



## Student/Parent Handbook

### Mission

Preparing and inspiring students to lead meaningful lives, rooted in the teachings of Christ in our Catholic tradition.

### Vision

To be celebrated as the school system where students discover and develop their God-given talents and experience success through learning, faith and service.

### Values

- **ACADEMIC EXCELLENCE** through dedicated teachers, smaller class sizes, nationally recognized programs, state of the art facilities and technology.
- **FAITH AND MORAL VALUES** integrated into curriculum and school life to serve others with compassion and integrity.
- **INCLUSION** where we welcome and respect all students, families, faiths, and backgrounds in a supportive and safe community.
- **SELF-DISCOVERY AND PERSONAL GROWTH** in a vibrant environment promoting life-long learning.
- **STEWARDSHIP** by sharing God-given gifts to positively influence an ever-changing world.

### Promise

As a member of the St. Mary Catholic Schools community, every student will have the opportunity to:

- **ACHIEVE ACADEMIC SUCCESS** through the commitment of dedicated teachers and staff who are invested in students' academic development and take extra measures to help students attain their highest potential.
- **DISCOVER AND DEVELOP THEIR FAITH** to live as a dynamic disciple of Christ.
- **BE PART OF A SUPPORTIVE AND SAFE COMMUNITY** where parents, students, faculty, and staff are valued and respected in our school community.
- **EXPLORE THEIR UNIQUE PASSIONS** and curiosities through enriching experiences and a diverse selection of co-curricular opportunities.
- **EXPERIENCE AN IDEAL LEARNING ENVIRONMENT** through best-in-class facilities and technology to facilitate collaborative learning and interactive programming.
- **LEARN IN AN INCLUSIVE ENVIRONMENT** with an expectation of respect and kindness for others.

St. Mary Catholic Middle School was made possible because of the vision, dedication, generosity, and hard work of many people in the Neenah/Menasha area. We are grateful for the support from the following parishes who directly support the middle school: St. Gabriel, St. Margaret Mary, St. Mary/St. John, and St. Patrick's.

This handbook contains information, rules, and procedures that you will need to know in order to be successful at SMCMS. Teachers and staff will be glad to help parents and students with any questions or concerns.

*St. Mary Catholic Middle School does not discriminate on the basis of sex, race, or national origin in the enrollment and participation of students or the employment of personnel.*

*The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion. Parents/students will be given prompt notification if changes are made.*

**Pillars of Honor**

As an active and engaged member of the St. Mary Catholic Middle School community, we are all expected to act with integrity. Actions, behavior, and decisions, both inside and outside of the classroom, should reflect and support the school's five Pillars of Honor: **Faith, Honesty, Respect, Responsibility, and Trust.**



St. Mary Catholic Middle School  
Grades 6-8

**FAITH** — "I can do everything through Him who gives me strength." (Phil 4:13)  
I will have my actions bring honor to Jesus Christ.

