

St. Joseph

Catholic School

Prescott, Wisconsin

In Christ. As Christ. For Christ.

Parent and Student Handbook

2011-2012

“I give you a new commandment, that you love one another. Just as I have loved you, you also should love one another. By this everyone will know that you are my disciples, if you have love for one another.”

(John, 13:34-35)

Catholic Schools
Character. Compassion. Values.



Diocesan policies and regulations most relevant to parents and students of St. Joseph School have been included in this handbook. A complete set of Diocesan policies is available for review in the school office.

DSP = Diocesan School Policy
DSR = Diocesan School Regulation

ST. JOSEPH SCHOOL, PRESCOTT, WISCONSIN

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ST. JOSEPH SCHOOL PHILOSOPHY

St. Joseph School is a Catholic Elementary School, which offers students a quality education within a genuine Christian environment.

Our mission is to empower each student to integrate Christian values into their personal identities and lifestyles, thus enabling each to live the Gospel message within the pressures of today's society.

We proclaim the Gospel message and build models of family and community.

We instill a service dimension to our students. A giving of time, talent and treasure to school, to family and to community is expected.

We prepare students for their working lives by educating the whole person. Every effort is made to encourage students to achieve their full capacity as active members of their community. In all our efforts we strive to reflect Jesus in our teachings.

ACADEMICS

The following subjects are required for all students: religion, reading, math, English, science, social studies, spelling, computer, handwriting, music, physical education and art.

ACCIDENTS

Accidents that occur in the classroom or on the playground are to be reported to the teacher or the supervisor on duty.

The school and parish do not provide any type of health or accident insurance for injuries incurred in school. Parents are to have their own medical insurance to cover accidents. An optional student insurance program may be made available to school families at the beginning of each school year. Forms will be sent home and payment is made to the insurance company.

ADMISSION REQUIREMENTS

St. Joseph School follows state, diocesan, and local public school regulations that require a child to be five years old by September 1 to enter Kindergarten.

All new students must show proof of proper immunization according to Wisconsin law. Forms are available from the school or state health department.

Kindergarten screening is held in the spring. All students must be screened before entering Kindergarten.

Annual enrollment of school students will normally occur in February. Enrollment of new students may be done at anytime during the school year.

If more students are potentially to be enrolled in a class beyond the class size limits (25), then St. Joseph School gives preference in enrollment in the following order:

1. Students whose families already have other family members in the school.
2. Catholic students whose families are registered and supporting members of St. Joseph Parish.
3. Catholic students of other parishes.
4. Non-Catholic students.

Supporting members of the parish may be identified as a family who has made some identifiable financial contribution to the parish through the envelope system.

Non-parish and non-catholic students once enrolled in St. Joseph School may not be barred enrollment the following year to open space for another student.

AMENDMENT OF HANDBOOK

The school or the administrator retains the right to amend the handbook. Parent/guardian and students will be given proper notification if changes are made.

ARRIVAL/DEPARTURE

The school day begins at 8:05 AM and ends at 3:10 PM. Students are considered tardy if they have not checked into the classroom by 8:10 AM. No student should arrive before 7:00 AM. Students who arrive between 7 AM and 7:45 AM are to go to the lunchroom and sit down at the assigned lunch table. Appropriate activities during this time are: eating breakfast, reading, completing homework or quiet visiting. There will be no physical activities allowed.

ASBESTOS

St. Joseph School is in compliance with federal and state laws regarding asbestos. A copy of the management plan can be found in the school office.

ASSEMBLY RULES

Christian courtesy requires that we be aware of the rights of others. Therefore, the following rules are to be followed whenever we assemble as a student body:

1. Enter the gym in silence so that the program may begin promptly.
2. Listen attentively to the speaker; this means no talking or commenting to others during the presentation.
3. Booing or loud laughing at the mistakes of others or at something disagreed with is never a proper reaction and is not allowed.
4. Applaud appreciatively. Rhythm clapping or whistling is not a proper response.
5. Students may leave the hall according to the teacher's directive.

