written documentation detailing their concern. The principal will assess the issues and make a final decision. If the problem is not resolved satisfactorily, the parent/guardian or the principal may then request a meeting with the pastor.

If the dispute or conflict is with the principal, the first step for parents/guardians is discussion of the problem with the principal. If the problem is not resolved satisfactorily, the parent/guardian or the principal may then request a meeting with the pastor.

## CONFIDENTIALITY

Our school is very much part of the local community. We pride ourselves on the number of outside visitors we have to the school and the positive feedback we receive about the friendly atmosphere and positive ethos at St Mary. As with all places of work, people will express opinions and make judgements as they see fit. This agreement is intended to help you understand how to protect the friendly and agreeable atmosphere we have, whilst also being aware of the need for professionalism. It is important to respect and recognize the trust that is placed in you when you are invited into our school community as a visitor.

I understand that during my time at St Mary School...

1. I must ensure that anything I overhear or am told is not repeated or shared with anybody who should not be party to that information. I will keep confidential any information heard, read or shared between staff members, outside agencies and parents/carers regarding a child or the child's family. In brief, anything heard in school stays in school and must go no further.
2. I will not post confidential information regarding children, staff members or parents on social networking sites such as Facebook, Twitter, etc. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
3. I must ensure that anything I hear that raises questions about the professionalism of someone working at the school is immediately passed on to the school principal or parish pastor.
4. I must ensure that if I notice anything of concern regarding a child, or if a child reports anything of concern to me, I will notify the designated person for child protection.
5. I must ensure that conversations of a sensitive nature regarding children or adults take place in a private space.
6. I must ensure that paperwork regarding children, parents or members of staff is not left on display at any time. Similarly, any paperwork that holds information of a personal or sensitive nature and that is no longer required, must be sent for shredding.
7. I will at all times be fully aware that staff and volunteers may well have connections (both family and friends) within the school and may overhear conversations of a sensitive nature.
8. I will uphold the good name of St Mary School in discussions both inside and outside school.

## **Counseling Opportunities**

St. Mary Catholic School does not employ a guidance counselor. If there are times when students will need to avail of professional counseling services, they will be referred to Catholic Charities through the Dioceses of Green Bay. The school administration will provide families with contact information when necessary, and/or when requested by the family itself.

## CRISIS PLANS

### Fire Alarm and/or Bomb Threat

A fire or fire drill is an extremely serious matter. It could be a matter of life or death. Smoke is responsible for more deaths than actual fires. Students who do not follow directions will be referred to the administration for proper action.

1. All teachers and students are expected to know the fire exit route from any classroom or area where they are. Fire exit routes or alternatives should be familiarized during the first week of the school year. Directions indicating the route to be used are posted in each classroom.
2. Silence must be observed from the time that the fire alarm rings until all students are at their standby stations in order to hear directions.
3. At the sound of the fire alarm, all should at once begin to file out led by the teacher to indicate the route.
4. The student closest to the door is to see that it is propped open or held while students exit the room. The last student out of the room should close the door.
5. The pace for the fire drill is a fast walk. Leaders need to set the pace.
6. Keeping streets and driveways clear for emergency vehicles is necessary. Each teacher should take a gradebook or seating chart and report any missing student or additional students who may have joined from a hall or lavatory pass.

### Tornado

1. A tornado or tornado drill is an extremely serious matter.
2. All teachers and students are expected to know the exit route from any classroom or area where they are in the school. Exits or alternative routes should be familiarized during the first week of each semester.
3. Students will remain inside the building in their assigned safe area until the “all clear” signal is given.
4. Silence must be observed from the time that the tornado alarm rings until all students are at their standby stations in order to hear directions.
5. At the sound of the tornado alarm, all should at once begin to file out lead by the teacher to indicate the route.

### Inclement Weather and School Closing

**DURING INCLEMENT WEATHER**, St. Mary School will follow the schedule of the Luxemburg-Casco School District for closing and late starts. A Remind message will be sent to those parents who signed up, along with a Facebook post, and a message on the top of our website.

## CUSTODY

This school abides by the provisions of the Buckley Amendment with respect to the rights of

non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school related information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide St.Mary Catholic School with a court-certified copy of the court order.

## DISCIPLINE POLICY

### **I. Philosophy and Goals**

St. Mary School is committed to creating an environment wherein parents, students and teachers continually strive to build a community of faith.

Discipline is an important part of this environment. St. Mary School seeks to foster the spiritual, intellectual, cultural, moral and physical development of all students.

Students and faculty should understand that one of their first obligations in a Catholic school is to respect the dignity of all members of the school community.

At its root, the word discipline actually means "*to teach*." Just as Jesus was the teacher of

his disciples, staff members need to use every opportunity and resource available to them to teach students how to display appropriate behavior at all times and in all settings.

The principal and/or the pastor will make all final interpretations and decisions regarding implementation of the discipline policy.

