

**ELEMENTARY
FAMILY
HANDBOOK**

Preschool - 5

2019 – 2020

Mission Statement

St. Mary's Springs Academy, rooted in Christ's teaching, academic excellence, and service to Church and community, prepares students to meet global challenges and become leaders for tomorrow.

Vision Statement

St. Mary's Springs Academy inspires students to live a purpose-filled life through inclusion in the Catholic community, development of God-given strengths, and a commitment to individualized academic achievement.

The Ledger Way

*Faith, Learning, Respect,
Leadership, community and responsibility*

To contact us, please visit smsacademy.org/contact-us

Table of Contents

ABSENCES

- *ATTENDANCE REQUIREMENTS*
- *CANCELLATION OF SCHOOL*
- *LEAVING CAMPUS GROUNDS*
- *TARDINESS*

ADMISSION

ATHLETICS / EXTRACURRICULAR ACTIVITIES

BEFORE AND AFTER SCHOOL

- *BEFORE AND AFTER SCHOOL PROCEDURES*
- *ARRIVALS AND DEPARTURES*
- *Drop off and pick up: Preschool (3 year olds) AM – Monday - Friday*
- *Drop off and pick up: Kindergarten (4 year olds) AM – Monday-Friday*
- *PERSONAL TRANSPORTATION DEVICES*

BUSING

CATHOLIC IDENTITY

- *SACRAMENTAL PREPARATION*

COMPUTERS AND NETWORK

- *SMSA STUDENT NETWORK RESPONSIBILITY AGREEMENT*
- *SMSA FAMILY AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND TELECOMMUNICATIONS*
- *ELECTRONIC COMMUNICATION DEVICES*
- *SMSA Website*

DISCIPLINE PHILOSOPHY

- *Positive School Climate*
- *Discipline Procedures*

Dress Code

- *Clothing for outdoors*

GRIEVANCE PROCEDURE FOR PARENT(S) /GUARDIAN(S)

Health Office

- *ENVIRONMENTAL PROTECTION*
- *HEAD LICE*
- *HEALTH RECORDS*

- *ILLNESS*
- *MEDICATIONS*

LUNCH AND MILK PROGRAM

- *SCHOOL WELLNESS*
- *RECESS/NUTRITION BREAK*

Playground

- *INDOOR / OUTDOOR PROCEDURES*
- *PLAYGROUND SAFETY*

SAFETY

- *CUSTODY*
- *EMERGENCY PREPAREDNESS*
- *FIELD TRIPS*
- *MOVIES/VIDEOS*
- *PERSONAL DATA CHANGES*
- *PETS IN SCHOOL*
- *SAFETY AND PROTECTION*
- *SAFETY DRILLS*
- *SMOKE-FREE SCHOOL SYSTEM*
- *SOLICITATIONS*
- *TELEPHONE USE*

Student Concerns

- *CURRICULUM*
- *DAILY SCHEDULES*
- *GRADING*
- *HOMEWORK*
- *INVITATIONS*
- *LOCKERS*
- *LOST AND FOUND*
- *PROMOTION OF STUDENTS*
- *REPORT CARDS*
- *MONEY SENT WITH A STUDENT*
- *SCHOOL COUNSELING*
- *SCHOOL PICTURES*
- *SCHOOL PROPERTY*
- *TOYS & PERSONAL ITEMS*

SCHOOL VISITATION

ABSENCES

Contacting Campuses

In the case of an absence, the parent(s)/guardian(s) is required to call the campus:

SMSA Preschool + Elementary: 921-5300

SMSA Preschool + Elementary After School Care

Parent(s)/guardian(s) should contact school by 8:30 a.m. Please give the specific reason for the absence, and state the name, grade, and homeroom of your child. Otherwise your child will be considered truant.

This phone call is required for the safety of children. The campus secretary will call the home or work if parent/guardian fail to report absences. **Please help us assure the safety of your child by notifying school to report absences. Students not reported absent by a parent/guardian are considered truant.**

If a student does not attend school for at least half a day they are not allowed to participate in any athletic or extracurricular events that evening.

Please make sure any changes to your child's health records and health history are accurate and up to date. Please notify us immediately of any chronic illnesses, allergies or special dietary needs. If a child should contract a communicable disease, the teacher and nurse must be notified. When and if children are exposed to a communicable disease, parent/guardian will be notified.

Children will be sent home if fever is above 100.4 degrees. Children should be fever free (with no medication) for a full 24 hours before returning to school. Please notify the school office to report a child's absence. SMSA requires students that are vomiting or suffering from diarrhea stay home until they have recovered and have been free of symptoms for a minimum of 24 hours. Please contact the nurse for any questions.

Makeup Of School Work For Absences (Illness Or Injury)

Teachers will work with parent(s)/guardian(s) to help any student keep current in his/her schoolwork during an illness. To give teachers time to gather all assignments, homework for student absences may be picked up in the campus office at 3:00 p.m. Please call to make arrangements.

****Please note:** It is the responsibility of the student to make up class work missed due to an absence.

Doctor Appointments

Every effort should be made to schedule medical and dental appointments outside of the regular school hours. If it cannot be avoided, parent(s)/guardian(s) must send a signed note about the appointment to the campus office. Appointments for haircuts or other non-medical related appointments will not be allowed.

ATTENDANCE REQUIREMENTS

Rationale: In accordance with State Statute (118.15), all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age unless they have an appropriate excuse or fall under one of the exceptions in the State Statutes or have graduated from high school.

BAND AND CHORUS

Band and Chorus are both performance classes, with a major performance each of the semesters of the school year. Due to the fact of advanced planning, the band/chorus director needs to be notified at the end of the second quarter of any withdrawals from the band and/or chorus class (es). There will be a two-week grace period, one week before the end of the second quarter extending to one week after the beginning of the third quarter for withdrawals to take place. There will be no withdrawals from band or chorus at any other time of the year.

CANCELLATION OF SCHOOL

St. Mary's Springs Academy will follow the decision of the Superintendent of Fond du Lac Public Schools. It is understood we have students from multiple public school districts, some within which schools close and some remain open; we will conduct classes for those students who are in attendance. When weather conditions or other emergencies make it necessary to cancel school, this information is broadcast on radio stations KFIZ 1450 AM/107.1FM, WFDL 97.7FM, WTCX 96.1FM, WVBO 103.9FM, WPKR 99.5FM, WOSH 1490 AM, and WBKV

1470 AM. Green Bay television channels 2,5,11 and 26 and some Milwaukee stations will also announce school closings.

****In addition, SMSA will send a message to your phone as designated in the Skyward system.**

If school is already in session, the announcement of bus arrivals and school dismissal is made to the student body. Students are not to phone home until school has been dismissed.

LEAVING CAMPUS GROUNDS

SMSA is a closed campus. Students are not allowed to leave the premises during the school day. If a parent(s)/guardian(s) requests a student to leave school, the student must report to the campus office and sign out before leaving and sign in upon returning. If a student becomes ill, he/she may **not** leave the building without reporting to the teacher, who will notify the campus secretary, who will then notify the parent(s)/guardian(s). A student may not leave campus for lunch unless he/she is accompanied by his/her parent(s)/guardian(s). No food is to be ordered to school by a student. Any student(s) leaving school grounds without written permission will result in a detention.

TARDINESS

A student is considered tardy if he/she is not in the classroom at the sound of the second bell. Parent(s)/guardian(s) are required to notify the school office if any student will be tardy. Each time a student is tardy at the beginning of the school day, it is recorded on the child's Official Report Card.

ADMISSION

St. Mary's Springs Academy accepts all students regardless of race, creed or gender who present the necessary qualifications for participating in and achieving success both academically and behaviorally in the total school program. Therefore, the admission of students is based on the school's ability to serve the learning needs of each individual based on our mission. Official acceptance of students requires the receipt and review of all official school records. This includes testing for learning disabilities or other special conditions of the person. If at any time prior to or during the course of a student's education at the SMSA, it is determined that testing for special learning needs is needed to determine our ability to meet the students' learning needs, the admission or continued enrollment of that student is contingent upon compliance with the request and the results of such testing. The Principal, on a case-by-case basis, will handle admission of students that have been suspended or expelled from other schools.

The following criteria constitute the admissions process:

1. Families are admitted into the school community when on the basis of a personal interview, and principal and/or the president judge the interest and motivation to be in accord with the highest order of Catholic education.
- All students are on probation during the first semester of their attendance at SMSA. SMSA will develop a screening process for all new students entering the school. During the first semester probationary period, SMSA will determine through this process whether or not it can meet the needs of the students.
3. Families seeking admission must provide current standardized tests, report cards and any other educational information prior to the child's admission, as part of the screening process. If no test or other educational information is available, the school counselor and/or other appropriate school personnel will administer a standardized assessment prior to admission. Medical and psychological record will be requested if needed.
4. Students who seek admission to SMSA from a home-school program, shall be placed in a grade level following an academic assessment determined by the administration.
5. **Priority Considerations:**
In admission and registration of students to SMSA, priority consideration shall be given to students in the following order:
 - a. All children currently enrolled
 - b. Children of families with siblings currently enrolled
 - c. Children of Holy Family Parish and Presentation Parish members
 - d. Families currently enrolled and who transfer a sibling from another school to SMSA.

- e. Catholic children of other parishes on a first – come – first – serve basis
 - f. Non- Catholic children on a first – come – first – serve basis
6. SMSA shall continue and, where needed, intensify their efforts to enroll students to achieve racial integration and cultural plurality, while maintaining the Catholic character of the school.