	Classroom	Hallway	Bathroom	Pod	Commons/ Lunch time	Gym/ Locker Room	Before/ After School
Honesty	<ul style="list-style-type: none"> <li>I will be truthful to my classmates and teachers.</li> <li>I will do my own work.</li> <li>I will practice and promote honesty.</li> </ul>	<ul style="list-style-type: none"> <li>I will be truthful about what I hear about other classmates and not spread rumors.</li> </ul>	<ul style="list-style-type: none"> <li>I will be truthful when requesting to use the restroom.</li> </ul>	<ul style="list-style-type: none"> <li>I will respect other people's belongings.</li> </ul>	<ul style="list-style-type: none"> <li>I will be truthful when completing table washing responsibilities.</li> <li>I will be truthful about being dismissed to go outside.</li> <li>I will play fairly when outside.</li> </ul>	<ul style="list-style-type: none"> <li>I will play fairly when competing in the gym.</li> <li>I will keep food/drink out of the locker room and gym.</li> </ul>	<ul style="list-style-type: none"> <li>I will be truthful when talking with my peers and adults.</li> </ul>
Respect	<ul style="list-style-type: none"> <li>I will value others' thoughts and ideas.</li> <li>I will respect the space and materials of others.</li> <li>I will respect other students' right to learn and participate.</li> <li>I will value school property and the property of others.</li> <li>I will raise my hand to participate in class.</li> </ul>	<ul style="list-style-type: none"> <li>I will honor other people's space.</li> <li>I will always walk in the halls at SMCMS.</li> </ul>	<ul style="list-style-type: none"> <li>I will value classmates' space and privacy.</li> <li>I will think and act appropriately when I'm using the bathroom.</li> </ul>	<ul style="list-style-type: none"> <li>I will take care of all furniture.</li> <li>I will pick up after myself.</li> </ul>	<ul style="list-style-type: none"> <li>I will rotate with people at my table to clean.</li> <li>I will take my fair share of food in the line.</li> </ul>	<ul style="list-style-type: none"> <li>I will abide by the rules and play fairly.</li> <li>I will honor the space and materials of others.</li> </ul>	<ul style="list-style-type: none"> <li>I will act appropriately towards parents and peers, knowing that I am a model of Christ to others.</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>I will remember all my materials for class.</li> <li>I will turn my homework in on time.</li> <li>I will arrive to class on time.</li> <li>I will keep my materials organized.</li> </ul>	<ul style="list-style-type: none"> <li>I will be conscious and courteous of other classes nearby while I'm in the hallways.</li> </ul>	<ul style="list-style-type: none"> <li>I will be personally accountable to do the right thing.</li> <li>I will be punctual in returning to class.</li> </ul>	<ul style="list-style-type: none"> <li>I will help keep the pod/locker area clean and orderly.</li> <li>I will keep my locker clean and organized.</li> </ul>	<ul style="list-style-type: none"> <li>I will remember my coat when it is needed to go outside.</li> <li>I will pick up after myself.</li> <li>I will bring in any equipment I bring outside.</li> </ul>	<ul style="list-style-type: none"> <li>I will put away any equipment that I take out.</li> <li>I will change my clothes in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>I will take appropriate action against wrong doings.</li> <li>I will take ownership for my actions.</li> </ul>
Trust	<ul style="list-style-type: none"> <li>I will act with integrity, even when no one is watching me.</li> <li>I will do my best to use all the talents God has given me.</li> <li>I will practice safety at all times.</li> </ul>	<ul style="list-style-type: none"> <li>I will act with integrity, even when no one is watching me.</li> <li>I will show that my actions speak louder than my words.</li> <li>I will practice safety at all times.</li> </ul>	<ul style="list-style-type: none"> <li>I will act with integrity, even when no one is watching me.</li> <li>I will practice safety at all times.</li> </ul>	<ul style="list-style-type: none"> <li>I will act with integrity, even when no one is watching me.</li> <li>I will speak with words that build up others' self-esteem.</li> <li>I will practice safety at all times.</li> </ul>	<ul style="list-style-type: none"> <li>I will act with integrity, even when no one is watching me.</li> <li>I will speak with words that build up others' self-esteem.</li> <li>I will practice safety at all times.</li> </ul>	<ul style="list-style-type: none"> <li>I will act with integrity, even when no one is watching me.</li> <li>I will have my actions speak louder than my words.</li> <li>I will practice safety at all times.</li> </ul>	<ul style="list-style-type: none"> <li>I will act with integrity, even when no one else is watching.</li> <li>I will practice safety at all times.</li> </ul>

### Advisory

The Advisor/Advisee Program, is a guidance-based program that meets four times a week. Each teacher is assigned a small group of students (13-17). The weekly schedule includes activities and discussion based on monthly themes, intramural competition, and individual conferences. The goals of this program are to develop an understanding and valuing of self, others, and life experiences.

### Arrival and Dismissal

Student supervision begins at 7:15 a.m. and ends at 3:30 p.m. daily unless a student has made prior arrangements with a staff member or the administrator. **A student should never be in the building before or after supervision hours unless he/she is with a staff member or a coach.**

### Assignment Notebook

All students are given and required to use assignment notebooks in order to record class assignments. If a book is lost or destroyed, replacement books are available for purchase in the office. ***Assignments with due dates can be found online.***

### Athletics/Co-Curriculars

A separate [Co-Curricular handbook](#) can be found on the SMCMS website.

### Attendance

It is the responsibility of the parents to make sure students attend school on time every day it is in session. *Wisconsin Statute 239 requires that parents/guardians provide a written excuse prior to a planned absence for personal or non-health-related reasons (such as a vacation). Every day or part of a day a student is absent for a planned absence counts as one (1) absence. The state law limits these parent written excuses to ten (10) per school year.*

Parents must provide a written excuse PRIOR to a planned absence. This does not apply to absence due to health issues or family emergencies.

