

Mother of Good Counsel School

Parent – Student Handbook

2023 – 2024



MOTHER OF
GOOD COUNSEL

3001 N. 68th St.
Milwaukee, WI 53210
414-442-7600 ext. 118
mgcparish.org

Mother of Good Counsel Vision:

Rooted in the traditions of the Salvatorians, Mother of Good Counsel Catholic School will embrace ethnic, religious, and economic diversity with the common goal of fostering mission-driven young people who are prepared for high school, college, and productive lives.

Motivated by Catholic values, our graduates will be instilled with a sense of responsibility for peace and justice, a desire to be contributing citizens of the world, and a hunger for life-long learning.

Sustained by a sense of spirituality and a life of prayer, our graduates will possess the necessary tools to succeed in further education and become advocates of hope and change in their communities.

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MGC 2023-2024 School Calendar

School Hours:

K4-8th Grade: 7:40 AM - 3:15 PM

K4 half day: 7:40 AM - 11:15 AM

K3: 7:40 - 11:00 AM

ALL students are expected to arrive on time and to be picked up on time.
Students may start arriving at 7:35AM



16 - Packet Palooza 3-6:30

25 – Great Start Conferences, for all students

28 - First day for K5-8,

28-31 - K4 students come in groups for one day of the week



1 - 11:30 Dismissal

4 - No school Labor Day

5 - K3 and all K4 start

10 – Parish Picnic

12 – School Committee Meeting

15 - MGC Super Spirit Day!!

20 - Wear Be Kind shirt and uniform bottoms



2-6 - Fire Prevention Week

5 - No school Teacher Inservice

6 - No school Teacher Inservice

10 - School Committee Meeting

13 - Catholic Schools Walk

18 - Wear Be Kind shirt and uniform bottoms

27 - 11:30 Dismissal, Mandatory Conferences

30 – Mandatory Conferences 1-6

31 - No school Inservice



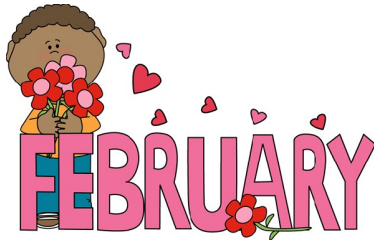
- 1 - All Saints Day
- 2 - All Souls Day
- 3 - 8th Grade placement testing
- 6-17 - St. Vincent de Paul Food Drive
- 11 - Veterans Day
- 14 - School Committee Meeting
- 15 - Wear Be Kind shirt and uniform bottoms
- 21 - End of T1 11:30 Dismissal Thanksgiving vacation begins
- 27 - T2 Begins, classes resume



- 1 - Fr. Reed's Anniversary of being pastor of MGC
- 3 - First Sunday of Advent
- 5 - School Committee Meeting
- 6 - St. Nicholas
- 8 - MGC's 98 birthday
- 12 - Feast of Our Lady of Guadalupe
- 20 - Wear Be Kind shirt and uniform bottoms
- 22 - No school, Christmas vacation begins



- 2 - No school Inservice
- 3 - Classes resume
- 9 - School Committee Meeting
- 12 - Warm and Cozy Day
- 15 - MLK Day No school
- 17 - Wear Be Kind shirt and uniform bottoms
- 28 - Feb 3 - Catholic Schools Week



- 1 – 3 - Catholic Schools Week
- 5 - 100th Day of school
- 9 - No school, Inservice
- 13 - Mardi Gras
- 13 - School Committee Meeting
- 14 - Ash Wednesday
- 16 - 11:30 Dismissal, Conferences
- 19 - No School, Inservice
- 21 - Wear Be Kind shirt and uniform bottoms



□

- 7 - 11:30 Dismissal, End of T2
- 8 - No school, Inservice
- 12 - School Committee Meeting
- 18 – April 26 - Forward Testing
- 20 - Wear Be Kind shirt and uniform bottoms
- 28 - 11:30 Dismissal, Easter vacation begins



- 8 - Classes resume
- 9 - School Committee Meeting
- 17 - Wear Be Kind shirt and uniform bottoms
- 26 - End of Forward testing



10 - No school, Inservice
 14 - School Committee Meeting
 17 - Field Trip Day
 24 - 11:30 Dismissal
 27 - Memorial Day, no school
 31 - Last Day for K3 and K4



4 - Field Day
 5 - 11:30 Dismissal
 6 - 11:30 Dismissal Last Day for K5-8
 11 - School Committee Meeting

All Dates are Subject to Change

Parents/guardians are encouraged to check KidMail each Wednesday for regular updates.

MGC's Extended Care Program is fully licensed.

Children must be registered with completed paperwork turned in.

ECP is open on most days when school is not in session, but children must be pre-registered.

Parents/guardians are responsible for all ECP fees; failure to pay may result in dismissal from the program.

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Parents/guardians are encouraged to check KidMail each Wednesday for regular updates.

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Parents/guardians are responsible for all ECP fees; failure to pay may result in dismissal from the program.

MGC FACULTY AND STAFF

2023-2024

Pastor	Fr. Reed Mungovan, SDS	442-7600 ext. 103
Principal	Mrs. Rachel Johnston.....	442-7600 ext. 119
MS Lang. Arts	Mr. Curtis Claassen.....	Room 402
MS Social Studies	Mrs. Anne Ebsen.....	Room 302
MS Math	Mr. Teddy Flunker	Room 301
MS Science	Mr. Carden Mahler	Room 303
MS Religion.....	Mr. Mark Schuh	Room 404
Grade 5.....	Mr. Paul Reichertz	Room 305
Grade 4.....	Ms. Ariana Simonson.....	Room 405
Grade 3.....	Mrs. Denise Schienke	Room 406
Grade 2.....	Mrs. Diana Mueller	Room 310
Grade 1.....	Mrs. Hayley Thomas.....	Room 309
K-5	Mrs. Christina Mack.....	Room 102
K-4	Mrs. Diane Kunstmann	Room 101
K-3	Mrs. Kate Zamudio	Room 203
Art.....	Ms. Carrie Gauger.	Room 407
Band		
Orchestra.....		
Phy. Education.....	Mrs. Peleaz	
Media Center &		
Technology Coordinator.....	Ms. Joanne Schwartz.....	442-7600 ext. 118
School Counselor.....	Ms. Kristine Wolf.....	442-7600 ext. 118
School Secretary	Mrs. Barb Berthold....	442-7600 ext. 118
Business Manager	Mrs. Sandy Delgado.....	442-7600 ext. 105
Administrative Assist.	Mrs. Juanita Jones	442-7600 ext. 120
Maint. Supervisor	Mr. Adolfo Delgado	442-7600 ext. 168
Cafeteria Director.....	Mrs. Lisa Klug.....	442-7600 ext. 122
ECP Director	Mrs. Paula Payne.....	442-7600 ext. 123

MISSION STATEMENT OF MOTHER OF GOOD COUNSEL CHURCH

Mother of Good Counsel is a Catholic community committed to the teachings of Jesus Christ through Worship, Ministry, Stewardship, and Outreach.

THE HISTORY OF MOTHER OF GOOD COUNSEL

Our parish was founded in 1925 by a small group of parishioners and the Salvatorian priests.

You can find the complete history of our parish at our website: www.mgcparish.org. We publish a directory that lists parish and school families. The directory also contains a detailed account of our history as a church and school.

THE HISTORY OF OUR PATRONESS



Based upon the faith of one old woman, who believed in her church, the story of Mother of Good Counsel began. The church of Mary's miracle still stands in Genoa, Italy. As the story goes, an old woman gave most of her worldly goods to help a dilapidated old church in Italy. For this she was ridiculed.

In another city, two soldiers witnessed a mural rising from the wall of a church. The mural portrayed the Blessed Mother and Child.

This mural is unique, in that the Blessed Mother is holding the infant Jesus as he clutches at the neckline of her dress while she holds him tenderly. The soldiers watched in amazement as the mural journeyed to the old woman's church. It came to rest inside her church, in front of a wall, apparently without touching the wall. This miracle brought the church renewed life.

Consider the faith of the old woman, centuries ago. With "faith", anything can be achieved.

MISSION STATEMENT OF MOTHER OF GOOD COUNSEL SCHOOL

Mother of Good Counsel Catholic School is an inclusive urban community....
committed to

*serving,
learning,
loving and
living lives of integrity as Christ did.*

MOTHER OF GOOD COUNSEL SCHOOL PHILOSOPHY

A loving home is a child's foundation: Parents are the first teachers. Our school builds upon this foundation. Jesus is the center of the MGC community. It is He who draws people to the Catholic/Christian education. **The school exists as a complement and extension of the home and parish.** The school community, centered on Jesus, brings our children to a holistic education, rooted in faith.

Providing a learning atmosphere that fosters positive self-concepts, Catholic/Christian education values the uniqueness of each individual child; hence, in a culturally diverse school, we must strive to meet each individual's needs. We create a desire for learning, strive to challenge the mind, and hope to develop the talents of each child to the fullest potential -- spiritually, morally, intellectually, physically, socially, and emotionally--in an effort to heighten the child's ability to make positive decisions and choices.

Within the curriculum of instruction, an appreciation of the arts is fostered, in an effort to awaken interest in, and develop an awareness of, the gift of life found in music, drama, dance, painting, and creativity. An understanding of computer knowledge is provided and integrated into the students' learning. Greater awareness of the world of humanity is brought about through exploration in the field of social studies. The wonder of nature, the gifts of the environment, and our responsibility toward it as stewards of the earth is studied in the natural sciences.

*If a child lives with fairness, s/he learns justice.
If a child lives with security, s/he learns to have faith.
If a child lives with approval, s/he learns to like her/himself.
If a child lives with encouragement, s/he learns confidence.*

ACCREDITATION (6181)

All Catholic schools that include any sequence of grades between PK - 8 are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA).

In accordance with the Wisconsin Catholic Conference and the *National Standards and Benchmarks for Effective Catholic Schools** (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals. Our last accreditation was 2015. We are up for renewal in 2022-2023.

HANDBOOK AMENDMENT (5101)

The Principal retains the right to amend the Parent/Student Handbook for just cause. Parents and students will be given prompt notification if changes are made.

ADMISSIONS (5110)

Mother of Good Counsel School respects the dignity of each and every child and the child's need for a quality education. Mother of Good Counsel School does not discriminate in its admission policy on the basis of race, religion, color, national origin, or sex. However, recognizing the special needs of children with disabilities, Mother of Good Counsel School acknowledges it is unable to accommodate most children who experience serious disabilities. **(5111.2/6164.3)**

Kindergarten registrants must be 3 years old (for K-3), 4 years old (for K-4) or 5 years old (for K-5) on or before **September 1** of the year they intend to enter school. Kindergarten registrants must also meet general admission standards and perform at an acceptable level on the screening instrument administered to all students before their acceptance is finalized. All students and potential kindergarten students are expected to have independent bathroom skills. **(5111)**

Transfer students applying to MGC School must generally be the following ages for the corresponding grades by September 1 of the year they intend to enter school. Grade 1 – 6 yrs., Grade 2 – 7 yrs., Grade 3 – 8 yrs., Grade 4 – 9 yrs., Grade 5 – 10 yrs., Grade 6 – 11 yrs., Grade 7 – 12 yrs., Grade 8 – 13 yrs. Registration for kindergarten and transfer students will begin in February. The specific dates for registration are announced in both the school newsletter (KidMail) and in the church bulletin and those publications are also available on the website: www.mgcparish.org.

Mother of Good Counsel is a Catholic school that is sponsored by the parish body. All students who wish to enroll in Mother of Good Counsel School must meet both the admissions priority criteria and the admissions standards listed below.

SCHOOL ADMISSIONS PRIORITY CRITERIA (5110)

Mother of Good Counsel School will accept student admission applications in the following order of priorities:

1. All students currently enrolled at MGC School.
2. Children of active MGC parishioners, who have siblings currently enrolled in the school, if the family is contributing their time, talent and treasure to the school and parish, and have met their financial obligations.
3. Children of active MGC parishioners who do not have siblings currently enrolled in the school.
4. Children of non-parishioners with siblings currently enrolled in the school.
5. Children transferring from another Catholic school.
6. Children transferring from public schools, other private schools, or other faith-based schools, if the parent's intent and motivation is in accord with the highest ideals of Catholic education; that

is, if evidence is given of strong support for the ideal of Catholic education and a commitment to continue their children's education in the school.

7. Children eligible for the School Choice Program who are transferring from another school or are beginning school (K-4 or K-5). Should there be more applicants than student openings available in a given grade, Choice applicants will be chosen by random selection. Open enrollment for School Choice applications will be announced by the Principal; through KidMail and exterior signage.

ADMISSIONS STANDARDS (5110)

1. **Except as prohibited by State law**, it is a general policy that all students applying for admission to MGC School must meet the academic and behavioral standards established by the School. Academic and behavioral history will be established through:
 - An interview with both the parent(s) and the child; and
 - An aptitude test administered by MGC staff
2. **Except as prohibited by State law**, all parents will be required to provide supporting documentation of the student's achievements, including;
 - Report cards for the last two years;
 - A copy of the results from the most recent Forward State Test, or an equivalent test; and
 - A copy of any Student Evaluation Reports such as IEP or other similar evaluation tools.