Preschool and K4 Admission

To be eligible for the 3-year-old program, students must be three (3) years old by September 1 in the year he or she proposed to enter school. To enter the 4-year-old preschool or kindergarten program, students must be four (4) years old by September 1 in the year he or she proposed to enter school. Early admission may be considered at the discretion of SMSA along with a signed Early Entrance letter agreeing to specific criteria. Children must be toilet trained to enter preschool.

Kindergarten Admission

To be eligible for kindergarten, students must be five (5) years old by September 1 in the year he or she propose to enter school.

First Grade Admission

To be eligible for 1st grade, students must be six (6) years old by September 1 in the year he or she propose to enter school.

Children with Exceptional Educational Needs

The admission, instruction, and retention of students with exceptional needs (speech and language, learning disabilities, mild health impairments, and students identified with ADD/ADHD) within St. Mary's Springs Academy shall be determined on an individual basis by the principals and Director of Student Services in consultation with the school's Student Services Team. A student accommodation plan may be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs. Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process through a special education referral for an evaluation of their special needs and possible identification. A child with exceptional educational needs that cannot be met through reasonable accommodations may be referred to the local public school (LEA) to determine whether the child is eligible for services. If the student is found to qualify, a service plan may be written in partnership with the LEA and/or IEP may be written if the child requires special education services through the LEA to make adequate progress.

The final decision with respect to the admission, instruction, and retention of any student rests with the Principal and Director of Student Services. Administrators will give careful consideration to the admission of students with special needs, but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

Exceptional Education

In compliance with PL 94-142 and/or IDEA, an Individualized Education Program (IEP) evaluation will be provided by the public school system for all students referred from SMSA. When making a referral for an IEP evaluation, SMSA will follow the guidelines established by the Department of Public Instruction.

1. Parents/Guardians are informed about procedures for a referral and their verbal approval for such a referral is sought *before* the process begins.
2. The principal and/or counselor requests appropriate forms from the building principal or central office of the public school where the student resides.

3. All completed forms are returned to the building principal or to the public school central office, in accordance with the policy of the school district.
4. The principal and/or counselor keep a master list of all cases referred for PL 94-142/IDEA services. Information on this master list should include the name and birthdate of the student, the referral date, and the name of the public school where the referral was mailed.
5. If no action is taken within ninety (90) days time limit allowed for the evaluation process, the principal and/or counselor will notify the Archdiocesan Associate Director for Student Services to report this fact. A letter will then be mailed to the appropriate public school personnel to encourage immediate action.
6. The school should automatically receive a copy of the IEP report after the evaluation is completed. Upon receipt of this report, the school attempts to follow through with the recommendations outlined in the report and determines if implementation of any service plan for the student if he/she continues his/her enrollment in the school is feasible. Consultation services in the interpretation and practical application of evaluation reports are available from the public school Division of Pupil Personnel services on an invitational basis.

If the parents/guardians elect not to follow through on the recommendations of the public school district, SMSA will determine whether the student's needs can be met and whether continued enrollment at SMSA is in the best interests of the student. This determination will be put in writing, shared with the parents/guardians, and becomes part of the student's permanent record.

If the student who is eligible for placement under PL 94-142/IDEA is enrolled at SMSA, the principal and staff shall become knowledgeable of the treatment for these students according to the directives of the Wisconsin Department of Public Instruction; especially Bulletin Number 99.07, September 1999, "Parentally-Placed Private School Children with Disabilities."

Individualized Student Program

Students enrolled in SMSA with an Individualized Student Program to accommodate their special needs will have their accommodation plans filed and attached to their cumulative record to note the accommodations made reflecting their quarterly grades.

Supportive Consultant Program

While every attempt will be made under the guidelines of the Supportive Consultant program to accommodate students with identified special needs, SMSA reserves the right, given our limited specialists, to formally re-assess student needs during any part of their educational program. Based on the results of the formal assessment and in consultation with the Archdiocese, continued student enrollment at SMSA may be ended in the best interests of promoting student success.

***All admissions decisions of the President and Principal are final.**

ATHLETICS / EXTRACURRICULAR ACTIVITIES

It is the philosophy of the SMSA Athletic Program to promote physical fitness, by recognizing its purpose in the complete physical, intellectual, social, emotional, and spiritual development of each student in its school. Accordingly, the program will provide for interscholastic competition that encourages maximum participation while promoting good sportsmanship, teamwork, dignity, and accomplishment.

In providing extra-curricular athletics, SMSA hopes to allow students to enhance their education by: extending the practice of Christian values outside the traditional classroom; providing enjoyable activity and diversion; gaining knowledge that will be useful in maintaining a healthy lifestyle into adulthood; and, developing positive attitudes toward a variety of activities and situations.

Playing Time Philosophy – When fifth, sixth, seventh, and eighth graders are involved in same grade level competition, each team member will have equal playing time in each contest. While it is the spirit of the guideline that each student athlete will have equal playing time, some circumstances may not make that possible (i.e., physical

limitations, illness, school limits, structure of the game, or coaches' decisions based upon training violations).
SMSA Athletic Code SMSA Policy #6147, 3/18/97, Revised 5/31/06; Archdiocese Regulation R6145.2 #10

Athletic programs are offered as determined by the athletic director and principal considering grade levels, time schedules, sufficient interests, etc.

<u>Sport</u>	<u>Grades</u>	<u>Sport</u>	<u>Grades</u>
Volleyball	5	Basketball	5
Tackle Football	5	Cheerleading	5

All student athletes and parent(s)/guardian(s) are required to attend the orientation meeting for each sport. At each orientation meeting, there will be discussions of the sport season, practice and game schedules, eligibility, required forms and fees, code of conduct, etc.

Athletic Booster Club

The Athletic Booster Club is a self-supporting club that subsidizes the extra-curricular athletic program. Revenue is generated from its annual membership drive, concession stands, and tournaments. Membership is made up of the athletic director(s) and volunteers, and it is open to all SMSA parent(s)/guardian(s).

BEFORE AND AFTER SCHOOL

BEFORE AND AFTER SCHOOL PROCEDURES

All students who are not in the *Before and After School Programs* are expected to remain outdoors until the first bell rings, except in the case of rain or below zero degree wind chill factor. Therefore, it is important that children arrive as close to the first bell as possible. **Our supervisory day begins at 7:35 before school, and ends at 3:20 after school.**

Students are not to arrive at school before the supervisory day begins. All students must leave campus or be picked up before the supervisory day ends. After that time, students will be sent to the After School Child Care Program.

The Before and After School Care Program is available for K3 - 5. It must be utilized for students who have needs that do not fit in the supervisory day schedule. A registration form for this service is available at the Elementary Office.

Preschool – Grade 5: If a student is not picked up by his/her parents/guardians twenty minutes after the school bell at the end of the day, the student will be sent to after school care. The parents/guardians will be responsible to make payment of the time the student is at after school care.

Please see Child Care on SMSA Website www.smsacademy.org located under the Academics tab.

ARRIVALS AND DEPARTURES

Due to safety concerns, students are to arrive at the campus shortly before the doors open, and are to leave immediately after their last class of the day unless they have permission of the teacher for extra help or a project. No student is to remain on the premises for the purpose of playing on the playground after school or waiting for a practice or other event.

Elementary K - 5

All bus driveways will be plainly marked. The buses will be using the two east driveways marked "Buses Only" for entering and exiting.

Vehicles **MAY NOT** go beyond the clearly marked parking areas. The area beyond the parking zone is the designated "Student Safety Zone".

Drop off

MORNING ROUTINE: Grades PreK - 5: 7:45a first bell/7:55a start (7:35am supervised drop off begins behind school) • All parents with children PreK-5 will use the SOUTH (GREEN) lot. Ages K - 5 will stage behind the building on the playground pavement with supervision beginning at 7:30a . • Parents are asked to use the “Hug N’ Go” zones around the perimeter of the parking lot (sidewalks line the entire drop zone), only using parking stalls if you intend to walk your child into school. PLEASE PULL AS FAR AHEAD AS POSSIBLE! • 3k and 4k parents/guardians are required to walk students to their rooms, waiting in the hallway until the first bell rings. • Older siblings (grades 6-12) may be dropped off at this lot, but will be asked to use the footpath along the front edge of the building, entering the North Hall entrance.

A faculty or staff member supervisor is on the *playground daily beginning at 7:35 a.m.*

Pickup

AFTER SCHOOL ROUTINE: All families will be assigned pick up/parking zones for the end of the day. Families will be issued colored tags that you must clip to your visor during pick up to ensure you are in the correct lot. Grades K-5 and 6-8: 3:00p end bell • Families, whose youngest child(ren) is in grades K-3 rd , will be assigned to the South (GREEN) lot for pick up. If you are picking up children who are older (grades 6-12) they will walk through the grade school and exit through the South Entrance, meeting you IN THIS LOT! • Families, whose youngest child(ren) is in 4 th -5 th grade will be assigned to the North (ORANGE) lot for pick up. If you are picking up children who are older (grades 6-12) they will exit through the North Hall/6-12 Entrance and meet you IN THIS LOT! • Families whose youngest child(ren) is in 6 th -8 th grade will be assigned to the North (ORANGE) lot for pick up. Students will exit the school at the North Hall entrance, cross highway K at the crosswalk and meet you IN THIS LOT.

Please be prompt so teachers and aides do not have to wait with your child(ren). Children not picked up by the time the buses depart (approximately 3:20p.m.) will go to After School Care. The parent/guardian will be responsible for After School Care payment.