## **II. Withdrawal by the school**

Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

## **III. School-Wide Code of Conduct**

1. **Each student is expected to live in accord with Gospel values: *“Do unto others as you would have them do unto you.”***
2. **Academic honesty is expected of all students, in all classes, in all grades.**
3. **Each student is expected to respect the Holy Spirit dwelling within each person.**
  - Students will be kind, considerate and courteous to everyone.
  - Students will not use physical or verbal intimidation toward another individual (fighting, hitting, temper tantrums, kicking or throwing an object at others, name calling, teasing, put-downs) on or off campus. Assaults on students or staff will not be tolerated.
  - Students will not use offensive, profane, or obscene language (written, spoken or gestured), nor possess obscene books, magazines, pictures, or objects.
  - Students will not play games involving physical contact including “play-fighting.”
  - Students will not engage in any inappropriate public display of affection, including but not limited to holding hands and kissing.
  - Students will adhere to the Code of Conduct at all school sponsored events, including but not limited to excursions or field trips, athletic events both on and off the school campus, bingo, and other special events.
  - Students will adhere to the uniform policy, including personal neatness and proper grooming.
  - Students will follow classroom rules.
4. **Each student is expected to respect school property and the property of others.**
  - Students will not deface, destroy or steal school property, equipment or materials. If deemed appropriate by the school administration, students’ parents must pay for damages to school property. Students will keep textbooks clean and covered.
  - Students will observe the Commandments that prohibit stealing and coveting another’s property.
  - Classrooms and campus areas must be left orderly and clean. Students are not to move desks unless expressly requested to do so by the teachers.
  - Chewing gum is prohibited.
  - Bringing of personal sporting equipment to school is greatly discouraged. Such

equipment can be lost, damaged, or stolen.

5. **Each student is expected to contribute to a safe and drug-free environment.**
  - Students will not use, possess or distribute narcotics, controlled substances or drugs, including alcohol or tobacco.
  - Students will not possess or use a firearm, knife or any object that might be considered a weapon.
  - Students will not absent themselves nor leave the school building or grounds without authorization.
  - Students will not engage in dangerous play or disruptive behavior in the school building or on the school grounds.
  - Students are prohibited from participating in any behavior or event that has the effect of disrupting school activities or that fosters, enhances, or encourages gang activity. A gang is any association of three or more individuals whose primary purpose is the commission of antisocial behavior or criminal activity.
6. **Students will conduct themselves in a manner conducive to the learning process.**
  - Students are not permitted to make or receive telephone calls. An office staff member or administrator will place the call in case of an emergency.
  - Deliveries of check or money to students are not permitted.
  - All electronic devices such as, but not limited to: cameras; video recorders; CD players, MP3 players, iPods; radios; and tape recording devices are not permitted. Such equipment can be lost, damaged, or stolen. These devices will be confiscated and held in the office until the parent/guardian claims the item.
  - Students must not bring any form of toys or games (such as playing cards or video games) to school, as school is *not* the place for these items. These items will be confiscated.
  - Computer software of any kind may not be brought to school. These items will be confiscated.
7. **All behavior expectations will be consistent with the St. Mary Way.**
  - Be Safe
  - Be Responsible
  - Be Respectful
  - Be Christ-Like

#### **IV. Disciplinary Action**

It is the domain of the teachers to maintain discipline and positive behavior in their classes. This is best done when *clear procedures and guidelines* are established and followed through at the *beginning* of the year. It is of vital importance that discipline is dealt with fairly and consistently.

It is also the responsibility of teachers to assist in maintaining positive discipline throughout the school community. Teachers should take all opportunities to correct and guide students both in class and in the school at large.

When a student repeatedly misbehaves or engages in serious misbehavior, the student will be referred to the office for further disciplinary action. The consequence applied will follow a

progressive scale of discipline that ranges from a simple time-out and conference with the principal or designee to a missed recess or loss of privilege. All consequences must have a component of student understanding and reflection of the behavior expectations as well as a level of restorative justice (fixing the situation and making it right again). For serious misbehavior infractions, the student may be suspended in-school, out-of-school, or possibly referred for expulsion.

Any time a student is removed from the classroom for misconduct, a parent will be notified. Teachers are also expected to notify parents before any such removal if the student action is a repeat behavior that has already been addressed in the classroom prior to the current incident. Parents are important partners in this discipline policy and clear and open communication is vital, therefore, parents need to be notified prior to any behavior becoming chronic and escalated.

### **Administrative Conference**

Should a student clearly violate specific behavioral, academic or attendance expectations of the school, or seriously discredits the reputation of St. Mary Catholic School, the school administration will hold a conference with the student and his/her parents/guardian, to discuss further fair and proper steps that need to be taken.

### **Expulsion**

Any student who clearly violates specific behavioral, academic or attendance expectations of St. Mary Catholic School may be removed from the school environment. Expulsion of a student is a grave matter, and will be used only when absolutely necessary. A parent of a child being considered for expulsion has the right to have a hearing before the school board. Such requests must be made within two (2) days of being informed that the school is intending to expel the student. A hearing must then be held within seven (7) school days from the date of the request being submitted.

Students expelled from St. Mary Catholic School are ineligible for readmission at a later date. All expulsions are made in consultation with the pastor. The student's transfer records will show that the student has been expelled for non-compliance with school rules and policies.

In all cases, the school reserves the right to expel a student or to ask parents to withdraw a student whose misbehavior is serious or repeated. The principal has the right to waive or impose consequences based on mitigating circumstances or intent.

While every effort will be taken to keep the student enrolled at St. Mary Catholic School, expulsion remains an option at the discretion of the administration. Expulsion of a student is a grave matter, and the severity of infractions will be dealt with on a case-by-case basis.

