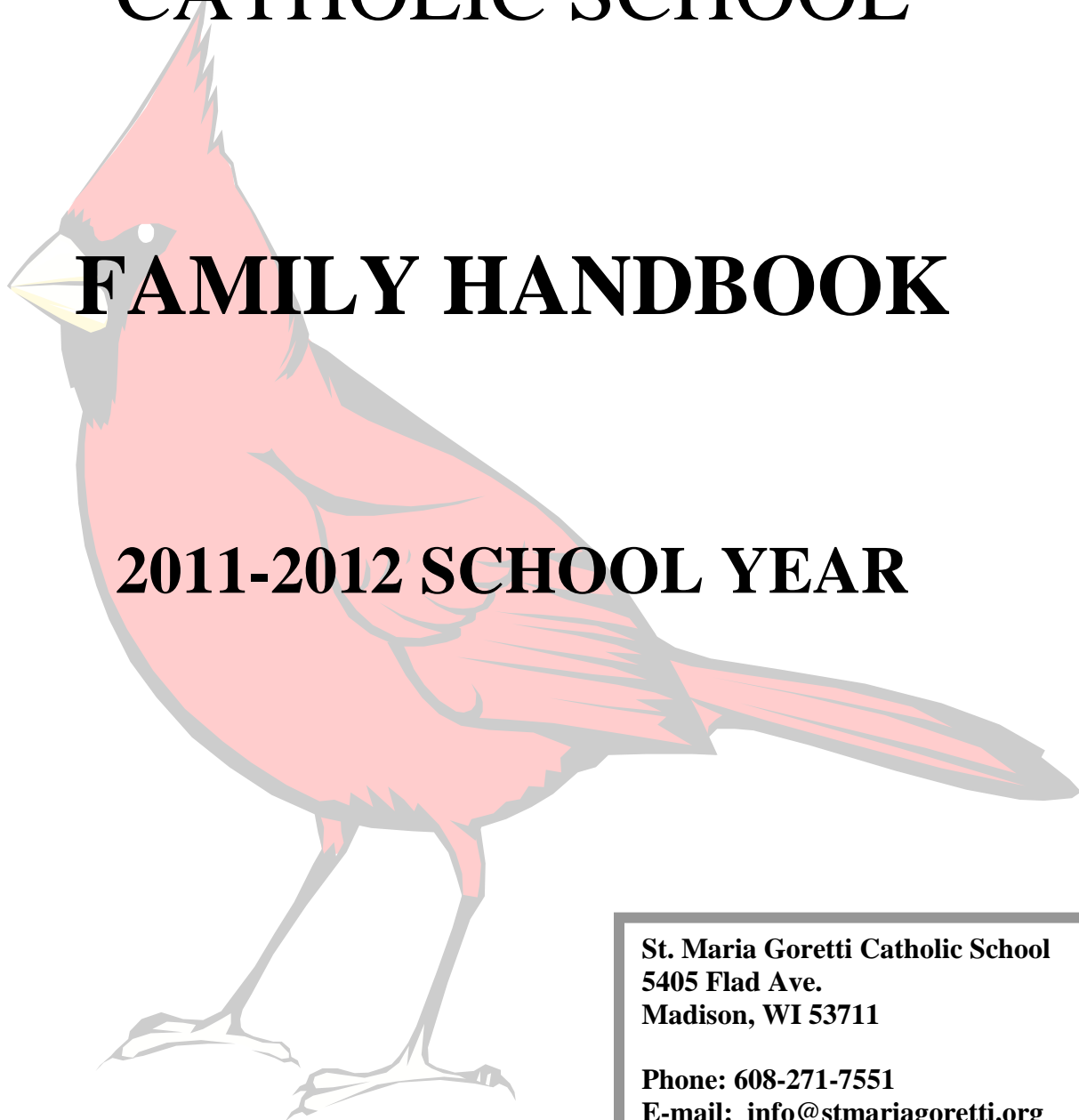




ST. MARIA GORETTI CATHOLIC SCHOOL

FAMILY HANDBOOK

2011-2012 SCHOOL YEAR



St. Maria Goretti Catholic School
5405 Flad Ave.
Madison, WI 53711

Phone: 608-271-7551
E-mail: info@stmariagoretti.org
Website: www.stmariagoretti.org

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I. INTRODUCTION AND WELCOME

*In our own time, believing families are of primary
importance as centers of living, radiant faith.
(CCC #1656)*

Welcome to St. Maria Goretti Catholic School! In choosing SMG, you have demonstrated a commitment to the values and philosophy of a Catholic education.

This family handbook reflects the policies of SMG School for the 2011-2012 school year. Please read the document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of SMG during this school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

God's blessings to you and your family.

Elizabeth Adams-Young
Principal

II. PARISH MISSION STATEMENT

Our parish family is called to grow in faith and love. We desire to be in union with Jesus Christ and one another. We will accomplish this mission through worship and prayer, education and evangelization in our community and world. With St. Maria Goretti as our patron, we strive to follow her life of forgiveness and holiness. May we pursue this mission faithfully, encouraging others to join us in discipleship for the Lord.

ST. MARIA GORETTI SCHOOL STATEMENT OF PHILOSOPHY

The faculty and staff of St. Maria Goretti Catholic School share in the teaching ministry of our parish, to bring Christ's message to our students.

We believe that every child is a unique creation of God, worthy of the opportunity to develop to his/her fullest potential in a safe and caring environment.

We will provide our students with prayer and worship experiences, high academic standards, service opportunities and guidance and support toward healthy personal growth.

We recognize and value the partnership that parents and teachers have in the successful education of all students.

As members of the St. Maria Goretti Catholic School Community, we embrace these responsibilities of our teaching ministry.

