



# 2019-2020 Parent/Student Handbook

## **MISSION STATEMENT**

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

**S**erving others

**P**raying

**I**nstilling strong, Catholic/Christian values

**R**especting all of God's Creation

**I**nspiring Academic Excellence

**T**rusting in God

# St Rose St Mary's School Parent/Student Handbook

***For where two or three come together in my name, I am there with them.***

***Matthew 18:20***

Dear Parents and Students,

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

Our Parent/Student Handbook reflects the policies of St. Rose St. Mary's School for the 2019-2020 school year. Please read over this document with your child(ren) and together sign the attached agreements. These agreements state that you will abide by all of these policies.

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

May God abundantly bless you!

Sincerely,

Jennifer Falk  
Administration Team Leader  
Dean of Students

Father Tim Shillcox  
Parish Priest

Hello Parents,

We know you are all very busy, but please take a few minutes to read this. We, the Total Catholic Education (TCE) board are here for YOU!

The TCE is an advisory body to the leaders of the school and parishes overseeing the educational programs for all ages from youth to adult faith formation. Some of these duties include discerning the educational needs of St Rose and St Mary's communities, reviewing the educational directives of the Diocese of Green Bay, assisting with policies, establishing sub-committees as needed and reporting progress to both Pastoral Councils.

St Rose St Mary's School is a strong school that wants to share God's love and faith with your child and family. We value each and every one of our families within our school community. Our school community is one of the great things about our school, and it wouldn't be what it is without you and your family! We don't always know the needs of the parishes and school, so we are relying on you to help us grow!

All parishioners, parents and teachers are welcome to attend any TCE meeting. We meet on the first Tuesday of each month at 6:15pm in the Parish Meeting Room at St Rose St Mary's School. Please feel free to attend. Requests to be on the agenda should be received at least five days before the meeting.

If you cannot attend a meeting, and have a question or concern, please feel free to reach out to one of us listed below or contact the parish office at (715) 201-9913.

Name	Email	Phone #
Becky Hunstable	bhunstable@yahoo.com	(715) 701-2824
Jennifer Falk	jfalk@ssrmparishes.org	(715) 201-9913
Michelle Reindl	mreindl@weidert.com	(920) 915-4170
Mary Ann Rohan	maryannrohan17@gmail.com	(920) 858-4037
Elizabeth Ruskosky	elizabeth.ruskosky@thrivent.com	(608) 235-4884
Maria Scherer	mscherer@ssrmparishes.org	(715) 201-9913
Father Tim Shillcox	ftim.shillcox@ssrmparishes.org	(715) 201-9913

If you are interested in joining TCE, please contact Father Tim.

Thank you for your time and for giving us a chance to work with you to make our educational programs even greater. Thanks for helping us and allowing us to help your child grow and flourish not only in their faith, but in every way possible.

In Christ,

*TCE Board*



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## **Academics**

### **Academic Priority**

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

### **Curriculum**

Our curriculum is set by the Diocese of Green Bay and aligned with rigorous standards developed by educational leaders in our diocese. Core instruction is provided in reading, English and language arts, handwriting including cursive, mathematics, social studies, science, art, health, physical education, music, library skills and technology.

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

### **Exceptional Needs**

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

St. Rose St. Mary's School also participates in the Title I reading program. Students are evaluated and through curriculum-based assessment to decide if they will be retained in the program or released from it.

### **Field Trips**

St. Rose St. Mary's School encourages field trips as part of a diverse curriculum and therefore field trips are considered mandatory. Students can be denied participation if they fail to meet academic or behavioral requirements as determined by the teacher and/or principal. The principal will approve all field trips.

Parents/Guardians will be asked to sign a permission form for all field trips that require fees, or special supplies. Walking trips and routine trips, such as to the public library or to St. Mary's Parish in Bear Creek, are approved by parents/guardians on the Student Liability Waiver Form.

Permission forms will include the name, location, and date of trip, the educational purpose, cost to each student, mode of transportation, and name of person supervising students on the trip.

No child will be denied participation in a field trip due to inability to pay associated fees. Student emergency information and a first aid kit will be taken on field trips.

Bus transportation will be used for non-walking field trips when financially feasible. Private passenger vehicles may be used in rare occasions. Diocesan regulations regarding private passenger transports of students will be followed

## **Grading Scale**

PreKindergarten (3K/4K) students will be evaluated on a developmentally appropriate scale determined on their report card.

Kindergarten through Grade 2 students are evaluated using the following scale:

- S+ = Exceeds basic requirements,
- S = Satisfactory,
- S- = Having difficulty meeting requirements,
- P = Progress shown but below grade level.

Grades 3 - 8 receive letter grades for their work using the following scale and grade point average.

Grades are given quarterly.

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

## **Homework**

Homework is an important extension of the learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Each student can expect at least one homework assignment plus time for reading each evening after school. Assignments are left up to the discretion of each classroom teacher. Teachers will clearly state, collect, grade and return homework to students. Students need to turn in homework assignments on time with a high level of effort. Ask for make-up work the day following an absence from school.

## **Honor Roll**

St. Rose St. Mary's School recognizes high achieving students as part of its mission to inspire academic excellence. Students in grades 5-8 qualify for the Principal's Honor Roll by achieving a 3.75 grade point average or better with no grade lower than a C. Students in grades 5-8 qualify for the Honor Roll by achieving a 3.5 grade point average or better with no grade lower than a C. Powerschool calculates grade point average weighting classes based upon number of days each class meets.