**Note:** St. Mary Catholic School reserves the right to inspect school property at any time. If there is concern for the safety of students, St. Mary Catholic School also reserves the right to search students. Hallway cubbies and desks are the property of St. Mary Catholic School, and may be inspected periodically by the Principal or designee without prior notice. Students may be asked to disclose their personal belongings during such investigations, especially as



the administrator(s) deem(s) necessary.

### **Bullying/Harassment Policy**

It is the policy of St. Mary School that the educational environment reflects Catholic values in attitudes and actions at all times, and that all persons are to be treated with dignity, respect and courtesy. Our school strives to provide a safe, secure and respectful learning environment for all persons in school and parish buildings, in social media, on school and parish grounds, on school buses, and at school and parish-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders. The school and parish consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process.

It is the purpose of this policy to ensure that the educational environment is safe from physical or emotional conduct that bullies, threatens, demeans, harasses or insults students. Bullying is deliberate or intentional student behavior using words or actions, or electronic communication, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. In these instances, the bullying behavior is also considered harassment.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, biting, kicking, repeated pinching, other acts of physical harm, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, sexually suggestive remarks, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, organized or overt social exclusion and sending insulting messages or pictures by electronic devices – also known as cyber bullying)

Bullying behavior is prohibited in the school and any parish buildings. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Any school employee who observes or becomes aware of acts of bullying will promptly report these acts to the school principal. The teacher shall be informed if it was an incident outside of their classroom, and an incident report shall be completed. Incident reports will be filled out for major bullying behavior such as assault, threats, and insults, or for repeated instances of minor cases such as taunting, exclusion, and teasing. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned

individual, is encouraged to report the conduct to a school/parish staff member or principal who shall be responsible for discipline per discipline policy.

Reports of bullying may be made verbally, but must be made in writing and may be made confidentially. All such reports will be taken seriously. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school or parish official receiving a report of bullying shall immediately notify the school principal. A copy of said report shall be given to the classroom teacher, principal, school secretary, and be stored in the student's cumulative file. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. The principal will conduct an investigation of the bullying report as soon as possible, interview the person(s) who are the victim(s) of the bullying and the persons who are the initiators of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each person involved in the bullying will be notified. Individuals that fall victim to bullying have access to counseling services provided by the Green Bay Diocese.

The school or parish shall maintain the confidentiality of the report and any related pupil records to the extent required by law. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school or parish administration and board may take disciplinary action, up to and including parent conferences, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

The policy will be distributed annually to all students enrolled in the school, their parents and/or guardians and employees.

## **V. Violence – Threatened and Acted**

All threats of violence will be taken seriously and dealt with accordingly.

## **VI. Conduct, Whether Inside or Outside the School**

The student is a St. Mary Catholic School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

---

### **DRUG-FREE CAMPUS**

The campus of St. Mary Catholic School is a drug-free campus. Any controlled substances such as alcohol, marijuana, methamphetamines (ice), barbiturates, amphetamines, narcotics, mind altering substances, cigarettes and tobacco, any other illegal substances or any substances deemed unfit for our campus by the administration are strictly forbidden. Any

violation of this policy will be dealt with on an individual basis, however, an immediate administrative conference will be held and expulsion is a likely result. The administration reserves the right to search the possessions of a student's belongings, including, but not limited to, the student's desk and hallway cubbie if there is a suspicion of an illegal substance.

---

## OTHER RULES AND REGULATIONS

### Visitors

St. Mary Catholic School is a closed campus. Parent(s)/Guardian(s) wishing to visit must give prior notice to the school and secure a visitor's pass from the administrative office. Visitors are not permitted to go directly to a classroom, or to loiter on campus or in the parking lot. Visitors are to wait in the office for the person they wish to see. See Appendix H for the full Visitation Policy.

### Volunteers

#### **VIRTUS and Background Checks**

You are encouraged to volunteer/chaperone in ANY capacity at St. Mary Catholic School. Prior to your service you must complete virtue training and a background check. This process is required only once.

Virtus - Please visit <https://www.gbdioc.org/protecting-our-children/virtus> to learn more about the VIRTUS program, including dates and locations of upcoming VIRTUS training sessions.

#### **Background Check**

Please visit <http://www.gbdioc.org/protectingourchildren/background-checks.html> to complete your background check.

### Telephone

Permission to use the phone must be obtained from the office secretary. Students must submit a note from their teacher. The office phone is a business phone and students will be permitted to use it only in case of emergency. Forgotten homework, forgotten athletic equipment, etc. do not constitute an emergency. Arrangements for after school visits with friends should be made at home.

### Bookbags and Backpacks

Book bags or backpacks may be used by all students. Nothing inappropriate may be attached to the outside of backpacks. The school retains the right to search bookbags and backpacks at the discretion of the principal or the pastor.

### Other Contraband

Any items that become a distraction or prove to be controversial will be held in the school office at the complete discretion of the pastor and principal. This includes but is not limited to: Pokemon Cards, other trading cards, toys that cause jealousy among students, politically motivated clothing or items, anything containing an anti-Catholic symbol or message, any items with messages or symbols contrary to the Catholic faith including reading material,

items that come from New Age practices or encourage magic or witchcraft (example - prayer crystals, satanic symbols, etc).

## **Student Cell Phones & Other Electronic Devices**

The school strongly discourages students from possessing cell phones and other electronic devices on campus and as such does not assume any responsibility for their loss or damage. If a student brings a cell phone to school they must remain in their backpack in the off position during the school day (7:30 AM – 3:00 PM) unless students are given permission by their teacher to use them for instructional purposes. If students are caught using cell phones or electronic devices during the school day the item will be confiscated, and returned to a parent.