SCHOOL MOTTO:

Living In Faith

Growing In Character

Loving Each Other

III ST. MARIA GORETTI CATHOLIC SCHOOL
2011-2012 SCHOOL YEAR STAFF

Pastor	Rev. Monsignor Michael Burke
Parochial Vicar	Rev. Chad Droessler
Principal	Mrs. Elizabeth Adams-Young
Assistant Principal	Mrs. Ann Martinelli
Preschool Director/Teacher	Ms. Ellie Agnew
Preschool Teacher Aide	Mrs. Helen Julius
Kindergarten	Mrs. Jacquelyn Grochowski
Kindergarten	Mrs. Anne Curley
Kindergarten	Ms. Sara Schroedel
Kindergarten Aide	Mrs. Tina Roche
First Grade	Ms. Dianne Gebhart
First Grade	Ms. Amy Kusch
First Grade Aide	Mrs. Megan Beglinger
Second Grade	Ms. Kristen Arthur
Second Grade	Mrs. Pat Silverwood
Second Grade Aide	Mrs. Jane Wegner
Third Grade	Mrs. Kate Brown
Third Grade	Mrs. Kristi Heiser
Fourth Grade	Mrs. Jill Dove
Fourth Grade	Mrs. Amy Colas
Fifth Grade	Ms. Julie Jones
Fifth Grade	Mrs. Anne Mortensen
Middle School	Mrs. Kathy Hovland (Grade 6 Homeroom)
	Ms. Meghan Ross (Grade 6 Homeroom)
	Mrs. Mary Day (Grade 7 Homeroom)
	Mrs. Val Blair (Grade 7 Homeroom)
	Mr. Ron Riese (Grade 8 Homeroom)
	Mrs. Colleen Fallon (Grade 8 Homeroom)
K-8 Art	Ms. Kris Quackenbush
K-8 Music	Ms. Melissa Ludois
Physical Education/Health	Mr. Deke Bradley
Band	Mr. Kevin Peterson
Library/Computer Technology	Mrs. Gail Ansheles
Spanish	Mrs. Heather Kandiko
Learning Resource	Mr. Rick Fleming
School Secretary	Mrs. Beth Wilson
School Secretary	Mrs. Maria Dulli
Kitchen/Chef	Mr. Peter Zenz
Custodian	Mr. Pat Doherty



St. Maria Goretti School

ADMISSIONS POLICY

The following criteria have been set for the consideration of admission of students to St. Maria Goretti School.

- ✝ Children are considered for admission without regard to race, gender, national or ethnic origin.
- ✝ A child must be age five (5) by September 1 to enter Kindergarten and age six (6) by September 1 to enter First Grade.
- ✝ The following are the priorities for admission of registered students to SMG:
 1. K-8 Students enrolled at St. Maria Goretti School at the conclusion of the previous academic year whose families are Active Parish Families.
 2. Siblings of K-8 students currently enrolled at SMG or whose siblings are graduated alumni and whose families are Active Parish Families.
 3. Children of parish and diocesan employees who are employed by SMG parish or the Madison Diocese for at least one calendar year and whose family is an Active Parish Family.
 4. Siblings of previous K-8 students at SMG whose families are Active Parish Families.
 5. Children of parent(s) who have attended St. Maria Goretti School who are Active Parish Families.
 6. Children of families who are Active Parish Families.
 7. Position on a **Waiting List**.
 8. Children of families who are active parish families in a Catholic Parish that does not have a Catholic school.
 9. Consideration is given to all other applicants.
- ✝ Commitment to the principles of St. Maria Goretti Catholic Parish & School, as expressed in the Parish and School Mission Statements.
- ✝ Previous school records, including references to academic performance, school attendance and conduct.
- ✝ Openings in a particular class.

An **Active Parish Family** is defined as follows:

1. **Church Activities** includes being a registered member of St. Maria Goretti Parish, and having/using the church envelope. To be a registered parish member, at least one parent/guardian must be a practicing Catholic. An active parish family participates in the worship opportunities of the parish (e.g. Sunday liturgy, liturgical seasons, prayer services, Lenten Mission, etc.) lector, commentator, choir, ushering, and communion misters.

2. **Parish School/Religious Education Activities** includes room parent(s), field trip chaperones, sports coach, assisting with pageants and skits, and classroom activities. Teaching or assisting with religious education or youth ministry sessions; helping at fundraising activities, helping in the office, hall or door monitors.

3. **Parish Commissions and Parish Life Activities** includes the completion of the “Time & Talent” survey, which indicates where an individual may be best-suited to serve the St. Maria Goretti Parish community. Volunteer activities include serving on commissions, councils, or committees, parish festival, fish fries, spaghetti dinner, pancake breakfast, donating food for funeral dinners, St. Paul meal programs and the like.

A **Waiting List** is maintained for all grade levels as required and will be used for placement of students from the time of the lists annual review until the following January 15th. Qualified applicants will be placed on a Waiting List after the registration process is complete. The Waiting List will be reviewed and regenerated annually, after the registration process is complete based on the validation of criteria from our admissions policy. Priority placement on the Waiting List is determined in accordance with the priorities for admission of registered students, with special circumstances to be reviewed by the SMG Admissions Committee. Applications received after the completion of the registration process will be placed at the end of the Waiting List. Parents and Guardians of children on the Waiting List shall be responsible for maintaining accurate records of current address, phone numbers, and other identifying information. The school will make contact annually with everyone on our waiting list. If a family is offered enrollment, and declines the opportunity, that child will be dropped to the bottom of the Waiting List, or be removed based on the request of the family.

- † Non-parishioners shall pay 100% of all educational costs.

- † The number of K-8 students in each section per grade level is limited to 25 students. The number of preschool students in each section is limited to 15 students for the 4 year old, 3 day program or 12 students for the 3 year old, 2 day program. Unfortunately, St. Maria Goretti School is not always able to meet the exceptional education needs of all students.

- † Up-to-date immunization records for all students must be completed and returned to the school office within the first 30 days of attendance.

- † No child shall be denied admission to St. Maria Goretti School for financial reasons alone. *Application for Financial Aid* forms are available in the school office. Please contact the SMG principal for more information. *[All information pertaining to financial assistance will be sent from and turned in to the Parish Business Manager to maintain confidentiality.]*

When making decisions on student admissions, the SMG Admissions Board will consider all aforementioned procedures and policies, in addition to information and/or input from a student-applicant’s family, SMG faculty, SMG School administration and/or St. Maria Goretti Parish administration.

SCHOOL FEES - 2011-2012 SCHOOL YEAR

TUITION- PRE-SCHOOL

2 day program - **\$175** per month

3 day program - **\$240** per month

The tuition is due by the 10th day of the month; September through May.