## **PowerSchool** ( <https://gbdioc.powerschool.com>)

PowerSchool is our web-based gradebook and our use thereof is mandated by the Diocese of Green Bay. Parents/Guardians can log into PowerSchool to check their student's attendance, grades and food service account balances. Please contact the office for help in learning how to log-in.

## **Report Cards**

Students in grades 3K-8 will receive report cards quarterly. These reports are a means of communicating with parents/guardians and students about the progress that is being made.

## **Standardized Testing**

Students in grades K-8 will take Measure of Academic Progress (MAP) tests in fall, winter and spring. This testing schedule complies with both Diocesan and federal requirements. St. Rose St. Mary's uses the results of these tests to evaluate and implement curriculum.

All 5<sup>th</sup> & 8<sup>th</sup> grade students will complete the Assessment for Catechetical/Religious Education (ACRE) in the spring.

## **Technology Agreement**

As computer users, students will agree to follow School Expectations in all work with computers. Students will recognize that all computer users have the same right to use the equipment and that these resources are meant for academic purposes only. Students agree to be responsible and use consumable supplies, such as paper and ink, without waste. Food and drink are not allowed near computers.

Students should follow these rules:

- be polite and should not ever send abusive messages to anyone or about anyone at anytime from anywhere while attending St. Rose St. Mary's School
- use appropriate language in all messages
- keep your personal information private; never share the password, personal address, location, or phone number of yourself or any other person while on the Internet
- messages relating to or in support of illegal activity should be reported to the authorities.
- connect to the Internet appropriately without disrupting others.
- students may not download any unauthorized material or change any settings on the desktop.
- students may not go to sites not for use in the classroom.
- students may not check personal email or Social Networking sites while using the school computers.

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

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

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

**By signing the Handbook Signature Page you agree to follow all parts of this agreement.**

If I am found to be in violation of any part of this agreement, I agree to the following consequences:

**First Violation:** I will lose my computer privileges for one week.

**Second violation:** I will lose my privilege for two weeks and will have a conference with my parents and the principal.

**Third violation:** I will lose my computer privileges for the rest of the school year.

I understand that I am still responsible for assigned computer work even though I lose my computer privileges at school. I also understand that I am expected to share the SPIRIT by following the rules on and off campus.

## Attendance

### Arrival/Dismissal

School Start Time: **7:50 am**  
School Doors Open: 7:30 am

School Dismissal Time: 3:00 pm  
School Office Hours: 7:30 am - 3:30 pm

### Truancy Procedure

School attendance is mandatory in the state of Wisconsin. Wisconsin Statute 118.18 defines "Habitual Truant" as a pupil who is absent from school **without an acceptable excuse** for part or all of five (5) or more days per semester (10 days per year).

The school secretary acts as our School Truancy Officer and will document absences accordingly to abide by state law. Parents/Guardians will be notified of unexcused absences and any accumulation thereof. Appropriate law enforcement agencies will be notified if/when a student is deemed truant.

### Absentee Procedure

St. Rose St. Mary's School has a closed campus. For reasons of safety, students may not leave the school campus without written parental/guardian permission. The student must be signed out of the school office by a parent, guardian, or authorized adult. The school office needs to be notified in advance of pre-arranged vacations and other extended times away from school. Parents/Guardians and teachers are encouraged to work together to determine what work will need to be completed when/while a student is absent.

Students can be excused from school for the following reasons: illness, funerals, school-related activities, medical appointments, family emergencies, and court ordered appearances. It is the responsibility of parents/guardians to notify the school office in advance, when possible, of their child's absence from school.

### Attendance definitions:

If a student arrives at school at 8:00 am he/she is considered tardy.

If a student arrives after 10:00 am he/she is considered absent ½ day.

If a student leaves before 9:00 am he/she is considered absent for the whole day.

If a student leaves during his/her lunch period and does not return he/she is considered absent ½ day.

If a student leaves at 1:00 pm he/she will be considered here all day.

### Tardy Procedure

Students are considered tardy at 8:00 am. A reason for the tardiness needs to be given via a note or a phone call. An unexcused tardy will be noted if a child arrives at school after 8:00 am and no notification or reason for tardiness is received from the parent/guardian. Tardies count towards truancy.

### Excused Full-Day Absence Notification Expectation

Parent/Guardian must call (715-201-9913) or email ([sborlen@ssrmparishes.org](mailto:sborlen@ssrmparishes.org)) to notify the school office of any absence prior to 8:30 am on the day of the absence and state a reason for the absence.

### Excused Mid-day Absence Procedure

1. Parent/Guardian must contact the school or provide a written excuse stating date/time, and destination.
2. Parent/Guardian must report to the school office to sign out their child.
3. Upon return, the Parent/Guardian must sign-in their child.

### Unexcused Absence Procedure

If no call is received prior to 8:30 am the student's absence will be marked as unexcused. The office will place a call to the parent/guardian to confirm the absence.

## **Perfect Attendance Award**

Perfect attendance is defined as no more than one excused absence per school year. Perfect attendance awards will be given out at the end of the school year.

## **Background Information**

### **History**

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

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

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

In 2012-2013, we expanded our school and opened a 7-8 classroom. We now serve students from preschool through eighth grade.