If a child meets the criteria and standards established above, the MGC School Principal **may** offer the child an opportunity to enroll in the school. If applications exceed optimal class size, a waiting list will be established and include all qualified applicants.

The first year will be a probationary period for all new students. (5110)

During this time, the school Principal and student's teacher shall determine whether MGC can meet the student's needs and whether the new student adds positively to the MGC school community. If the principal determines that a child's academic or social needs are not being met by MGC, the child will be asked to leave MGC.

CLASS SIZE (6151)

To assure quality learning in the classroom, MGC sets limits to class size. Our guidelines are:

	Teacher to Pupil	Maximum Number
3 years to 4 years	1:10	20
4 years to 5 years	1:13	24
5 years to 6 years	1:17	25
6 years and over	1:18	25

Gender Identity

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun".

Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender assignment".

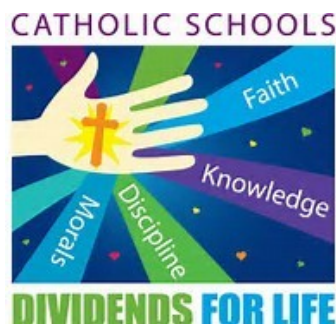
CHILDREN WITH EXCEPTIONAL NEEDS (6164.3)

Not all Catholic schools in the Archdiocese, including MGC, are able to offer Special Education Programs for children with Exceptional Educational Needs. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for a special education and related services available under the Individuals with Disabilities Education Act (IDEA). The admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the Learning Support Team. A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs. Whenever the local plan for the identification and intervention of special needs students indicates that a child may have an Exceptional Educational Need, the child should be referred to the local public school to determine whether the child is eligible for services. The principal has final determination as to whether the child is best served at Mother of Good Counsel School and will remain enrolled.

ATHLETICS (6142.2)

MGC Athletic Program offers an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and team play which develop physical skills. All forms and policies are listed on our website at

<https://www.mgcparish.org/athletics>



MOTHER OF GOOD COUNSEL
2022-2023 TUITION AND FEES (3240, 3240.1)

K5-8th Grade:

Parish Members:

Single Child	\$3,375.00
Two Children	\$5,357.00
Three Children	\$6,721.00
Four Children	\$8,089.00

Non-Parishioners

1 child	\$5,639.00
2 children.....	\$11,278.00
3 children.....	\$16,917.00
4 children.....	\$22,556.00

K4 Tuition ½ Day Program (AM only):

Parish Members.....	\$1688.00
Non-Parishioners	\$2920.00

K3 and K4 Afternoon Tuition (not eligible for multiple child discount)

ECP hourly rates apply to K3 and K4 afternoon students. Parents are billed according to hourly usage.

Stewardship for each parishioner member school family is currently a minimum of **\$450.00** per school year (not calendar year). This church contribution must be **paid in full between July 1, 2023 and April 30, 2024**. Parish members who do not honor their entire parishioner obligation, as stated in the application for Parishioner discount, and who elect not to contribute regularly during the school year will receive a tuition statement reflecting **non-parishioner tuition rates**.

Milwaukee Parental School Choice Program funds half-day K4 (7:40 AM – 11:15 AM). The academic program is covered in the morning. If parents wish, they may enroll their child for the afternoon through ECP.

TUITION PAYMENT OPTIONS:

- Prepay tuition by July 1st of the new school year directly to MGC School.
- Pay by the semester, via two payments due respectively on July 1 and Dec. 1.
- Parents who choose to make full or semester payments directly to MGC will be assessed a \$25.00 late fee for payments received after the due date.
- A written agreement of the parents' choice for tuition payments is required to be submitted to the parish office.
- Make payments on a ten-month plan according to an agreement made with the principal or business manager. Payments begin in July and continue through April.

ANY FAMILY WITH AN OUTSTANDING BALANCE FROM THE PRIOR SCHOOL YEAR WILL BE DENIED ENROLLMENT UNTIL THE BALANCES ARE SATISFIED. ANY 8TH GRADER OF A FAMILY WITH OUTSTANDING BALANCES WILL HAVE THEIR DIPLOMA HELD UNTIL BALANCES ARE SATISFIED.

The Business Manager (Ext. 105) and the Principal (Ext. 119) will handle any questions related to tuition collection. Credit from one account may be transferred to cover outstanding balances in another account.

Outstanding fees, including tuition, ECP, athletics, and library that are not paid in a timely manner may be referred to a collection agency. The responsible party will then also be responsible for any fees charged by the collection agency.

SCHOOL CHOICE

School Choice registration begins on February 1 each year. It is the responsibility of each parent to complete the on-line registration forms through Wisconsin DPI and to provide all required paperwork to the school administration. School Choice Vouchers cover grades K5-8th for full school day attendance. K4 is only covered for the half-day. If parents wish for their K4 child to remain at MGC for the full school day, parents will be responsible for payment. K3 is not part of the School Choice Program. Wisconsin Shares funds may be used for K3 and for the K4 afternoon program.

RETURNED CHECKS

There will be a **\$35.00 fee** assessed for any check returned unpaid. In the event that a second check should be returned unpaid, all future payments will require a Cashiers' or Certified Check. This policy applies to all types of payments.

FINANCIAL AID

Any MGC School student enrolled at MGC School for a minimum of one year, and whose parent/guardian will not be able to meet the tuition obligation for the following school year, may apply for financial assistance. Parents/guardian who request financial assistance from the parish must support school policies, and their children must be in good academic and behavioral standing.

The principal and the parish director determine who receives parish financial assistance. No family may receive **PARISH ASSISTANCE if they are eligible for School Choice**, or if they qualify for any other tuition assistance program. This allows more families to benefit from financial aid. The following financial aid programs are available when funding allows:

PARISH FINANCIAL AID: Parish financial aid applications should be returned to the school office before **June 15**. Proof of income, preferably a copy of the current year tax statement, must be submitted with the application. A copy of the application is available through the school office. Applications that are not completely filled out will not be considered.

After the school year has begun, any enrolled family, who due to termination of a job or other similar extraordinary event, and needs to apply for financial aid should make their need known to the Principal who will refer their case for review.

Any child whose family who does not meet the financial obligation of tuition payment at the end of the semester, will be denied admission for the following semester.

TUITION REIMBURSEMENT POLICY

If a family prepays the full tuition amount by July 1 and then moves from the area before the child enters school, the full amount of tuition will be reimbursed. When a student is transferring out of MGC School during the school year, the tuition reimbursement policy will be as follows:

1. Attendance between 1st and 15th of the month, 50% of the assessed tuition for that month will be reimbursed.
2. Attendance between 16th and the end of the month, no tuition for that month will be reimbursed.

PARISH SUPPORT OBLIGATION

Vital Christian life requires a commitment by parishioner students and their families to actively participate in the life of the parish community. Attending mass is a significant contribution to the parish community. Active participation also requires that the family members demonstrate stewardship in the parish community.

Mother of Good Counsel parishioners defray a large percentage of each year's tuition expense, thereby reducing the cost of tuition for all school parent parishioners. Independent auditors have determined that the actual cost of educating children at MGC exceeds \$10,000 per child.

The parishioner discount applies only to active school parent parishioners. The definition of active school-parent parishioner is a person/family who:

- *Faithfully attends MGC Saturday evening vigil Mass or Sunday mass with their child/ren;
- *Actively support Mother of Good Counsel financially, through weekly giving;
- *Attends Home & School meetings;
- *Supports MGC's ministries through contribution of time and talent;
- *Provides service/support to the school.

At Mother of Good Counsel, there is no "waiting" period, so even new members can apply for the parishioner discount.

The minimum parishioner contribution for a family is \$450.00 (annual), which amounts to approximately \$10.23 per week (from July 1 through the following April 30 = 44 weeks). *Families are strongly encouraged to contribute weekly or monthly.* Year-end lump-sum payments are discouraged since they are often difficult for most families and complicate record keeping. Parents are asked annually to submit a signed "Parishioner Tuition Discount Application." (Next page)

APPLICATION FOR PARISHIONER DISCOUNT

MOTHER OF GOOD COUNSEL SCHOOL

You must complete this form, if you wish to pay the Parishioner tuition rate.

Our parents sacrifice to give their children a Catholic education.

Our parish members sacrifice to help our families!

An independent auditor has determined that the actual cost of educating children at MGC exceeds **\$10,000 per child!**

The parishioner discount applies “only” to active school/parent parishioners. The definition of an active school parent parishioner is a person/family who:

- Faithfully attends MGC Saturday evening or Sunday mass with their child/ren
- Actively supports Mother of Good Counsel financially through weekly giving
- Regularly attends Home & School events
- Supports MGC’s ministries through contribution of time and talent
- Provides service/support to the school

PLEASE NOTE: The minimum suggested parishioner contribution for a family is **\$450.00** (annual), which amounts to approximately **\$10.23** per week (from July 1st through the following April 30th = 44 weeks). *Families are strongly encouraged to contribute **weekly or monthly**.*

Please note: Year-end lump-sum payments are discouraged, since they are often difficult for most families and, they complicate record keeping.

The following is an application for the parishioner tuition discount, and your covenant to fulfill the above duties of a school parent/parishioner. ***Please fill out the lower half of this form, and return it with your school packet information to the school office by August 29, 2023. Thank you!***



MGC PARISHIONER TUITION DISCOUNT APPLICATION

I/We are applying for the parishioner discount and agree to fulfill our duties as outlined above.

Envelope # _____ Student Name(s) _____
(Please print)

[] Yes [] No I/we received the parishioner tuition rate last year. If **yes**, check one of the boxes below. [] Yes [] No I/we met our parishioner obligations last year. If **no**, please explain below:

Parishioner Parent/Guardian Signatures & Date

Pastor’s Approval: _____ Date: _____

RIGHTS AND RESPONSIBILITIES OF PARENTS (1312)

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

CUSTODY DISCLOSURE (5124.2)

MGC will assume that both parents maintain custodial access to students, unless a copy of the divorce decree or custody agreement, stating otherwise, is filed with the Principal. Please notify the Principal of any changes in custodial arrangements.

CHILD ABUSE AND NEGLECT-MANDATORY REPORTING (5140)

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

SCHOOL VIOLENCE THREAT – MANDATORY REPORTING (5140.2)

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

COMPLAINTS CONCERNING SCHOOL – GRIEVANCE PROCEDURES FOR PARENTS (1312.1)

A parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of an MGC student and an employee (e.g. principal, teacher). Before any formal grievance process will be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation can occur, consistent with the philosophy of the Archdiocese. If resolution occurs there is no need to proceed. An informal grievance not raised within 10 days is generally considered waived.

STEP 1: If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by submitting a letter to the principal no later than ten (10) business days after the informal meeting noted above. The letter must include:

1. the date/time/place of the informal meeting;
2. the name of the parent and the name and position of the employee with whom there is a disagreement
3. specific recommendations or requests regarding resolution of the issue

After receipt of the letter, the principal will allow the employee five (5) business days, to respond and then schedule a meeting of all parties within ten (10) days, to work toward resolution. Should resolution occur the process is then concluded. If not, proceed to STEP 2.

STEP 2: The parents/guardian will provide the parish administrator /and or pastor with a copy of the letter noted in STEP 1 within five (5) business days of the completion of STEP 1.

The pastor/parish administrator will immediately call on the employee for his/her response, and attempt to resolve the situation through one of the following processes:

1. Meet with the parties in an attempt to reach resolution. (Disputes in which the parish administrator is the immediate supervisor begin here);
2. Contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter, and/or
3. Direct the local grievance committee to proceed with a review of all details and submit a recommendation. See STEP 3.

STEP 3: If there is no resolution through the processes outlined in STEP 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parents/guardians forwards a copy of the letter noted in STEP 1 to the committee. The committee, appointed by the parish administrator and possessing qualifications allowing them to discern impartially the issues at hand, will render a decision to all parties. If there is a resolution, the process is concluded. If resolution does not occur, a final STEP 4 may be initiated.

STEP 4: Should resolution not occur through STEPS 1, 2, or 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocesan Due Process Office through the Director/Superintendent. Should an appeal not occur within that time period, the grievance is considered waived.

The Judicial Vicar decides whether the grievance warrants review. After investigation and decision by the Due Process Office, the Judicial Vicar may, at the request of one of the parties, refer the case to the Administrative Tribunal. (Norms and Procedures for these offices are available upon request).

ANTI-BIAS POLICY (5131.2/4116.1/6120)

The purpose of this anti-bias policy is to insure that diversity and cultural sensitivity are essential components of the educational environment of Mother of Good Counsel School. Faculty and staff, in conjunction with parents and the community, must work together to provide not only quality education, but also a safe environment for all students. This means that the curriculum should include multi-cultural and multi-lingual experiences. In addition, there should be an awareness and integration of the needs of all students, in an anti-biased, anti-racist environment. A learning environment does not tolerate violence, sexism, or any other discriminatory behavior. This includes the speech and behavior of students, teachers, administrators and/or parents. If there are displays of this nature by students, teachers, administrators and/or parents, appropriate steps will be taken to address the situation.

