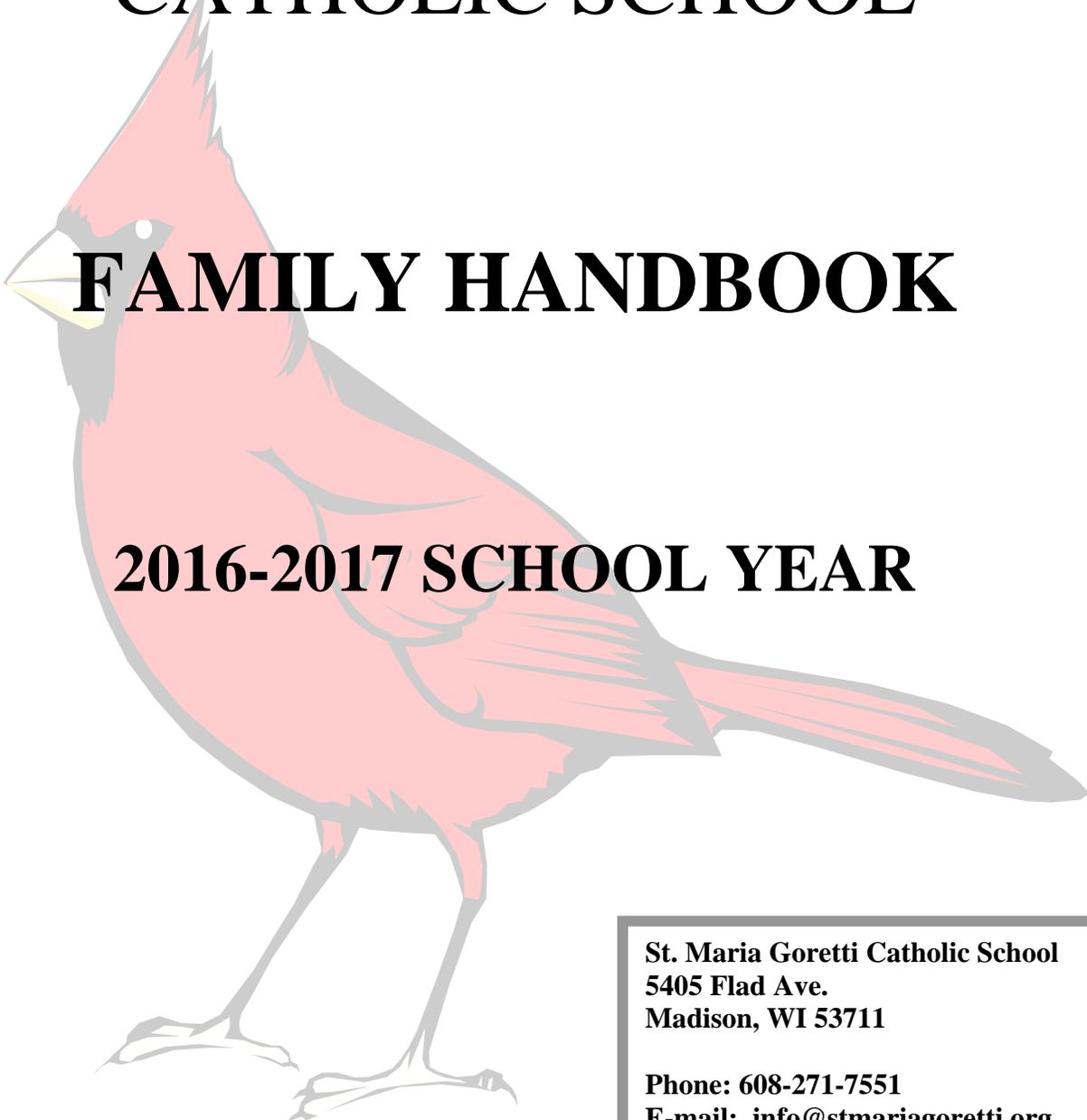




ST. MARIA GORETTI CATHOLIC SCHOOL

FAMILY HANDBOOK

2016-2017 SCHOOL YEAR



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

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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 2016-2017 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

This institution is an equal opportunity provider and employer.