### **Philosophy of Education**

We acknowledge **parents as the primary teachers of their children** and as first catechists of the Catholic faith. St. Rose St. Mary's School will work in partnership with Jesus Christ and families.

### **Accreditation**

St. Rose St. Mary's School is proudly **accredited** by Wisconsin Religious and Independent School Accreditation. We meet high standards to provide an exceptional education for our students. St. Rose St. Mary's School has been accredited since 2017.

### **Affiliations**

St. Rose St. Mary's school is **affiliated** with the National Catholic Education Association.

St. Rose St. Mary's School is **associated** with St. Rose Parish in Clintonville and St. Mary's Parish in Bear Creek.

## **Behavioral Expectations and Discipline**

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

### **Sharing the SPIRIT**

#### **Serving Others**

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

#### **Praying**

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

#### **Instilling Strong Catholic/Christian Values**

- We follow the Great Commandment: Love your neighbor as yourself.
- We follow the Ten Commandments and the Golden Rule.
- We practice the virtues of faith, hope, love, fortitude, temperance, prudence and justice.

#### **Respecting All of God's Creation**

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

#### **Inspiring Academic Excellence**

- We take learning seriously.
- We do our best on all work assigned.
- We come prepared each day with completed homework and necessary tools for learning (pencil, paper, etc.).

#### **Trusting in God**

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

### **Discipline**

All school staff have the authority to discipline students. Teachers and the principal will have discretion over disciplinary matters. At St. Rose St. Mary's School we strive to teach children self discipline and use a program called Discipline with a Purpose which identifies 15 skills students need to develop. Students who choose to not follow our expectations will be expected to "fix" their choice or accept a consequence for their actions. Consequences may include: minutes lost from recess, an apology either verbal or written, a phone call to parents or anything else deemed appropriate by the principal and/or classroom teacher. **St. Rose St. Mary's School reserves the right to search anything a student brings into the building.**

### **Misconduct**

Misconduct is considered any choice that can be deemed unbecoming of a Catholic, such as being disrespectful, irresponsible, or unsafe. Examples of misconduct include, but are not limited to, disobeying authority, not completing assigned work, disrupting class, lying, disrespect, cheating, lacking manners, loitering and touching others. If a student continues to misbehave, a **"Note from School"** will be sent home. This note must be signed and returned to school the following day.

## **Serious Misconduct**

Serious misconduct is considered a choice that can be deemed immoral, harassing, illegal, or dangerous. Examples of serious misconduct include, but are not limited to, bullying, threatening behavior or harassment, swearing, inflicting physical harm, possession or use of any product containing nicotine, drinking, drugs, inhalants, weapons, theft, plagiarism, truancy, and causing damage to property.

**Bullying** Green Bay Diocese Policy #5160 Bullying or harassment are defined as unwelcome verbal or physical contact that involves some sort of force, whether overt or subtle.

## **Suspension**

A student may be placed on SUSPENSION for serious misconduct occurring on campus, serious misconduct during school related activities off campus or for continued misconduct.

1. The principal will determine if suspension is reasonably justified.
2. The parent/guardian will be contacted for a conference. Student, parent/guardian, principal and teacher will discuss the reason and the decision for the suspension. A written record of the conference will be kept on file.

***In-school suspension:*** Students will be provided with school assignments to be completed by the end of the day or finish as homework. Homework will be assigned as normal.

***Out-of-school suspension:*** Students will be provided class assignments and homework while on suspension to be completed and turned in upon return to school.

## **Expulsion**

A student may be EXPELLED after all efforts of motivation and counseling have failed, for serious misconduct or after three (3) suspensions.

1. The principal will determine if expulsion is reasonably justified and will confer with the Diocesan Office of Education and the Priest.
2. Parents/Guardians will be informed by written notice of the expulsion.
3. A conference between the parent/guardian, student, principal, and teachers(s) will be held to discuss the grounds for expulsion. A written record of the conference will be kept on file. The student's permanent record will indicate expulsion as the reason for transfer.
4. The student may be given the option to withdraw in lieu of an expulsion with the written agreement that they will not reapply to the school for a minimum of one year without incident.
5. Student and parent/guardian will be notified in writing of their right to appeal to the Board of Total Catholic Education within five (5) days of the expulsion.
6. The student, parent/guardian, and principal will be informed in writing of the Board's decision.

## **Communication**

### **Parent/Guardian - Student**

It is important that students and parents/guardians share the same understanding about any given day's plan. We suggest the following daily discussion topics for parents/guardians and students:

- proper clothing for Mass, the weather conditions or activities taking place (see dress code)
- plans for transportation home and/or afterschool events
- plans for school closing due to weather conditions (during winter)
- necessary supplies for the day
- completed homework and/or forms to return to school
- hot or cold lunch for the day

### **Parent/Guardian Role in Education**

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

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

As partners, parents/guardians can expect the following.

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

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

### **Parent/Guardian - Teacher**

An agenda book/assignment planner/pocket folder is provided to each student. Parents/Guardians are expected to check their child's planner each night in order to know about homework and important notes from the teacher. The teachers may also send home newsletters.

Ongoing communications between parents/guardians and teachers regarding student progress is expected and should take place during school hours 7:30 - 3:30pm by phone, written note, email, or in person. It is appreciated when appointments can be made in advance. Our teachers are very dedicated and will do their best to accommodate parent schedules in order to build and maintain relationships with each family.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are scheduled in the fall and late winter. Each family is expected to participate in conferences in honor of the partnership they have with teachers and school staff to provide a quality education to our students. Additional conferences may be needed and requests for conferences will be accommodated.