Preschool (3 year olds) AM – Monday - Friday

Drop off using the “IN” and “OUT” driveways. Drivers should park, walk the child to their classroom, and promptly move their vehicle.

Pick up

Driver should park, pick up his/her child at the front door outside of school, and promptly leave for home.

Kindergarten (4 year olds) AM – Monday-Friday**Drop off**

Using the “IN” and “OUT” driveways. Drivers should park, walk the child to their classroom, and promptly move their vehicle.

Pick up

Driver should park, pick up his/her child at the front door outside of school, and promptly leave for home.

DO NOT park in the no parking zones.

SMSA provides a Before & After School Care Program. To use this service, children must be enrolled in SMSA and toilet trained.

NOTE: All Before and After School program fees must be paid before the last day of school.

PERSONAL TRANSPORTATION DEVICES

Bicycles must be parked in the racks provided. All students who bring bicycles to school are to use combination locks. Bicycles may not be ridden on school grounds during or immediately before/after school. Neither the school nor SMSA will assume responsibility for lost or damaged bicycles. Students who ignore the observance of safety and courtesy rules while riding their bicycles to and from school will forfeit this privilege.

Drills for fire, tornado and other safety procedures are conducted on a regular basis. Students are expected to follow directions for drills.

Busing

Travel by bus is a privilege. Obedience, courtesy, and safe behavior are required. Failure to comply with rules on the bus may result in a temporary or permanent suspension of a student's bus privileges.

All questions related to busing may be directed to the following sources:

North Fond du Lac

Director of Transportation, Johnson Bus Co.	921-3003
Superintendent of Schools	929-3750

Fond du Lac

Director of Transportation, Johnson Bus Co.	921-3003
Director of School Transportation	929-2790

CATHOLIC IDENTITY

SMSA primary mission is Catholic Identity. To accomplish this goal, SMSA incorporates the following into the total school experience:

1. The liturgical and prayer service experiences are some of the most important features of Catholic Christian living at our campus. They are celebrated in a form meaningful to the age groups, and involve the children through active participation. Attendance by parent(s)/guardian(s) makes a long-lasting impression on the students at all grade levels. Parent(s)/guardian(s) are strongly encouraged to join in the liturgical services when your child's class is leading the service.
2. Sacramental preparation programs are offered in a setting, which involves family, parish, and child. SMSA children take part in the sacramental programs as members of their own parish community. The programs are enhanced through the school curriculum.
3. Religion classes are held four days per week. All teachers of religion are certified in accordance with Archdiocesan policy. A weekly liturgy constitutes the fifth day of religion classes.
4. Each school day begins with prayer. Other prayer experiences are shared throughout the day, e.g., lunchtime, beginning of an afternoon session, etc.
5. With social development in each grade level in mind, social concerns are highlighted, e.g., service to the poor, the needy, the lonely, etc., through visits and/or service projects.
6. Priests are available for liturgies, prayer services, reconciliation, special projects, general visits, faculty liturgies, etc.
7. Catholic Christian values are emphasized in everyday situations while focusing on human dignity, justice, and peace.

SACRAMENTAL PREPARATION

Sacramental programs such as First Eucharist and Reconciliation are handled through Holy Family and Presentation Religious Education Program and are reinforced by the school program.

COMPUTERS AND NETWORK

SMSA campuses are networked together for information sharing, Internet and email. Every family, student, and employee is expected to follow the SMSA Acceptable Use Policy for Computers and Networking from the

Archdiocese of Milwaukee. Each family, student, and employee is to read and sign the SMSA Acceptable Use Policy for the Use of Computers and Telecommunications for Archdiocese of Milwaukee agreement before being permitted to use such equipment. The policy is as follows:

*Computing, data storage, and information retrieval systems are designed to serve the students, faculty, and staff of SMSA. Network and Internet access is provided to further the legitimate educational goals of SMSA. SMSA provides computing and network resources for the use of our students and employees. The equipment, software, and network capacities provided through SMSA computers are and remain the property of SMSA. All users are expected to conduct their online activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences. Any monetary costs, which occur as a result of misuse of resources, will be incurred by the responsible party. Appropriate or acceptable educational uses of these resources include:*

Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged

Using E-mail capabilities to facilitate distance learning projects and communications

Using Email for teacher to teacher and other professional communications

Using Listservs and newsgroups to gain access to current information on local, state, national and world events

Examples of inappropriate or unacceptable uses(s) of these resources include, but are not limited to, those uses that violate the law, the rules of the network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, pornographic, or obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communication, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by SMSA. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

Use of email for personal communications. All messages created, sent and received over SMSA network are the property of SMSA and are considered public information.

*To prevent computer viruses from being transmitted through SMSA network, there will be no unauthorized loading or downloading of software or programs. All software must be registered and licensed as the property of SMSA. **Archdiocese Policy # 6161.2***

SMSA STUDENT NETWORK RESPONSIBILITY AGREEMENT

Internet Rules:

Students are responsible for good behavior on SMSA computer networks just as they are in the classrooms and hallways. Communications on the network are often public in nature. General school rules for behavior, communications and Positive School Climate apply.

The network and Internet is provided for students to conduct research and communicate with others under the direct supervision of the computer and classroom teachers. Parent or guardian permission is required. Access is a privilege, not a right. Access entails responsibility.

Users of SMSA computer network are responsible for their behavior and communications. It is presumed that all users will comply with SMSA policies and honor the agreements they have signed.

Network storage and file areas are SMSA property. Network administrators or classroom teachers may review student files and communications to maintain system integrity and insure that users are using the network responsibly. Users should not expect any files stored on the SMSA network to be private.

During school, teachers will guide the students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise responsibility with other sources such as television, telephones, home computers, movies, radio and any other potentially dangerous or offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Harassing, insulting or attacking others
- Damaging computers, systems, or network
- Trespassing into others folders, work or files
- Employing the network for commercial purposes
- Using obscene language
- Violating copyright laws
- Using others passwords
- Sharing passwords – each student is accountable for his/her own password.
- Intentionally wasting resources
- Blogging, instant messaging, email, setting up accounts (ie: MySpace, YouTube, FilterPast, etc.)
- Changing the computer settings
- Shopping network or online

Depending on the violation, one or more of the following sanctions may be invoked:

1. Loss of access to equipment
2. Additional disciplinary action
3. Notification to law enforcement agencies
4. Application of Positive School Climate
5. Reimbursement for costs incurred due to misuse or damages

Final decisions of the sanctions to be invoked are made by the Principal.

SMSA FAMILY AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND TELECOMMUNICATIONS

SMSA has chosen to permit students access to computer and telecommunications resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of software and telecommunications.

However, parents and guardians are warned that SMSA and the Archdiocese of Milwaukee do not have total control of the information on the Internet. Parents and guardians are the primary authorities responsible for imparting the standards or ethical and legal conduct for your child(ren) to follow when using SMSA computers, computer networks and telecommunications. Therefore, SMSA supports and respects each family's right to decide whether or not their child(ren) may have access to the computer network.

1. I am the parent/guardian of the below named student(s). I have read the Acceptable Use Policy for Computers and Telecommunications and clearly understand the responsibilities regarding the SMSA Network, computer hardware, software, and Internet access.
2. I have explained the policy to my child and have assured myself that my child understands it.

ELECTRONIC COMMUNICATION DEVICES

Students are not allowed to use cell phones, DVD/MP3 players/recorders, IPODS, headphones, televisions, two-way radios, pagers, hand-held electronic planners, hand-held games, laptop computers, and other electronic communication or entertainment equipment during school hours unless granted permission to use them by a staff/faculty member.

Any device(s) taken away by a teacher or staff member during school hours will be placed in the school office and must be picked up by parent/guardian.

Students will be allowed to bring cell phones and/or other electronic devices to school but they must be kept in their lockers turned off and stored at their own risk during the school day.

SMSA is not responsible for any lost, stolen, or replacement of any cell phones or electronic devices.

Websites

SMSA has a website (www.smsacademy.org) that will be administered by several SMSA personnel.

Any organization or individual who establishes a website that contains information related to SMSA will need to secure the approval of the principal and/or president for the content of this site, and the use of SMSA name on this site.

SMSA personnel will ensure that the site information is current and accurate and has a link established to the SMSA website. All appropriate Archdiocesan policies relating to telecommunications will be adhered to. Failure to follow such policies may result in revocation of permission to use the name of SMSA.

Sites approved need to contain the following statement: "This site contains information that is authorized and approved by SMSA (Fond du Lac Area Catholic Education System)."

Photos of students may be used on SMSA websites under the following guidelines:

- Identified photographs of students may be published with written and dated permission from parents. Such photos would usually be for special reasons such as winning the Kohl Scholarship, contest winners or athletic achievement.
- No publication of student's addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo. *Archdiocese Policy 1112.1*

DISCIPLINE PHILOSOPHY

The philosophy of Positive School Climate reflects our efforts, in partnership with parent(s)/guardian(s), to teach each child self-control, character, self-discipline and to shape attitudes and values which affect life-decisions. All disciplinary actions are based on the premise that the purpose of discipline is learning.

SMSA is dedicated to instilling Gospel values throughout the child's experience in the school community. This foundation in values in a supportive environment facilitates the child's ability to apply Gospel principles to their decisions and choices especially in his/her self-management and relationship to peers and others in the community of the school and society.