ATHLETICS

The purpose of St. Joseph Athletic Program is:

- To teach the skills of the game
- To foster healthy exercise
- To teach fair play and good sportsmanship and
- To give enjoyment to students

In keeping with the guidance of the Diocese of La Crosse, efforts should be made to see that each boy and girl participates to the fullest in the program, both in practice sessions and games. Winning at the expense of participation is not acceptable. The development of teamwork, sportsmanship and skill development are the fundamentals to be stressed in each practice and game.

ATHLETIC RESPONSIBILITIES

1. Treat opponents with respect. A team leader shakes hands with one of the opponent leaders and wishes him/her good luck before the consent.
2. Exercise self-control. Use of profanity is unacceptable behavior by coaches, student participants, and fans.
3. Respect the officials' judgment and interpretation of the rules. Never argue or make gestures indicating dislike for a decision.
4. Accept both victory and defeat with pride and compassion. Congratulate your opponents following either a victory or a defeat.
5. Cooperate with the coach and administration in promoting good sportsmanship.
6. Students are required to maintain the following academic standards:
 - a. Maintain an overall average of C or above in all academic areas beginning with first quarter grades and continuing throughout the basketball season. If S is used, then the effort grades are averaged.
 - b. Teachers will notify the principal of a student athlete's failure to maintain an overall C average takes place mid quarter, end of quarter and throughout the basketball season.
 - c. Students not maintaining an overall C average are put on probation until the next quarter or until mid quarter grades. Students are ineligible to play, but are eligible to practice.
 - d. If at the end of the probation period, the student does not have an overall C average, he/she must forfeit all participation for the remainder of the season.

ATHLETICS STANDARDS

Student participants will adhere to the following student guidelines:

1. All parents must verify that appropriate and adequate insurance is provided for the student. In addition, a waiver must be signed by the parents/guardians releasing the school system of all liability.
2. Parents are to complete and return to the school the written consent form prior to their child participating in school sponsored athletic programs.
3. Students and parents must provide signed acknowledgement of the various pertinent rules and agree to comply with them.
4. All the above forms must be on file in the school office before any student is allowed to play.
5. Tennis shoes are to be worn for games and for practice. Shoes that mark the floor are not to be worn.
6. Tag and other chase games are not allowed in the gym unless directed by the coach.
7. Players will need to share basketballs. Shoving, tripping or wrestling in order to get a ball is not permitted.
8. Grabbing and hanging onto the basketball hoops or nets is cause for automatic removal from the gym.

9. A player not in attendance on a school day that a sporting event is scheduled will not be allowed to participate or play.
10. Students are responsible for uniforms and equipment issued to them. At the end of the season, basketball uniforms are to be laundered and returned to the school office.
11. Parents are expected to take turns in chaperoning and driving players to games that are scheduled out of town.
12. Students who receive an in-school suspension during the basketball season will not be allowed to play in the next scheduled game.
13. Coaches and teaching staff should meet to discuss the rules prior to the beginning of the basketball season.

The following guidelines for coaches are meant to establish a cooperative bond between the parent volunteers and the school.

1. Head coaches must be 18 years of age or older.
2. An adult must directly supervise students in the gym.
3. Coaches are expected to set high standards of conduct and demand the same from their student athletes. Players who display unsportsmanship like behavior are to be disciplined by the coach.
4. Coaches are responsible for dry mopping the floor before and after games, turn out the lights in the building, and secure the building before leaving.
5. Coaches are responsible for clean-up and maintaining equipment.
6. NO Sunday practices or games will be allowed.
7. A copy of the basketball schedule is to be submitted to the principal prior to the beginning of the season.
8. Coaches are to call the school office to reserve the gym for all practices.
9. The maximum number of games per season shall be ten. Students are limited to participation in two tournaments.
10. Games are to be scheduled for January and February with one game per week. Practice sessions are to be limited to once during the week and on Saturday.
11. Coaches should make arrangements with parents for transportation to out of town games.
12. All coaches are required by diocesan policy to complete the following forms each year:

Confidentiality Employee and Volunteer Questionnaire Form
 Read and sign Sexual Abuse policy of the Diocese
 Watch the Diocesan video
 Criminal Background Check