### **Partnership with Parents/Guardians**

The education of your child is a partnership between parents/guardians, child, and school personnel. If, in the opinion of school administration that partnership is irretrievably broken, the school reserves the right to require a family to withdraw.

### **Expressing Concern**

Problems should be resolved at the lowest level whenever possible. Parents/Guardians should first contact the (1) teacher, followed by the (2) principal, (3) TCE, and (4) the Priest, in this order.

### **School Office - Families**

Friday a School Newsletter will be sent home via email, unless a parent/guardian requests a paper copy. Other important papers may also be attached with the newsletter.

### **School Website**

The school website is <https://www.ssrmschool.org>

### **Contact Information**

Address: 140 Auto Street, Clintonville, WI 54929  
Office Hours: 7:30am - 3:30pm on school days

School Office: 715-201-9913  
Find us on Facebook!

## **2019-2020 St. Rose St. Mary's School and Parish Staff Contact Information**

<b>Position</b>	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>
Administrative Team Leader/Dean of Students	Jennifer	Falk	ssrmprincipal@ssrmparishes.org
Administrative Assistant, School	Shelly	Borlen	sborlen@ssrmparishes.org
Admin Assist., Faith Formation	Tonya	Branstrom	tbranstrom@ssrmparishes.org
1st/2nd Grade Home Room Teacher	Jennifer	Falk	jfalk@ssrmparishes.org
3K-5K Teacher 1st/2nd Grade Teacher	Stephanie	McGregor	smcgregor@ssrmparishes.org
3rd/4th Grade Teacher	Cathie	Curns	curns@ssrmparishes.org
5th/6th Grade Teacher	Patrick	Gaatz	pgaatz@ssrmparishes.org
7th/8th Grade Teacher	Mary Rose	Morse	mmorse@ssrmparishes.org
Phy Ed Teacher	Sue	Kenfield	skenfield@ssrmparishes.org
Music Teacher			
Parish Data Entry	Lisa	Olmsted	lolmsted@ssrmparishes.org
Food Service	Nicole	Spaulding	nspaulding@ssrmparishes.org
Coord. of Youth Ministry	Maria	Scherer	mscherer@ssrmparishes.org
Priest	Father Tim	Shillcox	frtim.shillcox@ssrmparishes.org

## Dress Code

A person's dress reflects the respect they have for themselves and others. Students should dress modestly for school. Modest dress is defined as reasonable clothing that covers most of the body and does not draw attention to the person wearing it, is not extreme in style or fashion, and is not excessive in size or wear.

**A good rule of thumb for dress code is "if you have to think about the item being appropriate, it probably isn't."**

- Clothing must be clean, neat, and free of holes, frays, or heavy wear.
- Athletic pants/shorts, sweatpants/shorts, pajama pants are not acceptable.
- Knit pants and leggings are only permitted as long as they are worn under a skirt or dress.
- Shorts, skirts, and dresses must be of sufficient length so that when a student is standing straight up, they will be able to touch their clothing with their finger tips, when holding their arms down their sides.
- Shirts must have sleeves, be long enough to cover the midriff and high enough to cover the chest area. All slogans and graphics must fit with the mission of our school and be suitable in a Christian atmosphere. If a student's shirts is found to be inappropriate they will be issued a school shirt from the office to wear for the school day, to be returned laundered to the school. This will result in a Dress Code Violation for the student. Examples of inappropriate graphics on shirts would be: pirate skulls, devils, disrespectful sayings/slogans, or alcohol references and logos.
- Appropriate footwear with socks are to be worn at all times to ensure safety. When "Warm Weather" is permitted (see Warm Weather below), sandals without socks are allowed, so long as they have a back strap to keep the sandal on the foot; no cros, flip flops, or heels higher than 1 inch are allowed. Extras socks must be kept at school with gym shoes for Physical Education class.
- Hair must be of natural hair colors, unless dyed for a special event such as a Cancer Awareness month. Any coloring of hair must be done prior to coming to school.
- Make-up is limited to lip gloss only except for special events deemed appropriate by the principal (programs, presentations, etc.)
- Only ears may be pierced. Students will be asked to remove studs from other pierced body parts.
- Permanent tattoos must be covered.

## Physical Education Days

On physical education days, students will be given the opportunity to change before class. All students must have an indoor pair of tennis shoes kept at school for physical education class. All students in grades 7 & 8 are required to change into weather appropriate clothing for physical education. Students in grades 5 & 6 are encouraged to change.

## Field Trips

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

**Mass Attire:** All students are expected to "dress their best" for Mass.

- 1.) Jeans are not allowed, pants must be of casual dress style
- 2.) Attire should be free of any slogans and graphics
- 3.) Collared shirts, school shirts are especially encouraged
- 4.) Hoodies, Jackets, and Coats may not be worn during Mass

## Warm Weather

The weather forecast must be a high of 65 degrees or greater in order for students to wear shorts. Please check the weather and help your child dress accordingly. PreK-6 students **may** wear long sleeve shirts without a jacket when the temperature is above 55. A jacket is defined as a separate garment

(sweatshirt, windbreaker, winter coat, hoodie, fleece, sweater, etc.) not worn in the classroom. 7-8 grade students monitor themselves but ultimately it is up to the teachers discretion. Please remember that morning recess is often much cooler than after lunch recess.