TUITION-K through 8th GRADE

One child - **\$2,550**

Two children - **\$5,100**

Three or more children - **\$7,395**

Non-parishioners tuition - **\$3,925**

Options for paying tuition for the 2011-2012 school year are as follows:

1. Paid in full by **September 15, 2011**.
2. First semester tuition (1/2 of the total) is due by **September 15, 2011**.
3. Second semester tuition (1/2 of the total) is due by **January 14, 2012**.
4. Monthly payments for tuition only are due by the **15th of each month (September- May)** as follows:

One child:	8 payments of \$285; 1 payment of \$270
Two children:	8 payments of \$570; 1 payment of \$540
Three or more children:	8 payments of \$830; 1 payment of \$755

BOOK AND MATERIALS FEE

\$375.00 per student - **due within two weeks following admission to the 2011/2012 school year, unless other payment arrangements have been approved, via letter, through the Parish Business Office.**

FUND-RAISER FEE

\$230.00 per family - This fee can be paid in full by **September 15, 2011**; or can be paid in two payments, due by **September 15, 2011** and **January 16, 2012**.

Please be aware that all school records will be held in the school office and final report cards will not be distributed until all financial obligations have been met.

Financial aid is available to qualifying parish families. Applications for financial aid must be received by September 15th (for the first semester or for both semesters), and by January 15th (for the second semester only). Families, who qualify, will be awarded aid by October 1st and February 1st, based on the family's need and the availability of funds.

V. SCHOOL PROCEDURES AND POLICIES

TRANSFER STUDENTS

All students transferring into St. Maria Goretti School are admitted on a probationary status. Probationary status recognizes that the adjustment to a new situation can be difficult, and that special effort may be necessary to succeed. The student will be evaluated on an ongoing basis for a semester for academic and behavioral progress.

ARRIVAL/DISMISSAL

It is necessary that students be regular and punctual in attendance. A child is considered tardy if he/she arrives after 7:50 a.m. There will be no supervision prior to 7:25 a.m. or after 2:10 p.m. on Monday or after 2:40 p.m. Tuesday-Friday. For this reason children are not to come to school early and are to leave at dismissal. No child will be permitted to leave the grounds with another child or adult without written permission from his/her parents.

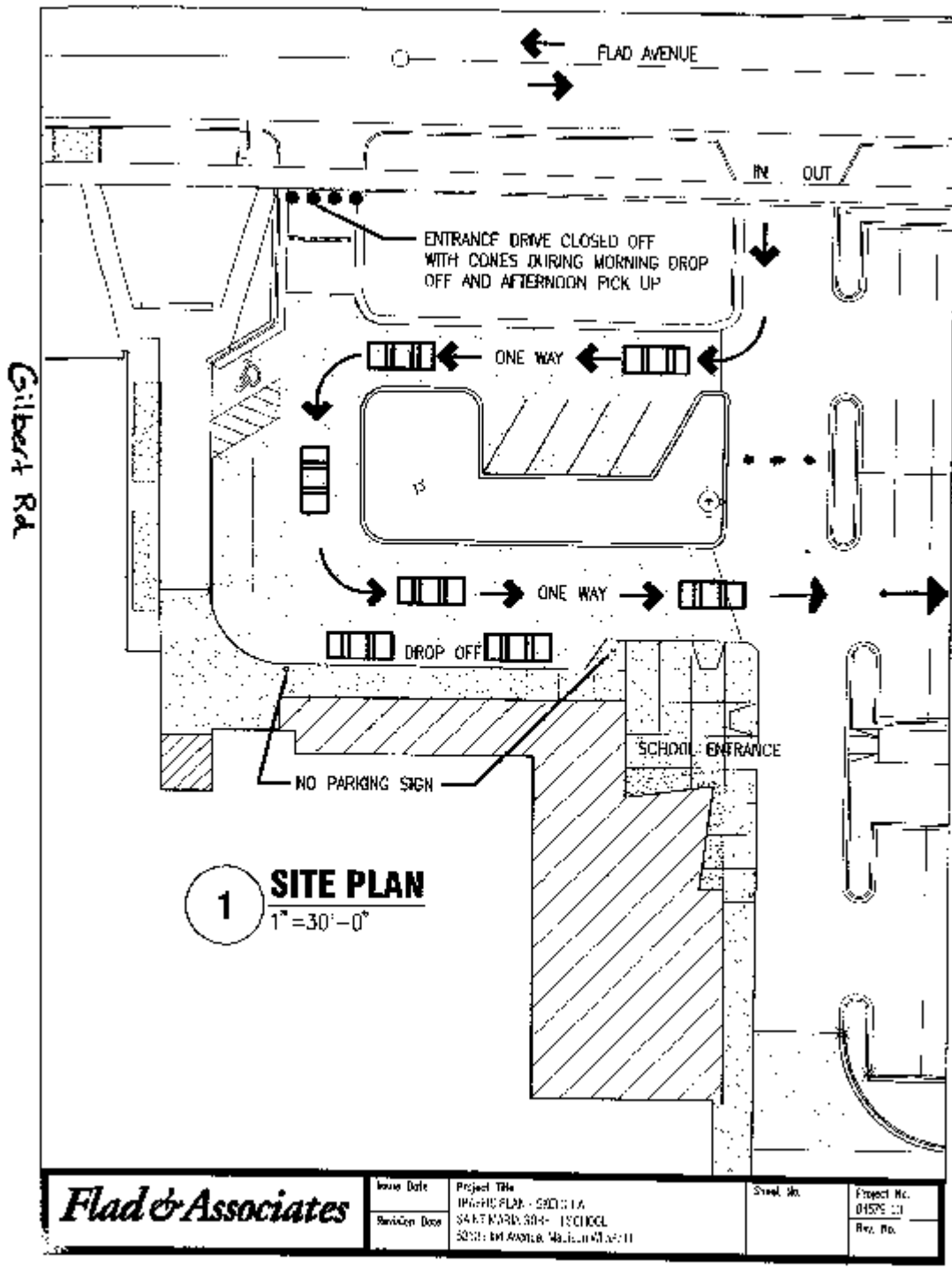
To provide for the safety of our children, please adhere to the following guidelines when picking up children at the end of the day:

- There is no parking along curb outside the school office
- All parents should Enter & Exit through the correct driveways
- All children should remain by the front doors until they see their parents
- Parents are responsible for the after-school supervision of their children
- Drivers should keep the traffic moving whenever possible
- Only Handicapped individuals may park in the Handicapped lanes
- At no time should pets be brought for pick up or drop off