## **Lost and Found**

All items that come to school **SHOULD BE LABELED** with the student's first name, last initial and grade. Found items are taken to the Lost and Found area on the first floor. Parents and/or students should check for missing items regularly. Periodically, Lost and Found items are given to Goodwill or the St. Vincent de Paul Store.

## **Parties, Celebrations, and Invitations**

The consent of the principal must be obtained before planning any parties on school grounds, including parties for teachers, students, or other support personnel. "Surprise" parties are not permitted.

Students' birthdays may be celebrated with their classmates in the school cafeteria, in the classroom at snack time, or after lunch.

Birthday parties held in the cafeteria or in the classroom must include the whole class. Parents are encouraged to bring wholesome treats. *Soft drinks such as Coke, Dr. Pepper, Sprite, etc. are not permitted in the cafeteria at lunch.* For health and sanitary reasons, snacks, whether bought or homemade, must be individually packaged items that don't require handling. Napkins and paper plates should accompany the food.

Invitations to off-campus parties may be distributed in the classroom and/or on school grounds only if invitations are given to all students in the class. Invitations that do not include the whole class should be given by phone or by mail to prevent class disruption and hurt feelings.

## **CLOTHING POLICY**

***As a Catholic school that takes pride in fostering purity, beauty and virtue, parents should assist their children in keeping to standards of cleanliness and modesty. We live with the understanding that the human body is both sacred and is an expression of who God made us to be as male or female from before we were born.***

## General Guidelines

The following policy applies to all St. Mary School students.

- Clothing that is neat, clean, and suitable for a classroom is acceptable. All clothing with suggestive pictures, non-Christian slogans, alcohol or drug references, or are politically related are not allowed. Clothing that is frayed or torn (even if manufactured as such) is also prohibited.
- For safety reasons, shoes need to be close fitting, closed toed and suitable for active play. Shoes without backs are not allowed. Crocs may be worn when the strap is behind the ankle.
- Shorts or capri length clothing may be worn from the first day of school until the last day in September and from May 1st until the end of the school year or unless noted otherwise by the principal due to unseasonably warm temperatures.
- Biker shorts or legging shorts are not to be worn at any time.
- All shorts, skirts, and dresses must be long enough so that when arms are fully extended, the bottom of the shorts/skirt/dress is no shorter than finger-tip length.
- Jeans, jeggings, and athletic pants are acceptable.
- Leggings (whether capris or pants) are acceptable but discouraged, however, they must be covered by a top that is long enough to cover the sensitive areas in both front and back. This particular point will be enforced in grades 2 and up.
- Tops must cover the entire midriff and shoulders.
- Outerwear (jackets) are **not** to be worn in the classroom.
- If the temperature is below 55 degrees Fahrenheit students need to wear a jacket. (A jacket is defined as a layer of outerwear to be worn in addition to what a student is wearing in the classroom)
- Hats may never be worn in the school building or the church building.
- All students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions in accordance with the policy of the Diocese of Green Bay (5047).

## Phys. Ed.

More athletic-style clothing can be worn on phys. ed. days. A student may not wear cotton sweatpants or fleece pajama-style pants on any day. A pair of non-marking athletic shoes should be left at school for indoor use only.

## Holy Days of Obligation and Mass Participation

All students, faculty and staff attend Mass on Holy Days of Obligation. For these special days, we ask that our students wear their “Sunday Best” for Mass.

Our students also participate in special roles such as serving for Mass, carrying the cross, presenting the gifts, reading petitions, etc.. If your child is participating in any of these

special roles, please make sure they are dressed appropriately for Mass. Please avoid sweatshirts and sweatpants, and shorts on these days. If your child would like to change after Mass, they will be allowed to do so.

## Winter

Boots, snow pants and jackets must be worn in the winter or when the playgrounds are still slushy and/or muddy in early spring. Students must bring an extra pair of shoes to be worn on the playground during the fall and spring. These will be used when the playground is damp to keep the amount of dirt brought into the building to a minimum.

## Grooming

Hair must be clean and neatly groomed. Extreme hairstyles are not permitted. Hair may not obstruct the student's vision and must be worn in a manner that does not endanger the student. Hair color must be of natural color (no pink, purple, neon, green etc.)

*The dress code may be modified for special dress-up days.*

## FIELD TRIP POLICIES

Field trips are a privilege, not a right. They enhance classroom instruction. Only students who act responsibly will be permitted to go on field trips. Money collected for field trip expenses is not necessarily refundable.

No child will be permitted to participate in a school-sponsored field trip without an official, school-issued permission slip on file in the office. If the permission slip is not returned the day before the trip, the student may not go on the field trip. Students must return a copy of the school-issued permission slip with a parent or guardian's dated original signature on it. **Telephone calls from parents will not be accepted** in lieu of the school-issued permission slip. They will remain at school under supervision.

Drivers of private vehicles carrying pupils on school-sponsored trips must limit the number of passengers to the actual number of seat belts available in the vehicles. All passengers on field trips must wear seat belts. Students under the age of 12 may not ride in front seats in vehicles equipped with passenger-side air bags. Drivers must leave photocopies of a current driver's license and automobile liability insurance on file in the office before transporting students of St. Mary School. All drivers **must** have completed **BOTH** the "VIRTUS" training **AND completed** the background check. If both are not completed, the parent may not drive any children other than their own, **NO EXCEPTIONS!**

## SCHOOL BOARD

The St. Mary School Board exists to assist and advise the school president (pastor), school

administrator, and the school principal in the formulation and implementation of policies for the effective operation of the parish school.