SUICIDE PREVENTION (6164.12)

When any employee has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents. If the student's life is in imminent danger, emergency personnel (911) should be summoned to transport the student to the nearest hospital emergency room. The school administrator shall seek guidance from appropriate local agencies such as hospitals, social services, or other certified professional personnel.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

ATTENDANCE (5112/5113/5123)



Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in

session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

Regular attendance is necessary for success in school. Illness or family emergencies are the only justifiable reasons for absence. The school has no authority to approve the absence of students to join parents on vacations or trips, and it strongly discourages the practice. If parents still wish to take a child from school for this reason, the school office and the teacher should be notified prior to the first day of the absence. Teachers, however, will not prepare advance work, and the pupil is responsible for all work and tests missed during his/her absence. Missed work must be made-up upon return to school. It is the students' responsibility to see that all work is made-up. If a child is absent more than three consecutive days, a doctor's excuse is necessary before the student may return to school.

The school is responsible for recording and maintaining accurate attendance records. Anytime a child is not present in school, he/she will be marked absent.

If your child is sick before school, please do not send your child to school. It is healthier for the sick student and the rest of the students if a sick child stays home. Children who are sick with vomiting should stay home for 24 hours; this include ECP attendance. Always tell your child and the school office where you can be reached if you plan to be elsewhere than stated on the Emergency Card. Good attendance is an MGC expectation. Frequent absences without a doctor's excuse may result in disciplinary action.

On each day of absence, parents should call the school by 8:40 AM (442-7600 Ext. 118). The child's name, teacher's name, and the reason for the absence should be given. If there is to be an extended absence due to illness or family emergency, it is not necessary to call each day, provided the school is notified of the probable length of the absence. In addition, the local Health Department (414-286-3521) should be notified of communicable diseases. If a child is absent more than three consecutive days, a doctor's excuse is necessary before the student may return to school.

If a parent does not call the school by 8:40 AM to report an absence, the child may be considered truant.

If a student misses school, missed homework will be assigned upon the child's return to school. Homework may be picked up after school if the teacher is notified at the beginning of the day. For each day of absence, one day's grace is given to submit make-up material. If absence extends through a marking period, the letter "I" or Incomplete, rather than a grade, may be given until all work can be made up.

If a student is absent, he/she may not participate in afterschool or evening activities.

Excessive absences may be grounds for retention. Truancy is defined as having an unexcused absence. The consequence of excessive truancy (ten or more unexcused absences in a school year) is a principal referral, which may result in detention, probation, suspension or expulsion.

Dismissal Due to Illness (5113/5141.1/5141.2)

The Principal will recommend dismissal of any pupil showing symptoms of serious illness, communicable disease, or an injury. Before dismissal, parents or guardians will be contacted. Parents must list an emergency phone number with the office, and should indicate which parent should be called first. Since the school cannot take responsibility for a sick child walking home, parents must make arrangements to pick up the child at the school office and sign a release form. Failure to pick up a sick child within a reasonable time (30 minutes) when contacted by the school office may result in the family being asked to leave MGC. **If a child vomits at home or at school, or sent home with a fever they should not return to school for at least 24 hours.**

Early Dismissal (5113/5141.1/5141.2)

If early dismissal during the school day is necessary, a written statement from the parents to the school is required, or a doctor/dentist appointment card should be presented to the child's teacher. The child will be issued an "Early Dismissal" form to show the teacher. The child must be picked up at the school office by a parent/guardian or person designated by a parent/guardian.

Unexpected Dismissal

When parents must pick up a child unexpectedly during the day, they must first check-in at the school office. The child will be called from class by the secretary.

Tardiness (5112/5123)

It is the shared responsibility of the home and school to assist students to develop the highly desirable habits of punctuality and attendance. **Any child who arrives at his/her classroom after the 7:50 AM tardy bell is considered tardy.** S/he must first report to the school office to obtain a tardy slip to present to the classroom teacher. Parents must remember to allow enough time for the student to enter the school



building and walk to his/her classroom.

Late arrivals due to medical or dental appointments do not constitute unexcused tardiness if the student presents a note from the dentist/doctor's office or presents the appointment card. Whenever possible such appointments should be scheduled outside of school hours.

Excessive tardiness is very disruptive and may result in probation and/or expulsion. In addition, it may be cause for retention.

DISTANCE/VIRTUAL LEARNING (6135)

Students who are ill with COVID, other long term illnesses, or in need of inpatient care may attend classes virtually. This is on a case-by-case basis. The principal and teachers will determine the use of virtual learning based on length of absence, illness and student's ability to access materials online. We use Schoology for our virtual learning platform for grades 1 – 8. Kindergartens uses the platform See-Saw.

HUMAN SEXUALITY LIFE (6141.11)

Education in human sexuality shall be part of the curriculum in health and religious education programs. A Family Life component will be offered in during the Spring of the year in the religious education program. The family life program is aligned with the current *Family Life Curriculum* and uses resources approved by the Office for Schools and Office of Catechesis.

SAFE ENVIRONMENT EDUCATION (6141.12)

Safe Environment Education is a part of the curriculum at MGC School. We use the Circle of Grace Safe Environment Curriculum. The curriculum is taught to each grade level each year. This is covered in grades K4 – 8th grade.



UNIFORM POLICY (5132)

Uniforms are to be worn by all children. Wearing a uniform helps promote a sense of unity and pride in our school. It also sets a good tone for the academic atmosphere of our school. By eliminating the distractions of superficial things such as clothing trends, our children will find themselves more able to concentrate on the important business of their education, as well as recognize the inner beauty of each individual.

All clothing must be kept clean and in good repair – no rips/tears/holes/stains. Students are expected to present a neat, clean appearance. Clothing must not be skin tight, nor should it be baggy. Students must wear their uniform to and from school.

Girls K3 – 8

- Douglas plaid: jumper, skort, skirt (all are to be knee length)
- Plain Navy jumper, skort, skirt (all are to be knee length)
- Navy, forest green, white, or black tights/leggings (solid color) may be worn under skirts, skorts, jumpers
- Navy pants cotton/twill fabric –may not be cargo style or have patch pockets (jean style)
- Navy shorts cotton/twill fabric (knee length) or capris
- Undergarments must not be visible
- If girls wish to carry a purse, it must remain inside their backpack



Boys K3 – 8

- Navy shorts cotton/twill fabric (knee length)
- Navy pants cotton/twill fabric – may not be cargo style or have patch pockets (jean style)

Middle School Boys and Girls (Grades 6-8)

- Khaki shorts cotton/twill fabric (knee length)
- Khaki pants cotton/twill fabric may not be cargo style or have patch pockets (jean style)
- Middle School students are required to use a backpack to transport items between classes. That is the only item they should be carrying, for safety's sake.

Shoes

- No open toed or open heeled shoes, sandals, flip-flops, slippers, crocs or boots are allowed on any school day (boots may be worn into the school building, but students must bring shoes to wear during the school day)
- If shoes have laces, they must be laced and tied at all times.
- Shoe heels may not exceed one inch.
- Shoes should not to have flashing lights, sparkles or beads.
- ***These rules apply on every school day – even free dress days.***

All Students

- Navy, forest green, or white blouses/shirts, turtlenecks, or polo shirts **with collars**; no logos
- Any shirt worn under a sweater, MGC fleece, or MGC sweatshirt must be school colors and have a collar
- Plain, solid-colored sweaters (cardigan, pullover or sweater vest) in navy, forest green or white
- If worn, undershirts must be solid white – no colors or patterns. The undershirt should not be visible.

- Any long sleeved shirt worn under a short sleeved shirt must be school colors
- MGC School sweatshirts, sweaters, or fleece pullovers (this does not include MGC Athletic sweatshirts or hoodies of any kind)
- Socks must be worn
- Parents are requested to ensure that their children wear proper outer clothing, especially during the winter months.

Jewelry

- Subdued jewelry (watch, **no Smart watch**, simple earrings).
- Earrings must be either a small/simple stud or small hoop no larger than ½” in diameter.
- Bracelets and necklaces – other than a simple cross/crucifix – are not allowed.
- ***These rules apply on every school day – even free dress days.***

Accessories

- Belts must be black, brown, or uniform colors with a simple buckle
- Bows and headbands must be plain and uniform colors
- Hair accessories must be small and simple
- No bandanas or headscarves are allowed.
- ***These rules apply on every school day – even free dress days.***

Hair and Make Up

- Neatly groomed hairstyles are required for both girls and boys. Hair must not cover a student’s eyes, nose, or mouth.
- Boys’ hair must not fall at or below the collar.
- Students are not allowed to have dyed/colored hair at school. This includes weaves/extensions.
- No make-up is allowed
- No nail polish and artificial nails
- No tattoos, neither permanent or temporary
- No body piercing other than pierced ears
- ***These rules apply on every school day – even free dress days.***

Any questions regarding uniform code will be determined by the principal

Uniform clothing is available through Donald’s School Uniform Store (www.donaldsuniform.com). There may be a used uniform sales sponsored by the Home & School Association. Watch KidMail for uniform sale announcements.

THE PRINCIPAL HAS FINAL DISCRETION REGARDING ALL ASPECTS OF DRESS-CODE ENFORCEMENT.

If a class is attending a field trip, they may or may not have free dress for that day. Teachers will inform students/parents of the required dress for field trips.

ENFORCEMENT

In order to be fair to all students, this uniform policy will be firmly enforced. If a child is unable to wear a uniform on a particular day, the Principal is to be called by the parent. There are uniforms at school that may be borrowed for the day. Borrowed uniforms are to be laundered and returned

within three days of use. For unexcused violations, the following procedures will be followed. There will be an immediate response by the homeroom teacher.

1st Offense: An Incident Report will be sent home to be signed by parents, and returned the next day. Student will be required to borrow a uniform.

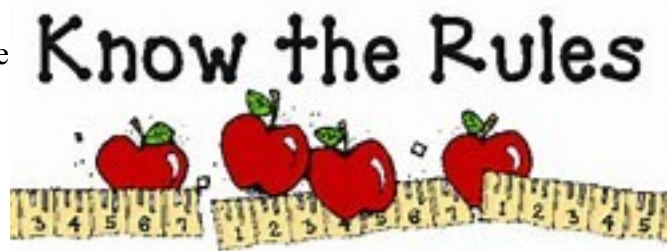
2nd Offense: Parents will be called by the Principal, *and the student will serve an after-school detention.* Student will be required to borrow a uniform.

3rd and Subsequent Offenses: Parents will be called by the Principal. The child must be taken home to change or have parents bring the proper clothing.

If the violation is extreme, parents will be called immediately. This is left to the Principal's discretion. Continued, deliberate violation of the uniform code is considered to be a defiant attitude toward authority and will be dealt with according to the Probation, Suspension and Expulsion section of the handbook.

DISCIPLINE POLICIES (5144)

The discipline policies of MGC are built upon respect for individual dignity. A central goal of the school is to help students develop self-discipline. Self-direction, rather than external control, is the ultimate aim of true discipline. A school climate that fosters mutual understanding, respect, and trust based upon faith in the worth and dignity of each individual does much to promote self-discipline.



Standards and rules are necessary for the successful operation of a school. The standards and rules of MGC are established in light of reasonable and foreseeable consequences.

The teacher is the authority figure in the classroom. All students are expected to adhere to the individual classroom teacher's standards. These standards, established jointly with the Principal, shall all have valid and justifiable purposes.

There are basic premises that underlie all discipline procedures. They are:

1. Keep your hands, feet, and objects to yourself
2. Have materials and supplies ready for every class
3. Follow directions the first time they are given anywhere on the MGC campus
4. Raise hand and wait for permission to speak or leave seat
5. Respect others

These are discussed at length with all students throughout the course of the school year.

The basic premise behind all discipline at MGC is to encourage positive behavior that does not disrupt the learning process. The purpose of this discipline plan is also to instill in each MGC student the self-discipline necessary to live happy and productive lives in society.

MGC School Rules (5144)

- 1. Keep your hands, feet, and objects to yourself**
 - Respect all students
 - Respect school property
 - Physical aggression is strictly prohibited
 - Play fighting is real fighting
 - All weapons (play or real) are strictly prohibited
- 2. Have materials and supplies ready for every class**
 - Be on time and ready to work at the start of class
 - Complete and return homework on time
 - Must adhere to MGC uniform policy
- 3. Follow directions the first time they are given anywhere on the MGC campus**
 - Listen attentively
 - Cooperate with all adults
- 4. Raise hand and wait for permission to speak or leave seat**
 - Stay quiet and orderly in the classrooms and hallways
 - Stay on task
- 5. Respect others**
 - No name calling, teasing, or put downs
 - No bullying
 - Be courteous to all
 - No prohibited items at school (weapons – real or play are strictly prohibited)
 - Use MGC language – slang/foul language is strictly prohibited
 - Verbal and physical aggression is strictly prohibited and may result in immediate expulsion
 - Starting or spreading rumors is strictly prohibited

Consequences (5144)

First Time: Warning

Second Time: Conversation with teacher to correct the behavior

Student reflection; must be completed by student, signed by parent and returned the next morning for a teacher signature. *Failure to do so will result in a Principal Referral.*

Third Time: Parent/guardian contact via phone call or conference

Fourth Time: Principal referral

- Detention - After School for 30 minutes (Except during COVID Pandemic)

Fifth Time: Principal conference with parent/guardian

- Probation
- Suspension
- Expulsion

Violation of any “strictly prohibited” behaviors may result in a principal referral.