We request all K-8 parents who choose to pick up their child to wait outside the school entrance. Preschool parents may enter the building. Due to the large numbers, homeroom teachers will escort their children to exit the school building. 5th-8th grade students will be dismissed out the middle school doors and proceed to the playground. **After five times of late pick-up, a reminder letter will be sent home, along with follow up from the principal. Parents are expected to be here at dismissal time and leave in a timely manner.**

Also, please note the crossing guard hours as follows:

	Mon.-Fri. a.m.	Mon. p.m.	Tues.-Fri. p.m.
Gilbert Rd/Raymond Rd	7:10-8:40	1:40-3:10	2:30-4:00
Gilbert Rd/Flad Ave	7:15-8:30	1:40-3:10	2:40-3:55



1 SITE PLAN
1" = 30'-0"

Flad & Associates	Issue Date	Project Title	Sheet No.	Project No.
	Revision Date	SCHOOL PLAN - SCHOOL		04525-01
		SCHOOL - 5000 - 150000		Rev. No.
		SCHOOL - 5000 - 150000		

St. Maria Goretti Discipline Policy

General School Statement of Discipline:

We believe that SMG is committed to excellence in its school programs and also considers discipline an essential part of the whole educational process to fully form a Christ-centered child. Within this context the Gospel values of respect, responsibility and right relationships are expected and developed. In order to provide each student with the opportunity to fully develop his or her potential, the Administration and Faculty of SMG School believes:

- The ultimate goal of both the home and the school, in regard to discipline, is to guide the children into habits of self-discipline. Good behavior begins in the home and habits of good conduct are to be carried over into the school setting.
- To experience a strong sense of belonging, each student must feel capable of completing tasks in a manner that meets the standards of the school. Students need to believe that they must communicate in a respectful manner with teachers and classmates.
- High standards of discipline are necessary for providing an atmosphere conducive to learning.
- Consequences of behavior, rather than punishment, will be the norm of disciplinary actions.
- Parents are to be informed of student behaviors that are not conducive to a pleasant learning atmosphere or are disrespectful of others.

Procedures

Our school discipline policy exists in order for parents, students and teacher to work together more effectively as a team. In order to accomplish this, we have set forth the following procedures and guidelines to be followed:

Teachers will:

1. Formulate and discuss classroom and school rules.
2. Remind students of the rules as the need occurs.
3. Enforce all school and classroom rules in a consistent manner.
4. Issue warnings, give detentions etc. as needed
5. Contact parents, as necessary, either through written note, email or phone.
6. Send an e-mail to the principal with any concerns about individual students.

Students will:

1. Help formulate and understand the meaning of all classroom and school rules.
2. Follow classroom and school rules everyday
3. Be responsible for ones own actions and accept consequences without arguing.

4. Present the true circumstances of events to both parents and teachers.

Parents will follow these steps when they have a concern:

1. Review the child's behavior on a consistent and regular basis.
2. Encourage the child to follow the school rules and regulations.
3. Contact the teacher immediately by written note or email to discuss any student behavior or attitude.
4. Arrange for a conference with the teacher if there is little or no improvement in the child's behavior or attitude.
5. Contact the principal only after having a conference with the teacher if the matter is still not resolved.

CODE OF CONDUCT

In a spirit of cooperation, we expect that all students of St. Maria Goretti Catholic School will:

- Show respect for all members of the school community.
- Respect the property of others.
- Use appropriate language.
- Follow the uniform policy.
- Complete classroom work.
- Follow playground guidelines.
- Follow the school attendance/tardy laws of the State of Wisconsin.
- Show care for all school materials.
- Show care for all school facilities.
- Know that St. Maria Goretti is drug-free, weapon-free and harassment-free.
- Not use electronic devices during the school day. (see Social Networking pg.19)
- Comply with the Internet Acceptable Use policy.
- Be present for all required activities unless officially excused by the administration.
- Not give unauthorized assistance on tests, quizzes or assignments.
- Not leave school grounds during the school day for any reason without permission.
- Demonstrate good sportsmanship when engaged in all school-sponsored extra-curricular activities.
- Not engage in acts of retaliation.

If the Code of Conduct is broken, consequences could include the following: detention, conferences with parents/principal, individual contracts to improve behavior, suspension, or expulsion.

Although the school is not responsible for off campus behavior, if the results of that behavior affect the workings of the school day, the administration may determine that consequences would be justified.

We reserve the right to deem certain behavior inappropriate and impose appropriate consequences for such behavior.

Harassment

Harassment includes any type of bullying. Bullying is any abuse of power by an individual or group who deliberately targets others for repeated physical, psychological or emotional abuse. Examples of bullying behaviors include, but are not limited to: a pattern of intimidation, threats, menacing taunts, teasing, spreading rumors, and/or picking-on or isolating others by gender, and/or other psychological abuse. Bullying can also include physical contact aimed at provoking a defensive or aggressive response.

The Diocese of Madison's board of Education has developed a policy that we implement here at St. Maria Goretti Catholic School regarding sexual harassment (DBA 4200). "All persons involved in educational programs are entitled to a working and learning environment free from all forms of discrimination including sexual harassment or intimidation. No educational employee, volunteer, or student shall be subjected to unwelcome sexual advances, requests for sexual favors, or other sexual conduct, verbal, visual, or physical."

Suspension and Expulsion Policy

Suspension is for a serious offense against the good conduct policies of the school community. An in-house suspension may be served by students.

Actions resulting in suspension include, but are not limited to, the following:

- Any form of harassment
- Gross defiance
- Disrespect toward staff, students, volunteers or property
- Preventing a teacher from teaching
- Continuous upsetting of order in the classrooms or the school in general
- Any action that could result in expulsion as identified below

Expulsion is an extreme measure and will be used only on very rare occasions and if all efforts to correct the negative behavior have failed. A student may be expelled for repeatedly refusing or neglecting to obey the school rules.

Actions resulting in expulsion include, but are not limited to., the following:

- Any form of harassment
- Striking or assaulting any school employee
- Gross defiance
- Battery and/or attack
- Exhibiting, using or threatening to use, any weapons on or near the school premises
- Use or possession of any controlled substance

Grievances

If principal recommendation is not acceptable, the disputing party shall be referred to the Pastor and/or his designee.

Search and Seizure

The school retains the right to search a student's locker or have a student empty purses, book bags or pockets when a reasonable cause exists. Any searches will be conducted by an administrator in the presence of another adult. Parents may be notified if a search has been conducted.