### **Winter Wear**

Once snow is on the ground, all students must wear snow pants and winter boots during recess in order to play off of the blacktop. Students must have an extra pair of shoes to wear during the school day if they choose not to bring boots to school.

Salt from student shoes corrodes floors in the hallway and classrooms. Boots must be removed indoors, so please be sure to send shoes each day. Shoes, boots, and snow pants may be left overnight at school, but St. Rose St. Mary's School will not be responsible for lost or missing items. Please clearly label all winter wear.

### **Dress Code Violations**

1<sup>st</sup> offense: Form note sent home with the student informing Parent/Guardian of the Dress Code Violation. The parent must sign this form and return it the next day to school; this is to be turned into the issuing teacher. This form will also include a copy of the current Dress Code, with what area was violated highlighted, asking the parent to please review and reach out to the school if they have any questions, provide the school's contact info. A copy of this form is to be kept on file in the office.

2<sup>nd</sup> - 3<sup>rd</sup> offense: An e-mail sent to the Parent/Guardian from the Principal to discuss the importance of our School's Dress Code Policy. A request will be made for an acceptable change of clothes to be kept at school, in case there are any future Dress Code Violations. Additionally, the same form note will be sent home, and is to be returned to the issuing teacher the next day, a copy will be kept on file in the office.

4<sup>th</sup>- 5<sup>th</sup> Offense: These violations will now include a Lunch Recess Detention. Additionally, the same form note will be sent home, and is to be returned to the issuing teacher the next day, a copy will be kept on file in the office. Each offense will also include a phone call or email home from the Principal. On the 5<sup>th</sup> offense, a phone call home will inform Parent/Guardian that the next violation will result in an in-school suspension, which could come at a cost of \$100 to them to cover the hiring of a substitute teacher to work with their student for that day.

6<sup>th</sup> Offense: In-school suspension

### **Enrollment**

New enrollment, re-enrollment, and withdrawals are facilitated by the Admissions Coordinator.

### **Statement of Non-Discrimination**

St. Rose St. Mary's 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. Rose St. Mary's School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and other school administered programs.

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

## **Food Service Program**

Nutritious meals will be prepared each day and students are encouraged to take advantage of this program. Parents/Guardians are welcome and encouraged to come and have breakfast or lunch with their child but should first notify the school office. Menus are sent home monthly and are available on our website. **It is important that our families support our food service program in order for us to be able to continue to offer the service. Please encourage your children to eat breakfast and hot lunch. Please take advantage of the free/reduced pricing if you qualify.**

### **Breakfast**

PreK-8 students have the opportunity to participate in the National Breakfast Program. The students have the choice of **milk** for **\$.45** or **milk with food items** for **\$1.50** for students and \$2.00 for adults. If you qualify for reduced lunch, breakfast is free. The breakfast menu varies. This mid-morning break is intended to refuel your child. Please ensure they eat a healthy breakfast at home before coming to school.

### **Lunch**

Lunch prices (as determined by DPI) are Pre K-8: **\$2.80**. If you qualify for reduced lunch, the price is \$.40. Children who eat cold lunch may purchase **milk** at school for **\$.45**. Salad bar and fruit are offered daily as part of the hot lunch menu. Parents/Guardians are welcome to eat lunch with their children. The adult price is \$3.45. Lunch is generally served between 12:00 and 12:15 each day. Please notify the office by 8:30 am if you plan to eat lunch with us.

### **Free and Reduced Meals**

Families must qualify, based on household income, for free or reduced meals. Applications are available in the school office and on our website and are held in confidence. A family may apply at any time of the year, especially if the household membership or income changes.

### **Account Balances**

Parents/Guardians may pay for breakfast and lunch in the office or by sending a check in an envelope with their child, please make sure that the envelope has your child's name on it. It is the parents/guardian's responsibility to check breakfast/lunch account balances via PowerSchool. Students with a negative balance or below will receive notice from the office. Over payments at the end of the school year will be carried forward on the student's account, transferred to a sibling's account or refunded when the student enrolls in another school.

## **Related Organizations**

### **Total Catholic Education Committee (TCE)**

The Total Catholic Education Committee is an advisory body responsible for the operation and evaluation of the educational programs at St. Rose St. Mary's School. The TCE Committee is accountable to the Parish Council.

### **Home and School Association**

Any parent/guardian with a child enrolled in St. Rose St. Mary's School is automatically a member and eligible to vote. Meetings will be announced in the school newsletter. The objective of this association shall be:

- To foster a spirit of community among the membership
- To develop united efforts between educators and the parents/guardians of St. Rose St. Mary's Students that will secure for every child the highest advantage in spiritual, social, mental and physical education
- To conduct fundraising events to allow for financial support of products and services that will benefit the students of St. Rose St. Mary's School, and to be able to attend to the general needs of the school

## **Routines**

### **Arrival**

Students may enter the building after 7:30 am, hang-up their backpacks and grab a book to read and gather in the entry way at school. Our school day will begin at 7:50 am with prayer. All students are expected to arrive on time. Any student arriving after 7:50 am will be considered tardy and must stop in the office to check in.