- Verbal or physical aggression – which may result in immediate expulsion
- Starting or spreading rumors
- Use of foul or slang language

- All weapons (play or real)

MGC Student Reflection – Primary Level **Grades K-3**

Date: _____

Name:

1. What rule did you break?
2. Why did you do this?
3. What will you choose to do next time?

Student Signature: _____

Parent Signature: _____

Teacher Signature: _____

This form must be completed by the student, signed by the parent, and returned to the teacher the next morning. Failure to do so will result in a Principal Referral

MGC Student Reflection – Grades 4-8

Date: _____

Name:

1. What rule did you break?

2. How did you break this rule?

3. Why did you do this?

4. List other things you could have done differently.
 - 1)
 - 2)
 - 3)

5. What will you choose to do next time?

Student Signature: _____

Parent Signature: _____

Teacher Signature: _____

This form must be completed by the student, signed by the parent, and returned to the teacher the next morning. Failure to do so will result in a Principal Referral

MOTHER OF GOOD COUNSEL

PROBATIONARY REPORT

Date:	Grade	Room
Student's Name:		
Difficulty in/at:		

TERMS OF PROBATION:

RELEASE FROM PROBATION:

SIGNATURES:

Teacher	
Student	
Homeroom Teacher	
Administrator	
Parent/Guardian	

Failure to abide by terms of probation may result in expulsion.

Code of Student Responsibilities Based on Gospel Values to be lived at Mother of Good Counsel School

Community: Mother of Good Counsel School believes that the primary obligation for developing self-discipline, responsibility, and respect for others rests with parents and guardians. When students come to Mother of Good Counsel School they broaden their involvement as members of the parish community, a Catholic/Christian Community. **Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived.**

Developing a sense of community involves personal dignity, respecting self, respecting others and respecting property. To foster a positive learning experience that creates a harmonious community within our school, the following behaviors are expected:

- * Completing school work (assignments and homework) on time and to each student's fullest potential
- * Being on time for classes
- * Having all materials needed for classes
- * Cooperating with all adults and classmates
- * Handling with care all school property including desks, playground equipment, books and learning materials
- * Presenting ourselves properly through cleanliness and adherence to our school uniform policy
- * Using/possessing only items owned by the student. Stealing in any form is serious.

Faith: MGC students live out the gospel value of Faith by:

- * Having a quiet and reverent attitude during prayer, prayer services and Mass
- * Being respectful and attentive during classes and school programs
- * Being respectful and attentive to the needs of others
- * Being gentle and sensitive in our attitude toward others
- * Playing safely on the playground
- * Being respectful and attentive during classes

Reconciliation: MGC students live out the gospel value of Reconciliation by demonstrating that:

- * Mistakes are not resolved in anger, but rather through openly and honestly discussing the issues with the person(s) involved
- * Realizing that everyone makes mistakes, we must respond to mistakes appropriately, to reach a resolution and hopefully to resolve the matter as a positive learning experience.

Love: MGC students live out the gospel value of Love by:

- * Showing common courtesy and manners toward teachers, other adults and fellow students

- * Using proper names and titles when speaking with or referring to others (name-calling is unacceptable)
- * Using proper language at all times (no foul language)
- * Being sensitive to others (laughing at someone else's mistakes or teasing is unacceptable)
- * Having respect for one another (pushing, shoving, tripping, fighting are unacceptable)

Service: MGC students live out the gospel value of Service by:

- * Helping to keep the school and playground neat and clean
- * Reaching out to the community by helping with special projects
- * Assisting other students in learning experiences

Hope: MGC students live out the gospel value of Hope by:

- * Complimenting the good in each other
- * Giving only constructive criticism
- * Seeing the good in difficult situations
- * Encouraging others to work to their full potential and to achieve goals

Justice: MGC students live out the gospel value of Justice by:

- * Affirming each other's gifts and talents
- * Keeping an open mind and appreciating the unique qualities of others
- * Encouraging one another to use ones gifts and talents (ridiculing or threatening other students who have the courage to use their gifts is unacceptable)

Courage: MGC students live out the gospel value of Courage by:

- * Having self control and living those values
- * Owning up to one's mistakes and failures
- * Doing what we know is right
- * Being willing to listen to another's suggestions
- * Being truthful and honest with ourselves and with others

MGC BULLY-FREE POLICY (5131.1)

The Catholic Church teaches that all people should respect the rights and dignity of human life, regardless of race, religion, creed, or circumstance. Therefore, Mother of Good Counsel Catholic School is committed to maintaining a learning and working environment free from any form of bullying or intimidation toward personnel or students on school grounds, on school time, at a school-sponsored activity or in a school-related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals. Any improper behavior that uses power to intimidate, threaten, distress, or hurt others is considered bullying. As the act of bullying contradicts the Catholic Church's teaching concerning the respect of all human life, a Bully-Free atmosphere is strictly enforced at Mother of Good Counsel. Bullying occurs when an individual(s):

1. Communicates with another by any means including telephone, writing, or via electronic communication (commonly known as ‘cyber-bullying’) with intent to intimidate, annoy, or alarm another person, and in a manner likely to cause the other person annoyance or harm and without legitimate purposes, or
2. Purposefully has personal contact with another person, with the intent to threaten, intimidate, or alarm that other person and does so without legitimate purpose. “Personal contact” means an encounter in which two or more people are in visual or physical proximity to each other. “Personal contact” does not require any physical touching or verbal communication, although it may include these types of contacts.

Administrative procedures are in place to deal with bullying situations as they occur. Consistent with Catholic Social Teaching, the individual rights of all involved in a bullying situation will be respected. Procedures include safeguards to ensure that false allegations, reprisals, and retaliation against individuals reporting incidents of bullying will not be tolerated. Interventions aimed at bullying will include some sort of restitution on behalf of the bully and/or bystanders toward the victim, resolution that the event will not occur again, and reconciliation so that the bully and/or bystanders can make up for the harm they have caused.

As a Catholic School, Mother of Good Counsel promotes respect for all human life. Therefore, it is essential that this Bully-Free Policy be enforced at all times.

PROBATION, SUPENSION & EXPLUSION (5144)

Serious violations of MGC School policy may involve one or more of the following:

IN-SCHOOL SUSPENSION: A student may be placed on in-school suspension if the Principal deems it to be necessary. The suspension can be for varying lengths of time, but shall not exceed three (3) days. In-school suspension is often used when there have been repeated offenses, or when there is a more serious offense. In-school suspension is often, but not always, a step that is taken before out-of-school suspension or expulsion.

PROBATION: A student may be placed on probation by the Principal. After conferences are held with the student's parent or guardian and school personnel, the Principal sets conditions for release from probation. The Principal's decisions are final.

SUSPENSION: A temporary termination of enrollment until required conditions are met. Responsibility for suspending a student rests with the Principal. If the Principal determines that the welfare of students and/or others would be impaired by retaining the student, the Principal may initiate the suspension process.

1. Prior to any suspension, the student is advised of the reason for the proposed suspension.
2. The parent or guardian of a suspended student is given immediate notice of the suspension and the reasons for the suspension.
3. A record of the student's suspension is placed in the student's formal school file

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held if requested. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources within the parish/school may include former trustees, pastoral council members, parents of former students, or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school dean of students, vice principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor/high school administrator can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level/school administrator at the high school level has the final responsibility for the decision to expel or no. The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to

appeal the decision.

Appeal

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/school president in writing with rationale for appeal. The pastor/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Board/Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

MOTHER OF GOOD COUNSEL SCHOOL COMMUNITY (2100)

The school is an important mission of Mother of Good Counsel Congregation. It is supported by parishioners, and by parents who choose to send their children to MGC School.

The teaching staff works with the priests who celebrate the liturgy (Mass). Upon request, the priests are also available to give instruction in the religion classes. The Director of Faith Formation (DFF) is available as a resource person for the faculty. The DFF works with teachers in nurturing the religious and sacramental development of the students.

Because of their faith life, the teachers form a faith community, which is expressed through their love and concern for each other, their dedication to their teaching profession, and your child's care.

The faculty needs to receive support and cooperation from each parent. They also need to receive the cooperation from each child who will eagerly engage in learning and understand the special gifts shared by each other. MGC's worshipping community needs to feel the effects of your family's beliefs and **attendance at worship**.

Parents, as well as other people who volunteer their special talents to the school, assist the teaching staff in developing the uniqueness of each student. This is an important aspect of MGC's educational process. As we work together, we inspire the children to work together to their fullest potential.

LIFELONG PROCESS OF FAITH FORMATION

As a faith-filled community we at MGC are committed to help raise Christian children. We are aware that this can only happen through the constant support of family, faculty and staff, and the greater parish community. Because of their faith life, the teachers and staff provide your child with a strong piece of this faith formation, which is expressed through their love and concern for the children and adults in the school, their dedication to their teaching profession, and their commitment to your child's care.



As the family of the child you also help the process of faith formation by supporting and cooperating with the school and parish. Each child is a part of this same process by eagerly engaging in learning and understanding the special gifts shared by every other member of the community.

Attendance at worship is one of the strongest ways that we can shape the faith lives of our children. MGC's worshipping community is strengthened by your family's participation, and, in turn, your child witnesses the example of many who believe worship is central to the life of a Christian.

FAITH FORMATION IN THE CATHOLIC SCHOOL (5110)

The center of the educational experience at MGC is religion. Emphasis is placed on Catholic Christian living and the life of Jesus. This is accomplished by making a conscious effort to integrate the Catholic religion into the life of each student by creating a Christ-centered atmosphere, and stressing Christian values both in the classrooms and throughout the entire school.

According to the Archdiocesan policy, the teachers of religion have completed, or are in the process of completing, the Standards of Religion qualifications, which qualifies them to teach religion at Mother of Good Counsel School. Our teachers feel very blessed to integrate issues of faith in all aspects of their curriculum.

Faith experiences are an integral part of a child's religious development. These experiences are created by using varied prayer expressions in the classroom and child-oriented liturgies in church. Students experience worship with their classmates and with the entire school community in church. Each child should also experience worship with family on a regular basis at weekend liturgies or religious services.

In addition to faith experiences like mass or prayer services, a formal religion program is taught to all students. The curriculum includes the use of approved textbooks for grades K thru 8.

Characteristics of the curriculum include the following:

1. A Life-centered approach to learning, appropriate to the age and development of the child
2. Lessons that contain a balance of Catholic doctrinal content, scriptural understanding, morality, prayer and worship experience
3. The child's life experience, doctrine and faith response are incorporated into the lessons
4. Each grade level develops an understanding of the Sacraments of the Eucharist and Reconciliation
5. Special liturgical events of the Church Year are studied at each level

A practical extension of the religion class is service to others. Sixth, seventh and eighth graders are encouraged to provide a specified number of service hours to both the school and to the community. Public recognition is given to those 8th graders who excel by contributing 40 hours or more in service activities per school year. Parents are asked to encourage their child/ren in this matter. Boys and girls in grades 4 thru 8 are also invited to be servers at Mass.

The Sacraments of Reconciliation and Eucharist Young baptized Catholics require serious preparation for the reception of the sacraments of Reconciliation and Eucharist.

Children need many explanations and examples to help them build a relationship with God and recognize His presence in these sacraments. Because preparation takes time, the immediate preparation for each sacrament begins traditionally in the fall of a child's second grade year. The process for children enrolled in the Catholic school involves class work with the teacher, weekly participation at mass, as well as your attendance at important parent/child sessions that strengthen your child's faith before the reception of each of these sacraments for the first time. Parents should make it known to the second grade teacher if they wish their child to receive instruction prior to receiving the Sacraments.



SAFEGUARDING ALL GOD'S CHILDREN

The Milwaukee Archdiocese is requiring every church and school to have all staff and all volunteers, who come into contact with our children, complete a 3 hour training seminar as well as on-going continuing education specifically dealing with how to keep our children safe from child sexual abuse and predators.

In addition, every staff person and volunteer is required to complete a background check authorization form that allows MGC to perform a national background check. Because national background checks fall under the Fair Credit Reporting Act, the authorization form for a background check appears to be the same as a credit check form. Please note that MGC is not, and will not, run credit checks on staff or volunteers.

Any staff or volunteer who refuses to authorize a background check will be considered ineligible for either employment and/or volunteering at MGC. All background check information is kept confidential and not released to the public. MGC incurs the entire expense for the background check.

STUDENT RECORDS (5125)

MGC keeps educational records for each student. These records include both digital and hard copy forms. Each student will have an Archdiocese of Milwaukee Cumulative Record which begins when the student enters the school. The progress of the student throughout his/her history in the Archdiocese is maintained. These records are kept on file permanently.

As part of the record we retain report cards, health records, behavioral records, and personal notes from teachers, conferences, or other professionals who have worked with the student.

MGC insures that all records are kept secure, confidential and accessible to the properly authorized persons.

MOVING AND SCHOOL TRANSFER (5125.1)

When a pupil will be transferring to another school, the principal and the secretary are to be notified in advance, so that the necessary records can be prepared. Transcripts will be sent to the receiving school upon official request from the receiving school and with written authorization from the parents/guardians. (See policy on unpaid tuition and fees pages 11 & 12.)