UNIFORM POLICY-Expectations

Uniforms are available from Land's End, JcPenny and also SMG Gorettiwear.

Specific uniform clothing options are available on the website.

VISIBLE CLOTHING MUST BE UNIFORM CLOTHING, OR THE CHILD WILL BE ASKED TO CHANGE. (ie.-CAMISOLES OR T-SHIRTS UNDER TOPS MUST NOT BE SEEN).

SHOES: If students choose to wear exposed shoes (ie-flip-flops), they must stay off the wood chips for safety purposes.

Gorettiwear can be purchased in the office anytime.

Land's Ends website is www.landsend.com. Please refer to our school identification number when making purchases. That ID# is: 9001-0852-3.

JcPenny's website is www.jcp.com.

*We encourage families to plan ahead and use SCRIP to purchase uniforms. This helps in two ways: the school will receive a percentage of each purchase (17% - Lands End:

5%-JC Penney) and each family can receive a tuition credit based on the amount of SCRIP that is purchased.

*If you have questions or if purchasing uniforms will be cost prohibitive for your family, please feel free to contact the school office. (271-7551)

Uniform Non-Compliance

First Offense: Written Notice sent home.

Second Offense: Phone call to parent-change of clothes.

Third Offense: Your child will be issued clothes from the used uniform sale to change into.

***Acceptable legging, sock and tights colors are: (SOLIDS ONLY), White, Red, Light Blue, Dark Blue, Tan, Black, Gray. These are uniform colors.

***Skirt and Short length must be approx. two inches above knee.

OTHER:

Physical Education clothes are limited to P.E.(No shoes that leave black marks on the gym floor will be allowed).

Grades K-4 do not change clothes for P.E. **Must bring tennis shoes.**

Grades 5-8 change into appropriate shorts and t-shirts

***PE Shorts should be mid thigh length-not shorter.

***Loose fitting tops (ie tshirts) with appropriate wording.

SCHOOL ATTENDANCE

Attendance is a legal document and remains in the students permanent record.

For your child's protection, please call the school office 271-7551 (by 8:30AM) if your child will not be in school that day. **A dated, written excuse must accompany your child upon returning to school.**

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Please avoid scheduling dental or doctor appointments during the school day. However, should such an appointment be necessary, your child will only be permitted to leave the grounds by presenting a written note from you. Students who are away from school for an appointment for 3 ½ hours or more, will be counted as absent for ½ day. Your child

MUST be signed in and/or out of the building by the parent/guardian. Sign in/out sheets are in the school office.

In cases when students are absent and/or tardy more than 4 times per academic quarter, the student's parent(s)/guardian(s) **will** receive an **email** and/or call from the SMG principal as a reminder to assist with tending to attendance issues. **Further action will be taken after 9-10 unexcused absences or tardies.**

First offense: Student stays in for 15 minute recess.

SOCIAL NETWORKING/ELECTRONIC DEVICES

Cell phones, music/game devices are not to be used at SMG. Any electronic equipment used during the school day will be confiscated. Parents/guardians may pick them up in the office. They will not be returned directly to the student. **After second offense, device will be keep for school year.**

Teachers are not allowed to be involved in social networking such as Facebook and MySpace. **Parents and students are not allowed to "Friend" their teachers using school email addresses.**

RED ALERT-EMERGENCY CLOSING

When morning weather conditions are such that the school might be closed, you will receive a phone call or email from our Red Alert system. If the Madison Public Schools are closed, St. Maria Goretti Catholic School will also be closed. However, St. Maria Goretti does reserve the right to make its own decision about closing. If severe weather conditions develop during the day, listen to the radio and television for announcements. Parents may pick up their children early after contacting the school office. Children will not be released early from school without parental consent.

SCHOOL SECURITY

Security cameras have been installed inside and outside of the building. This is to help us maintain a safe environment.

A Safety Manual with specific procedures is located in the school office. A review of all procedures is conducted annually. The following security measures are currently in place at St. Maria Goretti Catholic School:

- Established drop off and dismissal traffic patterns are in effect.
- Front doors will remain locked until 7:25 a.m. when appropriate supervision is in the building - all doors are locked 24 hours a day except the front door.
- A FIRE EVACUATION PLAN specific to each classroom location is posted by the exit.

- We have tornado, fire drill, bomb threat and other types of building evacuation procedures in place with specific codes. A mutual agreement exists between Orchard Ridge School and St. Maria Goretti Catholic School to share each other's facilities in the event of an emergency.
- Procedures are in place in the event of a playground emergency.
- Four adults supervise the noon recess. Two staff members at other recesses.
- Protective Behaviors are taught within the first two weeks of each school year and are reviewed periodically throughout the year.
- Teachers and staff are instructed on implementation of safety procedures.
- Students are always supervised.
- We always have more than **an adequate amount** for field trip chaperones.
- We have established a visitor sign-in and sign-out in the office.

CUSTODY ISSUES

In the event of a divorce or separation it is assumed by the school that each parent has been awarded equal rights in regard to access to their children. If there are special circumstances such as sole custody, limited access or restraining orders, copies of these court documents must be on file in the school office.

The school needs full disclosure of the custodial agreement, or students will be allowed to go with either parent.

LUNCH PROGRAM

An in-house hot lunch program is available for students in grades K-8. Menus are available on the TeacherEase website; you may also pick up a copy in the office. Meal selection includes choice of 2 entrees or salad bar. A tally will be taken each morning to determine the number of meals that need to be prepared that day. Cost for students is \$2.30 per meal. Second servings are available to students for a fee of \$1.00. Milk is included in the cost of hot lunch meals; extra milks are available to hot lunch participants or cold lunch students for a fee of \$.30. Parents, siblings and other guests are invited to join us for a fee of \$2.75, billable through the student or payable in cash. Please call the school office in the morning and have your name added to the day's tally.

Student lunch participation and account balance is tracked via TeacherEase and updated daily. Extra milks purchased can also be charged to TeacherEase accounts, or paid in cash. Please check your child's/children's account(s) often and keep funds available. Money should be paid in advance for student meals; outstanding balances cannot be carried for longer than one month. Payments may be made by check through the school office, or online via debit from the bank account of your choice. To make an online deposit, login on the parish website. Click on the "School" tab at the top of the page, then click on "General Information" in the list of options on the left. Click on "Hot Lunch" in the list of options on the left. There is a link for "Make a Lunch Deposit."