"St. Maria Goretti School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and financial aid programs, and athletic and other school-administered programs."

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 Active, Registered students to SMG:
 1. K-8 Students enrolled at St. Maria Goretti School at the conclusion of the previous academic year.
 2. Siblings of K-8 students currently enrolled at SMG or whose siblings are graduated alumni.
 3. Children of parish and diocesan employees who are employed by SMG parish or the Madison Diocese for at least one calendar year.
 4. Siblings of previous K-8 students (who have not graduated) at SMG.
 5. Children of parent(s) who have attended St. Maria Goretti School.
 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.
- ✚ 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 16 students for the 4 year olds and 12 students for the 3 year olds. 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. *Applications for Financial Aid* forms are available in the parish 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.
- ✚ If a student leaves SMG to attend another school, s/he is considered withdrawn from enrollment. If a student returns to SMG, s/he is placed according to current enrollment procedures. At no time are families able to reserve a child's placement.

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. (Sunday liturgy, liturgical seasons, prayer services, Lenten Mission, lector, commentator, choir, ushering, and communion ministers).
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 the Religious Education or Youth Ministry Programs.
3. **Parish Commissions and Parish Life Activities** include 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 dinners, pancake breakfasts, food donations, 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.

SCHOOL TUITION - 2016-2017 SCHOOL YEAR

TUITION-K through 8th GRADE

One child:	\$ 3,970
Two children:	\$ 7,710
Three children:	\$11,120
Four children:	\$11,558
Five Children:	\$11,996
Six Children:	\$12,434

Please note the following:

- \$200 deposit per student is due when a student's enrollment is confirmed and will be credited to total tuition amount per student.
- For monthly payments, the tuition deposit is subtracted from the total annual tuition per students, then the remaining balance is divided into 9 monthly payments reflected below.

Options for paying tuition for the 2016-2017 school year are as follows:

1. Paid in full by **September 15, 2016**.
2. First semester tuition (½ of the total) is due by **September 15, 2016**
3. Second semester tuition (½ of the total) is due by **January 16, 2017**.
4. Monthly payments for tuition are due by the **15th of each month September- May**.

One child:	8 payments of \$420.00 & 1 payment of \$410.00
Two children:	8 payments of \$815.00 & 1 payment of \$790.00
Three children:	8 payments of \$1170.00 & 1 payment of \$1160.00
Four Children:	8 payments of \$1200.00 & 1 payment of \$1158.00
Five Children:	8 payments of \$1225.00 & 1 payment of \$1196.00
Six Children:	8 payments of \$1250.00 & 1 payment of \$1234.00

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.

NON-PARISHIONER TUITION - \$4970

Financial aid is available to qualifying parish families. Applications for financial aid must be received on or before August 1 (for the first semester or for both semesters), and on or before January 15th (for the second semester only). Families, who qualify, will be awarded aid by August 11th and February 2nd, based on the family's need and the availability of funds.

PRESCHOOL TUITION - 2016-2017

Monthly payments for tuition are due by the 10th of each month September- May.
3 Year old students - T/TH AM - \$205/month = \$1845/year
4 Year old students - M/W/F AM - \$270/month = \$2430/year

Financial aid is not available for this program.

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 academic and behavioral progress.

ARRIVAL

School begins at 7:40, with the tardy bell ringing at 7:50. It is necessary that students be regular and punctual in attendance. A child is considered tardy if he/she is not in the classroom by 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.

DISMISSAL

No child will be permitted to leave the grounds with another child or adult without written permission from his/her parents.

We request all K-8 parents who choose to pick up their child to wait outside the school entrance. Early Childhood parents may enter the building. Teachers in grades K-4 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.