Beliefs

We believe:

in fostering Catholic values
in building positive attitudes through effective communication
in the uniqueness of each student
all students can learn
the school environment should be safe and caring
in respect for property
in flexible scheduling and programming
all subject areas are equally important
that diversity within and among students must be respected

in developing basic skills
in building self-concept and esteem
accepting responsibility for decisions is important
in developing student self-discipline
in promoting student success

Goals

We will provide:

modeling
a block schedule/flexible schedule
scheduled team planning/sharing and common planning time for teams
a learning resource center
positive affirmations to guide toward self-discipline
heterogeneous groupings with regrouping options
shared decision-making among staff
team teaching/planning
equal consideration for all subjects

Common Foundation

The common “Threads” running through the Positive School Climate Program are:

At all levels, consequences are clearly stated and appropriate for the age level of the students.

The program strives to create a positive climate and environment.

The emphasis puts the responsibility of the behavior on the individual so the student can claim ownership for his/her actions.

All the programs have reasonable and logical consequences if the regulations have not been followed.

Respect for self and others are the top priority in all the programs.

It is very important that all parent(s)/guardian(s) see and understand the need for consistently supporting the school in its discipline philosophies. It is very important that we do not allow students to act in ways that are counter to the spirit of the SMSA mission.

Basic Premises of Discipline

Students are expected to adhere to the individual classroom teacher’s standards for learning and safety. The faculty and principal will jointly establish these standards.

Five basic premises that underlie all of SMSA discipline procedures are:

The parent(s)/guardian(s) and school are partners in the discipline process.

Procedures/rules are established and posted at each campus in every classroom.

Positive reinforcement is given for appropriate behavior and consequences are given for inappropriate behavior.

The consequences will address and make every attempt to guide the student’s inappropriate behavior through learning.

The central emphasis of discipline in our system is to enable positive Christian behavior, which enhances the learning process.

Student Expectations

Students are expected to treat all persons with Christian respect and dignity and to respect the physical and property rights of others.

Students are to be in place and ready to work at the beginning of each class period. Being prepared means having the proper books, materials, paper, pens, pencils, etc.

Students are to follow the directions of the teacher. Courtesy and respect must be given to all adults and classmates.

When movement is required between classes or campuses, all students are expected to do so in a safe and

non-disruptive manner.

Students may not eat food, candy, or chewing gum in class, in the gym, in church, on the playground, on field trips, etc.,

except on occasions designated by school authorities.

Students are to attend class regularly and be on time.

Students are expected to follow the dress code.

Unacceptable Behavior

Any violations of **Wisconsin Criminal Statutes**.

Substance Abuse - means, but is not limited to, consumption or possession of alcoholic beverages on school premises, at school-related activities, or arriving at school under the influence. Use or possession of a controlled substance or smoking materials on school premises.

Sexual Harassment - means, but is not limited to, unwelcome sexual advances, unwelcome physical contact of a sexual nature. "Unwelcome verbal or physical conduct 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.

Vandalism - means, but is not limited to, destruction or theft of school, parish or personal property. Parent(s) / guardian(s) of students shall be responsible for the vandalism of their children. The acts of vandalism that result in significant damage include burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Fighting - or physical harm to another in school, on school premises, on busses, during school-related activities, or while on field trips, etc.

Possession on school premises or at school-related activities of **printed or written materials** deemed inappropriate or obscene by a teacher or administrator.

Truancy - means any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent(s)/guardian(s) of the absent pupil and also means intermittent attendance carried on for the purpose of defeating the intent of (the Compulsory Attendance law).

Verbal abuse, such as swearing, obscene language, disrespect for teachers, other adults, or students. This includes written abusive language by note, relayed over Internet/email, or any other electronic or technological transmission.

Any severe or inappropriate conduct on school premises or at school-related activities that endangers the life or safety of another. This includes threats, verbal or written, which imply physical or mental harm.

Weapons

The possession or use of a **weapon or any object** deemed potentially harmful to others.

Consequences and Procedures

The consequence/procedures for unacceptable behavior range from Probation/Suspension/Expulsion to keeping a student after school, a phone call or note home, verbal reprimand, "time out", etc.

Probation/Suspension/Expulsion

Whenever a student's conduct is such that it endangers the property, health, or safety of others, or disrupts the learning environment, action may be taken to restrict that student's privileges and rights of school attendance.

Probation

A student may be placed on probation for a trial period by the principal. This has the potential to occur following a suspension in which an agreement stating expected behavior(s) has been formed among the principal, counselor, teacher(s) and the student's parents/legal guardians, students on probation. If the conditions agreed upon are met, the student will be released from probation. The principal's decisions are final.

Suspension

Suspension is justified only in unusual circumstances and is normally an in-school suspension. Action taken to suspend a student will be preceded by internal school procedures supported by documentation. A student who is

being suspended is advised of the reason for the proposed suspension. Parent(s)/guardian(s) are given prompt notice of the suspension and the reasons for the action.

In-school suspension can be directed for varying lengths of time, but shall not exceed five (5) days. In-school suspension conditions are to be determined by the principal. An in-school suspended student remains the responsibility of the principal/teachers. A third detention in one quarter will result in an in-school suspension.

Out-of-school suspension is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out of school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Any of the following may be cause for immediate consideration for suspension leading toward expulsion:

- Any violations of the Wisconsin Criminal Statutes
- Intentional violence
- Continual disturbance on school premises
- Smoking or carrying smoking material on school premises
- Improper sexual overtones, sexual harassment of any kind to a student, teacher, or staff member possessing sexually explicit materials.
- Skipping a class
- Major Theft
- Using, sharing, or carrying drugs, related paraphernalia, unauthorized prescription drugs or alcohol on school premises
- Using, sharing, or carrying harmful materials, weapons, or simulated weapons
- Bomb threats
- Truancy
- Willful vandalism or repeated destruction of property

Expulsion Hearing Procedure

Actions taken to suspend or expel students shall be preceded by internal school procedures supported by defensible records.

Expulsion can take place only after an expulsion hearing has been held. Parent(s)/legal guardian(s) shall be notified in writing at least five (5) days before the hearing is to take place. This notification period can be waived by mutual consent of the parents/legal guardian and the school if an expedited hearing date is advisable.

➤ The Expulsion Hearing Committee is composed of 3-4 people. The members may consist of parish council members, parishioners, and parents of former students. One of them will be considered as a facilitator of the hearing.

➤ An expulsion hearing is not a legal proceeding, therefore neither party may have an attorney present during the hearing

➤ The president and/or pastor designate is present for the entire hearing itself and during the deliberations of the hearing committee.

- The school is represented by the principal, along with any teachers if appropriate. The school gets a certain amount of time to present the chronology of events that lead up to the initiation of the expulsion process along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents/legal guardians are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- The committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- After the hearing has ended, school representatives and the student's/parents/legal guardians must leave. The hearing committee weighs the facts and issues that were presented and gives the pastor designate a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The president and/or pastor designate can accept the recommendation totally, in part, or reject it all together. The president and/or pastor designate have final responsibility for the decision to expel or not.
- The family of the student will be informed of the final decision within 24 hours. A formal letter will be sent out by certified mail detailing the final action and signed by the pastor designate and president no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. Parents/legal guardians will be given the right to withdraw the student from school before the deadline; this withdrawal must be completed through a written notice signed by the parents/legal guardians.
- The student, or his/her parents/legal guardians, may within five days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent of Schools will investigate that correct procedures were followed as defined by Archdiocesan policy.

Archdiocesan Policy #5144

It is not possible for all circumstances or events to be addressed in this document. Therefore, the Principal/President may make discretionary professional decisions to protect and maintain the safety and well being of the students.

ELEMENTARY

Grades Preschool - 5

DISCIPLINARY PROCEDURES TO MAINTAIN A POSITIVE SCHOOL CLIMATE

Discuss the behavior with the individual or group of individuals involved in the situation. Encourage each child to tell what they did in the situation, emphasizing the importance of telling the whole truth and taking ownership of his/her behavior.

Discuss with the child(ren) what should have been done and what would the actions be if the situation occurred again.

POSITIVE SCHOOL CLIMATE CONSEQUENCES

Warning / Discussion - Time taken as soon as possible to discuss the circumstances with the child(ren) regarding the situation. Discuss with the child what he/she thought about their actions and how they would act the next time if a similar incident occurred.

Time-out/Loss of Recess - Quiet time for the child to think about his/her actions in a quiet place in the classroom or, if outside, standing near the teacher.

Plan of action with teacher or team of teachers/parent(s)/guardian(s)/child (ex: an agreement).

These actions will result in an immediate referral and notification to parent(s) / guardian(s) and/or immediate removal from school (expulsion may be pending):

- Any violations of the Wisconsin Criminal Statutes
- Intentional violence
- Continual disturbance on school premises
- Smoking or carrying smoking material on school premises
- Improper sexual overtones, sexual harassment of any kind to a student, teacher, or staff member possessing sexually explicit materials.

- Skipping a class
- Major Theft
- Using, sharing, or carrying drugs, related paraphernalia, unauthorized prescription drugs or alcohol on school premises
- Using, sharing, or carrying harmful materials, weapons, or simulated weapons
- Bomb threats
- Truancy
- Willful vandalism or repeated destruction of property

***If indeed the judgment of the teacher/principal warrants concern regarding safety, a student may not be allowed to participate in a school related activity.**

ELEMENTARY

Grades Preschool - 5

DISCIPLINARY PROCEDURES TO MAINTAIN A POSITIVE SCHOOL CLIMATE

Each classroom teacher has a classroom management system/rules. These rules are explained to the students at the beginning of the school year and are posted in each classroom. There are also school-wide rules for the cafeteria, playground, and all other areas of the building. These school-wide rules are listed in the handbook and will be posted. The consequences for any infraction of classroom/cafeteria/hallway/playground rules or anything school related are determined by teacher's or school-wide procedures. Each teacher will also provide copies of their procedures to parents/guardians. These procedures exclude academic concerns (homework).

