



Family Handbook
2025-26

Building the Spirit...

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*** Statement of Compliance must be signed by parent(s) and student(s).**

St. Mary of the Assumption School

St. Mary of the Assumption School has been providing spiritual growth and academic excellence since 1927. The St. Mary of the Assumption School community includes the entire parish, which supports our students, parents, staff and clergy in helping children acquire a quality education.

Cardinal Clause

St. Mary of the Assumption is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

Mission Statement

Our Catholic faith is the foundation of our tradition of providing a quality, virtue-based education in a Christ-centered environment focused on excellence in academics, worship and service.

Vision

St. Mary of the Assumption School has established priorities and objectives for our present and future success. We must maintain our program that, by virtue of its very strength, breadth and values is a model among Catholic schools. This will permit us to meet the challenge of providing students with a quality Catholic education in the 21st century and thus prepare them to have a meaningful impact on tomorrow's society.

- Establish and maintain curricular and co-curricular programs reflecting a model Catholic school.
- Attract and maintain outstanding faculty and staff who are committed to the mission, philosophy and vision of St. Mary's of the Assumption School.
- Provide faculty members with continuing educational opportunities.
- Increase student enrollment.
- Upgrade the physical environment through a planned program of facility renovations and additions.
- Secure the annual capital and endowment funds necessary to fulfill our vision.

Administration

The School Administrator

The school administrator is hired by the pastor with the approval of the Bishop or his delegate (Diocesan Director of the Office of Catholic Schools). The school administrator is responsible to the pastor for implementing policies, issuing appropriate directives and for supervising the total school program including athletics, maintenance, lunch programs, all other staff and all other associated activities. In carrying out Diocesan policies and regulations, the school administrator is accountable to the Diocesan Director of the Office of Catholic Schools. In all other administrator responsibilities, the principal is accountable to the pastor.

- **In any situation where there is a custody agreement, the school is required to obtain any portion of the agreement that pertains to the student in relation to the school.** At a minimum, the school will retain the portion of the agreement that stipulates custody.

Probationary Period

St. Mary School remains committed to educational access to all in a positive learning environment that can meet the needs of all students. All students new to St. Mary School will automatically be placed on a 30-day probationary period. After 30 days, if the student's family hears no word from administration, it can assume the probationary period has ended. If after 30 school days, the school determines it is unable to meet the needs of the students, full admission will not be granted; school year tuition for the student would be refunded.

Transfer of Credits/Grade Placement Policy

When a student transfers to St. Mary School, grade placement will be determined by the principal utilizing the following factors: the child's age and current grade placement. If there is a dispute as to what grade the child should be enrolled in, the principal will consider academic history, including grades and classroom performance; recommendations of previous teachers involved with the child, and input from the receiving teacher. The final decision will rest with the principal.

Non-Discrimination of Students (DSP 5101)

St. Mary of the Assumption School may be subject to Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and other federal, state or local laws prohibiting illegal discrimination. St. Mary of the Assumption School does not discriminate on any civil law protected class basis unless permitted by law and/or protected by the United States Constitution or the Constitution of the State of Wisconsin.

Catholic Faith and Moral Standard (DSP 5112)

As a condition of initial and continued enrollment as a student at St. Mary of the Assumption School, a student's conduct must be consistent with Catholic faith and morals. Conduct that is inconsistent with Catholic Faith and morals, which is a threat to the health, safety and welfare of other students and/or causes scandal, impairs or threatens to impair the reputation of St. Mary of the Assumption Parish or School, is grounds for disciplinary sanctions up to and including immediate expulsion.

Non-Catholic Student Participation (DSP 6225)

Non-Catholic students fully enrolled at St. Mary of the Assumption School are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church Law, as a condition of enrollment.

Tuition

St. Mary of the Assumption School will not deny a Catholic Education to any of its parishioners. The Parish supports more than half of what it costs to educate a child at St. Mary's Parish in Richland Center. To make sure that the Parish runs efficiently, the remainder of the costs of education must be borne by parents whose children attend school at St. Mary's Grade School.

The tuition plan for the 2025-26 school year is set as follows:

Parish Member: \$1750 for 1st child; \$1700 for subsequent children

Non-Parish Member: \$2750 for 1st Child; \$2700 for subsequent children

The following are crafted to help pay tuition by all:

1. All parents must enroll in Blackbaud Tuition program to pay their tuition and school fees. Parents will be given information as to how to enroll. They are then able to select their payment plans. Failure to self-enroll will result in automatic enrollment and the default payment plan.
2. Any parent who has a very serious reason for not being able to pay tuition should discuss the issue with the administration. This discussion will be focused on how best the parent will make the effort to pay the tuition owed in full or in part.
3. At the end of the school year, if any parent owed tuition, that parent will be asked to pay the balance before the beginning of the next academic year. If the school's attempts to collect the owed tuition are unsuccessful, the school may pursue collection of the owed tuition through any available, legal means.
4. Any student for whom tuition is owed will not have his or her transcript released, should the student choose to leave the school, unless a signed and dated Tuition Payment Agreement is delivered to the Principal.
5. If a family needs financial assistance, the following steps must be followed:
 - i. Family completes the *Tuition Assistance Application (Appendix A)* form and turns it in to the office.
 - ii. Family schedules a meeting with the principal to discuss the *Tuition Assistance Application*. At that time, they will work with the principal to complete the *Tuition Assistance Plan*.
 - iii. The plan for tuition payment will be created and signed.
 - iv. The plan must be followed. If the family is unable to meet the plan requirements, another meeting with the principal must be convened. This should be initiated by the family rather than the principal.
6. The School may refuse the admission of a child if that child's parent(s) owe(s) any outstanding unpaid tuition, unless a signed and dated Tuition Payment Agreement, indicating the manner of payment for the unpaid tuition, is delivered to the Principal.
7. All previous policies found in the handbook remain applicable.

Academic Policies

Academic Expectations

School administration and faculty expect students to perform to the best of their ability. The teacher should provide the learning structure and assistance to the student, as well as communication with the parent when difficulties arise.

Homework

Homework that is properly planned and purposeful in nature is to help the student:

1. Learn to work independently and become self-reliant.
2. Think, plan, organize and apply what was learned in the classroom.
3. Develop and extend proficiency in effective habits.
4. Deepen personal insight and stimulate creativity.

The amount of homework that a student will have depends on many factors. How well a student uses his/her classroom time plays a major role in the student's ability to complete the assigned homework. It is the responsibility of the teacher(s) to determine the amount of homework necessary to meet the academic requirements of St. Mary of the Assumption School. Please contact your child's teacher if your child is consistently coming home with large amounts of homework so that his or her time management in the classroom can be more closely monitored.

Middle School Late Assignment Policy**

Assignment 1 Day Late - The assignment is due the next day at the beginning of class. Students should turn the homework in – teachers may not always prompt for these. There will be a 10% reduction in the score earned for that assignment.

2 Days Late – Assignments turned in at the beginning of class two days will be reduced 20% from the score earned.

3 Days Late or More: Assignments turned in at the beginning of class two days will be reduced 50% from the score earned. Assignments for the current unit cannot be turned in for points more than 5 days after the completion of the unit.

**St. Mary School may require detentions after school for students to complete homework assignments as needed.

Grading Scale

Grading scales are used beginning in 5th grade. Beginning the 2025-26 school year, all grades (5-8) will utilize the same grading scale as shown below:

Grading School			
99-100	A+	85-86	B-
95-98	A	83-84	C
93-94	A-	79-82	C
91-92	B+	77-78	C-
87-90	B	70-76	D
		69-	U (F)

**Grades 4-5 will utilize an adapted version of the scale.

**Standards Based Grading is used in Grades Kindergarten-2nd grade and will be implemented in 3rd grade during the 2025-26

Honor Roll

Students in grades six, seven and eight can qualify for the honor roll, which is published each semester or quarterly in the local newspaper and in the school newsletter. The following scale is used to determine eligibility:

3.80 to 4.00	Highest Honor Roll
3.61 to 3.79	High Honor Roll
3.30 to 3.60	Honors

A student's GPA is figured in the office. The GPA is weighted and is based upon the number of days the class meets. Honor roll information and statistics may be used for public relations and marketing purposes.

Report Cards

Mid-term grades are figured at 4 ½ weeks for all students in grades 5-8. Warning slips are completed each mid-quarter for students in grades 5-8 who have a D or a U average in any subject. Mid-term reports do affect a student's eligibility in co-curricular activities (see co-curricular handbook).

St. Mary School uses a web-based student data management system; www.sycamoreeducation.com. Student grades will be available online to parents 24/7 through this system, and it is the parent's and student's responsibility to check for grade information. Parents and students are issued a password and login information to access this site. Teachers update grades regularly. Report cards are accessed on the Sycamore site (www.sycamoreeducation.com) unless other arrangements have been made. Parents will be notified on the Sycamore home page and calendar when report cards will be posted.

Retention/Acceleration (DSP 5210)

St. Mary School is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflections, evaluation and consultation with the teacher and parents. Criteria for the decision will include the pupil's score on standardized exams, the student's academic performance, recommendations by the teacher, and other information deemed necessary. The school administrator is the individual responsible for making the final decision.

Academic Sanctions for Disciplinary Violations

Students will not incur academic penalties for disciplinary violations.

AI Policy

An Artificial Intelligence Policy has been added to the technology policy in Appendix B.

Accidents or Illness on School Grounds

When accidents with injuries or illness occurs on school grounds, the following procedures will be followed:

Minor Injuries or Illness

Students will be checked in the school office. Parents may or may not be contacted depending on the extent of the injury or illness. Parents will be contacted if the injury is to the child's face. Parents will be contacted if a child demonstrates symptoms of an illness during the school day. An accident report will be completed by those involved in an accident if the parent chooses to refer the child to professional medical attention.

Major Injuries or Illness

Parents will be contacted in the event of a major injury or illness that may or may not require hospital treatment. Parents will be consulted as to treatment. First aid treatment will be initiated by school staff until parents arrive. Witnesses to the accident will complete a written accident report.