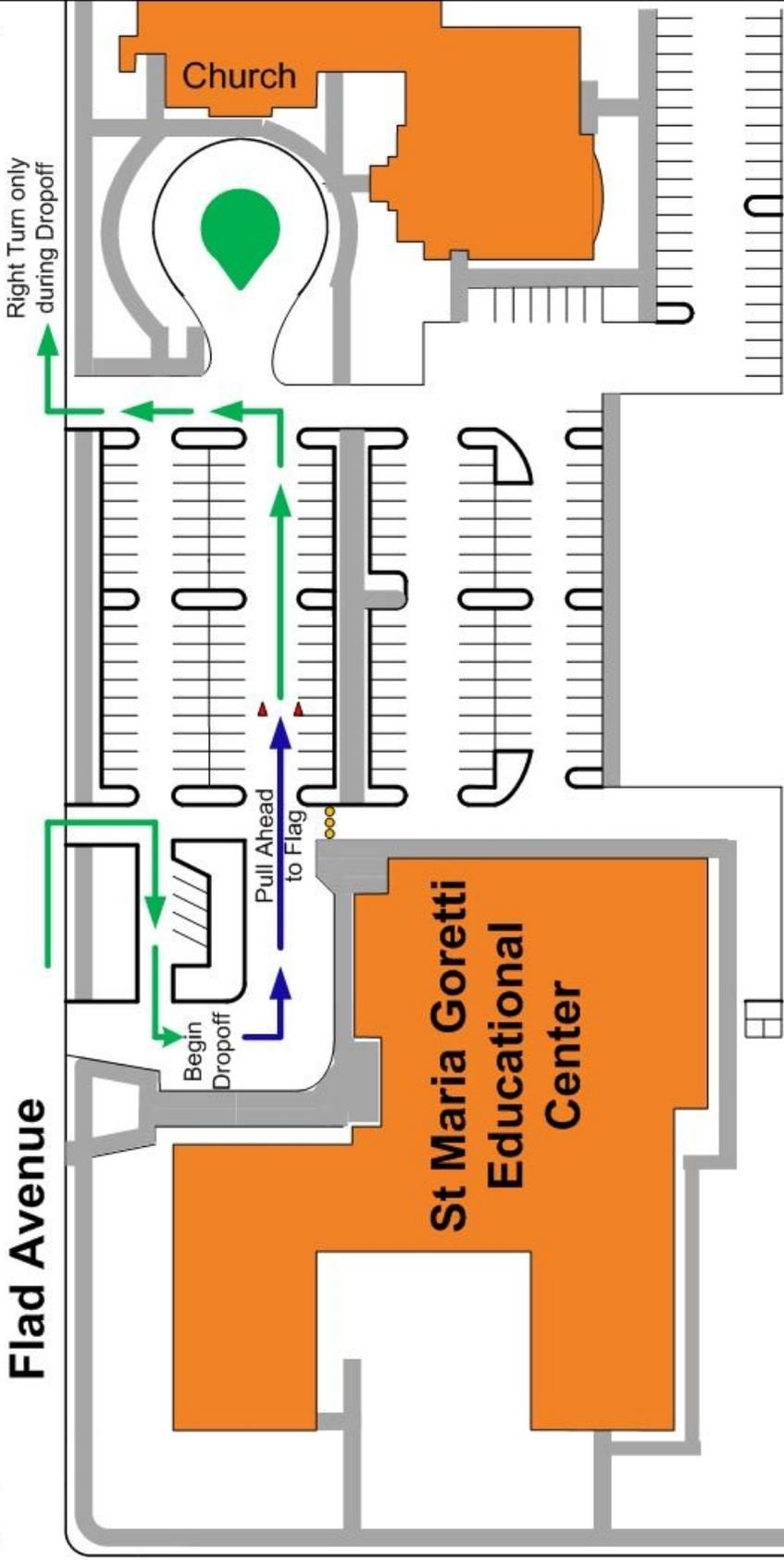
To provide for the safety of our children, please adhere to the following guidelines when picking up children:

- There is no parking along curb outside the school office
- K-4 children **will** remain with their teachers 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

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

Morning Dropoff



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 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 will be informed of student behaviors that are not conducive to a successful learning atmosphere or are disrespectful of others.