WELLNESS POLICY(5140)

MGC offers a quality breakfast and hot lunch program. Hot lunch and breakfast are offered each full day that school is in session. An advance menu is provided each month and is also available for viewing on our website at: www.mgcparish.org. **All MGC students receive free breakfast and lunch on full school days when they are in attendance at serving times. Tardiness may result in the child not being able to eat breakfast at school.**



Each student will be issued a code that will allow them access to their breakfast/lunch account through PowerSchool's POWERLUNCH Program. Each student will enter his/her **code** at a computer terminal in the cafeteria. (Except in times of COVID – a teacher will enter the numbers)

Students may not share food.

Cold Lunch: Children who bring their own lunch are expected to eat it in the cafeteria. Children must bring a napkin each day to place on the table. The recycling policy is to be followed. Milk may be obtained daily by those who carry their own lunch. The lunch should be marked with the child's name and room number.

Eating Elsewhere: Children may not leave school during the lunch hour unless the principal has been notified by the parent. Since MGC offers a hot lunch program, **no restaurant food is permitted.** Children have a choice of either an MGC hot lunch or bag lunch. Our goal is to teach children to eat nutritious food and maintain a balanced diet.

MGC Nutrition Guidelines

Nutrition influences a child's development, health, well-being, and potential for learning. To afford our students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all members of the MGC School community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

The policy of Mother of Good Counsel School is to:

1. **Provide a positive environment and appropriate knowledge regarding food.** Ensure that all students have access to healthy food choices during school and at school functions.
 - a. Provide a pleasant eating environment for students and staff.
 - b. Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.
 - c. Enable all students to acquire the knowledge and skills necessary to make healthy food choices.



2. **When using food as a part of class or student incentive program, staff and students are encouraged to utilize healthy, nutritious food choices.**
3. **When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.**
4. **Reduce student access to food of minimal nutritional value.**
Ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch program.

Encourage the practice of good nutrition by reducing the sales or distribution of food of minimal nutritional value through a plan that focuses on:

- Reducing access to non-nutritional foods
- Educating students/parents/guardians about healthy food choices

The principal shall be responsible for ensuring that the school wellness policy is implemented and communicated.

Family Breakfast Days

Once a month, MGC will sponsor a Family Breakfast. On this announced date, parents and special friends of the designated class/es are invited to join their children for breakfast in our cafeteria. We will serve coffee, milk, and donuts. Family Breakfast Days are noted on the school calendar.

Families, please enter the school through the main doors. ***NO RESTAURANT FOOD IS ALLOWED IN THE CAFETERIA at any time.***

Lunch Room Responsibilities: The lunch hour should be a pleasant and relaxing time for all. **The rules of etiquette are to be observed.** Children are to sit properly at their assigned table. Children are expected **to not waste food.** Children who bring cold lunches are to take all uneaten food back home. Please promote the recycling policy. In order to lessen the waste in the primary grades, the children raise their hands to get permission from the lunch supervisor to leave the table after their lunches have been checked by the lunchroom supervisor to make sure they have been eaten.

FOOD ALLERGIES (5141.4)

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan. The health care plan will be kept on file in the office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school. **Form is available in the school office.**

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will, in good faith, provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches, and treats that do not contain the allergen. The school must receive notification from the child's doctor for special accommodations.

EXTRA CURRICULAR ACTIVITIES (6145)

Participation in the athletic program is determined by:

1. Standard Based Grade of “Developing” must be maintained. The Principal's decision will be final. Failure in any subject will be cause for immediate suspension from practices and games for period of three weeks, beginning on the date the subject grade(s) is/are reported on the student report card.
2. *If teacher reports/incident reports* indicate improvement is needed in a student's conduct, the student may be either be placed on probation or dismissed from the sports program.
3. School suspension could be cause for probation.

If a student fails to maintain these standards, there will be two, three-week probationary periods in which the student is expected to raise *his/her* grades.

- a. If at the end of the first three weeks there is insufficient progress, the student may **not** practice or play at games.
- b. If there is progress at the end of the first three weeks, the student will remain on probation for the next three weeks. During this period students may practice and play at games.

During the probationary period, the student must consult with teachers on a weekly basis for evaluation. The student must consult with the Principal at the end of the third and sixth weeks. *If the student improves in the area of concern but other grades drop, that will be taken into consideration and could result in the student not being allowed to practice/play.*

If grades are improved, the probation will be lifted. If grades are not improved to satisfaction, or if the student returns to probation, s/he will be suspended from athletic activities for the remainder of the season. A report of probationary status will be given to the Director of the Athletic Department and a duplicate copy will be given to the parents.

If a student is absent from school, he/she may not participate in afterschool or evening activities.

Remember, SCHOOL FAMILIES can get current information about the school calendar, KidMail, the church bulletin and more by logging on to the Mother of Good Counsel website at www.mgcparrish.org

MGC SCHOOL POLICIES

Homework (6154)

It is the policy of Mother of Good Counsel School that homework is an integral part of the learning process. The amount of time spent on homework should be appropriate to the age and grade level of each child. The recommended Archdiocesan Policy of the maximum time allotment for homework for the average student is as follows: grades 1-3: 30 minutes (flash card drill; parents read library book to child); grades 4-5: 60 minutes; and grades 6-8: 90 minutes.



While some time is given for supervised study, parents should not expect that all of their child's work was done in school.

Parents are encouraged to review the lessons of their children with them, but of course they should not do the work for them.

Written work is to be done neatly and according to the standards given to children by their teachers.

- Promptness, neatness, thoroughness and attention to detail are as much a part of the lessons as is content.
- Late or missing assignments will not be tolerated and may result in disciplinary that could include suspension and/or expulsion.
- Parents may be contacted by the principal regarding late/missing homework assignments.
- Homework policies are shared with students and parents/guardians at the beginning of each year.

Please note that this is merely a *GUIDELINE*. Since learning is an individual experience for each student and study skills vary from student to student, the task at hand may require more or less time. Feel free to confer with your child's teacher regarding the homework policy if any questions arise. Kindly note that if your child is spending longer than the recommended time, you will want to confer with your child's teacher(s) for assistance in study skills and organization.

Homework tip for parents: The greatest support any parent of children in all grades can provide is to furnish a suitable atmosphere in which a child can study each evening.

Parents may want to spend some concentrated time at the start of the school year observing the strategies each child uses to organize the task at hand, set priorities and approach difficult and challenging material. Since homework serves to give teachers feedback about concepts learned and not clearly understood, parents are invited to assist children in formulating clear questions about concepts or material not understood which can be given to the teacher the next day for clarification.

Academic Expectations

Any child enrolled in MGC is expected to meet/exceed the academic standards/expectations of the school. Failure to do so may result in the child being asked to leave the school. Final decision lies with the principal.

POWERSCHOOL (5124)

MGC provides all parents with a private access code to PowerSchool. PowerSchool is a software program that allows parents to track their child's current grades, attendance and lunch balance. Parents may choose to have information e-mailed to them. Teachers and parents are encouraged to use e-mail for communication. ALL parents are expected to use PowerSchool to keep themselves informed about their child's progress. Each parent receives the log-in information at the Back-to-School Bash before school starts in August.

PUPIL PROGRESS REPORTS (5120)

The school keeps parents informed as to the scholastic progress of their children. This is done through PowerSchool, conferences, and trimester report cards. Kindergarten students will receive progress reports at mid year and end of year. Additionally, all parents are expected to regularly access PowerSchool to check on their child's progress.

HONESTY

All forms of dishonesty, gambling, lying, cheating, and other evasive behavior are unacceptable. Situations involving cheating on schoolwork (homework, quizzes, or tests) will result in a failing grade on the assignment and an Incident Report being issued with additional consequences. Suspension is possible, especially for a repeat offense.

The following is intended as a guideline for students and parents. It is not meant to be an all-inclusive list. The judgment of faculty and administrators is always the final resource for determining what behaviors constitute cheating.

It is hoped that parents will engage their children in a discussion of what personal honor and integrity mean. Mother of Good Counsel School holds high standards of personal conduct for students, and parents can reinforce those standards by articulating an ethical code through such a discussion with their children.

The following are some of the actions that constitute cheating and will result in disciplinary action:

1. Copying someone else's homework, or allowing someone to copy your homework, whether handwritten or computer-generated.
2. In science classes, copying data from lab partners is acceptable if both students were actively engaged in the experiment; copying conclusions is not.
3. Using any materials (for example, notes), other than those permitted by the teacher, while taking a test or quiz.
4. Asking for or giving specific information about a test already taken by another student.
5. Asking for or giving information to another student while taking a test or quiz. This includes looking at someone else's work or allowing someone else to look at the student's own paper.
6. Talking during a test or quiz, even if one's paper is already handed in, until all students have finished the task.
7. Copying anyone else's work (another student, a parent, or a published source) and handing it in as student's own work.
8. Listing a bibliography from an encyclopedia, the card catalogue, or an electronic source as the student's own Works Cited list. Each item on Works

Cited list must be read and used by the student.

9. If another person types a paper for a student, credit must be acknowledged.

PLEASE NOTE: Giving and asking for information with respect to homework or tests are considered equally wrong.

PLEASE NOTE: Item #7 applies equally to materials from print and electronic sources (computer, radio, television, videos, etc). The following page details what constitutes plagiarism. Any material taken directly from a computer source, just as with any source, constitutes cheating, unless the student rewrites in his or her own words or uses quotation marks.

MGC'S POLICY ON PLAGIARISM (6162.12)

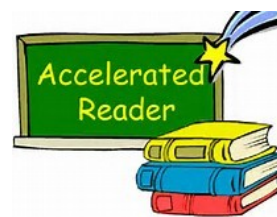
Plagiarism is defined as "the stealing and using of another's ideas, words, or phrases as one's own." (American Heritage Dictionary of the English Language.) There are varying methods and degrees of plagiarizing, but Mother of Good Counsel School wishes to make clear that all of the following are unacceptable:

1. Direct copying from a source, word for word. Students must acknowledge any direct quote with:
 - a. quotation marks around the quoted material; and
 - b. in-text citation of source.
2. Paraphrasing. Many students think that changing a word or two here and there in their source material frees them from plagiarism. This is not true. The original passage must be read, put aside, digested, remembered, and rewritten in the student's own words. Otherwise, the student is still guilty of plagiarism. Paraphrases do not require quotation marks, but they do require in-text citation or a lead-in acknowledgement, such as, "According to F. Scott Fitzgerald....."
3. Use of someone else's original concept or idea, even if in the student's own words. Many students take ideas from authorities in the field, literary critics, even Cliff's Notes, and write about these concepts as if the student thought of them all by himself or herself. Such usage requires a textual acknowledgement, such as: "As the critic Mark Van Doren has theorized about Shakespeare, the character of Hamlet..."
4. Consulting of any sources without acknowledging them in a Bibliography. This is an absolute requirement, unless every single thought in the paper comes strictly from the student's head. This is true even if the student included no direct quotes or paraphrases; if he or she read an outside work and his/her ideas were influenced by it in any way, a Bibliography must be included.

A word about Common Knowledge: ideas and information found repeated in several sources are assumed to be common knowledge and do not require citation. The student's safest policy if in doubt is to consult his or her teacher about whether a particular fact needs a source citation.

ACCELERATED READER

Accelerated Reader is a reading program based on each student's individual ability. It is part of our reading curriculum. Students take the STAR Test to help plan their program goals. Based upon the student's reading level a point goal is set for each trimester at the beginning of the trimester.



The reading levels and point goals for each trimester are:

0.5 – 0.9	7 points
1.0 – 1.9	8 points
2.0 – 2.9	13 points
3.0 – 3.9	16 points
4.0 – 4.9	20 points
5.0 – 5.9	25 points
6.0 – 6.9	33 points
7.0 – 7.9	38 points
8.0 & higher	42 points

Students are given time during school to independently read their books but also need daily reading time at home to help them reach their goals. After reading their book, the students take a test on the book to check the comprehension of their reading. Here at MGC we recognize 85% or higher as successful. Each student's reading level is continually reviewed as teachers monitor the accuracy of the student's testing. As we implement the Common Core State Standards, we expect students' AR reading to include 50% fiction and 50% nonfiction. Be sure to check the school's library webpage for book/test lists.

Rewards and recognition are given to those students who reach certification levels and or meet their trimester goals with 85% or higher accuracy. We also have an AR Store opportunity each trimester for students to redeem their points for prizes. Students may only attend the AR store to redeem their earned points if their trimester average is 85% or higher.

Students who fail to meet their point goal with an average of 85% or higher during a trimester are required to attend AR Club the next trimester. For third trimester, this applies to the first trimester of the next year. Once a student has met his/her point goal with an average of 85% or higher, they are dismissed from AR Club for the remainder of that trimester. During the hour of AR Club students must remain silent and must read an AR book. Students who fail to do so will be referred to the principal and school consequences will apply. (This could change with COVID.)

Reading lists and resources are available on the school's library page.

PROMOTION, RETENTION, GRADUATION (5123)

To be promoted to the next grade level, a child must show minimum competency at his/her grade level. This means that a passing, average competency must be maintained in content courses and a generally satisfactory grade must be maintained in skill courses. Otherwise, a child will be retained in his/her current grade.

The final decision for retention is the responsibility of the Principal (5127)

Since a diploma is a public testimony that a child has acquired a certain level of knowledge and proficiency, those children who do not meet scholastic standards, but are in good standing, will be given a Certificate of Attendance in place of a Diploma, and will be allowed to participate in the Graduation ceremony.