POSITIVE SCHOOL CLIMATE CONSEQUENCES

Minor Infractions

Minor Infractions include violation(s) of the following:

- Students must follow an individual teacher's classroom rules and school-wide rules.
- Students are expected to treat all persons with Christian respect and dignity and to respect the physical property rights of others.
- Students are to attend class regularly and be on time.
- Students are to be in place and ready to work at the beginning of each class. Being prepared means having the materials needed for class.
- Students are to follow the directions of the teacher. Courtesy and respect must be given to all in the room.
- When movement is required between classes, all students are expected to do so in a safe and non-disruptive manner.
- Students may not eat food, candy, or chew gum in class, except on occasions designated by school authorities.
- Students must follow the dress code.
- Students must not forge a parent's/guardian's signature.
- Students must not cheat or plagiarize.
- Students must not use food in any inappropriate manner.
- Students who have three (3) a.m. tardies on the attendance chart in one quarter, will serve a detention.
- Students who use cell phones or other electronic devices during the school day.

Major Infractions:

The following major infractions will result in the immediate notification of parents/guardians of a student, removal from school for the day and further consequences that may result in, but are not limited to suspension, service hours, repairs to damage, or payment. In certain circumstances, including but not limited to acts of violence, drugs, threats, or bullying, the School Resource Officer may be contacted for consultation. (Expulsion may be pending in extreme cases.)

- Any violations of the Wisconsin Criminal Statutes
- Intentional violence
- Continual disturbance on school premises
- Smoking or carrying smoking material on school premises
- Improper sexual overtones, sexual harassment of any kind to a student, teacher, or staff member possessing sexually explicit materials.
- Skipping a class
- Petty or Major Theft
- Using, sharing, or carrying drugs, related paraphernalia, unauthorized prescription drugs or alcohol on school premises
- Using, sharing, or carrying harmful materials, weapons, or simulated weapons
- Bomb threats
- Truancy
- Willful vandalism or repeated destruction of property

****If indeed the judgment of the teacher/ principal warrants concern regarding safety, a student may not be allowed to participate in a school related activity.**

All decisions made by Principal are final. Possible consequences could be but are not limited to the following: remediation, fines, service, or repairs to damage.

DRESS CODE

Please refer to the SMSA website for Dress code

SMSA Principal has the authority to question attire when and if such an issue arises. Parents/guardians may be called in to correct a situation should the occasion arise.

CLOTHING FOR OUTDOORS

During the winter months all students are expected to wear proper clothing (boots, scarves, hats, and mittens or gloves) in the interest of good health and safety. The students must wear snow pants/suits, boots, hats, and mittens/gloves in order to play in the snow hill on the playground. The school takes the position that what the student is allowed to wear to school by parent(s)/guardian(s) is acceptable for that child to wear outdoors for recesses. If children wear boots, hiking boots, tennis shoes, etc. for outdoors, please see that they bring shoes to change into for inside the building.

GRIEVANCE PROCEDURE FOR PARENT(S) /GUARDIAN(S)

At SMSA, a parental grievance occurs when there is a disagreement between the parent(s)/guardian(s) of a student enrolled at SMSA and an employee (e.g. teacher, aide, principal) of SMSA. Before any formal grievance can be initiated, the parent(s)/guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

Step One

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employer's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- The date/time/place of the informal meeting
- The name and position of the employee with whom the disagreement exists

- Factual information and background regarding the disagreement
- Specific recommendations for resolution of the issue

After the receipt of the letter, the supervisor will provide the employee five (5) working days to respond and then schedule a meeting of all parties within ten (10) working days to work through conciliation toward resolution. Should a resolution occur, the process is concluded.

If resolution does not occur, then proceed to Step Two.

Step Two

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the president no later than five (5) working days after the formal meeting in Step One. The letter must contain the following:

- The date/time/place of the informal meeting
- The name and position of the employee with whom the disagreement exists
- Factual information and background regarding the disagreement
- Specific recommendations for resolution of the issue

After the receipt of the letter, the president will provide the employee five (5) working days to respond and then schedule a meeting of all parties within ten (10) working days to work through conciliation toward resolution. Should a resolution occur, the process is concluded.

If resolution does not occur, then proceed to Step Three.

Step Three

If the resolution does not occur in the formal meeting in Step Two, the parent(s)/guardian(s) will provide the pastor designate/board with a copy of the letter noted in Step Two within five (5) working days of the completion of Step Two.

The pastor designate/board will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners;

1. The pastor designate/board may convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor designate/board is the immediate supervisor begin here).
2. The pastor designate/board may direct the local grievance committee to proceed with a review of all details with him (formal hearing), and submit a recommendation to him. The local grievance committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy of the letter noted in Step One to the committee. The committee, appointed by the pastor designate (president and principal) and drawn from a pool of candidates, who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is a consensus of all parties, the process is concluded. If resolution does not occur a final Step Four may be initiated.
3. The pastor designate/board may contact the Archdiocese Office for Schools for assistance in obtaining an independent mediator for help in resolving the matter. If agreement is reached, the process is concluded.

Step Four

Should resolution not occur through Steps 1, 2, and 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. The Delegate for Parishes will convene the grievance committee and chair its proceedings.

Upon the receipt of the written statement, the grievance committee will set up a hearing, at the mutually convenient time and place, for discussion of the concern with all parties involved.

The findings of the grievance committee will be communicated to all parties involved. Upon such communication the work of the grievance committee will be closed. *Archdiocese Policy #1312*

Health Office

ENVIRONMENTAL PROTECTION

We wish to ensure a safe and healthy school environment with a goal of keeping students well and in school as much as possible. Students with asthma and allergies are particularly sensitive to indoor air pollution and other triggers such as dust mites, chalk dust, animals, strong odors, and exercise. We have availability of air continually circulating in every room. Any type of air fresheners (examples: plug in, hanging, etc.) will not be permitted in the school building.

HEAD LICE

Students with head lice will be removed from classrooms and/or schools at SMSA until they have received proper treatment. Your child will not return to school unless he/she is “nit” free for 24 hours and has been checked by the school nurse or other designee. When in doubt, consult your family physician. Notification will be sent home in your child’s grade level. The nurse and principal will determine if notices will be sent to other grades per their discretion.

HEALTH RECORDS

Immunizations / Vision / Hearing / Scoliosis Screening

Periodic visits are made to our campuses by Public Health personnel. They are available for consultation regarding student health problems, communicable diseases, and health education information.

The following are the minimum required immunizations for each age/grade level according to the Wisconsin Student Immunization Law. Additional immunizations may be recommended for your child depending on his/her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs)	4 DTaP/DTP/DT	3 Polio	3 Hepatitis B	1 MMR	1 Varicella	
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td	4 Polio	3 Hepatitis B	2 MMR	2 Varicella	
Grades 6 through 12	4 DTaP/DTP/DT/Td	1 Tdap	4 Polio	3 Hepatitis B	2 MMR	2 Varicella

1. D= diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12. Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.

2. DTaP/DTP/DT vaccine for children entering 5K Kindergarten. Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.

3. Tdap is adolescent tetanus, diphtheria and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades 5K Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
5. Laboratory evidence of immunity to hepatitis B is also acceptable.
6. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday Note: a dose four days or less before the 1st birthday is also acceptable. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable

Screenings of hearing and vision are held during the year. Parent(s)/guardian(s) will be notified of the dates and times. Communicable diseases **must** be reported to the school nurse immediately, and the school nurse, in turn, reports this information to the Public Health Office. Any student with a contagious disease should remain out of school for 24 hours after drug therapy or if symptoms are still active.

All students should have an updated health history on file with the school nurse and to be updated yearly.

Note: Every family must have an emergency form, including emergency contact telephone numbers, on file in the school office.

ILLNESS

If your child is staying home sick during school hours, please call the attendance line and leave a message with your child's name, grade and reason they ill. Student's are required to stay home if they have a contagious illness, fever (100.4 or higher) or diarrhea, nausea/vomiting. The student should be out of school for a minimum of 24 hours or will need a doctor's "return to school" notice of before the required time away. Keep your child home for 24 hours after: a fever (100.4 or higher) has resolved without using fever reducing medications (Tylenol, IBP), diarrhea/vomiting has resolved or the child has been on a prescribed antibiotic. If the student is seen by the school nurse or office staff with any of the above symptoms, parents will be notified to pick them up from school. *The illness requirements are adopted from the Wisconsin Department of Health Services.*

MEDICATIONS

When it becomes necessary for a student to take medications prescribed by a physician, the student must have a Medication Authorization and Instruction form (Archdiocese of Milwaukee policy form 5141.5b) on file in the South Hall office. Federal and state law prohibit schools from dispensing any prescription medication without written consent of the parent, written dosage and dispensing instructions signed by the physician and medication given to the school by the parent in its original container having the pharmaceutical label with the student's name, drug, dosage, time to be given, and physician's name.

Please communicate with the school nurse medication needs or changes your child may have during the school day.

A parent may give permission on the annual health history form to the school nurse or office staff to give their child over the counter (OTC) medication such as Tylenol, Ibuprofen, Tums or topical medications per their discretion. The school nurse or office staff will contact the parent before giving any medication to verify the student has not received a dose of the medication before school.