Procedures

Our school discipline policy exists in order for parents, students and teachers 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. Contact 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 their own actions and accept consequences without arguing.
4. Present the true circumstances of events to both parents and teachers.

Parents will follow these steps:

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 by written note or email to discuss any student concerns.
4. If a conference is necessary always email or call the teacher ahead of time.
5. Contact the principal or assistant principal, if communication has not resolved the concern.

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.
- Keep personal electronic devices at home or in a backpack during the school day. Comply with the Technology Acceptance Usage policy.
- Be present for all required activities unless officially excused by the administration.
- Not give unauthorized assistance on tests, quizzes or assignments.
- Stay on school grounds during the school day for any reason without permission.
- Demonstrate good behavior when engaged in all school-sponsored extra-curricular activities.
- 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.
- SMG Faculty and Administration reserve the right to deem certain behavior inappropriate and impose appropriate consequences for such behavior.

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.

Harassment

Harassment includes any type of bullying. Bullying is a repeated abuse of power by an individual or group who deliberately targets others for 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, cyber-bullying, texting, social networking, picking-on or isolating others by gender, 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 code of conduct policies of the school community. An in-house suspension may be served by students if determined by administration.

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
- Continually upsetting the 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

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-Regulations

Uniforms are available from Land's End and also SMG Gorettiwear available year round in the school office.

Uniform re-sale closet is available all year long during school hours.

Land's Ends website is www.landsend.com. Please refer to our school identification number when making purchases. That ID# is: 9001-0852-3. You can click on the Land's End widget right on the front page of the school 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, sandals), they must stay off the wood chips for safety purposes. They also risk injury. We recommend students wear shoes that are safe on the playground.

--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) 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)

--Acceptable sock, legging, and tights colors are: (SOLIDS ONLY), White, Red, Light Blue, Dark Blue, Tan, Black, Gray. These are uniform colors. This applies to boys and girls.

--We know that white and black plain socks are available for purchase. We do understand that purchasing the red, gray, light and dark blue socks are more difficult to find unless they have a small logo on them. In order for the boys to have the choice of all uniform colors, we will accept the socks with a small company logo (i.e.-small Nike swoosh or small Adidas triangle, etc.) but no words or large patterns, stripes or figures. The logo needs to be **very small**...and not take up the majority of the sock.

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

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.

PE Clothing Policy

ALL STUDENTS MUST WEAR TENNIS SHOES TO P.E.

No shoes that leave black marks on the gym floor will be allowed.

Physical Education clothes are limited to P.E.

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

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

For your child's protection, please contact the school office by either a phone call or email at 271-7551 (by 8:30AM) if your child will not be in school that day. We need to account for all absences. Please contact school with the reason your child is not in attendance.

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/email or phone call 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.

If you email the students attendance, please email teacher and Beth or Maria in the office.

In cases when students are tardy more than 5 times per academic quarter, the following actions will take place:

- 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.
- After 5 tardies, you will receive a call from the principal to develop solution.
- After 6 tardies, a meeting with the principal will be scheduled, and further action taken.
- Further action will be taken if tardiness continues.
- 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.

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 school office 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. Please see policy on homework for planned absences.

PERSONAL ELECTRONIC DEVICES

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

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.

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 office staff arrive and are re-locked at 7:40 am. All doors are locked 24 hours a day.
- A FIRE EVACUATION PLAN specific to each classroom location is posted by the exit.
- 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 supervise at other recesses.
- Protective Behaviors are taught throughout the school year and are reviewed periodically throughout the year.
- Teachers and staff are instructed on implementation of safety procedures.
- Students are always supervised.
- Field Trips always have one teacher and additional chaperones.
- We have established a visitor sign-in and sign-out procedures 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 posted on the TeacherEase website (www.teacherease.com). Two main dish options and salad bar are offered every day that school is in session for a full day. Each option includes a choice of 5 nutritional components: dairy, grains, meat or meat alternative, fruits, and vegetables.