- Absences Parents should call school (727-0279) no later than 8:30 a.m. to report a student's absence. If a call is not received by this time, the absence is considered unexcused, and by law the student shall be considered truant. A student is considered habitually truant (under WI 118.15) when a student is truant for all or part of five days in a semester. Habitually truant students will be referred to law enforcement.
- Planned Vacations Please ***DO NOT plan vacations during school time, BUT if you must,*** the school office must be notified in writing at least 48 hours in advance. This information will be shared with the student's teachers. The student must pick up a [pre-planned absence form](#). Forms can be found in the office. Once the form is signed by all of the teachers a copy will be made in the office. *If a student is given homework ahead of time, please make every effort for them to complete it upon return.* A student will also be given adequate time to complete missed work upon his/her return to school.
- Early Dismissal Parents are urged to make dental, medical, and other appointments after school hours. If it becomes necessary to check out during the day, a student must 1) bring a note **to the office before first period**; 2) obtain a dismissal pass; 3) show the pass to the teacher at the time to leave; 4) sign out at the office; and 5) upon return to school that same day, sign in at the office and receive a pass to return to classes.
- Tardy A student not in class at 7:50 a.m. will be considered tardy. When a student arrives after 7:50 he/she must report to the office for an Admit Pass.

### Band

Band is available to all grade levels. The student must provide his/her own instrument. A fee is charged for band participation. The fee includes a private or small group lesson on a weekly basis.

### Bicycles

The school assumes no responsibility for bicycles. However, provisions have been made to store bicycles by providing a rack in which they can be parked and locked. Bicycles are never to be ridden on school grounds. Helmets should be worn.

## **Bus Routes and Operating Policies**

Lamers and Kobussen bus companies plan bus routes and stops. Neenah and Menasha students who live more than two miles from school are eligible to ride a bus. Information from registration forms is forwarded to the public school and they, in turn, send SMCMS a roster of those eligible for busing. SMCS busing is available in Darboy and Sherwood area.

## **Bus Conduct**

The bus companies have established the following rules in order to ensure the safety of all that ride buses

- Use only the assigned bus and bus stop.
- Orderly behavior is required at the bus stop.
- Remain seated, facing front, when the bus is in motion.
- Talk quietly, make no unnecessary noise.
- Obey the driver's directions.
- Keep head, arms, and all objects inside the bus.
- Do not litter the inside of the bus or throw anything out the window.
- Those waiting for buses after school may not leave the designated waiting area.
- Students are not allowed to bring friends home on the bus without a note from the parent and signed by the principal.

Those who do not abide by these rules may be denied the privilege of riding the bus.

## **Campus Ministry**

In addition to overseeing the religion curriculum, Campus Ministry provides spiritual guidance for students and staff. Liturgies, retreats, prayer services, and service activities are regularly scheduled to encourage Catholic, Christian development.

## **Cancellation of School**

SMCS's policy is that if EITHER the Neenah or Menasha public schools are delayed or closed due to weather, SMCS follows suit. As soon as it is determined, the information is posted on Facebook and the SMCS website, and local TV and radio stations are alerted. You may also subscribe, at no cost, to the SMCS emergency alert system called Remind if you would like to receive notifications of unexpected events such as school closings or early dismissal due to weather, etc. To subscribe, please do one of the following: if you have a smartphone, get push notifications by [opening your web browser](#) to download the mobile app; for text-only notifications, text the message @9fg97 to the number 81010. If that does not work, text it to 920-933-1015.

## **Change of Address / Telephone**

It is very important that an up-to-date address and telephone number are kept at the school office. Parents are responsible for updating their contact information on the registration database.

## **Cheating**

Cheating will not be tolerated and will result in a zero for all work, tests, etc. connected with the occurrence. A student who knowingly allows another to cheat will receive the same consequences.

## **Communication**

- Website Information, including newsletters, permission slips, etc., can be found at [www.sm Catholics schools.org](http://www.sm Catholics schools.org)
- Bi-Weekly Update A school newsletter, bi-weekly update, containing items of interest to students and parents is posted on the SMCMS website each week and an email link is sent to all parents.
- Telephone calls from parents Please make every effort to communicate with your student before school and limit phone call messages to a minimum. **Please do not text your student during the school day.** *Students' phones are turned off throughout the day*, we can get messages to students before 3:10 pm. Students can check their phones at the end of the day for messages about the end of the day.