Life Threatening Injury or Illness

St. Mary School staff reserve the right to contact emergency medical personnel without parental consent if it is determined that a child's injury or illness may be beyond the scope of first aid treatment or life threatening. Parents will be contacted immediately after emergency medical personnel are summoned. Unconsciousness in any form will be treated as a life-threatening emergency.

Emergency Forms

Each family is required to complete an emergency form for each child that attends St. Mary of the Assumption School. It is important that family emergency information be completed annually and updated throughout the school year as family directory information changes.

Accreditation

St. Mary School was fully accredited by the Wisconsin Religious and Independent Schools Association (WRISA) in 2015. Accreditation is renewed annually. Reaccreditation took place in February 2022 with recommendations to fully accredit St. Mary School.

Arrival and Departure of Students

The school day begins at 7:55 am with the ringing of the school bell. The first order of business is for the teacher to take attendance and determine the lunch count.

Students are not to arrive on school grounds before 7:40 am. If students arrive early, they will wait outside until 7:55 a.m. except in cases of inclement weather. **There is no supervision outside until 7:40 each morning, and students cannot arrive before this time.**

Students are expected to leave school grounds, including the playground, at the dismissal time, unless arrangements have been made with the classroom teacher or school administrator.

All students are to be picked up on North Central Avenue, East Fourth Street or in the school parking lot. Do not pick up students on East Fifth Street where the school buses park.

Asbestos Management

Notice is hereby given that the Asbestos Management plan, as required by **DSP 3320**, surveillance reports, and training reports for St. Mary of the Assumption School are available for review during normal business hours. St. Mary of the Assumption School is in compliance with all required maintenance and monitoring of asbestos in areas where students are present.

Attendance, Tardiness and Truancy

Attendance is taken each morning and sent to the office. If your child is absent for any reason, please call the school office before 8:30 a.m.

Absences

School attendance is compulsory (Wis. Stat. sec. 118.15(3)). The law also notes a student should not be excused for more than 10 days in a school year without proper, third-party verification (i.e. medical documentation from a qualified healthcare provider).

If you know in advance that your child will be absent for all or part of a school day due to appointments, please contact the school office as soon as you know so that arrangements can be made for assignments.

Tardiness

Tardiness, like absenteeism will be recorded as a part of the student's permanent record. Students are expected to be in their classroom and ready for instruction at 8:05. Valuable instruction time is lost and children have difficulty with organizational skills when students arrive late. Parents will be notified after three tardies. On the fourth tardy, the student will be expected to serve a detention as determined by the administrator.

Leaving Early

If your child is required to leave the school premises during school hours, he/she must have a written note, email or communication from home explaining the reason they are leaving, who they are leaving with, what time they are leaving and what time they expect to return.

No child may leave school early without this.

Illness

If a child becomes ill during the school day, a parent is contacted to determine if the child should be taken home. The school reserves the right to request a doctor's note

Missing work

It is the responsibility of the student to obtain and complete all work missed because of absenteeism or tardiness. Make-up work is accepted within a reasonable time frame to be determined by the teacher with input from the student. All make-up work completed within the agreed upon time frame will be graded and receive full credit.

Truancy

A child is considered truant from school when a parent or legal guardian attempts to circumvent the compulsory education laws of the State of Wisconsin. Each case of suspected truancy is handled on a case by case basis between the family and the school. The school reserves the right to initiate truancy procedures with the Department of Social Services should efforts to work with the family fail. It is the parents or legal guardian of a child who are held accountable for a child's attendance at school. Truancy is defined in the Wisconsin State Statute 118.16 (1) I as "any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such an absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the attendance law. A "habitual truant" means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a semester.

Extended Absences

If a child is going to miss school for an extended period, the school should be notified at least one week in advance of the absence. Students are required to complete all makeup work within the timelines established by the teacher to receive full credit. For longer absences, teachers will have the option to determine if it is best for the student to get makeup work upon their return.

Body Fluids

St. Mary School has a Bloodborne Pathogens Policy for the handling of body fluids to prevent the transmission of bacteria and viruses from person to person. All school personnel are trained in the safe handling of body fluids.

Bus Transportation

Busing for 4K-8th grade students is provided by the Richland School District for students who reside within their boundaries. They currently contract through Kobussen Busing. Proper conduct is expected of all students who ride and consequences will be enforced accordingly. Please see Appendix I for more details.

Co-Curriculars

Every student who wishes to participate in the co-curriculars receives a copy of the Co-curricular Handbook. All students, parents, teachers and advisors/coaches are expected to read and follow the guidelines as stated in the Co-Curricular Handbook.

Athletics

Students in grades 5 through 8 are given an opportunity to participate in volleyball and basketball athletic programs, which are offered by St. Mary of the Assumption School. Students may also participate in football, wrestling, and track through the Richland School District.

Band

All students in grades 6 through 8 are given an opportunity to receive band lesson as a part of the school curriculum and to exhibit their musical skills at scheduled programs and concerts. This is done through the Richland School District. *Parents are responsible for transportation to and from the Richland Middle School for band classes and activities.*

School Clubs

Various school clubs exist, including Student Council, Garden Club, and Forensics. Opportunities to participate in the clubs will be communicated to students at the appropriate levels.

Speakers, Outside Programs, AV Materials (Including Movies, DVD's, Videos) and Literature

St. Mary Parish School will follow all diocesan policies including outside speakers, co-curricular activities, the use of AV materials and literature.

Committees and Associations

All committees and associations established in connection with St. Mary of the Assumption School will be guided by the policies and regulations set forth by the Diocese of La Crosse. All committees associated with the school must have prior approval from both administration and pastor.

Home and School Association

All parents by virtue of the enrollment of their children in the school are members of the Home and School Association. Parents are encouraged to become involved the Home and School Association (HASA) for St. Mary of the Assumption School. The goal of HASA is to help parents fulfill their role as Christian educators and to provide educational assistance in Christian family living. HASA helps parents to be knowledgeable of existing and forthcoming legislation and public programs, which affect Catholic school students and their families. On the local level, parents are actively involved in the support of St. Mary of the Assumption School and its staff.

Education Committee

The Catholic Education Committee is a consulted body, which assists in fostering the mission of Catholic education. They meet, generally, 4 times per year. The Education Committee for St. Mary of the Assumption School is an advisory committee to the pastor and school principal.

Guiding Committees

St. Mary School utilizes other committees, including, for example, marketing and technology committees from time to time. Membership is voluntary and the purpose of each committee is to guide and advise administration on best practices/policies to benefit the school.

Communication

School Communication

St. Mary communicates to parents through Sycamore, email, and occasionally forms of paper. It is the responsibility of parents to check each and respond appropriately.

Parent Concerns

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrators be contacted (unless extenuating circumstances).

	Academics	Athletics	Attendance	Discipline
Step 1	Teacher	Head Coach	Teacher	Staff Member Involved
Step 2	Principal	Principal	Principal	Principal
Step 3	Pastor	Pastor	Pastor	Pastor

Conferences

Conferences (DSP 5205)

As a personal means of informing parents as to the development of their children, schools are to schedule conferences with parents. Normally, the children should have the opportunity to be at these conferences. Conferences are to be scheduled at least once a year, with two or more as needed. The first conference should be during or shortly after the first quarter and the second, optional conference, takes place in the spring. Whenever a student displays regular failing work or work that is below the student's normal level of achievement, parents will be informed and a conference will be scheduled. Parents who wish to have a conference with a teacher at times other than the scheduled all-school conferences are asked to make arrangements directly with the teacher.

Confidentiality

Confidentiality (DSP 5310)

Rather than strict confidentiality regarding student-school employee communication (verbal and written), the Diocese of La Crosse Catholic Schools operates under a "spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office of Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school make corrections to records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
 - Inclusion of student pictures in the annual yearbook, which is created by students.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Curriculum

The primary purpose of the Catholic School is to provide religious based instruction. St. Mary of the Assumption School has a written, sequentially progressive curriculum based on the Diocese of La Crosse curriculum with fundamental instruction in Religion, English, Reading, Language Arts, Mathematics, Social Studies, Science, Health, Technology, Music and Physical Education. St. Mary School also offers Spanish in grades 1-8. The curriculum expectations are updated on a regular basis. Our curriculum incorporates Catholic religious doctrine in all subjects and is substantially equivalent to the course of study recommended by the Wisconsin Department of Public Instruction.

Custody

St. Mary School abides by the legal provisions set forth with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the court order.

Dances and Parties

Classroom Parties

Classroom parties (holidays/feast days) are to be limited to the last hour of the day. Special parties, like birthday treats, are to be limited to the last ten minutes of the day. Classroom aides may assist with parties, but final decisions rest with the classroom teacher. The principal or dean must approve all parties.

Grade School Dances and Parties (DSP 5790)

St. Mary of the Assumption School will not sponsor mixed parties or dances for grade school students, when they are such as to promote premature dating or relationships. School activities which are well supervised and which are instructive in the social graces and productive of mature and wholesome relationships are encouraged.

Student Parties and Dances: Non-School Sponsored (DSP 5795)

The responsibility of mixed parties and dances not directly sponsored by the school (In this policy, school refers to elementary, middle and high school) belongs to the pupils' parents. However, illegal use of alcohol or drugs at such parties or at outside school activities can result in school disciplinary measures including suspension, dismissal or expulsion.

Desks, Lockers, and Property

Desks and lockers are the property of the school and all school property is subject to search at any time. Students may put appropriate pictures/items on the inside of their lockers subject to approval by the administrator. The only adhesive types of materials that may be used are magnets and/or painters' tape.

The application of the right to privacy protections to personal items in lockers and desks depends upon the degree of ownership or control vested in the student by the school as to whether the student has a reasonable expectation of freedom from intrusion for the personal items placed in lockers and desks. There is no expectation of privacy for personal items placed within school desks or kept in lockers. There is also no expectation of privacy for any telecommunication done on school hardware or personal or school software.

The school reserves the right to search anything brought on school property. We consider our campus to include a radius of one block, including the commons and school garden properties.

Searches of students by school personnel are not permitted. Parents will be contacted if there is a safety concern about what a child might have on his or her person. Strip searches are forbidden by law.

Discipline Code

A major obligation in a Catholic School is to respect the dignity and rights of all members of the school community.