LUNCH AND MILK PROGRAM

A federal school lunch and milk program is offered at SMSA. Please have all monies for milk/lunch tickets placed in a sealed envelope marked with the student's name, grade and room number.

SCHOOL WELLNESS

Before the 2006 school year, all schools, including private schools that participate in authorized programs under the *National School Lunch Act or the Child Nutrition Act* must develop a local school wellness policy. The requirement is specified in the *Child Nutrition and WIC Reauthorization Act of 2004*. This requirement applies to those schools participating in programs such as the free and reduced-price lunch program, the school breakfast program and the special milk program. It implies that reimbursable school meals meet the program requirements and nutrition standards set forth under the legislation.

As required by law, SMSA Wellness Policy, at a minimum, shall include:

- Goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that the school determines is appropriate.
- Guidelines for all foods and beverages available on school campuses.

Archdiocese Policy 5140.4 (5/11/06)

RECESS/NUTRITION BREAK

Grades KG – 1: All students will have recess in the morning, lunch, and afternoon.

Grade 2: All students will have recess in the morning and at lunch.

Grades 3 – 5: All students will have recess at lunch.

All students in grades K- 5 must go outside for recess. Parent(s)/Guardian(s) should not request a student to stay inside for recess due to illness. Parent(s)/Guardian(s) are requested to keep a child home if he/she is too ill to participate in the full day. If a child is too sick to go out for recess, SMSA considers them too sick to be in school.

All food/snacks must be consumed during recess or nutrition break period.

PLAYGROUND

INDOOR / OUTDOOR PROCEDURES

Children are kept inside at all campuses when it rains or when the wind-chill reaches zero degrees. Parent(s)/guardian(s) are encouraged to send children to school dressed in appropriate clothing...always presuming that they will be going outdoors for recess. The only exceptions to this will be injury, etc.with an appropriate note from the doctor. When in doubt, the general rule is to have your children dressed for outdoor recesses.

Parent(s)/guardian(s) should not request a student to stay inside for recess due to illness. Parent(s)/guardian(s) are requested to keep a child home if he/she is too ill to participate in the full school day. If a child is too sick to go out for recess, SMSA considers them too sick to be in school.

PLAYGROUND SAFETY

The following items are ***not allowed*** on campus premises: frisbees, hard balls, superballs, racquet balls, skateboards, scooters, inline skates, or water guns. Positive School Climate applies.

Students are strictly forbidden to engage in any game or sport, which involves tackling or rough physical contact during school hours.

The throwing of snow, snowballs, ice, stones, or other harmful objects is not allowed on campus premises before, during, or after regular school hours.

Appropriate behavior is expected for the safety of all students. There are consequences for those who choose to behave irresponsibly.

Playground equipment should be used in a safe manner.

Safety

CUSTODY

We are required by law and by the Archdiocesan Policy #5124.2 to require a copy of the court custody decree for any SMSA students who are the subject(s) of a divorce or separation or other custody arrangement. It is **very** important that we have this information on file for the safety of all the students and of SMSA. All information received is kept strictly confidential. This information will need to be updated annually. Your registration and school records are **not** complete until we have this information.

EMERGENCY PREPAREDNESS

Please keep this information handy at home as, in the event of an actual emergency disaster, every parent / guardian must know how to respond. Your cooperation will be essential in the following ways:

1. Do **NOT** call the campus(es). Telephone lines must be kept open for calls to emergency personnel. In a citywide emergency, telephone lines may be busy or unavailable.
2. LISTEN to the local radio stations – K107.1 FM, KFIZ 1450 AM, WTCX 96.1 FM, WFDL 97.7 FM or WPKR 99.5FM
3. Instructions for picking up children will be broadcast on the radio stations. In some cases, students may be evacuated to an alternate site. The only way for you to know where to pick them up will be by the radio information.
4. In many cases, all campuses will be locked down during and immediately following a crisis. No one will be allowed to leave or enter except emergency personnel until it is determined to be safe.
5. When it is safe to release students, there will be a reunion plan. Parent(s) / guardian(s) need to be prepared to check in with identification. Students will not be released to anyone other than a parent / guardian without written consent. This may seem inconvenient; however, it is necessary because it can be very difficult to determine the whereabouts of every child if children are released without the knowledge of a parent / guardian.
6. Call the SMSA Administration Offices, 924-0993.

FIELD TRIPS

Every teacher plans field trips or other classroom activities as an integral part of the curriculum. Therefore, to insure the safety of the school children, adults who chaperone field trips may **not** be accompanied by younger children. Buses are used as often as it is feasible. When private vehicles are used, drivers must complete the Volunteer Driver Information Sheet – Form 6153 (c), and submit to the school office. All students will remain with the teacher/class for the entire field trip. Students will not be allowed to call parents/guardians for forgotten field trip permission slips. Unsigned permission slips will result in the students staying back from the field trip.

No student will be allowed to go on a field trip without having a signed (by parent(s)/guardian(s)) permission form for that trip on file in the campus office. Parent(s)/guardian(s) are notified of field trips by the teacher. Any student who is determined as unable to participate in a field trip for whatever reason other than illness **must** attend school on the day of the field trip. No student will be deprived of a field trip due to lack of family funds. Due to the fact that some field trips have pre-paid costs, full refunds may not be possible.

MOVIES/VIDEOS

All movies/videos shown in the classrooms must be rated G (General Audiences) for grades PK – 5. All movies shown in the classrooms must be rated either G (General Audiences) or PG (Parental Guidance) for grades 4 - 5.

PERSONAL DATA CHANGES

Please inform the campus office immediately of any change in health problems, address and/or telephone (residence and/or business); emergency contact person; custody; and/or marital status.

If your child is being transferred, either during the school year or the summer months, please notify the campus office far enough in advance so that records may be forwarded to the new school promptly. Parent(s)/guardian(s) must sign a release of record for any records to be transferred from SMSA.

PETS IN SCHOOL

For health and safety reasons, family/household pets are not allowed in the school building. With permission of the principal, special educational events such as Care for Critters, K-9 police dogs, blind dogs, science related classroom animals, may be granted with minimal student contact with the animals. Archdiocese Policy #5140.3

SAFETY AND PROTECTION

PE classroom teachers/aides have 2-way radios for the safety and protection of all students, faculty and staff.

SAFETY DRILLS

SMSA is required to practice one safety drill per month during the school year. SMSA has a crisis plan. All faculty and staff have been in-serviced on the SMSA First Response Crisis Plan. All campuses are equipped with security systems. All employees, volunteers and visitors must wear ID badges at all times.

SMOKE-FREE SCHOOL SYSTEM

There shall be no smoking or possession of smoking materials in the campuses or at school-sponsored activities or on field trips. This includes students, staff, volunteers, and guests. **No Smoking Policy adopted by SMSA School Board 7/19/94**

SOLICITATIONS

Students, teachers, and/or staff will not solicit funds or advertise for any charitable, private or other group for their own personal cause, campaign, etc. in the school building except in the faculty lounge. We only ask the children to participate in school-wide or parish programs that are pre-approved by the Principal.

TELEPHONE USE

Permission from a faculty or staff member is needed for use of the school telephone. Telephone use by students during the school day is limited to emergency situations, illnesses, and change of a scheduled sporting events or school activity. The students will not be allowed to use the telephone for the following situations: making plans with friends, items such as forgotten homework or assignments, gym clothes, band instruments, lunch, etc.

Students will be allowed to bring cell phones and/or other electronic devices to school but they must be kept in their lockers turned off and stored at their own risk during the school day. Failure to do so may result in confiscation of the cell phone for 24 hours and detention. It will be placed in the school office and must be picked up by a parent/guardian.

SMSA is not responsible for any lost, stolen, or replacement of any cell phones or electronic communication devices.

CONFERENCES

Parent(s)/Guardian(s)/Teacher/ Student

Conferences may be requested by either the parent(s)/guardian(s) or the teacher at any time during the school year. Parent(s)/guardian(s) are to contact in advance to request an appointment with a teacher or principal at least 24 hours.

Parent(s)/Guardian(s)/Teacher/Student Conferences will be held two times per year. The first scheduled conferences are mandatory for grades 4K-5th grade. These are held during the first quarter. The second scheduled conferences are by parent(s)/guardian(s)/teacher request only and are held at the midpoint between the second and third quarter.

If a parent(s)/guardian(s) needs a follow-up contact from a teacher after a conference or progress report distribution, the parent(s)/guardian(s) are strongly encouraged to contact the teacher. If you are unable to reach a teacher or principal directly, please leave your name and telephone number with the campus secretary and your call will be returned promptly.

Preschool conferences are determined at the discretion of the teacher.

Student Concerns

CURRICULUM

SMSA curriculum is comprised of many learning experiences, both inside and outside the school setting. The educational process leads students to an integration of academics with faith and life through spiritual, physical, affective, and cognitive development. Below is an overview of SMSA curriculum.

Preschool

Our Preschool Program flows out of the philosophy, goals, and values, which are currently in place in SMSA Total Catholic Education Programs with the following particular vision statements:

The 3-Year-Old Program will provide a Christian community where children can meet friends their own age with whom they can communicate, cooperate, and have many new experiences that broaden their knowledge base for later learning.

The 4-Year-Old Program will help children develop socially, intellectually, physically, and spiritually by broadening each child's attention span, patience, self-confidence, and overall development. Through a wide variety of activities, children will develop readiness for academic learning in Kindergarten.