### **Drop Off**

**Busses:** In the morning busses will drop off students right in front of the school building.

Parents who wish to make requests for changes in routes or stops should contact the bus garage at 715-823-4123x2.

**Parents/Guardians/Caregivers:** are able to park in the parking spots in front of school or across the street, and use the front door of the school. Please do not block the bus parking spot.

### **Pick-up/Dismissal**

**Bus:** After school one bus will pick up students in front of the school to transport to connecting busses at Longfellow.

**Parents/Guardians/Caregivers:** are able to park in the parking spots in front of school or across the street,

and use the front door of the school. Please do not block the bus parking spot. Students will be dismissed after the bus leaves around 3:00 pm. Parents/Guardians/Caregivers may wait for their child(ren) in the hallway in the front entrance or by the office.

## **Student Wellness, Health and Safety**

### **Emergency Information**

All parents/guardians must complete the portion of the registration form that includes emergency information for each student.

### **Treatment Protocol**

#### **Minor injuries**

1. First aid treatment will be provided.
2. Parents/Guardians will be notified by phone, email or written note.

#### **Serious injuries - those requiring professional medical attention.**

1. First aid treatment will be provided.
2. Parents/Guardians will be contacted by phone.
3. If unable to contact parents/guardians, school will seek additional medical support deemed necessary, including calling 911.

Accident reports will be completed by the teacher, recess supervisor, administrative assistant, or principal (available in the school office).

### **Illness**

Students should be free of illness and symptoms that distract from learning when attending school. If your child becomes ill during the school day and is determined to have a fever, the parent/guardian will be called to pick up the child. Students who throw up at school will also be sent home. Students must be fever free, vomiting/diarrhea free for 24 hours before returning to school.

### **Medications**

Diocese of Green Bay Policy 5070

In order to comply with the State of Wisconsin Examining Board, the parent/guardian must complete a Medication Administration Form for each prescription and nonprescription medication the student is to

receive during school hours. **This includes cough drops.** This consent form must be renewed annually.

It is the student's responsibility, if appropriate, to take his/her medication at the designated time. A member of the school staff will administer the medication. All medications must be in its original container with the following information printed clearly: student's name, name of drug and dosage, time and quantity to be given, and physician's name. Medication will be kept in a secure location.

## **Tuition and Payments**

### **Tuition Amounts**

Tuition is re-evaluated annually by the TCE Committee. The budget is also reviewed annually.

2019-2020 Tuition:    3K    \$1250            4K    \$1400            K-8    \$2200

There is a sibling discount of \$100 per student after the first student. There is also a tuition discount of \$100 for any referral that results in a new family enrolling at St. Rose St. Mary's School.

### **Payment Methods**

St. Rose St. Mary's School offers two payment methods:

- Pay tuition in full, on or before the first day of school, or
- Sign up for a payment plan through FACTS Management System.

### **Financial Aid/Tuition Assistance**

Application for **Financial Aid/Tuition Assistance** is completed through the FACTS Grant & Aid Assessment. Requests must be submitted by the start of the upcoming school year to be considered for assistance and you must already have a payment plan set up through FACTS in order to be eligible to receive aid or assistance.

## **Miscellaneous A-Z**

### **Bicycles**

Students should remember to obey all traffic regulations while biking. Students are expected to wear helmets. Bicycles are required to be properly parked and locked in the bike rack. **Bikes are not to be used during school hours. Students are not to touch or go near the bike rack during the school day.** The school/parish assumes no liability for damaged or stolen property.

### **Bussing**

1. The school assumes responsibility for bussed students from the time they arrive to school until they leave on the bus at the close of the school day.
2. The rules of the bus company are to be obeyed at all times. **Students are expected to share the SPIRIT by following the rules on and off campus.** The bus company is responsible for the supervision of students on the bus.
3. The bus driver possesses the same jurisdiction over the students as the teacher.
4. Infraction of the above rules will be brought to the attention of the parent/guardian.

Bussing is a *privilege* not a right. Continual abuse of bus privileges may result in the denial of transportation. Students and parents/guardians are encouraged to immediately notify the principal or bus company of any safety hazards observed during bus operations. Parents/Guardians who wish to change their stop should contact the bus garage at 715-823-4123.

## **Lost and Found**

Items that are lost and found will be placed in a bin near the back door. The Lost and Found area is cleaned out on the last day of school. Items that have not been claimed are donated to charity.

## **Media Release**

We take photos throughout the school year to document and celebrate the many exciting activities and changes that occur. These photos will be used in the school newsletter and on our website or in other parish publications. Parents/Guardians are provided a media release each year at the time of registration. A media release permits the school to use a student's photo and descriptive information (name and grade) in the media, such as in a local newspaper or publication produced by an organization other than St. Rose St. Mary's.

## **School Cancellations and Delays**

We will follow the delay and cancellation decision made by the superintendent of the Clintonville Public School District. The TV and radio broadcasts will not list St. Rose St. Mary's School separately, but will be listed as Clintonville Public Schools. School cancellations, delays and unplanned early dismissal will be broadcast on TV channels NBC 26, Fox 11, ABC 2, and CBS 5. It will also be posted on our facebook page. If Clintonville Public School District closes due to poor weather conditions, St. Rose St. Mary's School will also close.

## **Security**

All school doors are locked, except the main front doors to the school, but the interior front doors are locked and individuals will need to be buzzed in. All entrances are monitored by video surveillance.