## **Computer Program/Internet Security**

St. Mary Catholic Middle School has implemented a one-to-one laptop program. A student must sign a copy of the school's Student/parent Handbook Acknowledgement & Acceptable Use Policy. Through the **one-to-one laptop program**, every SMCMS student is issued a digital device. A nominal user fee is charged to each student. Each SMCMS

student is assigned a small laptop that he or she uses every day for class work, group projects and homework. In addition, classrooms are equipped with SMART boards, digital projectors and SMART response systems.

**Internet security** is an area of strong concern for parents and school administrators alike. The technology in the middle school is regulated by a strong filtering program and teacher-controlled monitoring features. Strict expectations are enforced, and teachers have the ability to see, on their own screens, what individual students are viewing, as well as the capability to turn off anything inappropriate. This ability to simply “click out” a student from a site unrelated to the class allows an instructor to carry on without taking the time to reprimand or single anyone out.

### **Conferences**

A traditional student-parent-teacher conference is held in the first quarter of the school year. Student-led conferences occur at beginning of the third quarter.

### **Counseling Program**

A certified counselor oversees the counseling program at St. Mary Catholic Middle School. The counselor serves as director of the Advisor/Advisee Program and is available to all students and parents on an individual and/or small group basis. Parents are encouraged to contact the counselor with student concerns.

### **Calendar for the School Year**

A [SMCS calendar for the school year](#) can be found on the website. You can also find a specific middle school calendar on the website.

### **Student Behavior**

St. Mary Catholic strives to build a community of learning excellence. In order to build a community of learning excellence, SMCMS has expectations for student behavior, which are as follows:

- Respecting the rights of peers to learn and to be and feel safe
- Respecting the rights of teachers, staff, volunteers and any adult to teach and direct students
- Respecting the rights of the school property, resources, tradition and good reputation

As active and engaged members of the St. Mary Catholic Middle School community, we are all expected to act with integrity. Actions, behaviors and decisions, both inside and outside the classroom, should reflect and support the school’s Five Pillars of Honor. These Pillars of Honor are: **Faith, Honesty, Respect, Responsibility and Trust**. Acting in accordance with these values and expected student behavior, students will increase the likelihood of experiencing personal success in the classroom and in life.

### **Classroom Misbehavior/Violations**

Teachers and students have a right and a responsibility to create and maintain a classroom environment that supports and enhances student learning. At the beginning of each year, classroom expectations will be communicated clearly by the teacher and understood thoroughly by students.

### **Hazing/Harassment**

Hazing and harassment at any age can be extremely harmful, and are particularly troubling at the middle school level because the developmental stages of adolescence create a situation in which students are more vulnerable to peer pressure. St. Mary Catholic takes these issues very seriously.

### **Serious Disciplinary Action**

The administration deals decisively with violations that seriously affect the safety and/or good order of SMCMS. Actions that warrant consequences such as in-school or out-of-school suspension or expulsion\* may include, but are not limited to:

- Possessing a dangerous weapon on campus or at a school-sponsored activity
- Belonging to a gang or engaging in criminal, gang-like activity
- Having serious criminal charges reported to the school by authorities, engaging in any act that is grounds for arrest or citation in the criminal or juvenile court system
- Engaging in serious insubordination, or verbal or physical abuse of a faculty/staff member or any adult on the school premises
- Using, selling or possessing chemicals, drugs, tobacco, alcohol, steroids or chemical paraphernalia on campus or at a school-sponsored activity
- Physically assaulting another student

- Excessively inappropriate or offensive conduct such as assaulting staff or students, or gross insubordination (talking back or refusing to cooperate with authorities)
- Stealing or vandalism of school or others' property
- Serious hazing or harassment, including sexual harassment, of anyone (this includes group conduct and internet bullying or sexting)
- Representing oneself or others unlawfully or inappropriately on the internet (on blog sites, instant messaging, on-line profiles and/or social networking sites, etc.)
- Igniting fused or incendiary devices (fireworks, stink bombs, etc.)
- Engaging in misconduct (during or outside the school day) that is seriously detrimental to the reputation of SMCS
- Engaging in any situation or problem not specifically covered herein that may be viewed by the administration as seriously threatening

**In all cases where expulsion is being considered, the SMCS/SMCMS policies and the Green Bay Diocesan policies must be followed before expulsion is finalized. The process is as follows:**