4-Year-Old Kindergarten

The education program at 4-year-old kindergarten is structured to assist your child in an uninterrupted, seamless transition in learning experiences to 5-year-old kindergarten and onto grades 1 - 5. The 4-year-old kindergarten aims to develop Christian values and attitudes, self esteem and positive self image, skills necessary for effective social interaction, self expression and communication skills, creativity in expression, large and small muscle development, readiness skills in mathematics and language arts, and intellectual curiosity and growth.

3/4-Year-Old Kindergarten Enrichment

The Enrichment Program focuses on independent learning at their own pace based on interest and "learning through play." It is designed for students to reinforce what they have been learning in the morning P3 and 4K programs. This program has a strong sense of interpersonal skills including courtesy, eye contact, greetings, table manners and using teamwork.

Art (Grades K - 5)

We believe that each student deserves to experience the following in art:

A satisfying and enjoyable art experience; an understanding that art is involved in our everyday living; individual expression with some direction; cultural and historical awareness; some mathematical concepts; and understanding of art concepts through projects created.

We use the following media to create and develop in the following concept areas:

Drawing, painting, cutting and pasting, printmaking, sculpture/3D, fabrics, weaving, fibers, clay / pottery, glass, seasonal art, arts and crafts, library materials, and other printed materials.

We provide instruction in the concepts of line, shape, space, color, value, texture, form, design, 2-D, 3-D, and correct usage of materials. We incorporate art into all areas of the curriculum, and use reference help for students and instructors.

Band (Grade 5)

We believe that instrumental music gives students the opportunity to be creative, develop discipline, challenge their talents, and have an appreciation of the music itself and its composers.

Bi-weekly group rehearsals are provided. Additionally, we provide periodic small group or individual performance opportunities.

Chorus (Grade 5)

We believe that a choral music program allows students an opportunity to experience music through song. Chorus students perform both sacred and secular music in a concert setting. Chorus is open to all students in 5th grade who wish to be part of a choral program..

Bi-weekly group rehearsals are provided. Additionally, we provide periodic small group or individual performance opportunities.

Health (Grades K-5)

Our health education program focuses on the goal of “total health,” including physical, emotional, spiritual, intellectual, athletic, social development, and overall well-being. In our program, wellness is our aim. Wellness is defined as actively making choices and decisions that promote good health.

We provide a sequential program for grades KG - 5 that develops understanding and awareness in health behaviors, current health issues, and fitness lifestyle habits. Included in our resources are community associations, medical facilities, and state and national organizations, e.g., American Heart Association, American Lung Association, etc.

Integrated Language Arts (Grades K4 - 5)

We believe in a student-centered integrated language program, which promotes the students' spiritual, cognitive, physical, social, and emotional development. Teachers, administrators, and the school community plan the curriculum, which builds on how students learn and construct meaning in authentic contexts. Reading, language, phonics, spelling, and writing interrelate within the curriculum, and language instruction occurs across all curriculum areas in addition to specific language arts classes. We promote a love for reading and writing.

The instructional program consists of anthologies, writing journals, theme and spelling books, phonics, listening to tapes, word and comprehension skills, and other language arts-related materials, including computer desktop publishing programs. All grades develop an independent reading program, which includes the use of library books, periodicals, reference materials, etc.

We provide a program to allow students to develop comprehension, decoding, writing, and spelling skills. This includes such information processing strategies as inferring, generalizing, comparing, contrasting, sequencing; and such problem solving strategies as identifying problems, predicting, drawing conclusions, and summarizing.

Students can engage in background experiences and knowledge, confront potential prejudices and misconceptions, and ask questions that encourage dialogue, inquiry, and self-reflection.

Students explore learning options and establish personal goals for learning. They also learn how to respect, support, and affirm each other, and assume increasing responsibility for their decisions and actions.

Reader's Workshop (Grades K-5)

We also offer a program called Reader's Workshop. Reader's Workshop is an instructional model that allows the teacher to select appropriate text for strengths and needs. Reader's Workshop provides instruction that targets specific reading strategies. This instructional model does not replace a current reading curriculum; rather it is one component of a balanced literacy program.

Library Media Center (Grades K4 - 5)

Each campus has a library media center, which provides physical and intellectual access to information geared to the grade levels of the campus. The campuses continually strive to provide an excellent collection of fiction,

non-fiction, and reference books, as well as periodicals, audiovisuals, and computer materials that relate to the different subject areas.

Mathematics (Grades K4 - 5)

We believe that mathematics instruction must be student-centered; account for cultural, gender, and intellectual diversity; develop critical thinking; and meet all modes of learning. We believe that mathematics includes the development of problem-solving, mental math abilities, and basic computational skills that lead to a number sense and a value of math.

We provide mathematics instruction that involves basic mastery of facts, experiential learning, hands-on experiences, exploration, open-ended situations with applications to the real world, interdisciplinary situations, and the use of computers and calculators at all levels.

Music (Grades K - 4)

We believe that every student needs access to a balanced, comprehensive, and sequential program of music instruction and experiences. We also believe music holds an integral place in the Catholic liturgy, and is essential to the worship experience of children. Music can assist children to a fuller, more conscious, and active participation in liturgy. It also serves as a foundation for a well-rounded education and life-long appreciation and performance of music.

Physical Education (Grades K - 5)

We believe that the early development of physical fitness, lifelong fitness skills and positive health behavior are of unquestionable importance in the child's total educational process. Our physical education program is designed to have a significant impact on a child's health and self-esteem. The goal of instruction is on self-respect and acceptance toward others, realizing that all have unique talents and gifts.

The goals of the Physical Education Program are met primarily through cooperative activities with physical and instructional methods unique to each individual's personal needs. .

Physical Education Uniforms (Grades K - 5)

A required uniform for all students, Grades KG - 5 will be available for purchase in the fall. The uniform consists of:

- SMSA Physical Education T-shirt
- pair of black shorts
- tennis shoes and socks, for gym only

Showers (Grades 3 - 5)

Showers are optional for all students in Grades 3-5 following gym classes. Parent(s) / guardian(s) are encouraged to have their child(ren) bring a towel, soap, deodorant, etc. All items are to be labeled with the student's name.

Medical Excuse for Physical Education (Grades K - 5)

All students are expected to participate in gym class. If there is a medical reason that a student *cannot* participate in certain activities, please send a *written excuse signed by a physician* to the school nurse . Parental written excuses are valid for two gym classes. However, after two consecutive gym classes are missed, a doctor's medical excuse may be requested. If a child is too sick to participate in physical education classes, we consider them too sick to be in school. Therefore, children will not be allowed to miss physical education classes due to illness.

Religion (Grades K4 - 5)

We believe that our religious instruction, centered within the faith community of the school, must guide the formation of students in the beliefs, values, and traditions of Catholic Christianity. We believe that parent(s) / guardian(s) are the primary religious educators of their children, and we also believe religious values permeate the total curriculum and climate of our campuses.

We incorporate Sacred Scripture, the Ten Commandments, the Seven Sacraments, Spiritual and Corporal Works of Mercy, and other basic Catholic beliefs throughout the entire curriculum. Supplementary religious books and materials, singing, dramatizations, art, and various other instructional methods, such as guest speakers, are also used.

We provide experiences in the four central areas of religious education...doctrine, community, service, and worship. Daily prayer, weekly liturgies, and prayer services are planned by students. Opportunities for the Sacrament of Reconciliation, celebration of the liturgical seasons, retreat experiences, Scripture reading and study, and moral development are all essential elements in our Religion curriculum.

Science (Grades K4 -5)

We believe that scientific principles are approached in a highly process-oriented and student-oriented manner. Significant scientific processes include: recognizing and formulating problems, collecting data through observation and experimentation, and formulating and testing of hypotheses.

Equipment and supplies for the scientific process are updated annually.

We provide opportunities for students to be actively involved in the scientific process which emphasizes critical thinking, hypothesizing, processes of observation and data collection, analysis of data, experimentation, and laboratory skills throughout the science curriculum.

Social Studies (Grades K4 - 5)

We believe that social studies focuses on social relationships and how a society functions. Social studies is highly integrated with religious social skills and values.

Resource people from various cultural backgrounds explain their customs and traditions. Current periodicals are used.

We provide geography, thinking, study, reading, map reading and interpretation skills, skill in reading and interpreting charts / graphs / timelines, and creative writing skills. We also provide opportunities throughout the Social Studies Curriculum for students to develop and use the inquiry method as a skill for the rest of their lives.

We believe that the purpose of social studies is to make connections between past and present cultures and countries, to understand how society functions as it does today, and how humanity interrelates within a given structure.

Historical conflicts and their resolutions are examined in order to make informal choices as individuals and as members of the global community. Social studies assist the student to appreciate the diverse social, religious, political experiences, contributions, and struggles of all humanity.

DAILY SCHEDULES

Children in the 3 year-old preschool program have morning classes on Mondays/Wednesdays/Fridays, or Monday - Friday.

With the exception of preschool, all classes are scheduled Monday through Friday, with half-days and off-days as noted on the School Calendar.

STARTING AND ENDING TIMES

<u>Class</u>	<u>Doors Open / Classes Begin</u>	<u>Dismissal</u>
Before School Care	6:00 a.m.	7:45 a.m.
After School Care	2:55 p.m.	6:00 p.m.
3 Yr. Old AM Preschool (Mon./Wed./Fri.)	7:55 a.m.	11:15 a.m.
4 Yr. Old Kindergarten AM	7:55 a.m.	11:15 a.m.
4 Yr. Old Kindergarten PM	11:45 a.m.	3:00 p.m.
4 Yr. Old Kindergarten Enrichment	11:15 a.m.	2:55 p.m.
All Day Kindergarten	7:55 a.m.	3:00 p.m.
Grades 1-5	7:55 a.m.	3:00 p.m.