## **Telephone Use**

Students will be allowed to use the school office phone for emergencies and other times deemed necessary by the school office personnel. **The use of a cell phone, smartwatch or other mobile device by students is strictly prohibited during the school day. All communication devices must be muted and stored per teacher discretion during school hours. The only exception is a class activity which requires the use of the phone. Teachers will inform students when it is appropriate.**

## **Visitors**

Any person entering the school building during school hours must first check in with the office and obtain permission from the school office to carry out their business. Visitors will be asked to sign in upon arrival and out again before leaving the building. Visitors will be asked to wear a visitor badge.

## **Volunteers**

The Diocese of Green Bay requires every volunteer in the school to complete the training Protecting God's Children also known as VIRTUS training, complete a background check and sign a Volunteer Code of Conduct.

## **Management Rights**

School administration reserves the right to make changes to this handbook at any time for just cause with proper notice given to parents.

**Appendices begin on the next page**

**ST. ROSE ST. MARY'S SCHOOL**  
**ANTI-BULLYING POLICY**

**INTRODUCTION**

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

**PURPOSE**

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

**RESPONSIBILITY**

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

**DEFINITION**

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

- Bullying is a deliberate act by a person or group which hurts, threatens or frightens another person.
- Bullying is premeditated. Ex. Child comes to school with the intention of deliberately causing harm to another.
- Bullying is usually repeated over a period of time.
- Bullying is often about power and intimidation.
- Bullying thrives on secrecy.
- Bullying is often observed by silent witnesses (bystanders who as part of a group stay silent about the incident).

Bullying can be:

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

Bullying can take place in person and on all areas of internet such as email, chat rooms, social media, text messages, phone calls, video, pictures, etc. This list is not exhaustive.

**PREVENTION STRATEGIES**

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

- classroom instructions on reporting bullying.
- a set of classroom rules or list of ways students should share the SPIRIT.
- writing stories or poems or drawing pictures about bullying.
- playing games about bullying.

- reading and discussing stories about bullying.
- having discussions about what bullying looks like and why it matters.
- role plays about bullying.
- education about being a bystander.
- prayer.
- integrating our faith into discussions about bullying.

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

## **WHEN BULLYING OCCURS**

### **Student to Student Confrontation**

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

### **Reporting**

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

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

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

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

### **Faculty and Staff**

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

### **Investigation**

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

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

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

### **Consequences**

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

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

## **Student Safety**

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

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

## **DOCUMENTATION**

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

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

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

# Incident Report



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

Give a brief description of the incident. Include time and location.

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Did the complaining student tell the offending student to stop? Yes                      No

Did the student tell a teacher/supervisor right away? Yes                      No

Were there witnesses to the incident? Name(s) \_\_\_\_\_

Does the incident fit the definition of bullying? Yes                      No

At St. Rose St. Mary's School, we define bullying as "unwelcome verbal or physical contact that involves some sort of force, whether overt or subtle" (Diocesan Board of Education Policy 5160). Bullying includes all of these characteristics:

- Bullying is a deliberate act by a person or group which hurts, threatens or frightens another person.
- Bullying is premeditated. Ex. Child comes to school with the intention of deliberately causing harm to another.
- Bullying is usually repeated over a period of time.
- Bullying is often about power and intimidation.
- Bullying thrives on secrecy.
- Bullying is often observed by silent witnesses
- 

Were parents of involved student(s) notified? Yes                      No

How? Email \_\_\_\_\_ Phone \_\_\_\_\_

Consequence issued \_\_\_\_\_

---

Teacher involved \_\_\_\_\_

A copy of this report needs to be kept with the issuing teacher and another copy filed with the principal.

## Family Emergency Contact Information Update Form

**Student Name:** \_\_\_\_\_  
**Grade:** \_\_\_\_\_  
**Allergies:** \_\_\_\_\_  
**Other Health Issues:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_  
**Grade:** \_\_\_\_\_  
**Allergies:** \_\_\_\_\_  
**Other Health Issues:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_  
**Grade:** \_\_\_\_\_  
**Allergies:** \_\_\_\_\_  
**Other Health Issues:** \_\_\_\_\_

	Mom	Dad
Name		
Address		
Computer at Home	Yes   No	Yes   No
Email Address		
Phone Numbers	<b>Home:</b> <b>Work:</b> <b>Cell:</b> <b>Other:</b>	<b>Home:</b> <b>Work:</b> <b>Cell:</b> <b>Other:</b>

# A Note from School

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

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

You are receiving this note for the following behavior:

- |                      |                       |
|----------------------|-----------------------|
| Damage to Property   | Disrespect            |
| Disturbing Class     | Fighting              |
| Harassment/Bullying  | Unacceptable Language |
| Other _____<br>_____ | Conference Requested  |

Description of the Incident: \_\_\_\_\_

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

Consequence at School: \_\_\_\_\_

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

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

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

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

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

☞ Check if you would like to request a conference.

## SSRM COMPUTER USE POLICY

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

### Acceptable Use

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

### Privileges

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

### Netiquette (network etiquette)

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

- Be polite and do not ever send abusive messages to anyone or about anyone at anytime from anywhere while a student at St. Rose St. Mary's School.
- Use appropriate language in all messages.
- Keep your personal information private. Never share the password, personal address, location, or phone number of yourself or any other person while on the Internet. Messages relating to or in support of illegal activities may be reported to the authorities.
- Connect to the Internet appropriately without disrupting others.
- Do not not download any unauthorized material or change any settings on your desktop.
- **Do not not go to sites not for use in the classroom.**
- Students may not check personal email or Social Networking sites such as Facebook, Instagram, Snapchat etc. using the school computers.