ATTENDANCE

Regular attendance is essential for success in learning. Your cooperation in keeping absences to a minimum is appreciated. If your child is absent for any reason, the parent/guardian is required to call the school office to inform the school of the student's absence and make arrangements to get the day's assignments. State regulations require that parents/guardians send written excuses for absences when the student returns to school. In addition, notes are needed in the following cases:

1. The student has a doctor, dental or some other appointment during the regular school day. The parent/guardian must sign out student(s) leaving during the school day and sign the student(s) back into school when they return.
2. The student is to leave school with another person.
3. The student is to ride a different bus.
4. The student is going to be away on vacation.
5. The student needs to be excused from school work due to physical handicap, whether temporary or permanent.
6. The student who normally walks is going home with a student who rides the bus.

The school day for students is 8:05 AM to 3:10 PM. A student is considered tardy if they have not checked into the classroom by 8:10 AM. Students who have medical appointments in the morning will be considered tardy if they do not check into school prior to 10 AM. After this time, students will be considered absent in the morning. Students leaving school prior to 10 AM will be counted absent for the day. Students leaving school prior to 1:30 PM will be considered absent for the afternoon.

If a child become ill or is injured at school, the parent/guardian will be contacted. The child must be picked up by the parent or person designated by the parent/guardian.

BLOODBORNE PATHOGENS

St. Joseph School complies with OSHA's Blood borne Pathogens Standard, 29 CFR 1910, 1030 and has a written blood borne pathogen's exposure plan. This plan is reviewed annually and employees receive annual training.

BUSING PROCEDURES

Students are expected to follow the bus guidelines as published by the public school administration. They are expected to respect the bus driver as well as other passengers in the bus.

Parents are to notify the school in writing of any change in the way a student is to leave school or any change in the normal destination. These notes are to be sent to the office. If a student does not have a note, the office will contact the student's parent to verify the change. If the parent cannot be contacted, the student may be denied the change. Students will NOT be allowed to call home to make other arrangements for after school.

CARE OF SCHOOL MATERIALS AND EQUIPMENT

Students are to be instructed in the proper and safe use of equipment and other classroom materials. Books must be covered with the provided book's covers. Students are not allowed in the teacher work areas, janitor rooms or storage rooms unless accompanied by an adult.

CATHOLIC ATMOSPHERE (DSP 5112)

The physical atmosphere of the classroom should make clearly evident the Catholic nature of the educational center. A crucifix, a Bible, religious articles, including a statue or picture of Mary, religious reading materials, a prayer center, and religious oriented bulletin boards are all an important part of the Catholic atmosphere.

CATHOLIC SCHOOLS WEEK

This annual event is observed at St. Joseph School during the week that is recommended by the NCEA, usually the last week of January. It is observed with a special liturgy and various other activities.

CELL PHONES

Use of cell phones by students is prohibited during the school day. Cell phones that are brought to school must be turned off and stored in the student's locker. A violation of this policy will result in the cell phone being taken away, the parent called, and the phone being released to the parent.

CHANGE OF ADDRESS OR TELEPHONE

The administrator should be notified immediately if there is any change or address of phone number.

COMMUNICATIONS

The Knightwriter is the formal school newsletter and is sent each month or as needed. St. Joseph School communicates with parents by e-mail. If your family does not have access to e-mail, then the communications will be sent in a brown envelope.

The Knightwriter is posted on the school website as well. (www.stjosephschoolprescott.com)

The school staff may be contacted by e-mail by using the school website.

CONFERENCES (DSP 5205)

Two formal parent-teacher conferences are held each school year to discuss student progress.

Parents are encouraged to set up an informal conference with a teacher should the need arise.

CURRICULUM

The curriculum at St. Joseph will be developed in conformity with the approved diocesan curriculum handbook and other curriculum resources.

DESKS AND LOCKERS

Desks and school lockers are the property of the school and as such may be opened and inspected at any time. Book bags, coats and other items students bring onto school property are subject to search.

DISCIPLINE

St. Joseph Catholic School places a high value of respect, self-discipline and good behavior from all students and staff. Students are expected to follow the established policies and guidelines with regard to discipline. Students are expected to be Respectful, Responsible, Safe, Use Self-control and Follow Directions.