Conduct

High standards of character are encouraged by a clear code of conduct backed by a combination of rewards and consequences, which are enforced fairly within a positive school atmosphere. Students are expected to conduct themselves in a manner that is in the best interest of the school. The long-term goal is to help students as they grow older and move away from an externally imposed discipline to becoming self-disciplined.

St. Mary School specifically encourages behavioral growth in the following areas:

- accountability
- collaboration

- effective communication
- showing empathy
- resourcefulness
- respect
- perseverance

General Rules

Students are expected to conduct themselves in a manner that is in the best interest of the school. Students, staff, other school community members and visitors, along with all school and personal property should be treated with respect. Student behavior should not detract from the learning environment.

While a high standard of behavior is expected from students at all times, exact behavior expectations may depend on the location on school grounds and age of students.

Students must refrain from:

- disrespecting staff, students, or others
 - disrupting the learning environment
 - inappropriate physical contact with others
 - name-calling or verbal harassment
 - threats of violence to others or property
 - illegal behavior of any sort
 - other inappropriate behavior/conduct unbecoming of a student in a Catholic school
- *more rules specific to the playground can be found in Appendix E

Staff and administration will intervene when proper conduct is not followed.

Further Information

Staff at St. Mary School must stand united against all forms of bullying and harassment. Further information on St. Mary's Anti-Bullying Policy is found in Appendix C, Sexual Harassment Policy in Appendix F, Playground Rules in Appendix E, and Drug/Substance Policy in Appendix G.

Normal Discipline Procedures:

- a) Teacher deals with child (minor infrequent offenses)
- b) Parent/teacher contact
- c) Principal talks to child
- d) Parent/Principal/Teacher conference with implementation of an Individual Behavior Contract
- e) Parent/Pastor conference if needed
- f) Suspension (in or out of school)

This is the normal discipline process, but some infractions may result in an immediate in-school suspension.

Suspension

Some examples of conduct that can result in suspension are:

- a. Possession of tobacco, alcohol or drugs on school property (including school buses or private cars when they are used for a school function)
- b. Disrespect or defiance of an adult in a position of authority or responsibility
- c. Written or oral obscenities
- d. Destruction of school property or the personal property of another person
- e. Theft
- f. Sexual harassment
- g. Repeated or flagrant incidents of bullying (Anti-bullying policy located in Appendix C)

- h. Truancy
 - i. Hazing
 - j. Conduct, whether inside or outside school, that is detrimental to the reputation of the school
- This is not intended to be an all-inclusive list. These are only examples and other infractions may result in a suspension. If a student is suspended from school (either in-school suspension or out of school), he/she will be ineligible for any after school activities on the day(s) the suspension occurs.

Expulsion

The expulsion of a student from a Catholic school is very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion. All dismissals and expulsions are to be approved by the Diocesan Director of the Office for Catholic Schools. (DSP 5115) The term “expulsion” is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement). The term “dismissal” is: Termination of a pupil as a student from the school less than permanently (indefinite for a given term). (DSP 5115)

Appeals/Administrative Recourse

Administration has say all disciplinary situations and as such, they may waive a disciplinary rule or may change a consequence at his or her discretion.

For more details on Diocesan Policy on Administrative Recourse, please see Appendix F

Dress Code

Dress Code

School is a formal learning setting. All students of St. Mary of the Assumption School are to be dressed in proper attire, appropriate for attendance at liturgy and for the classroom.

Shorts may not be worn for Mass at any time.

Tops

1. All **shirts for boys** will have collars or may have buttons (if nice button top – like Henley tee). **Girls** may wear collarless shirts as long as they are modest (i.e. not revealing undergarments or cut too low for an active student), appropriate for a formal learning environment, and **are not T-shirts or athletic shirts**. Sleeveless shirts are allowed as long as it has wide straps (out to where the armpit comes). **“Cold-shoulder” tops are not allowed. (These are tops that have an open space between the shoulder strap and the sleeve.)**

2. **Sweatshirts** must be worn over a collared shirt (boys) and must be plain or emblazoned only with the school logo. **No hooded sweatshirts are allowed in the classroom.**

3. Shirts that are designed to be worn tucked in, should be tucked in.

4. Shirts that can be buttoned are to be buttoned appropriately. In most cases this means that the very top button does not need to be buttoned.

Bottoms

5. **Leggings** may not be worn in grades 5-8 unless the top covers within 2 inches of the knee.

6. **Shorts** are seasonal wear and may only be worn when the administration determines that the weather warrants it. When shorts are worn they must be dress shorts and comply with all other aspects of the dress code. They should be within two inches of the knee. They shouldn't be worn to Mass.

7. Pants must be in good condition and may not have holes or have frays down the legs. The following types of **pants/slacks** are not permitted:

- a) Oversized or ill-fitting pants
- b) Sweat pants
- c) Athletic wear (including athletic leggings in any grade)
- d) Camouflaged wear
- e) Blue denim (except on Fridays)
- f) Pajama bottoms
- g) Any other wear determined by the administration to be inappropriate, provided a reasonable notice is given to parents and students

8. **Skirts, shorts, etc.** are to be no more than two inches above the knee. Cutoffs are not allowed.

9. No **outerwear** (coats, jackets, windbreakers, ponchos, etc.) is to be worn within the school building during regular classroom hours without permission of the classroom teacher. The list given above is not intended to be all-inclusive. Other items of clothing may be determined to be outerwear at the discretion of the administration.

10. **Hairstyles** must be clean, cut to a reasonable length (boys) and be of a reasonably natural color.

11. **Shoes** must be worn during the school day. Any type of shoe that is considered beachwear is not permitted. Shoes that have laces are to be tied. **All sandals must have a strap around the heel.** Students will be required to have a separate pair of shoes to be kept at the school to be used strictly for gym class.

12. Any **accessory** that draws undue attention to a student is not permitted. This includes, but is not limited to makeup, hairstyle and jewelry. Boys may not wear earrings. Girls may wear earrings that do not draw undue attention to the student. Body jewelry may not be worn with the exception of a watch, a simple bracelet, a simple necklace or medical ID alerts.

13. **Body art** (tattoos) will not be visible.

14. Hats, caps, bandanas or other types of **headwear** are not to be worn in the school building during the regular school day, in the lunchroom, or in the church.

15. When there is an **occasion for special dress**, all dress must conform to the guidelines for modesty and safety. The final decision for appropriate dress lies with the school administration.

16. **Clothing with any saying, picture** or reference that is inconsistent with Catholic faith and morals as determined by the administration may not be worn. Tops should not have written wording. Small logos are permissible if they are appropriate and located in the upper left (over the heart). This includes all before and after school functions.

These directives apply to all students for the entire school year. Exemptions for special events are determined by the administration.

Electronics

Electronics such as phones, iPods, iPads, electronic games, portable DVD players are not permitted in school. Cell phones are not to be used on school grounds and must not be in view by students or teachers during the school day. If a student has an electronic device in plain sight during the school day, even at recess or on a field trip, it may be confiscated. Confiscated items are returned only to the student's parents or to the student at the conclusion of the school year. Smart Watches may be worn, but if the student is using them inappropriately or during instruction, they may also be confiscated. The list given above is not intended to be exhaustive and any electronic device determined by the principal to be inappropriate for school will be confiscated.

Emergency Management Plan

St. Mary School has an Emergency Management Plan that covers bomb threats, gas leaks, accidents or illnesses involving multiple students or staff, fire, severe weather and intruders. Anyone wishing a more detailed description of the plan is welcome to view a copy in the school office. St. Mary School has surveillance cameras covering the entire school campus as well as major common areas in the school.

Communication

In the event of an emergency event, parents will be notified as soon as deemed safe and possible through batch communication using Sycamore (School Information System), as well as through WRCO as appropriate.

Safe Locations

St. Mary School has understandings with local organizations that we can use as safe spaces should an emergency occur. These locations will be communicated with parents should the need arise.

Grief counseling

Certain tragic incidents associated with the school or the community may require counseling to assist families in coping with the situation. St. Mary of the Assumption School will comply with instructions from the Diocese of La Crosse whether to arrange such services. Parents are always welcome to seek out personal counseling services for their families. Families are encouraged to seek out counselors who work within the structure of Catholic morals and values.

Field Trips/Outings

Field Trips and Outings (DSP 6325)

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom and the lives of our students.

- Field trips are a privilege. Students can be denied participation if they fail to meet academic and/or behavioral requirements.
- Students must turn in proper permission paperwork before the due date, or they may not be eligible to participate in the field trip. Parents should use the designated form as a handwritten note or phone call will not suffice.
- Field trips are considered an extension of the classroom. If a student misses a field trip, he/she will need to do make up work, as they would need to for any other day missed. This makeup work will be determined by the classroom teacher.
- The teacher will establish rules of conduct, as well as dress code expectation.
- Parents have the right to opt their child(ren) out of a field trip).

Fines

Fines will result from the following circumstances:

1. Vandalism or intentional/negligent damage to school property.
2. Intentional damage or negligent care of textbooks and library books.
3. Lost textbooks and library books.

Fund Raising Activities

All fund-raising activities, including those for extracurricular activities, are to be approved by the school administrator in collaboration with the pastor to ensure the safety of the students and to ensure that all insurance requirements and liability assessments are considered.

Local community restrictions and the safety and age of the children are always to be taken into consideration before any fund-raising activity is planned.

Gum Chewing/Food

Due to the adhesive nature of gum, there will be no gum chewing in the school building or on the school grounds. Gum privileges may be given in the middle school, but the privilege will be taken away as determined by the principal. This includes the playground. Food is ordinarily not permitted outside of the lunchroom. Food must remain in the classroom for birthday treats and seasonal parties. The school principal must approve exceptions to these rules.

Holy Days of Obligation

Holy Days of Obligation are treated in a special way. A Holy Day of Obligation should be made special in the school and in the classroom. Mass for the student-body is celebrated during regular school hours. No tests or homework are to be given on a Holy Day of Obligation. The Holy Days of Obligation that fall within the school year include All Saints Day and the Feast of the Immaculate Conception. St. Mary of the Assumption also celebrates the Feast of St. Francis of Assisi with the blessing of family pets. Specific information on this event is sent home prior to the event.