PROMOTION STANDARDS (5123)

Mother of Good Counsel School has rigorous standards for promotion. We want to ensure all students are ready to move to the next grade level. Promotion decisions are based on student's readiness as noted on the report cards, test scores, attendance, developmental readiness, and other measures.

Academic Standards

At Mother of Good Counsel, we measure student growth against the standard set by our school academic standards, based on Archdiocese of Milwaukee and the state of Wisconsin standards for each particular grade level. If a student is two years or more below grade level in reading, writing or math, promotion to the next grade will be at the discretion of the principal and teachers.

STANDARDIZED TESTING (5120.1)

Decisions to promote or retain students will also be based on their performance on the standardized test used at each grade level. Minimal performance in any core areas is a reason for retention and student will only be moved on to the next grade at the principal's and teacher's discretion.

Attendance

Students missing 25 or more days of a school year may be retained. It is crucial that students be in school on time consistently to obtain the necessary skills to move to the next grade level.

Developmental Readiness

Some students are not ready for the curriculum or challenges faced socially in the next grade level. This will be determined by their organizational skills, social skills, and emotional readiness in current grade level. The teacher and principal will promote students based on observations in these areas throughout the year.

Again, the decision regarding retention is ultimately made by the principal in conjunction with the child's teacher/s and parent. If there is a disagreement, the principal's decision is final.

SUMMER SCHOOL

Students with a weakness or deficiency in one or more areas will be recommended to take strengthening courses during the summer, to promote success in those subjects during the following year. If a child does poorly in one or more major subject, s/he may be required to take promotional courses in summer school. Evidence of satisfactory completion of an approved program must be presented to the principal in August before the start of the school year.

Promotion to the next grade may be dependent upon successful completion of an approved program.

SUPPLIES

Providing supplies such as pencils, crayons, glue, and paper is the responsibility of parents/guardian and students. A supply list of the items to be provided by parents is sent home at the end of the school year and posted on the website. These materials are expected to be in constant supply.

CHANGE OF ADDRESS, EMAIL ADDRESS, OR PHONE NUMBERS

REMEMBER, any changes of address, phone number, email address or a change in the status of parents/guardians must be given to the school office as soon as possible. **This information must be available in case of an emergency.**



PHONE CALLS AND MESSAGES



Children should make their plans with parents before they come to school, not via the phone after the child arrives at school. In the case of an emergency, students will be allowed to use the office phone with a teacher's written permission. (See Student Cell Phone Policy below.)

Only very important messages will be delivered to the child during the school day. If a child forgets his/her lunch, books, or assignments, these items should be brought directly to the school office and not to the classroom.

If parents wish to contact a teacher, they may do so either through email, a note or a call to the school office. Teachers will not be called out of class, but will be given the message.

Parents are asked not to call the teachers at home under any circumstances.

STUDENT CELL PHONE POLICY

MGC students are allowed to bring cell phones on to school property. However, at no time may a cell phone be turned on during the school day or when on campus. **During the school day, all cell phones must be turned off and left inside of the *student's locker or lock box*.** If a student needs to contact a parent during the school day, s/he must obtain teacher permission and must use the school phone in the school office. **The school accepts absolutely no liability for any cell phone. If a student's cell phone rings/vibrates during the school day, the phone will be confiscated and the student suspended.** If a student is caught in possession/use of a cell phone not turned on during the school day, it will be confiscated by a faculty/staff member and given to the principal. **The confiscated cell phone will be checked for inappropriate activity. The confiscated phone will only be returned to a student's parent/guardian after a conference with the principal.** Repeated disregard for this policy will result in the loss of the privilege of bringing a cell phone to school.



P.A. ANNOUNCEMENT



Please try to curtail P.A. announcements to only cancellations of activities, e.g. Scouts, sports, etc. If students know ahead of time that they have practice or a meeting, a reminder does not teach them the responsibility we wish to accomplish. All student announcements must have prior approval from the Principal before the announcement may be made after the 3:00 prayer.

PRAYER

Communal prayer is an important part of every day. Faculty & students begin the school day by reciting a morning prayer and the Pledge of Allegiance. At the close of each school day, we again unite in prayer. Additionally, students & parents are encouraged to share their prayer intercessions with the Principal.



PETS IN SCHOOL (5140.5)

For health and safety reasons, family/household pets are not allowed in the school building. This does not include classroom animals. The principal may grant exception for special educational events such as St. Francis - Blessing of the Animals or High Interest/Career Day.

KIDMAIL/COMMUNICATION

Principal--Newsletter



What is KidMail? On Wednesday of each week the Principal prepares a newsletter about the week's events and the upcoming special events. This newsletter is known as "KidMail" and is emailed to addresses provided by parents. Those parents without access to email may request a hard copy. This results in a tremendous reduction in paper and energy usage.

The school and the Home & School Association will send home various newsletters and other information in an attempt to keep parents informed of activities, projects, programs, pupil progress, etc. Whenever possible, these forms will also be emailed.

MGC mail may include the newsletter, Home and School news, and teacher updates. At times, a tear-off sheet may be included. This should be signed and returned the next day to acknowledge receipt of the information. The weekly newsletter eliminates calls to the office, because all important events will be contained in the weekly newsletter. Envelopes addressed to parents are not to be opened by the child who is the carrier of the envelope. **Current and past issues of KidMail are available on the MGC website <https://www.mgcparish.org/>.**

Any announcements that are to be included in the MGC newsletter must be submitted to Mrs. Johnston no later than 8:00 A.M. on Tuesday (document via e-mail). The principal has final say of all messages before they are distributed.

In case of emergency communication

If an emergency arises, parents will be notified by text and email. MGC uses the BrightArrow option through PowerSchool to contact all parents and send communications and report cards.

Parents need to opt into the program with the first text and email.

PARENT/TEACHER CONFERNCES (5124.1/6112)

Parent/Teacher/Student Conferences are held for all parents in October. Every parent is required to attend this scheduled conference. Failure to attend this, or any other scheduled conference, may result in expulsion. Students in grades 4 and up are expected to attend the conference also. *If a parent/guardian fails to attend any scheduled conference, their child will not be allowed to return to school until the conference has taken place.*



Conferences are also held in February, but they are not scheduled for all students. Parents who wish to send their children to MGC School must show cooperation and respect for the teachers. Since teachers have the utmost concern for the students, it is mandatory that parents be present whenever a teacher requests a conference. If, at any time, a parent needs to confer with a student's teacher, prior arrangements should be made with the teacher. A phone message may be left with the school secretary during school to have a teacher contact the parent at his/her convenience. **Please try to make an appointment to see your child's teacher, as teachers have scheduled meetings or help students after school.**

SCHOOL HOURS (6112)



Children are not to be dropped off at school before 7:35 AM. Children who walk to school are not to arrive at school before 7:35 AM. At 7:35, the students will enter the building and go directly to their classrooms.

Lunch time/noon recess is from 11:00-11:45 for K3, 11:15 – 12:10 for grades K4, 11:00 – 11:50-K5; 11:20-12:10 for 1st, 11:25-12:10 for 2nd, 12:05-12:40 for 3rd, 12:00 – 12:20 for 4th, 12:05-12:20 for 5th, 12:30-1:10 for 6th, 12:35-1:10 for 7th and 8th.

Students in 3K are dismissed at the primary doors at 11:00 AM unless they are attending ECP for the afternoon. Students in 4K are dismissed at 11:15 AM at the primary doors unless they are full-day students or are attending ECP for the afternoon.

Dismissal for grades K4, K5, 5th and 8th is 3:10, for 1st, 4th, and 7th is 3:12, for 2nd, 3rd, and 6th is 3:15

Any child not picked up by parents by 3:25 PM will be sent to ECP (if they are registered), and parents will be charged by the Extended Care Program. Children are not to loiter on the playground after school. If students are not registered for ECP, they will report to the school office and **parents will be contacted.** Parents are expected to always pick up their children on time. We recognize that an emergency might occur, but this must not occur frequently. *Repeated abuse may result in expulsion. If the school secretary is unable to reach a parent/guardian or someone else on the emergency form, the police may be notified.*

SCHOLARSHIP LETTERS OF RECOMMENDATION

Five (5) school days should be allowed for response to the request of a parents or guardian for a letter of recommendation from the teachers or the principal for a high school scholarship or placement for any student. Requests should be made in writing.

RECESS (6111)



Weather permitting, there is outdoor recess for grades K3 thru 8. In cold weather, parents are asked to see that children are dressed warmly wearing boots, caps, scarves, and mittens/gloves. Only in extreme cases should parents ask that a child be kept inside the school during the recess period. If the child cannot endure the outside recess, he or she should not be in school. A doctor's excuse is required for any exception to this rule.

PLAYGROUND RESPONSIBILITIES (5142)

Playground supervisors assist teachers supervising on the playground during the lunch hour. Children will be expected to behave themselves. "Rough housing" and games such as "tackle pompon" and "king of the hill" are not permitted. Throwing of snowballs, ice, or clumps of snow is forbidden, both on the playground and on the way to and from school. All students co-sign with their parents a "**Snowball Promise**" in early winter. Incident reports are filled out if a child does not follow any playground policy. The parents, as well as the student, sign incident reports.

Classrooms are supplied with playground balls and jump ropes. It is important for each child to be responsible for taking care of the classroom playground equipment, so that none of it gets damaged or lost. Since it is the responsibility of each homeroom to take care of playground equipment, any equipment lost due to carelessness must be paid for by the individual or the class.

Any student who brings his/her own sporting equipment from home must have his/her family name on it. Only basketballs, soccer balls, foot balls, whiffle balls, rag balls, and plastic bats are permitted.

RECYCLE/REUSE/REDUCE

Children are encouraged to be environmentally conscientious with their lunches. Lunch boxes or reusable fabric bags have replaced the throw-away bags. Food is to be sent to school in reusable containers, rather than in plastic bags or convenience packs such as juice packs, pudding, and snack packs. This will reduce the amount of garbage going into landfills.



BIRTHDAY TREATS/DECORATIONS

We ask that parents seriously consider sending treats to school that **do not** contain sugar, such as fruit, popcorn, raisins, etc. Please **do not** send treats that require serving by the teacher, i.e. full cakes, ice cream sundaes, etc. Please remember that many children have severe nut allergies and do not send snacks containing nuts. **At this time no treats are allowed. We will reevaluate after COVID.**

Decorations and/or balloons, etc. **are not** allowed in school.

BIRTHDAY INVITATIONS

Birthday party invitations are permitted to be given out in school only if the entire class is invited, otherwise invitations **MAY NOT** be distributed in school

DROP OFF AND PICK UP PROCEDURES

ECP will have drop off at their door from 6:30 AM to 7:25 AM

School Drop off will begin at 7:35 and end at 7:50 AM

Mask wearing will depend upon the risk of COVID.

Vehicles of students K3-2 are to enter the north playground through the gate on Burleigh. Vehicles should proceed straight toward the school building. Students should be dropped-off at the area between the school and the Scout House. Vehicles should exit the playground through the gate. (See picture below)

K3-2 get dropped off on the North Lot (if a family has children in K3 – 2 and in other grades they are to use the North Lot and the children in grades **3 – 8** will walk to the Breezeway area and follow those procedures.)

- Car doors will be opened and then students will proceed to the Primary door.
- The student is allowed in and will proceed to his/her classroom; hands will be sanitized.

Vehicles of students 3-8 are to enter the church parking lot in the west driveway off of Burleigh. Vehicles should proceed straight toward the school playground. Students should be dropped-off at the area between the driveway and the Scout House. Vehicles should exit the parking lot onto Burleigh. (See picture below)

3-8 gets dropped off in the Church Lot

- Car doors will be opened and then the students will proceed to the Breezeway.
- **Grades 3 – 5** will proceed to the doors to the left of the main Breezeway doors enter and proceed up the back stairway; hands will be sanitized.
- **Grades 6-8** will proceed to the main Breezeway doors, they will enter, proceed up the stairs to the right to their classroom; hands will be sanitized.



68th Street and Lisbon Ave.

There is no stopping or parking allowed on 68th Street or Lisbon Avenue. Violators may be ticketed.

Late Arrivals

Students arriving late must enter through the front door (68th Street/Lisbon Door) wearing a mask. They may be walked to the building and buzzed into the vestibule. Parents/guardians will not be permitted to enter the building unless prior arrangement was made.

Afternoon Dismissal Procedure:

Prayer and Announcements will start at 3:05

Dismissal will be staggered

Grades K4, K5 and 5th and MS Homeroom 310 (3:10 Primary Door and Breezeway)

Grades 1st, 4th and MS Homeroom 302 (3:12 Primary Door and Breezeway)

Grades 2nd, 3rd and MS Homeroom 402 (3:15 Lunch Door and Breezeway)

Parents of younger children should exit their car and come to the Primary Door to pick up their child/ren.

Pick-up: The procedure for pick-up is very similar to the morning drop-off procedure. Vehicles entering the **north playground** will come through the gate facing Burleigh St. Vehicles will be allowed to park on the playground, facing 68th St., in rows. Please pull forward as far as possible. Vehicles will exit the playground through the gate on 68th St. When exiting, please pull forward. No vehicles are to back-up. Those vehicles that will be in the **church lot** please enter and exit the same as in the morning and use the spaces in the lot for parking.