Cost

The cost of a complete reimbursable student meal is **\$2.75**. St Maria Goretti School follows the National School Lunch Program Meal Requirements.

http://fns.dpi.wi.gov/fns_menuIn

In order to count as a complete reimbursable meal, based on the above government guidelines, a student must choose at least 3 of the 5 components offered on a daily basis (dairy, grains, meat or meat alternate, fruits and vegetables). Additionally, one of those 3 components must be a full serving (1/2 cup) of fruit, vegetable, or a combination of fruit and vegetable. If a student does not choose a complete reimbursable meal, St. Maria Goretti School will not receive State reimbursement for that meal, and we must charge extra to compensate for not receiving State reimbursement. Therefore the cost of the non-reimbursable meal is \$3.35.

Please free to contact any of the kitchen staff if you have questions regarding State of Wisconsin meal requirements.

An extra serving of the choice 1 or choice 2 entrée, called “a la carte,” is available for an additional **\$1.75**. Please note that the salad bar option cannot be an “a la carte” addition to any meal. Additionally, if salad bar is chosen as a meal, the choice 1 or 2 options are not available as “a la carte” servings. Extra milk for hot lunch and cold lunch students is available at a cost of **\$.40**. Water is available to all students during lunch time.

Parents, siblings, and other guests are welcome to join students for lunch any day at the cost of **\$3.25** per meal.

Lunch Accounts

Student lunch participation and account balances are tracked via TeacherEase. Accounts are updated daily to show charges. Deposits will be recorded on a weekly basis. No monthly statements are issued; please check your student’s lunch account frequently to ensure that funds are available. Accounts with outstanding balances will receive reminder e-mails each week. Accounts in arrears for a month or longer will result in the student being ineligible to participate in the lunch program. Payments to lunch accounts can be made by check through the school office, or by using the parish online payment system. Be sure to use the memo line of your check, or the comment box online, to indicate if you would like your payment divided between your children.

Free and Reduced

St. Maria Goretti School offers free and reduced lunches to students who qualify, based on State of Wisconsin standards. Students may qualify for free or reduced rates through direct certification by the State; if this is the case, you will receive a notice of your child's eligibility. Families are also encouraged to submit a written application for free or reduced rates, based on family size and income. The application and instructions are available at the school office or you can download off the school website.

Reduced lunches cost **\$0.40** per meal. Please note that free and reduced rates apply only to complete reimbursable meals – that is, meals that follow the guidelines stated above under “Cost.” If a free or reduced lunch is not a complete reimbursable meal, it will be charged at **\$3.25**. Extra “a la carte” servings cost **\$1.75**, and extra milk servings cost **\$0.40**, regardless of the child's free/reduced standing.

Volunteer requirements

Each school family is asked to volunteer in the lunchroom five times per year, or to buy out of the volunteering requirement at a cost of \$100. Lunchroom volunteer calendars are available at the Hot Lunch page of the school website under Hot Lunch Quick Links. You can use this calendar to sign up and make changes throughout the school year. However, we ask that each family sign up for the four shifts, or pay the buyout fee, *by October 1* of each school year.

If you are scheduled to work a lunch shift and have an emergency that prevents you from attending, PLEASE CALL 268-2980 as early as possible, to allow the lunch staff to find a replacement. If you do not contact the kitchen by 9:00 am, and do not work your shift, you will be charged a \$30 “no-show fee” through your student's lunch account.