The form will allow you to make a deposit to your student(s) lunch account(s), divide it between children, and indicate whether it is a one-time or recurring deposit. Once you have completed the information page, you will be directed to the parish online payment site to complete the process.

Each school family is expected to volunteer in the lunchroom FOUR times per year. Families have the option to pay a \$100 fee in lieu of volunteering your time. The lunchroom volunteer calendars and the buy-out option are available at the School website. To access this system, go to stmariagoretti.org and click on the "Login" link on the homepage. If you have not already created a parishioner profile, the system will guide you. When you have logged in, you will see "School Lunch Duty Signup" in the lefthand list of options. Click on this link and follow directions to view the calendar of available dates, sign up, or elect to pay the \$100 fee in lieu of volunteering. You will receive a confirmation email once you have completed the process. During the school year, you can return to this webpage to check scheduled volunteer shifts or to make changes to your schedule. If you have an emergency the day of your volunteer shift, PLEASE CALL 268-2980 BY 9:00 am to allow staff the time to find an extra volunteer. If you do not contact the kitchen and do not work your shift, you will be charged a \$30 "no-show fee" through your oldest child's TeacherEase lunch account.

There is a milk program for the pre-school program only, and is offered 5 days a week. Orders are placed in advance, and payment must be made per semester. An information letter is sent home at the beginning of each semester.

LUNCHTIME PLAYGROUND – RECESS

We have paid regular paid supervisors on our playground during the lunchtime recess. Each family will be asked to pay \$65.00 to help defray the cost of the supervisors. It is important to have consistent supervision for the safety of the children. Each supervisor will have Virtus training and a thorough Background Check.

While we realize that there are certain times when the weather is too inclement for anyone to be outside (in which case indoor lunch and recess periods are scheduled for all) please bear the following in mind when preparing the children for school:

Please prepare your child for cold weather. Areas of the body vulnerable to exposure to the cold should be covered (i.e. head, neck, hands, feet, etc.). In order to play on the snow at morning drop-off and/or recess, children in grades K-5 must have snow pants and boots. Middle School students must have boots. Without this clothing, children must stay in dry areas.

When is it TOO COLD for children to be outside? Plan to send your children outside each day. Prepare them for cold weather each and everyday. We will make the decision for outside recess each day depending on the weather.

If students are too ill to go outside for recess, they should remain at home unless we have a doctor's excuse.

PLAYGROUND RULES These rules apply before, during and after school.

- No throwing of woodchips.
- If there is water underneath the slides or the swings, then these pieces of equipment cannot be used. Slides and swings can only be used if the ground around them is dry.
- No walking up the slide.
- One person at a time on the slide or on a swing.
- No tackling.
- Snow or ice may not be handled or kicked. Students can build forts and snowmen but snowballs or ice in their hands with the possibility of having it thrown or kicked will not be tolerated.
- Space Web: No standing on top ropes
No sitting or standing on red support bars
- X-Wave- (K-5) Maximum 12 kids seated
(6-8) Maximum 6 kids total
- Students must receive the supervisor's permission to enter the school building **during recess time.**
- **The ditch is off limits at all times.**
- The students will be advised in school when they should remain on the paved areas due to muddy conditions.
- All children should stop playing when the bell rings and line up in the proper place.

Students who show disrespect for the supervisor or who refuse to comply with the rules will lose playground privileges. Disagreements among students, which cannot be mediated on the playground, **will** also be brought to the attention of their teachers.

We would also encourage parents to review basic safety precautions with their children. All students should remain in sight. Remember to caution the children that our play area is accessible to the street. Boundaries are necessary for their protection from cars and undesirable strangers.

HEALTH

A student needs to be symptom free for 24 hours before they can return to school. (I.E. Fevers, vomiting, diarrhea). Also, if a student is put on an anti-biotic, they must be on the medicine for 24 hours before returning to school.

No student is allowed to leave the school building because of illness without first reporting to the school office. **Students need to be signed out by a parent.**

The following are the minimum required immunizations for each grade level. Even though your child meets these minimum requirements, he or she may be in need of booster doses.

2011-2012 School Year

Grade	Number of Doses				
Pre K	4 DTP/DTaP/DT	3 Polio	1 MMR	3 Hep B	1 Var
K-8	4 DTP/DTaP/DT/Td	4 Polio	2 MMR	3 Hep B	1 Var

Please note:

- Student immunization record forms must be turned into the school office by the first day of school
- MMR vaccines must have been received on or after the first birthday
- If your child received the third dose of DTP/DT/Td and polio after the fourth birthday, further doses of these vaccines may be recommended, but are not required
- 2 doses of varicella (chickenpox) vaccine for students entering Kindergarten, And 6th grade.
- 1 dose of Tdap (tetanus, diphtheria and acellular pertussis vaccine) for students In 6th grade.

VAR means Varicella (chickenpox) vaccine. Chickenpox disease history is also acceptable.

MEDICATION POLICY

New laws state that the school office is no longer allowed to dispense over the counter medication provided by the school. All over the counter medication must be given to the office in it's original packaging, along with a signed medical consent form. (Sample Form enclosed). No over the phone or fax authorizations are allowed.

VI. CURRICULUM

CURRICULUM DEVELOPMENT

At St. Maria Goretti Catholic School, we provide an educational experience that is both comprehensive in meeting the standards and expectations of a high-quality curriculum, and allows for the uniqueness of each student's learning ability. Our school is fully accredited by the WRISA, (**Wisconsin Religious Independent School Assoc**), which requires our ongoing review and updating of curriculum consistent with standards set by the association.

Complete copies of curriculum are available in school office.

Curriculums are reviewed on a rotating basis. The following are years the curriculums are scheduled for review:

2006-2007	Language Arts
2007-2008	Math and Computers
2008-2009	Science, Music and Art
2009-2010	Social Studies, Spanish and Physical Education
2010-2011	Religion
2011-2012	Review Writing
2012-2013	Self Study for Accreditation
2013-2014	Language Arts/Visiting Team for Accreditation

MASS ATTENDANCE AND FAITH DEVELOPMENT

The students of St. Maria Goretti Catholic Parish School (Grades 1-8) shall have the opportunity to participate in the Eucharistic celebration by attending Mass twice weekly. Grades 1-8 attend on Friday, grades 1-4 attend on Tuesday, and grades 5-8 attend on Thursday. Class attendance may change periodically. We encourage you to join with us in fostering devotion in our children from their earliest years. Kindergarten students will attend mass and/or prayer services each semester.