Hot Lunch Program

The Hot Lunch Program is partially funded by the Federal Government and is available to all students. Families may apply for free or reduced lunch. More information concerning this program is available in the school office. Application information for this program is sent home to each family at the beginning of the school year and applications are kept in the strictest confidence.

The monthly menus are posted on Sycamore. Student lunch prices in 2025-26 are \$3 per student meal. When depositing money in a student account, a separate check needs to be made out to St. Mary School. Please make a note on the check that it is for Lunch. Deposits can be made in any amount- daily, weekly or monthly. Parents/siblings are welcome to join us for lunches at a cost of \$5.05 per meal. This should be paid in the school office ahead of time. Please call the school by 8:30 a.m. if you would like to be included in that day's lunch count. Students leaving the school grounds for lunch must have a written permission slip on file.

Students that bring cold lunch are able to purchase a carton of milk for \$0.40. Money can be sent with the student each day or a Milk Punch Card may be purchased for \$8.00 (20 cartons). A separate check is also necessary for the purchase of a milk ticket.

Unpaid Meal Policy

Parents are expected to stay current with their lunch accounts.

*Once an account balance is less than \$10, the school office will send weekly emails to notify parents.

*Once an account balance reaches -\$100, it will be referred to the school principal for further review and communication with the families.

*Administration has the right to serve students an alternative, cold lunch, if a family's account balance is significantly below 0 and families have not been communicative about a payment plan.

Non-Discrimination Statement for USDA:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Parents wishing to file a complaint may contact school administration either verbally or in writing. Complaints may be filed anonymously. A complaint to the school must be filed within 180 days of the alleged act of discrimination unless there are extenuating circumstances. The complaint will be investigated within 5 school days of receipt by the school administrator. The administrator will work to resolve the issue to the satisfaction of both sides. If a mutual understanding is not reached, families can file with the USDA per the instructions below.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, [1400 Independence Avenue, SW; Washington, D.C. 20250-9410](https://www.usda.gov/office-of-civil-rights). Fax: 202-690-7442
Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Inclement Weather

St. Mary School will cooperate with the Richland School District's inclement weather procedures, though the school will not always follow the district's decisions. If the Richland School District closes school or has a late start or early dismissal, we will follow the same schedule. Parents should listen to WRCO, 100.9 FM or watch the Madison television stations for school closure information.

Indoor Environmental Quality Statement

School buildings kept in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the **St. Mary of the Assumption Catholic School's** designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the **St. Mary of the Assumption Catholic School** will maintain indoor environmental quality (IEQ) in the school proper with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

Parents, students, and staff are encouraged to report any concerns by filling out the form available in the school office.

Infectious Disease

In the event of an infectious disease outbreak/emergency situation, the school will take into consideration recommendations from local health agencies as well as the Diocese of La Crosse. The school may utilize its own designated committee to study and provide school recommendations for health and safety. Transportation, pick up/drop off procedures, lunchroom and playground processes, locker use, and any other area deemed necessary to alter due to contagion concerns are subject to change. In this event, administration will provide more information to families on major changes.

Insurance

Parents are to have their own medical insurance to cover accidents that happen to students while they are at school, participating in co-curricular activities or under the supervision of school personnel. The school does not provide insurance to cover accidents that occur on the school premises or off-site co-curricular activities unless negligence is proven.

Internet and Technology Use

The internet and technology will be used to augment education as necessary. St. Mary School does NOT have control of what is posted on the internet, and therefore, has established specific guidelines for staff and student internet use.

All using St. Mary technology and internet resources are expected to follow a code of conduct in using them for educational purposes only, and for appropriate topics only.

St. Mary School staff will provide guidance to students on proper usage and policies.

In addition, St. Mary parents should review policies with children; all students 5th grade and older will sign the Technology Use Policy found in **Appendix D.**

Administration has the right to withhold use of either for students not in compliance with our technology policy.

Library Use

St. Mary of the Assumption School has a library containing works of fiction and nonfiction geared to all readability levels. Fiction books may be assigned a color code to determine readability.

Students are permitted to check out books for two weeks and are assigned a regular library period for checking out books. While no fines are levied for overdue books, it is the responsibility of the child to make sure the book is returned to the library on time. Lost books must be paid for at replacement costs.

Efforts are made to select books with appropriate content for each grade level but not every book has been read by a supervising adult. Any parent who suspects that the content of a book is inappropriate for their child may request that their child no longer be permitted to check out that book. Any parent who suspects that the content of a book is inappropriate for any student in our school must direct their concerns to the building principal.

The school library stocks new books twice each year with books earned through our book fair.

Parent Involvement

Parent Volunteers

St. Mary School thrives because of the commitment of family volunteers who provide needed services for the school, as well as model the sharing of time and talents for students within the building. All parents are expected to volunteer for the school in some time/capacity throughout the school year. Ideas for this are provided on the volunteer sheet in the registration packet, or parents may contact the school to discuss other ideas.

Parent Cooperation

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Prayer

Many opportunities for growth in faith are provided at school. Prayer, formal and informal, is interspersed throughout the school day. Students and teachers attend Mass each week. Students share in the responsibility of preparing for and participating in liturgies. Prescribed formal prayers begin and end each AM and PM session in the classroom. Every school day begins with prayer or with liturgy.

Press Releases

Normally, press releases, except for inclement weather announcements, will be cleared and released through the school administration.

School Visitors

St. Mary of the Assumption School balances the welcoming atmosphere of the school with a duty to protect the students and staff from harm. All outside doors are kept locked during the school day. All school visitors, including parents, should report directly to the office before visiting any other place in the school.

Parents may visit classrooms, though 24-hour notice is requested. Parents are not to use classroom time to conference with teachers or other visitors. Please make an appointment outside of the normal school day if you

desire to have a conference with the teacher. Students are to be courteous and helpful to visitors both in the classroom and around the school premises.

Service Hour Requirements (Middle School only)

Students in grades 6-8 are required to perform community and parish service as a part of their religion grade. The number of hours needed corresponds with the grade they are in. 6th graders are required to perform 6 hours per quarter, 7th graders need 7 hours per quarter, and 8th graders need 8 per quarter. Half of these hours should be school/parish related. Service hours count as a test grade in religion. For example, if 50% of the hours are completed, the test score is 50%. Also, hours obtained in the summer can be put toward hours needed for the first quarter only. Check with your child's teacher for any needed clarifications.

Student Records

Parents may request student records as needed, though the school asks for 24-hour notice to prepare them. The following are records the school is required to keep on hand: academic transcripts, academic testing, health records, and an emergency sheet.

These documents, kept in the official record, will be transferred to a new school upon a records request from parents/new school.

Testing

St. Mary School is using the Measure of Academic Progress (MAP) test with students in 1st-8th grade. This test will be administered to all students twice a year- near the beginning and end, and results will be communicated with parents.

Wisconsin School Choice Program & Appeals Process

Students who are residents of the State of Wisconsin with a family income at or below 185% of the federal poverty level are eligible to receive a voucher to attend St. Mary of the Assumption School (SMAS) through the program.

The pupil must be a member of a family that has a total family income that does not exceed an amount equal to 185% of the poverty level determined in accordance with the criteria established by the director of the federal office of management and budget. A pupil attending SMAS under this section whose family income increases may continue to attend SMAS but must reapply for the program. Siblings of the student attending SMAS who wish to attend must go through the application process and will be considered eligible if the total family income meets the Income Limits as defined by the Wisconsin Parental Choice Program. (dpi.wi.gov/choice)

Applicants will be notified in writing within 60 days if they have been accepted or not to SMAS. If rejected, SMAS will include the reason of rejection which will coincide with the state regulations of the Wisconsin Parental Choice Program. SMAS may only reject an applicant for not meeting income requirements or losing a random selection lottery.

Under SMAS appeals process, a rejected applicant has five working days from the date of the receipt of their notice of rejection to provide written evidence to the school principal that the applicant was improperly rejected. SMAS principal shall respond to the applicant's appeal within five working days of the receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.



Tuition Assistance Application
(Step 1)
 Complete and submit to the Principal.

1. Parent/Guardian's mailing address.

Name _____ Telephone _____ Cell _____

Address _____ City _____ Zip _____

2. Members of family attending St. Mary School

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

3. Members of family attending other schools (college, high school, etc.).

Name _____ Year _____ School _____

Name _____ Year _____ School _____

Name _____ Year _____ School _____

4. Statement of financial earnings

Have you applied for free/reduced lunch? Y N Did you qualify? Y N
(If you qualified for free/reduced, you can skip to #5 below.)

The following information is needed from the parent/guardian so the principal can make a fair assessment of the financial need of each applicant. Information needed to complete this form should be taken from the Federal Income Tax Return. Show your Adjusted Gross Income (AGI) as per line 37 of form 1040 or per line 16 if you use the short form 1040A of your Federal Income Tax Return.

	2023	2024	2025 Estimated
Parent(s)/Guardian(s) (AGI)	_____	_____	_____
Depreciation Expense (Schedule C or Schedule F Federal)	_____	_____	_____
Other Income (i.e. child support, social security, etc.)	_____	_____	_____
Schedule of Debt (Monthly)			
House/Rent	_____	_____	_____
Car	_____	_____	_____
Credit Card	_____	_____	_____
Total Debt	_____	_____	_____

5. Please make an estimate as to the amount of tuition you are capable of paying.

Signature of Applicant _____ Date _____

Y N Family approved to create a Tuition Assistance Plan. Call to set up appointment. (office only)

St. Mary of the Assumption Catholic School Student Technology Acceptable Use Policy

St. Mary School provides its students and approved guests with information technology resources for enhancing and facilitating teaching and learning. These resources include, but are not limited to: hardware, application software, library and information resources, and Internet resources. Along with the opportunity this provides comes responsibility. This Acceptable Use Policy is designed to give the student and family clear and concise guidelines regarding the appropriate use of technology, consistent with the educational goals of St. Mary School.