All students are considered TARDY if they are not in their classrooms when classes begin for the day.

GRADING

Preschool/K4

Students will receive a narrative report cards throughout the year describing the developmental progress of the student. The report card will include the areas of Health and Physical Development, Social and Emotional Development, Language Development and Communication, Approaches to Learning, Cognition and General Knowledge, and Faith Development.

(blank square) Not assessed at this time

Grades K - 3

O = Outstanding: Demonstrates an understanding and application beyond grade level expectations

S = Secure: Demonstrates a complete understanding and application

P = Progressing: Demonstrates a general understanding

N = Needs improvement: Demonstrates an inconsistent understanding

Standards

+ Demonstrates consistent understanding and application

/ Demonstrates a general understanding

- Needs more time to develop

Grades 4 - 5

A = Excellent / Exceptional / Advanced Quality

B = Very Good, Proficient and Meets Quality Expectations

C = Satisfactory and Meets Basic Expectations

D = Needs to Improve / Inconsistent / Minimal Performance

U = Unsatisfactory

Percentages

93 – 100

92 – 84

83 – 74

73 – 68

67 – below

Grades will be posted on Skyward weekly. Parents/Guardians are encouraged to check Skyward on a regular basis. Paper progress reports are not issued unless a parent/guardian requests a copy.

HOMEWORK

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home.

Homework is developmental in nature and increases in scope with the maturity and capabilities of the student.

Homework, properly planned and purposeful in nature, should:

- Deepen students understanding and skills relative to content that has been initially presented to them;
- Prepare students for new content and have them elaborate on content that has been introduced;
- Help students develop good study habits and organizational skills;
- Foster positive attitudes toward school;
- Communicate to students that learning takes work at home as well as at school;
- Communicate to parents/guardians what is being emphasized in class, what is expected of students, and how the students' work will be evaluated.

The teacher, who takes into consideration the grade level requirements, the ability of the students, and the homework guidelines suggested by the Archdiocese of Milwaukee, will determine the amount and type of homework:

- The approximate amount of homework assigned to students is indicated below:

Preschool – KG	0-15 minutes per night
Grades 1-2:	15-30 minutes per night
Grades 3-5:	30-60 minutes per night
- Parent/Guardian involvement in homework should be kept at a minimum.
- The purpose of homework should be identified and articulated.
- When homework is assigned, approaches to providing feedback should vary.

Note: Any questions about homework should be promptly directed to the teacher(s).

Homework for student absences may **not** be picked up in school before 3:00 p.m. This allows teachers time to gather all assignments. It is not the responsibility of the teacher to provide assignments in advance for students who are out of school due to family vacations.

INVITATIONS

When inviting students to home birthday parties, etc., unless all students (or all boys/girls) in a class are invited, please send the invitations through the mail. Please do not send invitations through school unless they are for the entire class. This is to avoid hurt feelings.

LOCKERS

All school lockers and desks are the property of SMSA. At no time does SMSA relinquish its exclusive control of lockers and desks provided for the convenience of the students. The lockers and desks are intended storage of books, clothing, and other related school materials. As a Catholic school, centered in Gospel values, it is expected that personal items such as pictures, are in keeping with Catholic values. **Pictures may be hung in lockers with magnets, not tape.**

SMSA school authorities for any reason may conduct periodic general inspections of lockers and desks and any items in the lockers and desks at any time, without notice, without student consent, and without a search warrant. If lockers are to be locked students must use school furnished locks on the lockers. Any other locks will be confiscated by SMSA school authorities. ***Archdiocese Policy # 5145.2***

LOST AND FOUND

Parent(s)/guardian(s) are asked to label/mark all clothing, boots, tennis shoes, gym clothes, etc. Each campus has a separate lost and found area. Please have your son/daughter use this resource when an item is lost. All items not claimed are donated to the needy.

PROMOTION OF STUDENTS

The principal and teachers will work jointly with parents/guardians in determining the promotion of a student. Decisions will be made based on what is in the best educational and social interests of the student. Ultimately, the final decision for class placement rests with the school authorities, and is guided by Archdiocesan Policy.

REPORT CARDS

Report Cards

Report cards are issued quarterly. Parent(s)/Guardian(s) must sign the electronic report card. Final report cards are distributed on the last day of school.

Mid-Quarter Progress Reports

Mid-quarter Progress Reports for grade 5 will be reviewed at mid-quarter for sport's eligibility.

Skyward

Grades will be posted on Skyward weekly. Parents/Guardians are encouraged to check Skyward on a regular basis. Paper progress reports are not issued unless a parent/guardian requests a copy.

MONEY SENT WITH A STUDENT

When it becomes necessary to send money to a teacher or to the office, it should be in a sealed envelope with the following information on the outside: the student's name and grade, the teacher's name, room number, the exact amount enclosed, and what the payment is for.

SCHOOL COUNSELING

- **Counseling Services** – Counseling services are available for all students in grades K3 - 5. This may include individual or small group counseling. The school counselor will also provide guidance through classroom lessons. Grades KG – 3 will have integrated guidance classes twice per month, and grade 4 – 5 guidance classes will be once per month.
- **Teacher Referral** – The teacher will notify the parents if a referral for guidance has been made.
- **Request Counseling** – If a parent/guardian would like to request counseling for his/her child, he/she should contact the school counselor to obtain a request form.
- **Permission for Counseling** – All students are permitted to see the school counselor. If a parent/guardian does not want his/her child to see the school counselor, a request must be made in writing to the school.
- **Parent Notification** – Parents/Guardians will be immediately notified if his/her child mentions harm to self and/or others. The school counselor will notify parents/guardians if his/her child requests guidance on the same issue more than twice. Parents/Guardians will also be notified if his/her child is selected to be in a small group. Notification will be made by either a phone call or email.

SCHOOL PICTURES

The opportunity to purchase individual school pictures is provided annually for all students in Grades K3 - 5 on a prepaid basis. Pictures are taken in the fall of the year. A school yearbook is available for purchase in the spring.

SCHOOL PROPERTY

(Damage, Loss and Non-return of School Property)

Liability of Parent(s)/Guardian(s) – If a student loses, damages, or destroys school property, his/her parents/guardians may be held responsible in accordance with the policies of SMSA. Responsibility of parents/guardians includes financial liability.

Liability of Student – A student may be held personally responsible to pay for SMSA property lost, damaged, or destroyed as a result of his/her negligence or his/her intentional acts.

Student Use of and Liability for School Equipment and Supplies-

- a. It is the policy of SMSA to make available to students' various equipment and supplies, which may be checked out by individual students for, use in connection with school programs. These items include, but are not limited to textbooks, library books and materials, athletic equipment and uniforms, and band equipment.
- b. It is the policy of SMSA that the materials listed above are made available to the students free of charge, so long as such materials and equipment are not misused, mistreated, destroyed, or stolen and are returned in a timely fashion so as to allow use by other students.
- c. In situations where school supplies and equipment are not returned as required, the administration shall take appropriate steps to assure the return of, replacement of, or reimbursement of such supplies or equipment. These steps may include, among other things, withholding report cards at the end of a grading period and/or barring offending students from participating in graduation activities unless the material involved has been returned or paid for. Procedures may also be established for levying reasonable fines

calculated to assure the timely return of material (such as library books). Any such fines shall be established pursuant to a schedule, which is made to students prior to their checking out or taking responsibility for school property. These fines may be levied only as a means of assuring proper use, care and circulation of property.

- d. Chronic and/or malicious destruction, loss or theft of SMSA property by any student constitutes a disruption of the educational process and may be grounds, if proven, for suspension or expulsion of a student.
- e. Before the sanctions listed in section c and d are imposed, the school must first give written notice to the student and parent/guardian of the SMSA property for which he/she is being held responsible. This written notice must be given to a student and parent/guardian at least four school days before the imposition of the proposed sanction.
- f. Any student or parent/guardian who feels aggrieved by the notice of the proposed sanction shall file an appeal according to the grievance Procedure for Parents/Guardians found in the SMSA Family Handbook.
- g. If any more serious sanctions are proposed, Archdiocesan Policy #5114 will be followed in regard to probation, suspension, and expulsion.

Procedures for Library Materials Non-Return or Lost/Damaged

- Fines for materials not returned will be \$1.00 per week. Fines shall be assessed until the item is paid for or reaches the cost of item replacement including processing costs.
- Fines will begin three weeks after the item is due unless it is the end of the year, when fines begin on the due date. The date that the fine begins will be documented in a notice to the parent/guardian.
- A student who has an overdue item cannot check out other materials until it is returned or paid for.
- The parent/guardian will be contacted via the family folder, email, or phone call, as to the start date of the fine and the title of the item out.
- Fines will be due upon item return. If the item cannot be returned or is damaged, the replacement cost including processing costs will be paid.
- If an item is paid for and later returned in good usable condition, the payment less applicable fines can be refunded.

TOYS & PERSONAL ITEMS

Toys, trading cards, balls, personal items are brought to school at the risk of the owner. SMSA is not responsible for the loss of any personal items.

SCHOOL VISITATION

For the safety of the children, all visitors, including parent(s)/guardian(s), must report to the campus office upon entering any of the campuses, sign in, and receive a visitor's tag.