*First Violation*

The administration meets with the student. After investigation, the parent(s) will be asked to attend a conference with the student and administration at which consequences and plans to prevent a repeat violation will be determined. If the violation is serious enough, a suspension or expulsion may occur at this level.\*

*Second Violation*

The administration meets with the student. After investigation, the parent(s) will be asked to attend a conference with the student and administration, at which a consequence of a one- to three-day suspension (in-school or out-of-school) may be imposed. The student will be required to submit a written plan as to how behaviors will be rectified in the future. If the violation is serious enough, expulsion may occur at this level.\*

*Third Violation*

The administration meets with the student. After investigation, the parent(s) will be asked to attend a conference with the student and administration, at which extended suspension of no more than five days, expulsion or dismissal may be imposed.\* **\*Parent(s) are always involved in this process.**

**Social Media**

1. Students must remember that they are representatives of St. Mary Catholic Middle School, and as such are expected to keep the following recommendations in mind as they participate on social networking websites:

Before participating in any online community, students must understand that anything posted online is available to *anyone in the world*. *Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online - even if you limit access to your site.*

Students should not post any information, photos or other items online that could embarrass the student, his/her family, or St. Mary Catholic Middle School. **This includes information that may be posted by others on the student's page.**

Students must never post his/her home address, phone number, birth date or other personal information. Anyone doing so could be a target of predators.

The SMCS administration will not seek out students' social media violations. It is the administration's expectation that each student's online activity is monitored by a parent or guardian. In the event that an alleged violation is brought to the attention of the administration, after investigation, the following considerations will be made:

Anything that appears to be "only" inappropriate or in bad taste will be handed over to the parents of the parties involved. It is the hope of the administration that the issue will be resolved by those parents in a timely manner.

The malicious use of online social networks such as threats to any third party, incriminating photos or statements depicting hazing, sexual harassment, vandalism or stalking, as well as underage drinking, illegal drug use or other prohibited behavior *will be subject to disciplinary action* by the administration.

Inappropriate photos and/or comments that are directly linked to SMCMS will be handled as school issues and will be punishable as if the behavior occurred at St. Mary Catholic Middle School.

Any action that appears to be of an illegal nature will be reported to legal authorities.



### **Dress Code: Posted on the website**

The administrator will make the final interpretation on all dress code questions.

### **Emergency**

Threats to students and faculty safety (fire, tornadoes, bomb threats, hazardous spills, etc.) are taken very seriously at SMCMS. Drills are conducted monthly. For fire drills, escape plans are posted inside the door of each classroom. For tornadoes, classes have a designated area in the basement. Students are to move to designated areas in a safe, silent, and orderly manner and maintain silence throughout the emergency/drill.

### **Emergency Information**

Students are required to have on file at the school office the following information:

- Parent/Guardian name(s)
- Complete and up-to-date address, and email
- Parent/Guardian home, work, and cell phone numbers
- Emergency phone numbers for at least two relatives and/or friends
- Physician's and dentist's names and phone numbers
- Medical alert information

### **Field Trips**

- Parents are required to sign a permission slip before each scheduled field trip. Only the school issued permission slip is acceptable for participation.
- A fee may be requested from each student to help defray transportation and/or facility use costs.
- Students are expected to ride to and from school field trips on the transportation provided by SMCMS.
- Parents who want to pick up their child from a field trip may do so by notifying the office at least 24-hours in advance.
- Students are expected to conduct themselves in a manner that best represents themselves, their class, school, family, and community.
- Students will not be allowed to participate for the following reasons: suspension from class, chronic misbehavior, and/or lack of academic progress (i.e. missing assignments or permission slips). These students are expected to attend school as usual and will be supervised by staff members.

### **Food Service**

- SMCS Food Service offers a nutritionally sound, reasonably priced hot lunch daily.
- All students must eat lunch. (If a student cannot eat lunch for whatever reason, a parent must send a dated, signed note to the office).
- A computerized debit system will track lunch charges and payments. Click on the [link](#) for the policy addressing *overdue balances* on food service accounts.
- Balance notifications are sent via email.
- Students use a finger scanner to access their lunch accounts.
- All checks should be made out to SMCS Food Service. All food service monies will be taken care of by SMCS. Money can be sent to the school office and it will be given to the food service bookkeeper.
- Should a student forget to bring a lunch, a lunch can be charged.
- A copy of the monthly menu is sent home via email and can be found [online](#).