Access: Network and Internet access is a privilege which requires a high level of personal responsibility and may be denied due to inappropriate use. Inappropriate use shall include but not be limited to:

- Using the network for personal or private business purposes.
- Attempting to gain access to restricted or unauthorized servers, files, or other network information.
- Attempting to read, delete, copy, or modify another person's files or information.
- Engaging in, arranging to engage in, or advocating any illegal act.
- Sending false or defamatory information about a person or organization.
- While at school, connecting to any wired or wireless network outside of the school network, including portable Internet hotspots.
- Utilizing proxy avoidance IP numbers, sites, and programs.
- Bypassing or attempting to bypass the school's filtering system.
- Utilizing the command prompt interface and any method to obtain control of another person's computer through the use of their own computer.
- Uploading, creating, or spreading computer viruses.
- Playing games, chatting, taking/sending photos, listening to music, or instant-messaging during school hours except as part of an assigned, class activity.
- Viewing, sending, posting, or receiving inappropriate materials and messages. These materials include, but are not limited to, items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, and items of an obscene or abusive nature. If a student accidentally accesses inappropriate material, he/she is to notify a teacher, school administrator, or the Technology Coordinator as quickly as possible.

Hardware

- Students are not to take iPads or Chromebooks off school grounds.
- If a device is damaged while checked out to a student, the student will be responsible for paying for any repairs including possible replacement of the device.
- Each student is to use only the device that has been issued to him/her unless otherwise directed by St. Mary School staff.

Files and Software

- No student is permitted to download, install, or run any unauthorized files or programs on school computers. This includes, but is not limited to: Internet Browsers, games, file-sharing programs, apps, and instant-messaging programs.
- Additions, modifications, or deletion of files that you did not create or that you do not recognize, are not allowed.
- The school reserves the right to remove any file or program that has been loaded onto a school computer.

- St. Mary School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.
- The student is responsible for having work completed on the device ready for classroom use by designated timelines.
- St. Mary School staff will be responsible for completing all updates as indicated on the iPads.
- St. Mary School has filtering devices in place. Students should not access social networking sites on any devices they are using without teacher knowledge and permission.
- Files created for school use are not to be used for purposes outside of St. Mary School. For example, no pictures or communications may be posted online at any time.
- St. Mary School reserves the right to review all student accounts, including stmarysrc.com email, at any time and without prior notice.

Copyright and Plagiarism

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Illegal use, transfer, storage, or downloading of copyrighted materials is not allowed. These materials include, but are not limited to, software, text, photos, images, audio files, music, movies, and videos.
- A student is required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Students will not plagiarize works they find using electronic resources. Plagiarism is taking the ideas or writings of others and presenting them as their own.
- Students will not copy the work of other students to pass it off as their own work. Cheating is strictly prohibited. This includes emailing, texting, or scanning assignments, projects, or tests to each other.

Privacy, Safety, and Security: St. Mary School is not responsible for materials stored on or activities conducted on school computers or the network, or for any information a student releases over the Internet. The following actions are strictly prohibited by students using system technology resources:

- Participating in an act of cyberbullying. Cyberbullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting on the Internet, social networking sites, or other digital technologies harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes.
- Giving out any personal information regarding themselves or others through electronic mail or the Internet including name, phone number, address, passwords, credit card numbers, social security numbers.
- Providing e-mail addresses or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Recording, posting, or distributing audio or video without the prior permission of all parties being recorded.
- Accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.

The school will monitor computer activities that take place on school-owned computers including logging website access, bandwidth, and network use.

St. Mary School reserves the right, without notice or consent, to access, monitor and review students' use of technology resources, including computers (hardwired, wireless or handheld), mobile devices, hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices, the Internet and email, including attachments. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information.

Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the Acceptable Use Policy that deserves that consequence.

Appropriate Use of Email and Cloud drive: All students who have been issued an electronic device (iPad or Chromebook) have access to a St. Mary School email address, Google Docs, and Cloud drive, which will store student files for use at home and at school. St. Mary School email, Google Docs, and Cloud shall not be used to transmit, store, or post any harassing, obscene, discriminatory or offensive material. School administration has the right to monitor all postings. E-mail and chats sent through the school's account may be scanned for content violating the terms of the Acceptable Use Policy. Students receiving any threatening, obscene, or harassing communication should report it immediately to school staff. Students are not to share their email password with other students and are responsible for all communications sent through their account. Students must not harm or destroy data of another user or student, nor log in as another classmate. If a student uses his/her St. Mary School account in an inappropriate manner, he/she will be reported to the administration and the appropriate consequences will be applied.

Email addresses are the property of St. Mary School. Use of email must reflect the spirit of the St. Mary School Code of Conduct and of our school mission statement. Email addresses will be deleted when a student leaves St. Mary School.

Consequences: St. Mary School reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Students are to report any known violations of this policy to appropriate school officials. Failure to use information technology resources in accordance with this agreement will result in any or all of the following consequences:

- Loss of computer, network, and Internet privileges for a specified period of time
- Detention
- Suspension from school
- Dismissal from school (may be readmitted at a future time)
- Expulsion from school (may not be readmitted to St. Mary School)
- Civil or criminal liability under applicable laws

Parent/Student Responsibilities

- At least one parent and the student must attend any orientation/training programs offered by St. Mary School. There may be a meeting at the beginning of the year or during the year as needed.
- Students are to take care of the school-issued device as if it were their own. Each student is responsible to get his or her own device only from the charging station every morning and return it to the appropriate spot at the end of every school day. When plugging and unplugging the unit, care must be given to make sure plugs are used appropriately and not damaged.
- A student is to use only the device that has been issued to him/her. There will be no exchanging or borrowing of devices between/among students unless it has been teacher directed.

St. Mary Middle School Chromebook/iPad Program

The Chromebook/iPad Program at St. Mary Middle School is designed to help the student succeed academically as well as help prepare for the future. These devices are a very important addition to instructional tools in the classroom and are provided to further academic achievement. Therefore, it is crucial that the student care for and use them in accordance with these guidelines. Policies regarding use are in place to maintain a secure, safe network available for the education of each student.

Chromebook/iPad Care and Use: The primary use of the Chromebook/iPad (hereafter known as “the device”) by the student is for educational purposes.

- Keep all liquids and food away from the device.
- Do not deface the device in any way. This includes, but is not limited to, marking, painting, drawing or marring the equipment. Stickers, glitter, and any other decorative markings are prohibited.
- Identification tags and labels on the device are not to be moved, removed, or written on (e.g. device serial number, device stickers).
- The student will keep the device in the condition received from the school.
- The student is not to remove the device from the school.
- The student is responsible for taking the proper steps to charge the device daily.
- If a device breaks while in a student’s care, the student/family is financially responsible for the repairs.

Screen Care: iPad screens are made of glass and can break. Chromebook screens are also easily damaged. Extreme care must be taken to protect the screen from accidental damage.

- Never close the device with anything on the screen, such as pencils and notebooks.
- Do not place anything on the device or lean on the device when it is closed.
- Use a soft, dry cloth to clean fingerprints from the screen. If other types of cleaning are needed, please see your teacher before attempting to clean the device.

Repairs: The student shall immediately notify the teacher if the device is not in good operating condition or needs repair.

Backup Requirements: The student is responsible for saving and backing up his/her files.

- The student is to use St. Mary’s Cloud or Google Docs to save files.
- The student may also use the on-site server storage devices to backup files when needed.
- Device malfunction is not an acceptable excuse for loss of data; it is the student’s responsibility to secure their information.
- Illegal use, transfer, and storage of copyrighted materials on the devices are strictly prohibited.

Right of Inspection: The student shall make the device available to school staff as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation.

- The school retains the right to investigate or review accounts, devices and any email or other media accessed, created, or stored on the devices at any time.
- Users have no right or expectation of privacy for any use of the device or the school network.

Consequences: The student is expected to use their device in accordance with this agreement, the Student Acceptable Use Policy, and any applicable laws. Failure to use the device in an appropriate manner will result in any or all of the following consequences:

- Loss of device, computer, and/or Internet privileges
- After school detention
- Suspension from school

- Dismissal from school
- Expulsion from school
- Civil or criminal liability under applicable laws

Background

- Internet networks are owned by commercial, research, governmental and educational organizations as well as individuals. The Internet allows users of the system to collaborate easily and quickly through messaging, discussion groups and conferencing. Users discover and have access to people and information, distribute information, and experiment with new technologies and services. The Internet has become a major global infrastructure for education, research, professional learning, public service and business.
- Such openness and accessibility to the Internet has also created many opportunities for its misuse. Such misuse includes activities that have proven harmful to the safety and welfare of children. Some web sites are in violation of the morals and virtues of Catholic Teaching. Other misuses include but are not limited to identity theft, plagiarism, and copyright infringement.
- St. Mary Catholic School is providing access to the Internet as a means to enhance the curriculum and learning opportunities for all of our students.

Goals

Through Internet access students will...

- access global resources.
- enter into partnerships to enhance their learning options
- broaden their problem-solving and decision-making abilities.
- broaden their research capabilities by using primary materials.
- develop their higher-level thinking skills.
- gain an employable skill needed for the 21st century.
- utilize a personalized, motivational learning opportunity.
- differentiate and assess available resources.
- develop skills to use the internet responsibly and virtuously.

Code of Conduct

The following code of conduct applies to all users of the Internet at St. Mary's School.

“I will strive to act in all situations with honesty, integrity and respect for all the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be of service to others and to the community.”

The user is held responsible for his/her actions while using the Internet. Unacceptable uses of the system will result in the suspension or revocation of Internet privileges and/or appropriate disciplinary actions. The following is the code of ethics that all users are expected to follow:

Rules of Computer Ethics

- Students may access other people's files only with their permission.
- Students will follow copyright laws.
- Students will only use or copy software for which proper payment has been made.
- Students will ask permission before using other people's computer resources.
- Students will use computers to do research to create their own original work. Plagiarism will not be allowed under any circumstances.
- Students will use computers only for specific educational purposes as directed by St. Mary school staff. This means that e-mail, Face Book, You Tube, and other sites of this nature will not be allowed unless supervised by a staff member.

- Students will use a computer in ways that show consideration and respect.
- Students will use computers for educational purposes only unless permission has been given to do otherwise.
- Computer use is always consistent with Catholic Teaching, Doctrine, Morality and Virtues.
- Students will understand that their given “stmarysrc.com” email is property of the school and can be accessed by school administration at any time.
- Middle school students will follow all rules in regard to caring for their school-issued Chromebooks or any other devices used in the school.