If you are interested in working additional lunch shifts during the year, you may sign up as an “emergency volunteer” in the kitchen office. You will be paid \$20 per extra shift beyond the required 5 shifts, via your student's lunch account. Please sign up for ONLY 5 shifts on the Lunchroom volunteer calendar to ensure all families have shifts available. We will contact all emergency volunteers via email or phone if extra help is needed. Volunteers are welcome to eat lunch at a cost of \$3.35. Any questions please contact Jennifer Vosberg at 268-2980 or Jennifer.vosberg@stmariagoretti.org

LUNCHTIME PLAYGROUND – RECESS

We have paid supervisors on our playground during the lunchtime recess. 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.). The following rules apply:

- Snowpants/boots required for all students for snow mounds.
- K-5-boots and snowpants on any area.
- Middle School-boots on the snow covered grass and snow.

When is it TOO COLD for children to be outside? Plan to send your children outside each day. We will make the decision for outside recess each day depending on the weather before the beginning of each recess time.

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 9 students seated
(6-8) Maximum 6 students total
- Students must receive the supervisor's permission to enter the school building during recess time. They must check back with supervisor upon returning.

- The students will be advised in school when they should remain on the paved areas due to muddy conditions.
- All students should adhere to playground boundaries. Neighbors yards are not allowed.
- All children should stop playing and return equipment to bins 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 or principals.

Parents should 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.

In case of a lice outbreak, please treat your child and keep them home for 24 hours. Re-check for nits each day for 10-15 days.

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.

2016-2017 School Year

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

BIRTHDAY TREATS

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

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.

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**

Teachers will work individually with families that have students with peanut allergies to set up a safe procedure for classroom snacks.

Food prepared in our lunch program is always peanut free. We require students with peanut allergies to sit at the “peanut free” table at lunchtime so they are not near any cold lunches that other students bring from home.

CURRICULUM

CURRICULUM DEVELOPMENT

At St. Maria Goretti Catholic School, we provide an educational experience that is both comprehensive in meeting the Madison Diocesan standards and expectations. Consideration is given for the uniqueness of each student’s learning ability. SMG 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 Madison Diocese.

Complete copies of curriculum are available in school office.

Curriculums are reviewed on a rotating basis. Updated materials are purchased after each curriculum review if needed.

2013-2014	Language Arts/Visiting Team for Accreditation
2014-2015	Math and Technology
2015-2016	Music, Social Studies, Spanish, PE
2016-2017	Science
2017-2018	Religion, Art
2018-2019	Self Study
2019-2020	Language Arts/Visiting Team for Accreditation
2020-2021	Math and Technology
2021-2022	Social Studies, Spanish
2022-2023	Science, Music, PE

MASS ATTENDANCE AND FAITH DEVELOPMENT

The students of St. Maria Goretti 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 on special occasion. All students attending SMG will participate in religion classes and attend Mass.

If you want to sit with your child at Mass, please meet in the vestibule before Mass so the teachers know where your child will be seated.

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 community circles , we celebrate the seasons of Advent, Lent and Easter.

SPECIAL NEEDS

The SMG Administration, teachers and support staff firmly believe that working together with parents is the most successful way to support all of our students and especially those with any kind of special need. If it is determined that an SMG student has a special need to become a successful student, we will follow the procedures below to work together to support the student:

- The parent and/or teacher identifies a concern that impedes a student's progress in the classroom.
- The parent and teacher work together to implement strategies to support the student with the identified concern. These strategies may involve the student and our SMG Counselor, Reading Specialist, or SMG Learning Resource Teachers working together.
- The teacher may recommend further evaluation outside of St. Maria Goretti School if the implemented strategies have not been successful. This evaluation process may begin with the student's pediatrician or with the Madison Metropolitan School District.
- If the continued evaluation is with the pediatrician, the parent/s will take the lead on working with the pediatrician or another professional that is recommended. A communication system between parent-teacher and outside professional should be set up to address the needs of the student. SMG teachers are more than willing to work with outside professionals to support their students.