### **Fundraising**

Funds are raised for both the system and our school. A percentage the profit generated by a family from SMCS fundraisers is deducted from that family's tuition account. SMCMS fundraiser, **Meet Me in the Middle**, allows us to work on needed projects within the building that are not funded by the system budget.

SMCS Fundraising Fee Each family with a student in K-12 will be assessed a \$100 family fundraising fee. Credit towards this fee can be earned by buying or selling \$100 or more in Z-Night tickets, or by donating \$100 or more to the SMCS Annual Fund.

The family fundraising fee does not replace the SMCMS Parent Involvement Fee.

### **Grading Scale**

A	95 - 100	C	82 - 79
A-	94 - 93	C-	78 - 77
B+	92 - 91	D+	76 - 75
B	90 - 87	D	74 - 72
B-	86 - 85	D-	71 - 70
C+	84 - 83	F	Below 70
I	Incomplete		

### **Honor Roll**

The SMCMS Honor Roll is a special recognition for academic achievement. It is based on the total grade point average of all assignments/tests for the preceding quarter and is posted four times a year. Receiving SMCMS's Highest Honors are those with a GPA of 3.75 to 4.0. Receiving High Honors are those with a GPA of 3.5 to 3.74, and receiving Honors are those with a GPA of 3.0 to 3.49.

An "F" disqualifies a student from being on either honor roll.

### **PowerSchool/Edmodo**

[PowerSchool](#) is an easy way for parents and students to keep up to date online. Once an account is activated, and SMCMS has posted information, parents can use PowerSchool to check their children's latest grades, receive email alerts when new grades are posted, receive emails with school or class information, verify assignments, see what assignments are missing and read notes from their children's teachers.

[Edmodo](#) is electronic tool for teachers to use to communicate with students in their class. Teachers can post assignments, rubrics, quizzes, educational videos, lesson plans, etc. This is primarily for electronic communication between the students and teacher. Students are able to communicate to the entire class or send a private message to the teacher. All school expectations/rules apply while students use Edmodo or Google classroom. Parents may create a parent account to view their child's information or ask their children for the Edmodo username and password.

PowerSchool is where students' assignments & grades are posted, Edmodo is how the teacher communicates with the class and may post assignments or rubrics, quizzes, etc.

<b>Power School</b>	<b>Edmodo or Google classroom</b>
Parent and student log ins	Student log in (Parents use students log in)
Student graded work	Teacher communication with students and class
Missing or late assignments	Upcoming assignments
Lunch balances	Rubrics
Email alerts when grades are updated	Study guides, quizlets
Updated weekly	Assignment directions
	Up loading assignments
	Gain access to text book pages or copies of teacher notes
	Ask questions, of teachers or classmates, for clarification on assignments
	Project up dates

### **Probation - Academic and Athletic**

Academic eligibility for all students will be determined by multiple grade checks during the nine-week grading period.

Students must maintain a minimum of a C- average with no failing grades to be considered a student in good standing.



Possible social and/or athletic restrictions will be decided upon at that time. (Also refer to the [SMCMS Co-Curricular Handbook](#))

### **Homework**

Homework is an extension of the learning that takes place in school. It provides practice and drill that reinforces classroom learning and provides opportunities for independent study, research, and creative thinking. The suggested maximum time for daily homework assignments is between 30 and 90 minutes. Students are expected to complete and return homework on time.

### **Illness or Injury**

A student who becomes ill at school should inform the teacher and receive permission to report to the office. The student's condition will be assessed and proper action taken. In case of an injury, school personnel will render first aid treatment only. If other treatment is deemed necessary, a parent will be contacted. If parents or other contacts are not available in an emergency, the student will be transported to the emergency room at Theda Clark Hospital (by ambulance, if deemed necessary, or by car).

### **Immunizations**

State law requires that students have evidence on file of an up-to-date vaccination program.

### **Library**

The library is open on a regularly scheduled basis and is supervised by the librarian, volunteer, or teacher. Students may check out up to three books for a period of two weeks each. Books are always due on a Friday. Fines will be assessed for overdue books. Full payment must be made for lost or damaged books.

### **Lice Protocol**

It is not uncommon for elementary/middle school children to contract head lice. Please contact the school office immediately if your child has head lice. Your identity will remain confidential. Notification allows us to take the necessary precautions to prevent the further spread of the lice.