It is the philosophy of St. Mary School that the technologies provided in our school are resources designed to enhance the curriculum and instruction provided for our students. Recognizing that technologies are public resources, all information produced by students on the Internet is public information. This information is technically accessible to all other users of the Internet.

In addition, if the use of directory information (name, addresses, telephone numbers, etc.) are necessary or needed for accessing certain information, only the school name, address and telephone number are to be given out over the Internet lines housed in St. Mary of the Assumption School. Personal information (individual’s name, home address, home telephone, names of other individuals etc.) may not be given out online.

St. Mary School personnel reserve the right to view any materials sent or received over the Internet or any other technology hardware or software on school property for their appropriateness in light of legal, ethical and Christian Standards.

Student Consent and Parent Denial

St. Mary of the Assumption School wishes to inform parents that the school **DOES NOT HAVE** control of the information available on the Internet. Therefore, the information which students have access to through the Internet may include material that is illegal, defamatory, inaccurate or potentially objectionable to some individuals. While it is the intent of St. Mary of the Assumption School to make Internet access available to further its educational goals, students have the ability to access other materials as well. Therefore, students who access the Internet through technology provided by St. Mary of the Assumption School are asked to sign a statement of compliance found at the end of this handbook. This statement must be renewed annually. In addition, the code of conduct will be discussed with the students and their Internet access will be monitored.

St. Mary School recognizes that parents and guardians of minors are responsible for setting and conveying the standards that their children should follow. Since students may have access to materials that are beyond the school’s control, a parent or guardian must also sign the statement of compliance at the end of this handbook to allow his/her child to have personal access to the Internet. A *Parental Denial* form requesting that his/her child not have personal access to the Internet is available in the school office. Some teachers use the Internet for presenting educational materials through a projection system to an entire class.

References

Legal references: Wisconsin Statutes – Sections 118.12, 118.13, 120.13(5), 121.02(1)(h) and PI 9.03(1) of the Wisconsin Administrative Code.

Cross-reference: Nondiscrimination Complaint Procedures.

Documents:

- Library Bill of Rights
- The Freedom to Read
- The Right to Read
- Statement of Intellectual Freedom
- Freedom to View
- Access to Resources and Services in the School Library Media Program
- Censorship Statement

- Freedom to Teach, to Learn and to Express Ideas in Schools
- Academic Freedom: A policy Statement

Artificial Intelligence (AI) Use Policy

Mission Alignment

As a Catholic school, we are committed to a virtues-based, Christ-centered environment, in which students strive for excellence in academics, worship, and service. In recognizing the increasing presence of Artificial Intelligence (AI) in education and society, this policy provides guidance on the ethical and responsible use of AI consistent with Catholic values and teachings.

1. Guiding Principles

- **Human Dignity**
Each person is created in the image and likeness of God. AI must serve the human person and never replace human interaction, creativity, or moral responsibility.
- **Truth and Wisdom**
The use of AI should support the pursuit of truth, encourage discernment, and foster thoughtful inquiry. Human reason, enlightened by faith, must guide our interactions with technology.
- **Stewardship and Responsibility**
Students and staff are called to be responsible stewards of technology. AI is to be used in a way that builds up the school community and serves the common good.

2. Acceptable Use of AI

- AI may be used as a **supplemental learning tool**, such as for brainstorming, differentiated support, or research—never as a substitute for student thinking or original work.
- Use of AI will be **developmentally appropriate**, with limited or teacher-directed use in lower grades (3K–4th), and structured, guided use in upper grades (5th–8th).
- **Academic integrity** must be upheld. Students must not use AI to complete assignments dishonestly (e.g., copying AI-generated essays or answers).
- Teachers may use AI tools for instructional support (e.g., lesson planning or feedback generation), while maintaining fidelity to Catholic pedagogy and professional discretion.

3. Prohibited Uses of AI

The following uses of AI are strictly prohibited:

- Using AI to plagiarize or misrepresent one’s work.
- Creating or accessing harmful, inappropriate, or deceptive content through AI.
- Using AI to impersonate others, spread misinformation, or create disrespectful, offensive, or unethical material.
- Student use of unapproved, unfiltered, or unsupervised AI tools.

4. Formation in Faith and Digital Citizenship

Students will receive guidance in:

- Ethical and responsible decision-making when using digital tools.
- Developing respect for truth and the human person in all digital interactions.
- Reflecting on how technology shapes their moral and spiritual development.
- Understanding their responsibility to use AI in ways that support community and Catholic values.

Faculty and staff will engage in ongoing professional development to support safe and meaningful use of AI in the classroom, informed by Catholic teaching and current best practices.

5. Parental Involvement

Parents are the primary educators of their children and are encouraged to:

- Engage in conversations about AI use in school and at home.
- Support the school’s efforts to promote ethical and faith-informed use of technology.
- Model responsible digital behavior that aligns with Catholic values.

6. Policy Review and Updates

This policy will be reviewed annually and updated as needed to reflect technological developments, diocesan recommendations, and the evolving needs of our students and staff. Any updates will be communicated to families through official school channels.

Conclusion

All use of AI within our school community must reflect our mission to form students who are faithful, thoughtful, and responsible. Technology, like all created things, is to be used for the glory of God and the service of others.

St. Mary School ANTI-BULLYING POLICY

Based on our philosophy that Catholic schools have been established to provide an environment of faith, which brings all of life together within the grace and love of God, we have established the following anti-bullying policy. St. Mary of the Assumption Catholic School believes in promoting a culture that is based upon the virtues and the Golden Rule. While bullying is contrary to our teaching, we realize the need to have procedures set in place to address any occurrences.

We define bullying as an act which:

1. Repeatedly hurts another individual either-
 - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
 - b. Verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
 - c. Indirectly (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments) etc.
 - d. Through the use of technology (such as cyber bullying - using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained.
3. Is intended to isolate, hurt, or humiliate another individual.
4. Is unprovoked.

Bullying is NOT:

- children not getting along well
- a situation of mutual conflict
- single episodes of nastiness or random acts of aggression, exclusion, or intimidation.

The goal of St Mary School's anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher, a secretary, or the principal. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and other action will be taken according to the school discipline policy.

In addition to the above outlined steps, anti-bullying policy requires the following:

Staff members of St. Mary Catholic School should:

- a. Remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy.
- b. Report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
- c. Offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
- d. Encourage all students to refrain from bullying behavior and encourage reporting of any bullying behaviors they witness.
- e. Document identified bullying incidents that have resulted in a consequence being given. The person giving the consequence is responsible for the documentation. A copy of this documentation should be given to the principal, who will keep it in a central location.

Parents of St. Mary Catholic School students should:

- a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge. Reports may be made either verbally or in writing. Written documentation is required either by the person making the report or by the person receiving the report.
- b. Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.

Students of St. Mary Catholic School should:

- a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident. Reports may be made either verbally or in writing. Written documentation is required either by the person making the report or by the person receiving the report.
- b. Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
- c. Treat others with the respect and dignity that is expected of any Catholic school student.

St. Mary of the Assumption School Wellness Policy

Revised May 2024

WHAT - Our School Wellness Policy is a written document that guides us to establish a school environment that promotes our students' well-being and ability to learn.

WHY - Students who practice good nutrition and engage in regular physical activity attend school with minds and bodies ready to take advantage of their learning environment. St. Mary School recognizes that total wellness is related to student growth, development, and readiness to learn.

WHO - St. Mary School encourages all members of the school community to help create and support lifelong healthy nutritional choices and promote regular physical activity as part of the total learning environment. The principal shall be responsible for enforcing this policy.

WHEN - Our Wellness Policy is reviewed triannually, including assessment with policy compliance and comparison to a USDA model policy.

WHERE - The most current version of the policy along with annual reviews will be posted on Sycamore. Input to this policy is welcome by anyone at any time; please contact the school office if you would like to provide input to our Wellness Policy.

Nutrition Services

- Promote healthy meals as part of the school culture; promote fruits, vegetables, whole grains, dairy products, and healthy foods using taste testing, signage, and bulletin boards.
- Meet or exceed current nutrition requirements for all meals, established under the Healthy Hunger-free Kids Act of 2010. USDA lunch meal pattern requirements may be found at: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-meal-pattern.pdf>
- Encourage and promote healthy living by implementing nutrition education materials into the meal program.
- Ensure all school nutrition program staff meet USDA standards.
- Provide a variety of fresh produce daily from the school garden and/or local growers when available.
- Provide, with the assistance and support of the school administrator, a positive environment in the school lunchroom by giving an adequate amount of time for students to eat school meals.
- Prohibit the sales of foods and beverages not meeting Smart Snacks standards during the school day. Smart Snacks standards: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf>
- Market only products that comply with the Smart Snacks guidelines.

Schoolwide

- Provide access to drinking water to all students and staff throughout the day.
- Encourage all snacks and food brought for classroom celebrations meet the Smart Snacks nutrition standards.
- Utilize non-food celebrations i.e. extra recess, homework pass, movie time, casual days, etc.
- Incorporate regular movement ("Brain Breaks") into the daily schedule.
- Educate students as to the nutritional value of produce from the garden and involve them in the gardening process, including planting, harvesting, etc.

Physical Education & Health

- Require PE for all students, K-8, 3 days/week; health class for 8th grade students.
- Teach students the importance of physical exercise and promote the benefits of a physically active lifestyle.
- Instruct students in the five health-related components of fitness (cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition). Body composition instruction includes proper diet and healthy eating habits.
- Teach health class in which we: educate students to develop the knowledge, attitudes, skills and behavior for lifelong healthy eating habits and physical activity; cover topics including: eating habits, nutrients, dietary guidelines, food guide pyramid, serving sizes, labeling, weight problems, eating disorders, dieting, food safety, food allergies, and food sensitivities.

St. Mary School is an equal opportunity provider.

St. Mary of the Assumption School Wellness Policy - GOALS
Revised May 2024

Mission Statement - Our Catholic faith is the foundation of our tradition of providing a quality, virtue-based education in a Christ-centered environment focused on excellence in academics, worship and service.