As a Catholic school family we value and promote our opportunities to develop a personal and communal prayer life through prayer and scripture in the classroom. During all-school gatherings we celebrate the seasons of Advent, Lent and Easter, as well as Church calendar feast days. With this gift of religious freedom we are better able to foster a deeper personal relationship with Christ.

SPECIAL NEEDS

The following procedures are used for academic intervention by the faculty of St. Maria Goretti Catholic School to support students with special learning needs:

- The classroom teacher identifies the need and makes adjustments in teaching techniques in the academic classroom.
 - The following interventions and supportive planning are discussed with parents to assist a student's learning:
 - *Parental assistance in studying and/or organizational skills
 - *In school or after school tutoring
 - *Summer tutoring
 - *Evaluation by Madison School District or a private provider may be requested. Once an evaluation is completed, the parents and teacher/s will review the findings of the evaluation and its recommendation and make a plan for the student that will be in his/her best interest.
- Note: St. Maria Goretti School does not have licensed, certified Programs for students with identified Exceptional Education Needs (EEN) as defined by PL 94-142 and Wisconsin Chapter 115.

PRIVATE TUTORING

- Scheduling of private tutoring is done through the classroom teacher and the tutor(s).
- All requests for tutoring shall be submitted in writing to the school principal for approval.
- Students are referred by the classroom teacher.
- Specific lessons can be requested by the classroom teacher, parent, or guardian.
- Students who attend St. Maria Goretti School may be released from class for in-house tutoring sessions.

GRADING

Students in grades 1-8 receive a report card at the end of each academic quarter. Grading scales are provided by individual teachers.

Students in kindergarten receive semester report cards (January and June).

K-2nd Grading Scale:

M	Meeting grade level expectations
D	Developing grade level expectations
N	Not meeting grade level expectations

3rd-4th Grading Scale:

1	Exceeding grade level expectations
2	Meeting grade level expectations
3	Developing grade level expectations
4	Not meeting grade level expectations

5th-8th Gading Scale:

A= 95	C=72
A-= 93	C-=70
B+= 91	D+= 68
B= 85	D= 62
B-+ 83	D-= 60
C== 81	F=0

CONFERENCES

First semester conferences with all parents and teachers are scheduled after the first quarter. Second semester conferences may occur **at teachers request**. Contacts with the **parents/guardians** are made through notes, phone calls or e-mails. A requested conference may be scheduled at any time throughout the school year.

When an individual concern arises, the first step for the parent is to see the teacher or person most immediately involved. Usually the problem can be solved. If satisfaction is not reached, then parents are to see the principal who will help work out an acceptable solution.

HOMEWORK

Homework is assigned as a means to help students review, understand and enrich subject matter taught during class. Homework is not a substitute for work that belongs

in the classroom. Only minimum homework assignments are expected for youngsters in the first and second grade. About one hour of homework per school day may be expected of students in grades three through five and about one and one half hours of homework may be expected of students in grades six, seven and eight. Homework is an expectation for all grades K-8. Time will vary with age of student.

Students are to come to class prepared. Teachers and parents need to communicate if a student is having difficulty with homework.

Parents should check with their child's teacher if he/she will be absent due to vacation.

Parents who wish to get daily homework for an absent student should notify the school office by 9:00 AM. Assignments can be picked up at the school office at the time of dismissal. If called in late in day, homework will not be guaranteed to be ready.

Teachers are not required to give homework in the anticipation for a vacation. Arrangements are to be made to make up work upon your child's return.

Please contact the teacher to determine what work needs to be done.

BAND

The St Maria Goretti Band program is provided through Overture Band (877-1313). Students in Grade 4 – 8 will have the opportunity to participate. Introductory information will be sent home with all students in grade 4 and new students to our school in early September. Returning band students will receive sign-up materials during the summer. Please call Overture directly with questions pertaining to this program.

BIRTHDAY TREATS

All students are invited to share a birthday treat with their classmates and teachers on their special day. Please bring something easy to distribute.

We strongly encourage you to provide a healthy snack for birthday treats, instead of a sweet, sugary treat. Please contact the homeroom teacher for a list of what is acceptable in their room.

Guidelines for Snacks brought into School:

Moderate portion

No meals

Simple to serve

All utensils provided – if necessary

Suggestions for healthy snacks:

- **Fruit**
- **fruit smoothies**
- **cheese and crackers**
- **bagels and cream cheese**
- **yogurt**
- **popcorn**
- **pretzels**
- **fruit leathers**
- **granola bars**
- **FRUIT based popsicles**
- **100% juice, water or sparkling water**
- **yogurt parfait bar**
- **sliced apples and dip**
- **healthy muffins or breakfast breads**
- **graham crackers**
- **fruit skewers /salad**
- **chips and salsa**
- **healthy trail mix (dried fruits, cereal, pretzels)**
- **mini rice cakes**
- **chocolate milk**
- **roasted pumpkin seeds**
- **frozen banana popsicles (rolled in yogurt, then granola)**
- **chocolate covered strawberries**
- **100% juice, bottled water**

Remember—We are a peanut and nut free environment****

Invitations for home parties must be mailed out, not distributed in school.

VACATIONS

We encourage families to plan vacations at times that coincide with the school vacation schedule. Please inform the principal of circumstances necessitating a vacation during school days. Also, parents are to inform the principal if they will be out-of-town and their child remains in the care of another adult. Please leave names, addresses and

phone numbers of the adults responsible for the care of your child. We also request emergency contact information.

SCHOOL VISITS

Visits to the school or classroom are welcome. Make arrangements one day in advance so that schedules can be checked. ALL parents and visitors must report to the office and sign-in before going to the classroom or any other part of the school building. We appreciate our visitors respect for classrooms in session or daily prayer over our public address system. Please stop and join in our prayer if you are in the building at these times.

Please remember that all pets are to stay off school grounds.

PETS

Please note that pets are not to be brought to school for any purpose. Not for drop off or pick up, or for show and tell. There are many students who have severe allergies. Also, some people are very uncomfortable around animals.