The meeting agenda will be shared prior to the meeting. Persons desiring to address the school board must request permission in writing from the chairperson prior to the meeting.

School board appointments take place each spring and run on three year terms.

In the event that problems or misunderstandings occur, please go through the proper channels:

1) teacher; 2) principal, and then 3) pastor.

---

## HOME AND SCHOOL ASSOCIATION

All parents of St. Mary School students are considered members of the school organization. Home and School fosters a sense of community between our homes, school and communities through our events and sub-committees. Home and School is an extension of the mission of St. Mary Parish and School and assists in fundraising activities that keep the school vibrant. Many opportunities are offered through Home and School for parents to become actively involved in their child's education at St. Mary. Special family activities are planned each year that give parents opportunities to have fun with other families. Meetings are typically held in September, November, January, March, and May and anyone is welcome to attend.



## STUDENT SERVICE PROGRAM

### Hot Lunch

We will be using PowerLunch to record all lunch transactions. A slip will be sent home when your child's hot lunch account is below a positive \$10.00 balance. Furthermore, you are able to check balances with your parent Powerschool account. Once a child's hot lunch account is at a negative \$-15.00 balance, their lunch card will be pulled until payment has been received. The child will be offered a peanut butter and jelly sandwich and water if no cold lunch is provided. The cost of the daily meal is \$3.30 a meal. Adult lunches are \$4.65. Milk is available to students who take cold lunch at a cost of \$.40 per carton. These prices are subject to change.

Students in 3K, 4K and 5K will be able to purchase a milk card to have at snack time. A milk card is \$10.00 and provides that student 25 cartons of milk.

Due to state regulations and in the interest of student safety, students will not be allowed to heat up items in the microwave. Please take this into account when planning your child's cold lunch.

---

### Sacramental Program

The sacramental life of the children of the Catholic faith is an important component of the religion/theology program at St. Mary Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts. In accordance with diocesan guidelines, candidates for First Holy Communion will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are **required** to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic faith.

### Mass

Mass is held at 8:00 a.m. every Monday, Tuesday, Thursday, Friday, Holy Day, and other special days in the Church.

## TECHNOLOGY AND THE INTERNET

Access to technology and the internet is a privilege, not a right. We are proud to be able to encourage and promote technology use in our schools. However, students and parents must have signed a Technology and Internet Safety Acceptable Use Policy before they may have access to school technology. Additionally, any infractions of the policy will result in a loss of access to the technology, as defined in the use policy agreement and in the discipline policy. School technology is not to go home with the student without the permission of the teacher and principal.

---

## USE OF SCHOOL GROUNDS

St. Mary Catholic School facilities are to be used for the advancement of the mission. Therefore, first consideration for use will be given to St. Mary Catholic School students, school staff in their official roles, and groups that provide direct support to the mission and students of St. Mary Catholic School.

---

## SCHOOL, ADMINISTRATION, & PRINCIPAL'S RIGHT TO AMEND HANDBOOK

St. Mary Catholic School reserves the right to amend or change this document at any time. Parents/Guardians who cannot support the school's policies may be asked to withdraw their child from St. Mary Catholic School. All interpretations of this handbook and school policies are the decision of the school administration and are final.

## APPENDIX A: MEDICATION PERMIT POLICY AND FORM

The policy of the Diocese of Green Bay only authorizes Catholic School personnel to administer medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist. The Diocese suggests that, whenever possible, the physician prescribes medication that does not require administration by the school. The completion of the Medication Permit Form authorizes school personnel to administer medication during school hours, however; medication can be given at school only under the following conditions

- If medication is needed in order for the student to remain in school, the medication permit form must be completed and signed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.
- All necessary medicine, including “over the counter,” must be prescribed by a doctor or dentist and must be in the original container and labeled with a current pharmacy prescription label. The pharmacy can supply two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given.
- The parent is responsible to bring all medication to the clinic/office and to pick up unused medicine by the end of the school year or it will be destroyed.
- Students are not permitted to carry medication of any kind or give any medication to other students.
- Experimental medication/dosages will not be given. Herbal medication, dietary supplements and other nutritional aids not approved as medication by the FDA, will not be administered at school.
- Medication will not be administered via a central line at school by any school personnel.
- All medications must be kept in a locked cabinet/drawer in the school office/clinic and be administered in the school office/clinic.
- Only the school nurse and/or the parent will be permitted to perform nebulizer treatments in school. Non-medical school personnel are not permitted to administer this treatment.
- Medication that is expired will not be administered in the school clinic, it will be properly discarded.