While we understand that having lice in one's home is a concerning thing, we also need to follow the CDC's recent recommendation that lice not be considered to be on the same level as a serious illness. They state that students should not be unnecessarily excluded from class for a condition that does not cause illness or physical harm. So, while we will continue to monitor situations concerning lice as they occur in our school, our main goal and objective will be to return students to the classroom as quickly as possible after being identified as having lice.

#### *Recommendations by the CDC and the State of Wisconsin*

It is no longer recommended that students be excluded from school unnecessarily because of head lice. The likelihood of transmittal in a school setting is actually quite low. For this reason, we will generally follow the guidelines as described by the CDC and the Wisconsin DPI, with one exception. We will inform parents whose children have live head lice about the situation and ask that they take their child home early to be treated for the condition. Students with no evident live lice or with nits further than ¼ inch from the scalp need not be sent home from school. Parents will, however, be notified by phone call or note of this finding so that they can discuss this situation with their caregiver or treat as they see fit. We will work with the family to monitor the situation.

#### *Returning to School*

Children who have been diagnosed with live head lice will be allowed to return to school on the day following proper treatment of the condition. Children who have not been treated, or who receive insufficient treatment may not return to the classroom until it can be shown to office personnel that there are no live lice or nits close to the scalp. As a general rule, and following the advice of the CDC and State of Wisconsin, entire classes will no longer be screened for head lice because a child in the classroom has been identified as having lice. Notification letters may be sent home to alert parents so that they may check their own children, if desired.

### **Liturgy/Prayer Services**

As liturgy and prayer are central to our faith, our students and faculty participate in liturgies and/or prayer services. Family members are invited and encouraged to participate in the scheduled liturgy/prayer service with the students.

**Liturgy days are dress-up days for all.** Dress code passes may not be used. SMCS or any other sweatshirts are not allowed on these days. Please see the dress code for specifics.

### **Lockers**

A locker is issued to each student at the beginning of the school year. Lockers are available in the office. Only school-issued locks may be used. The locker is not a student's private property and may be opened by school authorities if there is reason to believe that the locker contains prohibited items. The school is NOT responsible for valuables left in lockers. Under limited circumstances and with special permission, leaving cash or valuables in the office may be possible. Students will be charged for lost or damaged locks and/or damaged lockers.

### **Personal Electronic Device (PED) and Smartphones**

A personal electronic device (PED) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of PEDs: cellular and wireless telephones, pagers/beepers, smart-watches, personal digital assistants (PDAs), smartphones, WIFI-enabled or broadband access devices, two-way radios or video broadcasting devices, tablets, laptops, and other devices that allow a person to record and/or transmit (on either a real-time or delayed basis) sound, video or still images, text, or other information.

Students may bring PEDs to school. **PEDs may NOT be carried during the day** and must **be turned off** and kept in their lockers during school hours. During school hours, parent(s) wishing to contact students must call the school office.

If a student fails to follow the guidelines for PEDs, the consequences are as follows:

- 1<sup>st</sup> offense – confiscation of the PED, which can be picked up from administration after school
- 2<sup>nd</sup> offense – confiscation of the PED, which can be picked up from administration after school. Parents will be notified of this second offense. Student will then need to keep their PED in the school office daily.

No expectation of confidentiality will exist in the use of PEDs on school premises/property. Administration reserves the right to check the content of confiscated PEDs. If the PED is password protected, the student must enter the password for administration and unlock it. If the PED was used to cheat or if inappropriate material is found on it, consequences may be imposed.

PEDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, or any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The principal has authority to make determinations as to other specific locations and situations where possession of a PED is absolutely prohibited. Violation of this rule may involve the police.

Students are prohibited from using PEDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person during the school day, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a PED to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by administration.

Students are prohibited from using a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are prohibited from using a PED to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using their PEDs to receive such information.

Students are personally and solely responsible for the care and security of their PEDs. SMCS assumes no responsibility for theft, loss, damage or vandalism to PEDs brought onto its property, or the unauthorized use of such devices.

### **Lost and Found**

Clothing, money, jewelry or other articles that are found are to be given to the office staff.

### **Make-up Work**

Assignments will be posted online. Parents may pick up a student's books from his/her locker when that student is absent from school for more than one day.