APPOINTMENTS

The value of conferring with teachers/**staff** cannot be over-emphasized, but a teacher may not be interrupted during class except in an emergency. If you wish to confer with a teacher or with the principal, please make an appointment by calling the office during the school day and that person will return your call.

FRIDAY FOLDERS

All correspondence from the office and classroom will come home with your child each Friday, via the red Friday Folder. Tuition bills will be emailed to you. Hot lunch balances are available on the Teacherease System. Calendars, menus and other sheets will be available on the school website for you.

You may return any paperwork, or bills through this same folder. All folders will be collected each morning and all necessary paperwork turned into the office. Please join us in making SMG a greener place and save a tree or two! Please note that the Friday Folder is not a forum for invitations and such.

ROOM PARENTS

Each class is assigned two room parents to aid in implementing class, school, or Home & School Association projects. These parents assist at class parties, field trips, emergency phone calling and other activities.

FORGOTTEN ITEMS

All forgotten items must be dropped off at the school office. Student use of the telephone is limited to emergency situations only - no student has permission to call his/her parents for forgotten articles except for lunch. Phone calls are limited to encourage responsibility with students. This includes homework, gym clothes, projects, books, musical instruments, rides home at dismissal time, making plans to visit friends, etc. The phone is not to be used to make play dates after school.

All calls should be made from the office-not the classroom or a cell phone.

VII ASSOCIATIONS AND VOLUNTEERS

VIRTUS TRAINING

All parents are asked to attend a Virtus Training program. The program is offered through the diocese. You can sign up on-line at www.virtus.org. The password is trust. There are many options for the program. You do not have to attend the program at St. Maria Goretti. Please make sure to register at the meeting. No parent will be allowed to volunteer in the classroom or lunchroom if they have not attended a session.

ATHLETICS

All students in fifth through eighth grade may participate in interscholastic sports as part of the Madison Area Independent Sports League. Regulations for participation in the Sports League are explained in the St. Maria Goretti Athletic Handbook available from the SMG Athletic Association **or on the school website.**

The Athletic Board of the Home and School Association provides personnel and equipment required for participation in the Sports League. A nominal per sport participation fee is required.

Sports currently offered are:

Boys

Football

Basketball

Softball

Track and Field

Volleyball

Girls

Volleyball

Basketball

Softball

Track and Field

HOME AND SCHOOL ASSOCIATION

St. Maria Goretti School boasts of an outstanding Home and School Association. Through this organization, parents and teachers work together to provide optimal conditions for true growth in Christian education. All parents are urged to become active members of the Home and School association and to participate in its activities.

PARENT/GUARDIAN MEDICATION CONSENT FORM

(Please type or print)

Full name of child to be medicated: _____

Name of drug and dosage: _____

Hour(s) medication to be given: _____ Number of days: _____

Name of Student’s Physician: _____ Phone: _____

Reason for medication: _____

Name of person(s) authorized to give medication during school hours _____

(to be completed by school principal or designated office staff)

My child has permission to self-administer the medication, but I request school staff monitor or assist my child when he/she administers medication on the following basis:

(indicate if not applicable)

I hereby give permission to the above named person(s) to give the medication(s) to my child according to the directions stated above the further authorize them to contact the child’s physician, if necessary. I agree to hold the school, its employees and agents who are acting within the scope of their duties harmless in any and all claims arising from the administration of medication at school.

I agree to notify the school in writing at the termination of this request or when any changes in the above order is necessary.

Signature of Parent/Legal Guardian Date

Address Home Phone Work Phone

Before the school or an agent thereof will administer a prescription drug(s) or medication(s), a PHYSICIAN ORDER FOR MEDICATION ADMINISTRATION shall be completed and returned to the school principal. This completed form shall be accompanied by the PARENT/GUARDIAN MEDICATION CONSENT FORM.

This form (Parent/Guardian Medication Consent) must also be completed for the administration of non-prescription (over-the-counter) drug(s) or medication(s), which do not require the Physician Order.

PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION
(Please print or type)

Date: _____

Re: Administration of Medication to: _____

Dear Dr. _____:

Pursuant to the request of _____, the parent/guardian of _____, the following individual(s) has/have been identified to administer medication to the above referenced student in the school setting:

In order to proceed with the administration of the medication you have prescribed, and to ensure that you retain the power to direct, supervise, decide, inspect and oversee the administration of this medication, please complete to following form. Direct and address this information to the individual(s) identified above.

Please note that your signature on this document attests to your willingness and intent to direct, supervise, decide, inspect, and oversee the administration of the medication by the non-medically trained designees specified on this form, and that you will accept direct communications from them regarding the administration of the medication. We urge that all instructions be stated in a clear, concise form.

Please feel free to contact the school if you have questions.

School Principal or other school designee

SIDE TWO TO BE COMPLETED BY PHYSICIAN

TO BE COMPLETED BY PHYSICIAN

To: _____
(Person designated to administer medication)

Name of Student: _____ Phone Number: _____

Address: _____

School: _____

Physician's Name: _____ Phone Number: _____

Diagnosis: _____

Medication/dose/route/frequency/duration _____

Medication/dose/route/frequency/duration _____

Check One: Short term _____ Long term _____

PRN (as the situation demands) Medications: _____

Medication/ dose/route/frequency/duration: _____

Medication/dose/route/frequency/duration: _____

If a PRN medication, the condition, the conditions under which medication is to be given are as follows:

_____ Check One: Short
term _____ Long term _____

The Specific conditions under which contact should be made with me in relation to the condition or reaction of the student receiving the medication are as follows:

Physician's Signature

ACKNOWLEDGEMENT FORM

The principal retains the right to amend this handbook for just cause. Parents and students will be given prompt written notification if changes are made.

Since this handbook is part of the legal contract existing between St. Maria Goretti and the parents, it is essential that both parents read the handbook and agree to be ruled by it. Failure to be informed will not be an acceptable excuse for violations. Any questions should be directed to Elizabeth Adams-Young , principal (271-7551).

I have read and agree to be governed by all rules and policies in this handbook.

Parent Signature

Date

Print Name

Parent Signature

Date

Print Name

*****THIS FORM MUST BE SIGNED AND RETURNED. NO STUDENT/FAMILY DIRECTORIES WILL BE HANDED OUT UNTIL WE RECEIVE THE ABOVE SIGNED FORM. THANK YOU*****