Rationale - *Our goals are set to support the mission of our school, in nourishing the bodies God gave us and striving towards excellence.*

Nutrition Promotion Goal

The nutrition program will implement a quarterly fruit or vegetable tasting for all students in school.

Physical Activity Goal

Each classroom will incorporate 10-15 minutes of active movement (in addition to scheduled recesses and physical education classes) each day.

Nutrition Education Goal

Each student will, at least twice a year, participate in the garden to table process, which may include the planting, harvesting, processing, and/or preparing crops in experiential hands-on nutritional learning.

Wellness Goal

The school will plan semi-annual healthy lifestyle events to target each age range of students (ex. biking, hiking, pickleball, snowshoeing, etc.) to promote the enjoyment of lifelong wellness activities.

Non-Discrimination Statement for USDA:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Playground Rules

On the playground, as anywhere on the school premises, students are to recognize the authority of playground supervisors. The behavior of a student on the playground may not present a danger to himself/herself or to another student. Students are to exercise caution at all times when using the playground equipment and must dress appropriately during inclement weather, including having a change of footwear when needed.

Playground Rules

1. Mitchell Park
 - a. One person at a time on the slide; do not climb up slide or on top of other equipment.
 - b. Do not pick the bark off the tree or flowers/leaves from neighbor's fence.
2. Balls
 - a. Students must have permission before recovering a ball that is in or across the street or in the neighbor's yard.
 - b. Balls may not be intentionally thrown/kicked onto the neighbor's property.
 - c. Balls may not be intentionally thrown/ kicked against church or school buildings.
 - d. Students who take a ball outside are responsible for returning the ball inside.
 - e. Balls may not be removed from the school building before or after school.
 - f. An adult supervisor must retrieve any ball that crosses Highway 80.
3. Jump Ropes – To be used only for jumping.
4. Keep Away – This game is to be played only with a ball and if clothing is pulled the game will be stopped.
5. The principal must approve any playground equipment brought from home.
6. Dodgeball
 - a. Only students in grades 4 – 8 may play dodgeball during recess.
 - b. Balls should never intentionally be thrown above the opponent's waist.
 - c. Play dodgeball only on the lined court.
7. General
 - a. Only students with permission may enter the building before 8:00 am, during the noon break, or remain in the building after school.
 - b. Chewing gum is allowed only in the middle school classrooms and is a privilege that may be removed by administration or classroom teacher.
 - c. Inappropriate language is not acceptable.
 - d. Rough play is not permitted.
 - e. Persons on duty are to be respected and obeyed. Repeat offenders may be referred to the office.
8. Prohibited Items
 - a. Hard balls
 - b. Skateboards
 - c. Snowball throwing or even picking up snow for purposes other than building a fortress.
9. Safety Precautions
 - a. The fence may not be climbed.
 - b. Flagging traffic is not allowed.
 - c. Throwing snow is not allowed.
 - d. Throwing pebbles is not allowed.
 - e. Sliding on ice patches is not allowed.
10. Off-Limits
 - a. Between the parish house and the church.
 - b. Streets and sidewalks.
 - c. Near the utility meters and pipes.

Diocesan Administrative Recourse Policy

Administrative Recourse (DSP 5901)

Any grievances by or on behalf of the students shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and all employees, students and their parent(s)/guardian(s) are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by or on behalf of the student.

Administrative Recourse (DSR 5901)

Outline of the chain of authority to be followed in resolving disputes:

1. Teachers or other school employees
2. Principal
3. Pastoral Authority
4. Dean
5. Diocese

Procedure in the Diocese of La Crosse:

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, is to first confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of church life in his deanery. (cf. Can. 555, 1, 10; 2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obligated to respond to the recourse within fifteen calendar days from the date he receives it.

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out

the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Can. 1732-1739)

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Can. 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Can. 1749-1752)

Penalty Status During Administrative Recourse Procedure (DSP 5902)

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.

Sexual Misconduct/Sexual Harassment (DSP 5512)

St. Mary School and the Diocese of La Crosse have strong and clear policies prohibiting any form of child sexual abuse and sexual misconduct. A copy of the Diocese of La Crosse's *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* can be found in the school office and in this handbook. Both of these policy books are also available on the diocesan website and are required reading for all staff and volunteers who have contact with school children. These policies apply to all students in the Catholic Schools of the Diocese of La Crosse.

Provisions:

1. No student shall be subject to sexual abuse or sexual harassment as a student in the Catholic Schools of the Diocese of La Crosse. St Mary's School is a Catholic School in the Diocese of La Crosse.
2. Any persons who engage in sexual abuse or sexual harassment of any student in a Catholic School in the Diocese of La Crosse, among other sanctions, will be reported to the law enforcement authorities dismissed as a student, or an employee or as a volunteer.
3. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials, which is not necessary for school purposes."
4. No student shall be subject to sexual harassment or other sexual misconduct, as a student of the Catholic Schools of La Crosse.
5. Any student or employee who engages in sexual harassment and/or other sexual misconduct shall be subject to severe disciplinary measures up to and including dismissal as a student or discharge from employment.
6. Any student who believes that he or she is being sexually harassed and/or is the victim of sexual misconduct shall report immediately such information to the Diocesan Director of Catholic Schools at 608-788-7707 who shall then report the matter to the Diocesan Bishop.
7. Any information reported shall be treated as confidential. All claims of sexual harassment or sexual misconduct shall be thoroughly investigated after consultation with the Diocesan Director of Catholic Schools.
8. The Diocese of La Crosse's *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* shall be made available to students and parents in the Diocesan Catholic Schools either via internet or hard copies.
9. No student shall receive any retaliation or disciplinary action for reports of sexual harassment or sexual misconduct made in good faith.

Drugs and Alcohol

Drugs and Alcohol (DSP 5508)

“Every individual, precisely by reason of the mystery of the word of God who was made flesh (cf. Jn 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church’s very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature” (cf. Mk 16:15). (Evangelium Vitae, Introduction, Section 3; paragraph 1)

The Catholic Schools of the Diocese of La Crosse are Christ-centered educational communities, which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety and welfare of all pupils in our schools. Therefore, the Diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol.

Additionally, as Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation and reform for those students who abuse drugs and alcohol.

RECOGNIZING the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse;

RECOGNIZING the need to articulate strong, clear and consistent policies and procedures in this area;

RECOGNIZING its obligation to set the moral and ethical standards we expect from our schools and pupils;

The Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all of our Diocesan schools.

3. Definitions

The phrase “drugs and alcohol” includes, but is not limited to:

1. Illegal drugs;
2. Alcohol;
3. Illicit drugs (legal drugs used for illegal or improper purpose)
4. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol)
5. Vaping products.

B. Prohibitions and Required Minimum Sanctions

1. No student may distribute, offer and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions or events and/or on school buses, rental vehicles or school sanctioned vehicles.

Sanction: For students who have violated Category 1 Prohibitions – dismissal or immediate expulsion and the appropriate assessment and follow-up as described in Section C.

2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions or events and/or on school buses, rental vehicles or school sanctioned vehicles.

Sanction: For students who have violated Category 2 Prohibitions – suspension, dismissal or expulsion and the appropriate assessment and follow-up as described in Section C.

3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions) drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions or events and/or on school buses, rental vehicles or school sanctioned vehicles.

Sanction: For students who have violated Category 3 Prohibitions – suspension, dismissal and the appropriate assessment and follow-up as described in Section C.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category.

In determining within each category which sanction to apply, at least the following factors shall be considered:

- the nature of the substance;
- the amount of the substance;
- the age of the student;
- the degree of risk posed to other students;
- the cooperation or lack of cooperation of the student; and
- the student's prior record.

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictate.

The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

C. Investigatory and/or Remedial Measures

1. The student and parents/guardians shall meet with school authorities.
2. The student shall be suspended pending completion of the investigation and may be suspended during the assessment.
3. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
4. The student and his/her parents/guardians shall sign a release authorizing the school to contact and speak with the agency or professional and receive the results of the assessment and/or evaluation.
5. Following the receipt of the results of the assessment/evaluation, at least the minimum required sanctions shall be imposed on the student.
6. For students suspended or dismissed – before any student may be readmitted and continue as a student, the following minimum conditions must be met and consistently maintained:
 - A. If requested, the student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating treatment and that the student presents no danger to other students.
 - B. The student must cooperate with any and all recommended actions and conditions of his/her treatment.
 - C. The students must refrain from any future drug or alcohol offense.
 - D. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
 - E. The student must cooperate with local school authorities.
7. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to diocesan-approved drug and alcohol testing, if and when deemed necessary by the diocese.

D. Reporting Requirements

1. The conduct prohibited by these policies may be illegal. Therefore, contacting local law enforcement authorities may be required.
2. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.

Consultative Requirement

Drug and alcohol offenses are serious matters. They involve complicated and at times contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office of Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

Relationship to Other Student Conduct Codes

This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes a school from adopting more stringent standards and/or broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement, not replace, those student conduct standards and procedures.

Drug/Medication Administration

Drug/Medication Administration DSP (5505)

The state legislature has provided for administration of drugs to students who must have medications while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a healthcare professional, may be required to administer a drug to a pupil under this law by any means other than oral ingestion.

Non-Prescription Medication

Any drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the written instructions and consent of the pupils' parent or guardian. A signed permission form must be on file in the school office in order for school personnel to give non-prescription medication. These medications must be brought to school in the original container they were purchased in. If they are in any other type of container, the school office will return the medication to the parents.

Prescription Medication

Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian. Consent forms must be filled out by the parent and on file in the office before any medication will be dispensed.

The party authorized to administer the drug and the school principal or administrators are immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." (This immunity does not apply to healthcare professionals)

The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining the filing in the school or other appropriate facility of the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer drugs. (For the proper protection of students and faculty, many schools require that the medication be kept in a locked cabinet.) (s. 118.29.)

Wisconsin State Statute (s 118.29)

GENERAL SCHOOL OPERATIONS 118.29

23 Updated 03-04 Wis. Stats. Database

UNOFFICIAL TEXT

118.29 Administration of drugs to pupils and emergency care.

(1) DEFINITIONS. In this section:

(a) “Administer” means the direct application of a drug or prescription drug, whether by injection, ingestion or other means, to the human body.