# Medication Permit Form

The policy of the Diocese of Green Bay only authorizes Catholic School personnel to administer medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist. The Diocese suggests that, whenever possible, the physician prescribes medication that does not require administration by the school. The completion of this form authorizes school personnel to administer medication during school hours, however; medication can be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.
2. All necessary medication prescribed for a student by a doctor or dentist must have this Medication Permit Form signed by the physician and parent. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in the original labeled container. Medications sent in baggies or unlabeled containers will not be given.
3. Students are not permitted to carry medication of any kind or give any medication to other students.
4. The parent /high school students is responsible to bring all medication to the clinic/office and to pick up unused medicine by the end of the school or it will be destroyed.
5. Experimental medication/dosages will not be given. Herbal medication, dietary supplements and other nutritional aids not approved as medication by the FDA, will not be administered at school.
6. All medications must be kept in a locked cabinet/drawer in the school office/clinic and administered in the school office/clinic.
7. Only the school nurse and/or the parent perform nebulizer treatments in school. Non-medical school (not licensed) personnel are not permitted to administer this treatment.
8. Once a vial of insulin (or other medication in a vial) is started (opened), date it and discard after 30 days. This "only" below was not in line with the rest of the document.
9. Only the school nurse and/or the parent may work with an insulin pump or insulin administration. Non-medical (not licensed) school personnel are not permitted to work with an insulin pump or insulin administration.
10. Medication will not be administered via a central line at school by any school personnel.
11. Medication that is expired will not be administered in the school clinic, it will be properly discarded.

TO THE NURSE OR HEALTH REPRESENTATIVE OF: \_\_\_\_\_ SCHOOL

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ DOB: \_\_\_\_\_  
PLEASE PRINT LAST NAME FIRST MIDDLE

MEDICATION NAME: \_\_\_\_\_  
PLEASE PRINT

DOSAGE AND DIRECTIONS FOR GIVING: \_\_\_\_\_

BEGINNING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

I hereby request that the medication specified above be given to the above named student, and that the medication may be given by someone other than a medically trained person.

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. I understand that the medication(s) may be administered by a person who is not medically trained. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Diocese of Green Bay, its servants, agents, and employees, including, but not limited to the parish, the school, the principal, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Diocese of Green Bay, its agents, servants, or employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF PHYSICIAN: \_\_\_\_\_ DATE: \_\_\_\_\_  
(STAMPED SIGNATURE NOT ACCEPTED)

PHYSICIAN'S TELEPHONE NUMBER: \_\_\_\_\_

## APPENDIX B: Technology and Internet Safety Acceptable Use Policy



### St. Mary School

Roxie Zellner - Principal  
Jennifer Delebreau - Administrative Assistant

### St. Mary Parish

Rev. Daniel Schuster - Pastor  
Sophie Degeneffe - Administrative Assistant

### Board of Education

Glen Schlender - President  
Eileen Gale - Vice President  
Katie Crosby - Secretary  
Barb Giachino  
Tiffany Ledvina  
Kelly Dahlke

### Home and School

Stephanie Willems - President

*St. Mary School is a safe and welcoming community that inspires all to live, learn, and serve as Christ taught us. In partnership with parents and parish community, we provide a quality Catholic education that is focused on faith, academics, and discipleship.*

---

### Student Technology Acceptable Use Policy

St. Mary School provides students with an opportunity to access computers, the network and the Internet. A goal in providing these services to students is to promote learning by facilitating resource sharing, innovation and communication skills. In addition, this provides the opportunity to teach responsible and ethical use of technology in their daily lives. St. Mary School complies with the Children's Internet Protection Act (CIPA) which is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them. The policy regarding the use of technology and the Internet at St. Mary School is as follows: All school computer network accounts and student's personal electronic devices must be used in support of education and research and be consistent with the educational mission and goals of St. Mary School.

- Transmission of any material in violation of any state or federal regulation is prohibited.
- This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use of the school computer network account for commercial activity, for product advertisement or for political lobbying is prohibited.

- Not all information on the Internet is of educational value in a school setting. While software is implemented to filter Internet content, there is still potential for students to access inappropriate material. Use of the Internet by St. Mary students will be supervised by adults at all times. Intentionally accessing any inappropriate sites on the Internet is strictly forbidden.

#### Rules for Internet Use at St. Mary School

- I will not download any files from the Internet unless I have permission.
- I will obey and uphold the copyright laws (plagiarism) and other applicable laws and regulations.
- I must always document sources, in both formal and information communications (reports, writings & email).
- I will not post any communications in public forums unless I have permission.
- I will not send emails unless I have permission.
- I will not access non educational sites.
- I will not use inappropriate language in any Internet communications.
- I will not intentionally search for, view and/or distribute inappropriate materials.
- I will not give personal information about myself or others on the Internet.
- I will not post anonymous or false information on the Internet.
- I will not harass others on the Internet.

The use of social networking, blogs, wikis, podcasts and other internet tools are considered an extension of the classroom as directed by the teacher. Students using web tools are expected to act safely by keeping ALL personal information out of their posts. Students using these tools are expected to keep their username or password private with the exception of their teachers and parents. Students who do not abide by these conditions may lose their opportunity to participate in the activity and/or be subject to consequences as directed by this policy. The school network and equipment may not be used to harass, tease, intimidate, threaten or terrorize others. Cyber bullying is the posting of inappropriate and hurtful email or text messages, digital pictures or web site postings, including blogs, social networking sites and other web tools. Students and school personnel, who believe they are a victim of cyberbullying, should notify a parent/guardian and the school principal. We believe that providing use of personal electronic devices will enhance the educational experience by expanding access to the resources provided by the Internet and these personal electronic devices (cell phones, laptop computers, electronic notebooks, tablets, ereaders, etc). The use of the privately owned electronic device is solely limited to support and enhance instructional activities currently occurring in the classroom environment. St. Mary School will allow personal electronic devices with these considerations:

- Devices may be used in classrooms and study halls with the permission of the classroom teacher and for educational purposes; any other use is prohibited while on the school premises.
- Use of personal electronic devices is prohibited in locker rooms, dressing rooms, bathrooms, or other locations that are private in nature.