PROPERTY DAMAGE (3250)

By Wisconsin Statute, parents of students will be held responsible for the cost of replacing any school materials or property lost or damaged through child's negligence. This same policy applies to property belonging to students, faculty or staff member.

ELECTRONICS AND TOYS

Students are **not** to bring smart watches, iPods, ear buds, iPads/tablets, lasers, video games, other electronics, skateboards, or rollerblades to school. Adequate storage space for the above property is not available while students are in class, and these items disrupt the learning environment. If these items are confiscated, a parent will need to come to school to retrieve them, and the school accepts no liability for any of them.

GOOD NEIGHBORS

Children are expected to respect the rights of the people in the neighborhood. Short cuts through a neighbor's property, kicking snow onto shoveled walks, dropping trash, etc. shows a disregard for those rights, and will not be tolerated. If a student causes property damage or personal injury to people who live in our neighborhood, parents will be held responsible

SCHOOL SECURITY/SAFETY (5142)



To provide a safer environment, all school doors will be locked during school hours. However, the breezeway and primary doors will be supervised by an adult and/or cadets at certain times of the day. COVID may change things.

All visitors to the school must be buzzed in, and the inside door at the top of the stairs will also be locked. There is a doorbell to the right of this inside door. Visitors can ring the doorbell and get the attention of a staff member to open the door. **Upon entering the building, all visitors must sign-in at the office and obtain a visitors' pass.** Staff and/or volunteers are prohibited from allowing visitors to enter any door except the main school door. Visitors must sign-out when leaving the school. *Parents/guardians/visitors to our school must understand the need for courtesy. ALL CELL PHONES MUST BE SILENCED BEFORE ENTERING THE BUILDING AND NO PHONE CONVERSATIONS SHOULD TAKE PLACE INSIDE THE BUILDING. This is disruptive and inconsiderate.*

VISITORS AND PARENTS IN THE BUILDING (1250)

All visitors must report to the school office immediately upon entering the building and register with the school secretary. **No parent may interrupt classes when they are in session or speak with a teacher when children are in the classroom.** If a parent needs to see a child, the secretary will bring the child from the classroom. **Parents who wish to visit a classroom must contact the teacher at least 24 hours prior to the time they wish to visit and it must be convenient for the teacher.** Any such visit will require an escort by the principal or her appointee. Parent visits, while not discouraged, should be kept to a minimum so as to not disrupt the educational process. Since the teacher is responsible for his/her students, no conversation should take place between the parent and teacher at this time. Parents/family members who wish to visit a classroom more than once will need to fulfill Archdiocesan Safeguarding training and submit to a background check.

If a parent needs to drop off something for a child, the item **must be left, properly marked, in the school office.** The secretary will see that the item gets to the student.

Leaving the School Grounds

No student may leave the school grounds at any time without written permission from his/her parents or guardian. This includes before school, and after school while waiting for athletic practice. Written parental permission must be presented to the Principal.

NO LOITERING OR TRESPASSING

Any persons located in/on the school property without the express permission of an MGC staff member will be subject to criminal prosecution. No permission is granted for vehicles to be parked overnight or for any extended period of time on MGC property.

FIRST AID (5141)

First Aid is provided by the school secretary, when injuries are minor. When a child shows symptoms of being ill or injured, the parent or other adult designated on the Emergency Card will be called by the school secretary and asked to come for the student. Any child suffering an injury to his/her head (any type of bump to the head) must report the injury to the school secretary.



ADMINISTRATION OF MEDICATION (5141.5)

1. **No medication** will be administered by any school personnel without a **Medication Consent Form and/or the Physician Order for Medication Administration Form** on file with the school office.
2. Medication to be dispensed at school must have the following information printed on the container:
 - a. Child's full name;
 - b. Name of drug and dosage;
 - c. Time to be administered;
 - d. Length of time to be administered; and
 - e. Physician's name and phone number
3. Medication will be dispensed by the school secretary. **It is the responsibility of the student, not school personnel, to receive his/her medication at the designated time.**
4. Only limited quantities of any medication are to be kept at school.
5. All medication to be dispensed at school must be kept in the school office. No medication is to be kept in any classroom or on the child's person. Parents sending a one-time dose of Tylenol, cough syrup, or other such over-the-counter medication are to send same to the office, along with the appropriate form. (The only exception to this rule is an inhaler, which is necessary for the control of asthma. A student may keep the inhaler on his/her person if appropriate forms are filed with the school office.)

Parent Information Regarding Medication Administration During School Hours (5141.5)

In order to provide a safe and healthy environment in which medication can be administered at school, all parents must abide by the following guidelines:

- 1) If possible, parents should arrange for children to take medication outside of school hours. Often times, physicians can prescribe medication to be given before or after school.
- 2) If it is necessary for your child to receive medication during school hours:
 - a) Supply the appropriate, completed form(s) to the school office. *(One form for each medication. New forms must be completed each year.)*
 1. Authorization to Administer Prescribed Medication - this form must be completed by the prescribing physician. A separate form is needed for each prescription.
 2. Authorization to Administer Non-Prescription Medication –Parent Consent Form - Parents must complete and return this form to the office for each non-prescription (over-the-counter) medication.
 - b) Ask your pharmacist for a free, additional pharmacy-labeled container for prescription medication. That way you may send the appropriate amount of medication to school.
 - c) Bring over-the-counter medication in the original manufacturer's labeled container to the school office along with the form. *(Parent's instructions may not exceed manufacturer's recommended dosages.)*
 - 3) If there is a change in the medication (dosage, time, etc.), a new form must be completed by the parent or the physician (if prescription) and submitted to the school office.
 - 4) When the medication is discontinued, please send a request in writing to the school office. Please call the school secretary at 442-7600 ext. 118 with any questions,

Forms for prescription and non-prescription medications are available in the office.

HEALTH AND SAFETY



The school administration and staff are concerned about the health and safety of all of our children. To that end, a child who shows signs of illness should not be sent to school. Fever, nausea, rashes, etc. are often symptoms of something more serious and children exhibiting such symptoms **will be sent home**. If a parent is notified by the school that their child is ill and needs to be picked-up, it is the parents responsibility to make arrangements. The child should be picked-up within 30 minutes of the phone call.

Parents whose children are subject to seizures, allergies, or other similar illnesses should notify the school of any such condition. Such information is kept confidential. Parents must provide proof that each child has received all immunizations as required by the state of Wisconsin. That information must be on file in the school office. If the school does not have the immunization record on file, the child will be refused admittance.

The School administration believes that fresh air and exercise contribute to a child's overall well being. Therefore, all children are expected to go outside during recess and noon breaks, and parents are asked to dress children properly for weather conditions.

HEAD LICE

Parents are to notify the school immediately if their child has head lice. The School administration will send a letter to others who may have had contact with the child of a confirmed case of head lice. Screening will take place as follows:

- Two or more related cases in a classroom - screen the classroom.
- Two or more unrelated cases in a classroom - screen the school.

When the child returns, the school secretary must make a head lice check before the student re-enters the classroom. We encourage parents to make periodic head checks of their child/ren.

SAFETY POLICY AND PROCUDURES(6114)



Fire Drills are held regularly, and pupils are instructed in emergency procedures. The building is periodically inspected by the Milwaukee Fire Department and the City Building Inspector. Procedures in case of a tornado warning are also given to the teachers, and students practice tornado drills.

LIABILITY INSURANCE (5143)

The parish has liability insurance, which is effective within the reasonable time of a parish program. The reasonable time is considered to be during the program and 15 minutes before or after the formal beginning and conclusion of a program. Those covered by the liability insurance of the parish include teachers and all personnel who, under the direction of parish administration, devote time on a voluntary or compensatory basis.

CHILDREN'S PARTIES



Halloween and Valentine parties are allowed at the teachers' and principal's discretion. No party may extend beyond one hour. Room parents generally organize these parties. **No student/s or parent/s may plan a party for a teacher without the permission of the principal.**

FUND COLLECTING (3270)

In accordance with the Archdiocesan School regulations, no funds are collected in the classroom except when allowed by the school administration. Organizations and individuals **may not collect any funds or sell anything** without the express permission of parish administration. School- wide collections and functions that are approved and held each year are the Magazine Sale, the Thanksgiving Food Drive, the Student Council Fundraiser, the Christmas collection for the needy, and the Lenten Alms Collection.

CROSSING GUARD/SAFETY PATROL(5142)

The adult Crossing Guard and the Safety Patrol members direct children coming to and going home from school. For the children's safety, these people are to be respected and obeyed. Milwaukee Police Department provides a crossing guard when available.

Lisbon Avenue is to be crossed **only at the corner of 68th St. or at the Burleigh intersection** where there are stoplights. 68th Street is to be crossed at the intersection of 68th and Lisbon. Children are expected, for their safety, to obey pedestrian rules, such as crossing between the lines and not jay walking. Even though it involves some inconvenience, parents should not ask children to cross in the middle of the block on 68th Street.

WEATHER REGULATIONS (6114.5)



When there is a question of whether the school will be opening for the day, or closing early because of extreme weather conditions, Archdiocesan regulations require that the school follow the Milwaukee Public School system. **The decision not to open is usually made before 6:00 AM on the day in question and is announced on local radio and TV stations. If the announcement is made that MPS schools are closed due to inclement weather, MGC will also be closed.**

Whenever the school is closed due to inclement weather, ECP and the parish offices are also closed. However, if MPS is not in session, or for some reason fails to close, an independent decision will be made for MGC. This decision will be made by the principal and the parish director. The announcement will be made on local television and radio stations. Additionally, if MGC closes independently of MPS, an e-mail will be sent and local TV/radio stations will be informed.

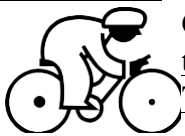
MGC will not close early due to inclement weather. However, parents are welcome to come to school and pick up their children if they deem that to be in their family's best interest.

If MPS closes early or fails to open due to staffing concerns, that will not affect MGC.

Under no circumstances should the Parish Office or the School Office be called to inquire about school closing due to weather conditions.

In case there is a local problem, which would require that MGC not open or that it close early (i.e. boiler failure) local TV/radio stations will be informed. An e-mail/ text will also be sent to parents/guardians.

BICYCLES



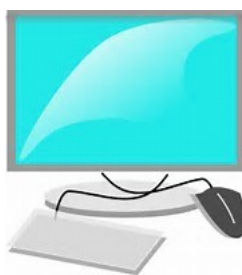
Children who ride bicycles to school **must dismount at the curb, walk the bike to the rack and lock it securely to the bike rack.** Bikes should be properly licensed. **The school takes no responsibility for damaged or stolen bicycles.**

BAND/ORCHESTRA PROGRAM



Students in grades 4 through 8 may participate in the MGC Band/Orchestra if parents choose. Lessons are available weekly at an additional cost to parents. If payments are delinquent, the student will not be allowed to participate in the program. There are a limited number of spots available in these programs.

COMPUTER EDUCATION



Computers assist students in the learning process. The computer teacher coordinates curriculum in conjunction with the classroom teachers. Students in grades K4 through 8 have a weekly lab period. Classroom teachers also use the lab with their students. ChromeBooks and iPads may be used in the classrooms. Teachers and students use computers on a regular basis to enhance all areas of the curriculum. A signed Acceptable Use Policy form must be on file for each student.

TECHNOLOGY AUP (6161.2)

Computing, data storage, and informational retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. The school/parish provides computing and network resources for use by students, employees and others affiliated with the school/parish. The equipment, software and network capacities provided through school/parish computer services are and remain the property of the school/parish. All users are expected to conduct their on-line activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuses of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and the World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance-learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events. Examples of inappropriate or unacceptable uses(s) of these resources include, but are not limited to, those uses that violate any United States or State of Wisconsin law or the rules of network etiquette, or that hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include transmission of copyrighted material; threatening, harassing, pornographic, or obscene material or material considered to contain trade secrets.

TESTING PROGRAMS (5120.1)

Each year **standardized** tests are administered to students in grades as required by the Archdiocese of Milwaukee and the State of Wisconsin DPI (FORWARD exams). The results of these standardized tests will be shared with the parents. When a parent or teacher has a concern about a student's ability to perform appropriate tests are administered as necessary.

SEARCH AND SEIZURE (5145.2)

School lockers and desks are the property of the school and at no time does the school relinquish its exclusive control of lockers or desks. The principal, or staff members specifically delegated by the principal, shall inspect the student lockers and desks and any items in lockers and desks periodically. MGC reserves the right to search anything brought onto school property.



AUDIO VISUAL EQUIPMENT

MGC recognizes the value of AV equipment as a means to enhance learning. To that end, the following equipment is available to teachers and students: computers, iPads, Chromebooks, CD players, projectors, TV's, DVD's, document cameras, and SmartBoards.

LIBRARY (6163.1)

MGC provides for its students, parents, and teachers a fully automated library. The library, which is open daily, is staffed by a certified library media specialist and well- trained volunteers.

Library Fines

MGC strives to provide a variety of quality books for its students. All students are taught to handle books and materials respectfully. However, at times, books may be lost or damaged. In either event, the following policies will be followed:

- Students will be charged the replacement cost of any missing or damaged library materials, plus a \$1.00 processing fee.
- There will be no fine for overdue materials, but students will not be allowed to check out new materials if there is an overdue item charged against their name.
- Students with outstanding library books or fines may not be allowed to participate in school activities.