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

### Security

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

### Vandalism

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

**Agreement**

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

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

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

**SIGNATURE REQUIRED ON THE HANDBOOK SIGNATURE PAGE**

## Parent/Guardian/Medical Provider Medication Authorization Form

**Student's Name:** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

As the parent and guardian of the above mentioned student, I give *St. Rose St. Mary's School* permission to administer the following medication(s) to my child for the following reason or diagnosis \_\_\_\_\_

Medication/Dosage	How to be given	How often	Start Date	Stop Date	Considerations/Side Effects
1.					
2.					
3.					

As the parent or guardian of the above mentioned student, I will keep *St. Rose St. Mary's School* aware of any changes in medication(s) profile or health concerns of my child.

As a part of the Wisconsin Statute Chapter 118.29, Administration of Drug to Pupils and Emergency Care, school districts are required to have permission from a medical provider and/or parent to administer medication at school. As part of this authorization form, *St. Rose St. Mary's School* employees may contact the medical provider with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above with parent permission.

**Parent(s)/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Medical Provider Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Medical Provider Signature:** \_\_\_\_\_

**Clinic:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

## Dress Code Violation

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Staff member who witnessed inappropriate attire \_\_\_\_\_

The highlighted item is the area that requires attention.

## Dress Code

A person's dress reflects the respect they have for themselves and others. Students should dress modestly for school. Modest dress is defined as reasonable clothing that covers most of the body and does not draw attention to the person wearing it, is not extreme in style or fashion, and is not excessive in size or wear. **A good rule of thumb for dress code is "if you have to think about the item being appropriate, it probably isn't."**

- Clothing must be clean, neat, and free of holes, frays, or heavy wear.
- Athletic pants/shorts, sweatpants/shorts, pajama pants are not acceptable.
- **Knit pants and leggings are only permitted as long as they are worn under a skirt or dress.**
- Shorts, skirts, and dresses must be of sufficient length so that when a student is standing straight up, they will be able to touch their clothing with their finger tips, when holding their arms down their sides.
- Shirts must have sleeves, be long enough to cover the midriff and high enough to cover the chest area. All slogans and graphics must fit with the mission of our school and be suitable in a Christian atmosphere. If a student's shirts is found to be inappropriate they will be issued a school shirt from the office to wear for the school day, to be returned laundered to the school. This will result in a Dress Code Violation for the student. Examples of inappropriate graphics on shirts would be: pirate skulls, devils, disrespectful sayings/slogans, or alcohol references and logos.
- Appropriate footwear with socks are to be worn at all times to ensure safety. When "Warm Weather" is permitted (see Warm Weather below), sandals without socks are allowed, so long as they have a back strap to keep the sandal on the foot; no crocs, flip flops, or heels higher than 1 inch are allowed. Extras socks must be kept at school with gym shoes for Physical Education class.
- Hair must be of natural hair colors, unless dyed for a special event such as a Cancer Awareness month. Any coloring of hair must be done prior to coming to school.
- Make-up is limited to lip gloss only except for special events deemed appropriate by the principal (programs, presentations, etc.)
- Only ears may be pierced. Students will be asked to remove studs from other pierced body parts.
- Permanent tattoos must be covered.

**Mass Attire:** All students are expected to "dress their best" for Mass.

- 1.) Jeans are not allowed, pants must be of casual dress style
- 2.) Attire should be free of any slogans and graphics
- 3.) Collared shirts, school shirts are especially encouraged
- 4.) Hoodies, Jackets, and Coats may not be worn during Mass

**To be assigned by the office only.**

Violation Number \_\_\_\_\_  
*Consequence is highlighted*

**Dress Code Violations**

1<sup>st</sup> offense: Form note sent home with student informing Parent/Guardian of the Dress Code Violation. Parent must sign this form and return it the next day to the school office. This form will also include a copy of the current Dress Code, with what area was violated highlighted, asking the parent to please review and reach out to the school if they have any questions, provide the school's contact info. A copy of this form is to be kept on file in the office.

2<sup>nd</sup> - 3<sup>rd</sup> offense: An email will be sent to the Parent/Guardian from the Principal with a reminder of the importance of our School's Dress Code Policy. A request will be made for an acceptable change of clothes to be kept at school, in case there are any future Dress Code Violations. Additionally, the same form note will be sent home, and is to be return to the school office the next day. A copy will be kept on file in the office.

4<sup>th</sup>- 5<sup>th</sup> Offense: These violations will now include a Lunch Recess Detention. Additionally, the same form note will be sent home, and is to be return to the school office the next day. A copy will be kept on file in the office. Each offense will also include a phone call or email home from the Principal. On the 5<sup>th</sup> offense, a phone call home will inform Parent/Guardian that the next violation will result in an in-school suspension, which could come at a cost of \$100 to cover the hiring of a substitute teacher to work with their student for that day.

6<sup>th</sup> Offense: In-school suspension

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

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

***Return this form to the office the next school day.***

## 2019-2020 Handbook Signature Page

I have read the 2019-2020 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

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

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

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

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

Parents and Students must both sign. A copy will be made and sent home.

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