- Possession of these devices in school is at the student's own risk. Sharing of personal devices between students is highly discouraged.
- Students themselves are solely responsible for any loss, damage or liability related to their devices being used by them or others.
- The school is in no way liable for loss, damage or misuse of the devices or any costs including, but not limited to text minutes, data plans and other costs associated with the use of the personal electronic device.
- Any costs related to the use of such devices in school during instruction are the responsibility of the student and/or the student's family.
- No student shall establish a wireless ad hoc or peer to peer network using their electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device such as a cabled or wireless hotspot.
- No one is allowed to connect a privately owned electronic device in the network by an Ethernet cable plugged into a school data jack. Violation will result in disciplinary action and revocation of access to the network.
- Any student refusal to follow staff instructions related to the use of personal electronic devices will be dealt with according to this technology policy (see below).

Where wireless network (WIFI) connection is available for student use, it is intended to allow student access to the internet for educational purposes. Students may not deliberately use the network in such a way that would disrupt network use for other users (i.e. downloads or use streaming video/music). The use of technology and the Internet at a St. Mary school is a privilege, not a right, and any student abusing that privilege will no longer be allowed the use of technology and the Internet at St. Mary School. Any actions related to or in support of illegal activities will be referred to local authorities for further legal action. The technology coordinator, faculty and administration will judge what is offensive and an inappropriate use of technology and the Internet. A student who is found to be using the technology and the Internet inappropriately will not be given a warning. The first offense will result in loss of technology and Internet privileges for the duration of time determined by the technology coordinator and principal (maximum penalty – loss of technology and Internet privileges for the balance of the school year). If the infraction involves a student's personal electronic device, it will be confiscated immediately. Before network and Internet access is allowed, the students and parent(s)/guardian(s) must sign the Technology Acceptable Use Policy (AUP) stating they have read the policy and will abide by the rules. Please sign, date and return to school. No student will be allowed to access the school network and the Internet until this contract has been signed and returned.

## APPENDIX C: ACCEPTABLE USE POLICY

I have read the St. Mary Technology Acceptable Use Policy. I understand and accept the consequences if I do not follow the rules at all times.

Student Signature\_\_\_\_\_Date\_\_\_\_\_  
(we will do this as part of our first day of computer class)

I have read the St. Mary Technology Acceptable Use Policy. I understand that if my child does not follow the Technology Acceptable User Policy he/she will lose his/her technology and Internet privileges.

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

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)



## APPENDIX F: PHOTO/VIDEO RELEASE FORM

### TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter to be photographed or videotaped at St. Mary Catholic School. I realize that the photo might be published in the newspaper, a magazine, a web page, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at St. Mary Catholic School.

Parent's or guardian's name (please print):

---

Parent/Guardian

---

Date

Please indicate, by initialing, either "Yes" or "No" for each type of publication.

Newspaper \_\_\_\_ Yes \_\_\_\_ No

Website \_\_\_\_ Yes \_\_\_\_ No

Yearbook \_\_\_\_ Yes \_\_\_\_ No

Magazine \_\_\_\_ Yes \_\_\_\_ No

Facebook \_\_\_\_ Yes \_\_\_\_ No

## APPENDIX G: STUDENT & PARENT/GUARDIAN AGREEMENT RESPONSE FORM

### STUDENT AGREEMENT RESPONSE

I, \_\_\_\_\_, do hereby certify that I have read the St. Mary Catholic School Student-Parent handbook, and hereby agree to abide by, support and be governed by the philosophy, principles, rules and regulations enunciated therein.

I recognize that my conduct both on and off campus and at all times while I am attending St. Mary Catholic School must be in a manner consistent with the philosophy, principles, rules and regulation stated therein.

I further acknowledge and accept that St. Mary Catholic School may suspend, expel, or terminate my enrollment and/or impose any appropriate sanction the St. Mary Catholic School so desires against me because of my failure to adhere to and abide by the philosophy, principles, rules and regulation of St. Mary Catholic School.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### PARENT/GUARDIAN AGREEMENT RESPONSE

I/We \_\_\_\_\_ and \_\_\_\_\_, the parent(s)/guardian(s)

of \_\_\_\_\_, a St. Mary Catholic School student, do hereby certify that I/we have read the St. Mary Catholic School Student-Parent Handbook and agree to abide by, support, and be governed by the philosophy, principles, rules and regulations enunciated herein. I/We pledge our support as parent(s)/guardian(s), and will fulfill my/our obligations and responsibilities to St. Mary Catholic School. I/We shall endeavor to participate actively in the spiritual and social functions of the school as scheduled in the school's calendar of events and by other special announcements.

I/We recognize that our daughter/son/ward must conduct her/himself both on and off campus and at all times while attending St. Mary Catholic School in a manner consistent with the philosophy, principles, rules and regulations of the school.

I/We further acknowledge and accept that St. Mary Catholic School may suspend, expel, or terminate my child's/ward's enrollment and/or impose any appropriate sanction that St. Mary Catholic School so desires against my child/ward because of his/her failure to adhere to and abide by the philosophy, principles, rules and regulations of St. Mary Catholic School.