The basis of these, as well as all MGC policies, is to promote responsibility and stewardship in our students.

PHYSICAL EDUCATION PROGRAM

A comprehensive physical education program is conducted at MGC. Emphasis in the lower grades is on coordination. In the upper grades, team and lifetime sports, and physical fitness are stressed.

All children are **required to have gym shoes**. These are rubber-soled shoes to be used solely for P.E. class. Middle school students also need a change of clothes and deodorant for gym. If we under COVID protocols, then students need a towel and deodorant in a ziplock bag with name on it. No pupil is excused from the physical education program without parental request and/or a medical excuse form.

Field trips are planned in order to enrich student learning. Therefore, all children are expected to participate in scheduled field trips. Since these trips are a part of the school's instructional program parental permission is presumed. **All children must have a parent's/guardian's signature on the field trip permission forms. A note or phone call from the parent/guardian is not acceptable.** They will, however, be informed of field trips by the teacher as to date, time, and place of the designated trip.

If there are any specific reasons why a child should not participate, **the parents must inform the teacher.** Only chaperones whom teachers designate for field trips are allowed to accompany classes on field trips and they must have completed the Safeguarding program. Parent chaperones must complete and have on file a field trip questionnaire. **Siblings and other children or adults are not allowed with chaperones.** No child will be denied the opportunity to attend a curricular-based field trip due to financial restraints. Parents should contact the principal relative to any such financial concerns.



Items that have been lost are deposited in a box in the cafeteria. Only small items (i.e. watches, jewelry, etc.) are kept in the school office. Parents are asked to clearly mark their children's clothing and equipment so that misplaced items can be easily retrieved from the box. Those items not claimed will periodically be given to programs which assist the needy.

ASBESTOS INFORMATION (5140.11)

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary school are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

Beginning in 1988, the school, church, and rectory buildings were inspected by EPA (Environmental Protection Agency) accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, MGC prepared a management plan for managing the asbestos. Where the asbestos containing materials are found, the school has in place a maintenance program. This plan ensured that all asbestos materials are kept in good condition.

Our Asbestos Designated Person conducts periodic surveillance in each area containing asbestos every six months. The buildings are inspected every three years by an accredited and independent inspector as an ongoing measure to keep the building safe from asbestos contamination.

Extended Care Program (ECP) & Summer Camp Program

To help meet the demands placed upon parents today, MGC offers an Extended Care Program. The program is a licensed twelve-month daycare with an educational component (K-3 Program) during the regular school year. The preschool calendar will follow the school calendar for Mother of Good Counsel Catholic School; however, the daycare is licensed for twelve months. Monthly calendar reminders will be sent home periodically on Wednesday through our 'KidMail' system. Daycare will be provided during most days that school is not in session (i.e. summer vacation and days off).

Hours of operation:

Regular School Hours

A.M. Extended Care: 6:30 - 7:30 AM

A.M. School Session: (K3) 7:30 - 11:00 AM

P.M. School Session: (K3) 11:00 AM - 3:15 PM (inc. lunch time)

P.M. School Session: (K4) 11:15 AM - 3:15 PM (inc. lunch time)

P.M. Extended Care: 3:15 - 6:00 PM (inc. snack)

Half Day School Hours

A.M. Extended Care: 6:30 – 7:30 AM

½ Day School Session: (K3) 7:30 – 11:30 AM

P.M. Extended Care: 11:30 AM– 6:00 PM (inc. lunch time and provided snack) The following rates are in effect for the start of the 2022-2023 school year:

Age 3 years, \$7.75 per hour

Age 4 thru 5 years, \$7.25 per hour

Age 6+ years, \$6.50 per hour

Bills will be generated in the form of a statement. Statements will be emailed to parents. Parents must provide a valid e-mail address to MGC Extended Care Program.

Bills are expected to be paid in full. Parents who receive a W-2 subsidy are expected to pay all applicable co-payments or parent-share. The shares parents must transfer their full shares amount for the month within the first five days, or their child will not be allowed to attend ECP for the month.

Full Day Camp Hours

Full Day Extended Care: 6:30 AM – 6:00 PM

In order for parents/guardians to use ECP they must first register their child/ren. Registration fee for the year is \$50.00. The hourly rate varies by age level. Field trip fees are collected as well.

Parents are to bring their children into the ECP area in Alumni Hall in the morning and sign the registry. Parents are also to come into ECP area in the afternoon and sign-out their children. Entry to the ECP area is obtained through the security door facing 68th Street.

Payment Terms

Parents are expected to follow the payment requirements as established at the beginning of the school year. "Full payment" is expected at the beginning of each month unless other arrangements have been made with the director. Those parents who fail to pay promptly risk losing access to this program.

Further, if parents have any issue regarding the number of hours billed, parents must immediately contact Paula Payne (Ext. 123). Any questions regarding statements must be addressed within ONE week. Parents who qualify for Wisconsin Shares are responsible for maintaining their eligibility and must pay all applicable co-payments. Failure to do so may result in exclusion.

The Summer Camp Program offers day care for ages 3 through 11 from 6:30 AM to 6:00 PM, Monday through Friday except certain holidays. This program offers one to two field trips each week and provides a summer of fun and learning. Contact the school office (Ext. 118) or the ECP office (Ext. 123) for more information.

Registration fee for the summer camp only is \$100 per child. All of these policies are at the discretion of the ECP Director. Hourly rates apply for Summer Camp.

WHAT MAKES MGC WORK?

VOLUNTEERS: The quality of education at MGC is enhanced through many hours of volunteering by parents and other supportive adults. Each MGC school parent is asked to commit to a minimum of **five hours of service** during the school year. Besides special events or projects, there is always a need for volunteering during the school week as well. Consider assisting the office, library, building services or teachers. **If you have time during the school day, you may call the office and give them your name and availability.**

Another dimension of school-parent volunteering which is especially helpful for the students is tutoring students or small groups of students. MGC has a tutoring program, with regular hours scheduled each semester. All volunteers must complete Safeguarding All God's Children training.

HOME AND SCHOOL ASSOCIATION (3750)



The MGC Home & School Association provides various services and funds for the operation of the school and acts as a sounding board and advisory group to the Principal. Dedicated to Catholic education, this service group works to form a partnership of parents, teachers, and administration for the progress of the school.

All families, by virtue of their presence in the school, are considered members of the Association.

Volunteer services may be offered for Home and School sponsored programs, by contacting the presidents or by contacting directly the activity chairpersons. As a means of keeping operating costs down, all parents are expected to perform some service work for the school.

SCHOOL COMMITTEE (2103)

The School Committee is a sub-committee of the Parish Council. It is accountable to and receives its authority from the Parish Council. It should consist of nine (9) elected members: up to six (6) must be parents of children currently attending MGC School and, up to three (3) members must be parishioners who do not have children currently attending MGC School.

The purpose of the School Committee is to develop within the parish an understanding that the entire community has the responsibility for promoting the educational mission of MGC Congregation. The committee participates in the design and evaluation of educational programs. Also, the committee has as its primary concern the intellectual and spiritual development of the students, and the furtherance of the teaching mission of the Catholic Church through Christian education and formation.

School Committee Meetings are held once a month during school months, and once during the summer. Agenda items are due ten (10) days before the scheduled meeting. Please see the website calendar for scheduled meeting dates. Members are listed on our website at:

<https://www.mgcparish.org/school-committee>

ENDOWMENT FUND (3280)

An Endowment Fund has been established at MGC. The purpose of this fund is to preserve quality Catholic education for children of Mother of Good Counsel Parish, and to help keep the school financially sound, minimize future increases of school tuition, and help minimize the amount that is contributed to the school budget from the general parish monies.



The Endowment fund is administered by the pastor, parish administration and the Board of Trustees. The Board may make distributions to the School, as designated through the use of a three year rolling average value – 5%.

WEAPONS-FREE ZONE (6114.6)

In furthering the protection of our students, the federal government in 1990 enacted the Gun Free School Zone. The law states: It shall be unlawful for any individuals knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5,000, imprisoned for not more than five years, or both.

PARISH AND SCHOOL WEBSITE

Mother of Good Counsel has a comprehensive website for the use by parish and school members, friends, alumni and parents. The website provides access to recent and previous issues of KIDMAIL, HOT LUNCH MENUS, the BULLETIN, a Special events page, Faculty and Staff listings, and a calendar of school and church events, athletics, committees, websites for skill review and parish events. (www.mgcparish.org) and on FaceBook at Mother of Good Counsel Grade School Milwaukee.

MGC SCHOOL MORNING PRAYER

In the name of the Father and of the Son and of the Holy Spirit. Amen.

This is the beginning of a new day.

God has given me this day to use as I will.

**I can waste it or use it for some good purpose,
but what I do with this day is important because**

I have exchanged a day of my life for it.

When tomorrow comes, today will be gone forever.

I hope I will not regret the price I have paid for it.

In the name of the Father and of the Son and of the Holy Spirit. Amen.

MGC SCHOOL AFTERNOON PRAYER

In the name of the Father and of the Son and of the Holy Spirit. Amen.

We thank you Lord for the gift of this day,

**for what we have learned about you and your world,
and for the friends we have made.**

We are sorry if we have wasted our time and talent, or if we have hurt anyone.

Help us to make tomorrow better.

Help us to appreciate your gifts of life and learning.

We ask this through Christ Our Lord. Amen.

Mother of Good Counsel, pray for us.

In the name of the Father and of the Son and of the Holy Spirit. Amen

Parent/Guardian Covenant with Mother of Good Counsel School

As a parent/guardian in the Mother of Good Counsel community **I WILL:**

- Do everything in my power to ensure the academic success of my child
- Ensure that my child is at school at 7:40 AM every school day
- Ensure that my child is picked up on time at the end of each school day or that I have made alternative arrangements
- Ensure that my child is in a clean and appropriate school uniform every day
- Provide proper school supplies as needed
- Provide a quiet place where my child can read, learn, and complete homework every day
- Ensure the completion of homework, including reviewing and signing homework documents when required
- Initiate communication with my child's teacher/s when necessary
- Be informed by reading KidMail every Wednesday
- Return all necessary/required forms to the school
- Attend parent/teacher conferences, concerts, and other mandated school events
- Volunteer at the school at least five hours over the course of the school year (whenever possible)
- Make certain that my child completes all disciplinary actions as assigned by teachers or the principal, i.e. completes reflection, attends detention, etc.
- Enforce reasonable bed times to ensure adequate sleep for my child/ren
- Notify the school when my child will be absent
- Honor all financial obligations in a timely manner
- Be respectful of all school faculty/staff/students/coaches as well as other MGC School parents
- Strive to exhibit Christ-like behavior in all that I do
- Review the Parent/Student Handbook to ensure that both my child/ren and I are familiar with all MGC School policies

The Parent/Student Handbook serves as a means of communication that assists students, parents, faculty, and staff to achieve the mission of Mother of Good Counsel School. Both parents and students should be aware of their rights and responsibilities, as well as the policies and procedures of Mother of Good Counsel School. It is expected that parents/legal guardians who accept enrollment for their children will cooperate with the administration, faculty, and staff of Mother of Good Counsel School. This handbook provides a means by which students can achieve success in all areas of development while attending Mother of Good Counsel School. Parents are expected to read the handbook along with their children. If there are questions regarding policy, they should be immediately addressed to Mrs. Johnston, Principal. The faculty and staff of Mother of Good Counsel School pledge their energy to each and every student. It is our intent to instill in each student a love for learning, as well as provide a model for Catholic/Christian living.

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Please sign, date, and return to school the copy of this provided separately.

_____ Print Family Name

I/WE have read the Mother of Good Counsel Parent/Student Handbook and have discussed it with my/our child/ren and agree to the terms outlined and pledge to support the values and policies of Mother of Good Counsel School for the good of our my/our child/ren's education. By virtue of school enrollment, parents agree to these terms. Signature is not required for enforcement.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Covenant with Mother of Good Counsel School

As a student in the Mother of Good Counsel community **I WILL:**

- Do everything in my power to ensure my academic success and that of my fellow students
- Be present at school by 7:40 AM every school day
- Be in my seat and ready for the start of each class
- Have proper books and supplies with me at all times
- Move quietly in the hallways
- Not have candy or gum at school
- Greet my fellow students, all faculty/staff, and visitors with friendliness and respect
- Not bring any type of weapon to school; play or real
- Use appropriate and respectful language at all times
- Keep hands, feet and objects to myself
- Follow the MGC School uniform policy and maintain a clean and neat appearance
- Complete all school/homework assignments thoroughly and to the best of my ability, including necessary signatures
- Be respectful of all school faculty/staff/students/coaches as well as all MGC School parents; this includes my behavior outside of school, including Facebook and other social media sites
- Not violate any Wisconsin Criminal Statute
- Seek out and find solutions to problems that arise without resorting to excuses
- Strive to exhibit Christ-like behavior in all that I do
- Review the MGC Parent/Student Handbook and make sure I am familiar with all school policies

Please sign, date, and return to school the copy of this provided separately.

I have read the Mother of Good Counsel Parent/Student Handbook and agree to abide by all school policies. By virtue of school enrollment, students agree to these terms. Signature is not required for enforcement.

I agree to the terms outlined and pledge to support the values and policies of Mother of Good Counsel School.

Print student name: _____

Student Signature

Date