- If the continued evaluation is with the Madison Metropolitan School District (MMSD), the teacher will take the lead in organizing the appropriate intervention. The following MMSD programs are available to our students:
 - **Student Service Intervention Team (SSIT) Meeting:**
The SSIT meeting will consist of the parents, teacher and an MMSD teacher. After gathering all student information, the outcome of this SSIT meeting is to determine the course of action to address the needs of the student. If further evaluation is to take place, the MMSD teacher will come to SMG to observe and evaluate the student. A final meeting to report the findings of the observation and evaluation will be held with the parent/s, teacher and MMSD teacher.
 - **Title I Reading and Math Instruction:**
First of all, students need to qualify by having an address that is in the boundary of a Title I MMSD school. If students qualify by address and their teacher feels that the Title I services would be a good support, the student will have a short evaluation to see if they qualify for the Title I services. An MMSD teacher will come to SMG to work with students for Title I services. SMG teachers will contact parents for permission before any Title I evaluation or service begins.
 - **ELL Screening:**
SMG students who speak English and another language in their home may be given the ACCESS evaluation. This evaluation is administered by our SMG Learning Resource Teacher. The results of this evaluation help determine if there are any areas of the English language where the student needs extra support. Parents will be notified before their student takes this evaluation.
 - **Speech Articulation:**
If there is a concern for speech articulation, the SMG teacher or SMG Learning Resource teacher will give the student a speech inventory to determine if there is a need to pursue an evaluation by the MMSD speech teacher. If an SMG student is found to qualify for speech intervention, and MMSD speech teacher will come to SMG to work with the student. Parents will be notified before any of this process begins.
- **Private Tutoring:** Sometimes it is decided by the teacher and parent that private tutoring would be a good support for the student.
 - SMG does allow private tutors to come into our building during the school day. However, SMG teachers need to refer students for private tutoring

during the school day. And, the parent needs to submit a request for this tutoring to the principal in writing or email for approval.

- Private tutoring after school hours is scheduled by the parent.
- SMG teachers are willing to coordinate with the tutor to support their student.

GRADING

Students in grades 1-8 receive a report card at the end of each academic quarter.

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 Grading 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

Effort Code of Conduct Scale:

+	Exceeds expectations
=	Meets expectations
^	Progressing towards expectations
-	Needs Improvement

CONFERENCES

First semester conferences with all parents and teachers are scheduled after the first quarter. Second semester conferences may occur at teachers or parents request. Please contact the teacher to set up.

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 an expectation for all grades K-8. Time will vary with age of student. Please be aware that some classroom instruction during absences cannot be made up.

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

Parents who wish to get daily homework for an absent student should request the school office by 9:00 AM. Assignments can be picked up at the school office at the time of dismissal or requested to go home with another student.

Parents should check with their child's teacher if he/she will be absent due to vacation. Teachers are not required to give homework in the anticipation for a vacation. However, the teacher could determine if there is work that could be completed prior or during the vacation.

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 4-8. Returning band students will receive sign-up materials during the summer. Please call Overture directly with questions pertaining to this program.

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.

COMMUNICATION

All paper 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 the Red 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.

The office sends out a weekly email with pertinent information.

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. 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/BACKGROUND CHECK

All parents are asked to attend a Virtus Training program. The program is offered through the diocese. You can sign up on-line at virtus.org. The password is trust. There are many options for the program. SMG offers one in September. You do not have to attend the program at St. Maria Goretti. Please make sure to register at the meeting where you take the training. No parent will be allowed to volunteer in the classroom or lunchroom if they have not attended a session. Background checks and Acknowledgements are done here at SMG.

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 (Flag)

Basketball

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.

**Please access our website for list of members.

Board members have a two year term, but the option of 2 more.

ROOM PARENTS

Room Parent coordinators hold a position on the Home and school Board.

Each class is assigned two room parents to aid in implementing class, school, or Home & School Association projects. Requests go out annually in March for the following year. These parents assist at class parties, field trips, emergency phone calling and other 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 Family Handbook is on-line, please read through it. Then, sign and return this acknowledgement form. All changes in the handbook for this year are highlighted in red.

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
HANDLED OUT UNTIL WE RECEIVE THE ABOVE
SIGNED FORM. THANK YOU*******