Further, I/we grant permission to have the name of our daughter/son/ward published in the event of exemplary academic, athletic accomplishments, and/or as the administration deems necessary.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## APPENDIX H: VISITATION POLICY

### CONDUCT

All visitors to the school must conduct themselves so as not to interfere with the daily operation of the school program. Visitors should not interact with the staff during instruction, should not attempt to interact with students during the observation, and should not cause a distraction or disruption to the educational process. If the visit is deemed a distraction by either the teacher or principal, the visitor will be asked to end the observation.

### MEETINGS/APPOINTMENTS

Visitors may enter the main office door off of Main Street at 8:00 a.m. daily Monday through Friday during the school year for appointments with teachers. Visitors should sign-in with the office staff and wear a visitor's sticker for the duration of the visit. A teacher or staff member will be called to meet the parent in the office for the appointment. Upon leaving at the conclusion of the meeting, the parent should sign-out in the main office before departing. Conferences will occur only during unstructured time either during a teacher planning period or outside the school day.

Visitors are not permitted to visit sibling's classrooms, scheduling impromptu visits to classrooms or to teachers, eating lunch with children without an appointment, or otherwise spending unstructured time in the school during a typical school day. Parents are encouraged to assist in the school for the betterment of the students, but to make appointments with teachers in advance if they will be working in the classrooms or in the building with students.

Special meetings that do not fall within these guidelines will have to be determined by the principal and teacher.

### CAFETERIA VISITATION

Visitors wishing to have lunch with children may do so provided they call in advance. This ensures adequate room is available during the child's lunch time. Lunch visitors must have a current background check on file in the main office.

No outside restaurant food is permitted in the cafeteria without prior consent from the principal.

### PARENT OBSERVATIONS OF CLASSROOMS

An individual wishing to observe in the classroom shall have a current criminal background check and VIRTUS Training on file at the school or be accompanied by the principal (or designee) for the classroom visit. Observers should submit a Classroom Observation Request form including the date, time and purpose of the proposed classroom visit at least

forty-eight (48) hours in advance to the principal (or designee). The classroom visit will be approved or disapproved by the principal (or designee). If approved, the visit will be coordinated with the classroom teacher and accompanied by the principal (or designee). An explanation will be given on the Classroom Observation Request form if disapproved.

The class observation shall be limited to one class period, not to exceed sixty (60) minutes. The visitor shall not interrupt the classroom setting or the instruction; therefore, the time of the visit will be determined by the principal or designee. During the school year, an individual shall be limited to two (2) classroom observations.

Individual cases concerning classroom observations may be taken under consideration by the principal or designee after consultation with the teacher. The principal or designee shall have the latitude to deviate from the above guidelines to allow more frequent visits or to restrict or deny visits at any time she/he perceives the change to be in the best interest of the children, parent or teacher. The principal's or designee's decision per classroom observation requests will be stated on the Classroom Observation Request Form.

#### Classroom Observation Request

St. Mary School

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_

Teacher to be observed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Purpose of observation

---

---

---

---

---

Approved \_\_\_\_\_  
\_\_\_\_\_

Date

Disapproved \_\_\_\_\_  
\_\_\_\_\_

Date

## **Outside Agency Observation Of Classroom**

St. Mary School does not permit classroom observations by outside agencies without the written consent of parents. The principal or designee will be present for visits by outside agencies. Visits should last no longer than one class period, sixty (60) minutes, and should not occur more often than twice per school year.

## **Volunteering In Classroom, School, Field Trips**

Persons wishing to participate in field trips or work with students on activities that require one-on-one or small group involvement must have a State of Wisconsin Volunteer Criminal Records Check on file in the office prior to participation as well as having successfully completed the Green Bay Diocese's VIRTUS Training. Parents and guardians wishing to participate in field trips or other activities such as parties will not be permitted to bring siblings or other children with them.

## APPENDIX I: CONFIDENTIALITY AGREEMENT

### Confidentiality Agreement

Our school is very much part of the local community. We pride ourselves on the number of outside visitors we have to the school and the positive feedback we receive about the friendly atmosphere and positive ethos at St Mary. As with all places of work, people will express opinions and make judgements as they see fit. This agreement is intended to help you understand how to protect the friendly and agreeable atmosphere we have, whilst also being aware of the need for professionalism. It is important to respect and recognize the trust that is placed in you when you are invited into our school community as a visitor.

I understand that during my time at St Mary School...

1. I must ensure that anything I overhear or am told is not repeated or shared with anybody who should not be party to that information. I will keep confidential any information heard, read or shared between staff members, outside agencies and parents/carers regarding a child or the child's family. In brief, anything heard in school stays in school and must go no further.
2. I will not post confidential information regarding children, staff members or parents on social networking sites such as Facebook, Twitter, etc. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
3. I must ensure that anything I hear that raises questions about the professionalism of someone working at the school is immediately passed on to the school principal or parish pastor.
4. I must ensure that if I notice anything of concern regarding a child, or if a child reports anything of concern to me, I will notify the designated person for child protection.
5. I must ensure that conversations of a sensitive nature regarding children or adults take place in a private space.
6. I must ensure that paperwork regarding children, parents or members of staff is not left on display at any time. Similarly, any paperwork that holds information of a personal or sensitive nature and that is no longer required, must be sent for shredding.
7. I will at all times be fully aware that staff and volunteers may well have connections (both family and friends) within the school and may overhear conversations of a sensitive nature.
8. I will uphold the good name of St Mary School in discussions both inside and outside school.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_