(b) “Drug” has the meaning specified in s. 450.01 (10).

(bm) “Epinephrine auto-injector” means a device used for the automatic injection of epinephrine into the human body.

I “Health care professional” means a person licensed as an emergency medical technician under s. 146.50, a person certified as a first responder under s. 146.50 (8) or any person licensed, certified, permitted or registered under chs. 441 or 446 to 449.

(d) “High degree of negligence” means criminal negligence, as defined in s. 939.25 (1).

I “Practitioner” means any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist licensed in any state.

(f) “Prescription drug” has the meaning specified in s. 450.01(20).

(2) AUTHORITY TO ADMINISTER DRUGS; CIVIL LIABILITY EXEMPTION.

(a) Notwithstanding chs. 441, 447, 448 and 450, a school bus operator validly authorized under ss. 343.12 and 343.17 (3)(c) to operate the school bus he or she is operating, any school employee or volunteer, any county children with disabilities education board employee or volunteer, or cooperative educational service agency employee or volunteer authorized in writing by the administrator of the school district, the board or the agency, respectively, or by a school principal; and any private school employee or volunteer authorized in writing by a private school administrator or private school principal:

1. May administer any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions of the pupil’s parent or guardian if the pupil’s parent or guardian consents in writing.

2. May administer a prescription drug to a pupil in compliance with the written instructions of a practitioner if the pupil’s parent or guardian consents in writing.

2m. Except for epinephrine administered under subd. 2., may use an epinephrine auto-injector to administer epinephrine to any pupil who appears to be experiencing a severe allergic reaction if, as soon as practicable, the school bus operator, employee or volunteer reports the allergic reaction by dialing the telephone number “911” or, in an area in which the telephone number “911” is not available, the telephone number for an emergency medical service provider.

2r. Except for glucagon administered under subd. 2., may administer glucagon to any pupil who appears to be experiencing a severe hypoglycemic event if, as soon as practicable, the school bus operator, employee, or volunteer reports the event to an emergency medical service provider.

3. Is immune from civil liability for his or her acts or omissions in administering a drug or prescription drug to a pupil under subd. 1., 2., 2m., or 2r. unless the act or omission constitutes a high degree of negligence. This subdivision does not apply to health care professionals.

(b) Any school district administrator, county children with disabilities education board administrator, cooperative educational service agency administrator, public or private school principal or private school administrator who authorizes an employee or volunteer to administer a drug or prescription drug to a pupil under par. (a) is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

(3) EMERGENCY CARE; CIVIL LIABILITY EXEMPTION. Any school bus operator validly authorized under ss. 343.12 and 343.17 (3)I to operate the school bus he or she is operating and any public or private school employee or volunteer, county children with disabilities education board employee or volunteer or cooperative educational service agency employee or volunteer, other than a health care professional, who in good faith renders emergency care to a pupil of a public or private school is immune from civil liability for his or her acts or omissions in rendering such emergency care. The immunity from civil liability provided under this subsection is in addition to and not in lieu of that provided under s. 895.48 (1).

(4) WRITTEN POLICIES. Any school board, county children with disabilities education board, cooperative educational service agency or governing body of a private school whose employees or volunteers may be

authorized to administer drugs or prescription drugs to pupils under this section shall adopt a written policy governing the administration of drugs and prescription drugs to pupils. In developing the policy, the school board, board, agency or governing body shall seek the assistance of one or more appropriate health care professionals who are employees of the school board, board, agency or governing body or are providing services or consultation under s. 121.02 (1) (g). The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required under sub. (2) (a), for the periodic review of such written instructions, for the storing of drugs and prescription drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer drugs or prescription drugs to pupils under this section. **(5) EXEMPTION.** No employee except a health care professional may be required to administer a drug or prescription drug to a pupil under this section by any means other than ingestion.

History: 1983 a. 334; 1985 a. 146 s. 8; 1985 a. 218; 1987 a. 14, 399; 1989 a. 56, 102, 105; 1991 a. 103; 1997 a. 164; 1999 a. 56, 126; 2001 a. 16, 83.

118.291 Asthmatic pupils; possession and use of inhalers. (1) While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true:

(a) The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.

(b) The pupil has the written approval of the pupil's physician and, if the pupil is a minor, the written approval of the pupil's parent or guardian.

I The pupil has provided the school principal with a copy of the approval or approvals under par. (b).

(2) No school district, school board or school district employee is civilly liable for damage to a pupil caused by a school district employee who prohibits a pupil from using an inhaler because of the employee's good faith belief that the requirements of sub. (1) had not been satisfied or who allows a pupil to use an inhaler because of the employee's good faith belief that the requirements of sub. (1) had been satisfied.

History: 1997 a. 77.

Administering Medicines to Students – Regulations

1. Principals and/or teachers shall be required to obtain written instructions and consent from a student's parent/guardian before any non-prescription medication is administered to the student. Also, it is strongly recommended that a phone call to the parents by the teacher or principal confirm the content of the written instructions.
2. Principals and/or teachers shall be required to obtain written parental consent and written instructions from a physician, dentist or podiatrist licensed in Wisconsin before any oral or topical prescription medication is administered to the student.
3. Principals and/or teachers shall not be required to administer any non-oral or non-topical medication except in cases of emergency with all required pre-authorization written consents.
4. All written instructions and consent forms shall be filed in the school office in a binder set up specifically for this purpose.
5. All prescription and non-prescription medication shall be stored in a safe and secure place.
6. Teachers and/or administrators shall keep an accurate record of medications administered to an individual student.
7. Students must have a teacher/principal/parent present when medication is taken.
8. Teachers shall alert the parents and the principal to any apparent negative effects of consumed medications.

Bus Transportation

Section 121.54(2)(B)1., Wis. Stats., specifies that to be eligible to receive transportation services from the school district in which the private school pupil resides, all the following criteria must be met:

- The pupil resides 2 miles or more from the private school that he/she attends.
- The pupil resides within the private school's approved attendance area.
- The private school is located within the boundaries of the pupil's resident school district or not more than 5 miles beyond the boundaries of the school district measured along the usually traveled route.

Under section 121.51(1), Wis. Stats., the private school attendance area is defined as "the geographic area designated by the governing body of a private school as the area from which its pupils attend and approved by the school board of the district in which the private school is located."

Students may board and disembark buses only in the officially designated spot, which at St. Mary of the Assumption School, is on East Fifth Street.

If a bus or non-bus student has permission to go somewhere other than his/her residence on the bus, the parent must send a dated permission note to the classroom teacher. A bus pass will then be issued to the student from the school office. A bus pass is needed any time the student does not disembark at their home residence or a non-bus student is traveling on the bus with a bus student. The school and the bus driver share a great responsibility to insure the safety of your child. Therefore, it is imperative that you approve of any changes in the normal bus routine and that the school and bus driver know you are aware. Parents must contact the school. We cannot depend on the word of a child as to whether or not he/she is riding the bus. The office should be notified of any changes by noon. Students are to comply with the local public-school bus discipline system. The rules apply to all bus routes and to school related activity trips.

Loading the bus

- Be on time at the designated bus stops – keep the bus on schedule.
- Stay off the road while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before moving closer to enter the school bus.
- Never go behind a bus.

Riding the bus

- Do not interfere with the health and safety of others.
- Remain seated at all times; keep the aisles clear.
- Loud noise levels are not permitted.
- Swearing and the use of profanity are not permitted.
- General school district rules are enforced at all times.

Consequences

MINOR INFRACTIONS

(hitting, grabbing, kicking, poking, spitting, out of seat, blocking the aisle, loud noises, hanging out of windows, littering, rude, annoying or discourteous conduct)

- 1.) Driver will give the student a warning.
- 2.) Driver will assign a special seat to the student.
- 3.) Driver will issue a bus conduct report.
- 4.) Principal will be contacted and parents will be called.
- 5.) Second bus conduct report
- 6.) Loss of bus privileges for up to five days per offense.

MAJOR INFRACTIONS

(physical abuse, defiance, throwing objects, tampering with emergency equipment, vandalism, harassment, repeated minor infractions etc.)

- 1.) Driver will inform student and prepare an incident report.
- 2.) Principal will be notified and parents will be called.
- 3.) Loss of privileges for up to five days per offense.
- 4.) Loss of bus privileges for the remainder of the school year.

DANGEROUS CONDUCT

(Presence of a weapon, presence of an open flame or flammable liquid, presence of an explosive device, physical contact of a sexual nature, possession of an illegal substance, striking the driver, any other action which endangers the safety of other students)

- 1.) Driver will stop the bus in a safe location as soon as possible.
- 2.) Bus company will be contacted and may contact legal authorities.
- 3.) Bus privileges suspended until a conference is held with parents, principal and bus contractor.
- 4.) Suspension from transportation.

Authority of the Bus Driver

The safety of the students entrusted to a bus driver's care is paramount in his/her thoughts and actions. The authority of the bus driver to direct student behavior is without reservation and must be accepted by all students. Misconduct on the school bus will not be tolerated. A moment's distraction to the bus driver can result in tragic consequences for our students. St. Mary School will honor all disciplinary actions.

STATEMENT OF COMPLIANCE FOR ST. MARY SCHOOL FAMILY HANDBOOK
2025-26 SCHOOL YEAR
(All K-8 Students and Parents)

We have read, understand, and agree to comply with the policies and all appendices located within this family handbook. I understand the principal retains the right to amend the handbook for just cause, and that families will be given prompt notification if changes are made.

Parent Name _____ Signature _____

Parent Name _____ Signature _____

Child Signature _____

Child Signature _____

Child Signature _____

Child Signature _____

Date _____ (2025-26 school year)

Technology Use and Family Handbook Compliance Form
(Middle School Students and Parents)

I have read and discussed the Student Acceptable Use Policy and Student Chromebook/iPad Policy with my child (Appendix B):

Parent/Guardian Name (Please print) _____

Parent/Guardian Signature _____ Date _____

I have read and agree to follow the Student Acceptable Use Policy and Student Chromebook/iPad Policy (Appendix B, pp. 43-46): Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Student Name (Please print) _____

Student Signature _____ Date _____

Student Name (Please print) _____

Student Signature _____ Date _____