### **Medications**

If a student needs medication during the school day, the following requirements must be met

- A parent must fill out a school medication form before the office can dispense medication.
- Prescription medication must have the original label with the student's name, drug identification, dosage instructions, doctor's name, and a current date.
- ALL non-prescription medications (e.g. aspirin, Tylenol, Advil, etc.) must be sent in the original bottle, kept in the office, and given to a student only with a signed medical form on file in the school office.
- Medication will be given and documented by office personnel.
- Cough drops and inhalers may be carried and used by a student with written permission. A parent and a member of the office staff must sign a permission note.
- A student MAY NOT self-medicate nor may he/she give medications to others. Such action can result in suspension/expulsion.

### **Parent Involvement Program**

St. Mary Catholic Middle School considers all parents very valuable and special resources. As such, SMCMS requires parents to give 32 hours of time to school in the way of volunteer hours and/or involvement time. Parents log hours on SMCMS forms that are returned to the school office. Parents are assessed an additional \$200 charge on their tuition bill that is adjusted quarterly according to the amount of volunteer time that is claimed (\$6.25 per hour). Volunteer needs in specific and/or general areas will be announced in the newsletter. Activities vary from SMCMS cafeteria help, to fundraisers, sports and many other things.

### **Physical Education Classes**

If an illness or injury prevents a student from participating in a physical education class, parental notification is necessary. A doctor's excuse is required for non-participation for any length of time over two class days. See the dress code for acceptable gym wear.

### **Pictures**

Individual student pictures are taken each fall. Class pictures are taken in the fall. Parents may purchase these after viewing the pictures.

- Registration in an SMCS school grants permission for photos, publicity & inclusion in a participant list unless the SMCS Advancement Office is notified in writing prior to September 1<sup>st</sup> of each school year. The Advancement Office can be contacted at 920-722-7796. [Media Opt-Out](#).

### **Progress Reports**

Report cards are sent home at the end of each nine-week period. Students' weekly progress can be checked on PowerSchool. Students and parents should carefully review the student's progress and contact the teacher/school if there are questions regarding grades. Grades are updated on PowerSchool weekly. Parents and students have individual accounts on PowerSchool.

### **Promotion and/or Retention**

Grade promotion and/or retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are 1) indifference or lack of effort on the student's part, 2) physical or

social immaturity, and 3) excessive absences. Parents can assume that a student will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

### **Release of Records**

1. The school will maintain records on all students. Information included in these records may not be released without written parental consent. A parent/guardian wishing to review his/her student's file must give a 24-hour notice by way of a written request and set an appointed time with the administrator to review the file.
2. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Religious Instruction**

Religion is a required class at each grade level. In religion class the students will plan and present prayer services. Liturgy celebrations are planned through advisory groups. Sacramental preparation is a parish responsibility and is coordinated with the students' parish religious education administrators.

### **Schedule Changes**

Students may request schedule changes within five school days after the beginning a quarter if: 1) the student receives written approval from a parent and the classroom teacher; 2) there is space available in the class into which the student wishes to transfer; and 3) the student obtains approval from the administrator.

### **School Colors / School Mascot**

The St. Mary Catholic Middle School mascot is the Zephyr train, personified in The Zephynator. School colors are columbia blue, white, navy and gold.

### **Student Council**

The purpose of the SMCMS Student Council is to provide first-hand experience in the methods and procedures of democratic government. In addition, the Student Council sponsors activities in the areas of academics, socials, sports, and fund-raising. Student Council officers are selected the last month of school for the next school year.

### **Textbooks**

Textbooks and workbooks are provided for student use. If a book is lost, misused, or damaged beyond reasonable wear, the student will replace the book according to the following guidelines

New (1<sup>st</sup> year of use)- 100% of replacement cost

2<sup>nd</sup> year of use - 80% of replacement cost

3<sup>rd</sup> year of use - 60% of replacement cost

4<sup>th</sup> year of use - 40% of replacement cost

5<sup>th</sup> year of use or older - 20% of replacement cost

A minimum fee is charged for the following damages, up to the replacement value of the book

Damaged bindings        \$1.00

Damaged pages         \$0.25 each

All fines must be paid prior to receiving the final report card.

### **Visitors and Parent Meetings**

Parents are welcome and encouraged to visit the school. All parents and visitors must to sign in at the office. Parents wishing to speak with teachers should set up appointment times to meet with them, and should not just show up.

### **Yearbook**

A yearbook is available for a fee. Yearbooks are distributed at the end of the current school year.