The process for correcting inappropriate student behavior will begin with the teacher or person in charge. Students will be expected to solve their problems or the ones they create without creating problems for anyone else. Students will be given opportunities to make decisions and live with the consequences be they good or bad.

Misbehavior will be handled with natural and logical consequence rather than punishment whenever possible. Students will be expected to write a plan of responsible action. The student will be required to have a parent sign the plan sheet and return it to the teacher signing the plan of action.

A conference may be held which will include the teacher and the parents and may include the administrator and the student.

Students will be encouraged to request a due process hearing whenever consequences appear to be unfair.

Immediate suspension is for actions that are seriously harmful to the health and life of the students and to the orderly operation of the school and require immediate intervention on the part of the administrator. Such actions may include but not limited to: possession or use of dangerous weapons, use, possession or sale of alcohol and other drugs, smoking on the premises, buses or

during a school-related activity, serious bodily injury to staff or student, serious disrespect of authority, theft, continued or extreme use of profanity or foul language, fighting, vandalism, serious abuse (verbal or physical) of others.

In cases that the administrator invokes an immediate suspension, the parents will be informed and arrangements made for a conference with the parents, student and administrator. Plans for correcting the student's behavior will be made.

Dismissal or expulsion from St. Joseph School will follow diocesan policy.

A statement of purpose

At St. Joseph School, we believe that all members of the community have the right to learning and working in an environment free from bullying. We all share a responsibility to create an atmosphere of caring in which bullying will not be tolerated.

As a result, the following statement is adopted as a policy of St. Joseph school.

Bullying is deliberate, intentional conduct, verbal or physical, intended to cause harm or distress to another involving, but not limited to: teasing, harassment and/or humiliation.

How St. Joseph School will respond to bullying behaviors.

Bullying will be viewed as a breach of the school's behavior code. Any report of bullying will be investigated and appropriate action will be taken. The response will include:

- Guidance and other support for the victim
- Appropriate disciplinary action for the bully
- Guidance and support for the bully

The staff will be encouraged to report suspected incidents of bullying to the principal on behalf of both the victim and the bully.

Students will be encouraged to:

- Take some positive action to stop the bullying if they observe a bullying incident
- Report the bullying incident to a teacher as soon as possible
- Make it clear to peers that bullying behaviors are not acceptable

All initial reports of bullying will be documented and dealt with by the classroom teacher. The classroom teacher will keep the principal informed of such reports.

Procedures to deal with bullying behaviors:

- An interview will be conducted to determine the specific nature of the bullying and its effects on the victim
- Decisions will be made based on the level of severity of the incident
- Both the victim and the bully interview will focus on the appropriate strategies to stop the bullying behavior
- A clear statement of the consequences if any bullying continues or if there are any reprisals as a result of the reporting of the incident
- Follow-up with the victim and the bully to ensure that there have been no problems
- If the student continues to engage in bullying behavior, he/she will be interviewed with their parents present by the principal and Pastor and the Diocese will be informed
- Any further recurrence of bullying may result in suspension or removal of the student from the school

DRESS CODE (DSR 5691)

Donald's is the official supplier of the polo shirts, sweatshirts, jumpers, skirts, and vests. Donald's and French Toast carry the approved pants, shorts and skirt.

Part of the learning process is the development of good grooming. Good grooming is the first and most evident mark of a student's self respect and training. Christian morality teaches that our bodies are temples of the Holy Spirit. Cleanliness and moderation in clothing are expected of all.

On days when students are allowed to be out of uniform, students should dress in neat and appropriate clothing.

Shorts may be worn, but must be at least finger-tip in length. Tennis shoes need to be worn on days of phy. ed. class.

UNACCEPTABLE DRESS FOR ALL INCLUDES: bare midriffs, halter tops, backless tops, tops with spaghetti straps, low-cut tops, tank tops, very tight clothing, clothing with any words, pictures or symbols promoting drugs, alcohol, tobacco, music groups, weapons, professional wrestling, derogatory or suggestive wording or contrary to Catholic virtues.

The final decision in regard to acceptable out of uniform dress will be made by the administrator.

DRUGS/MEDICATION (DSP 5502 and DSP 5505)

Administration of prescription drugs requires written instructions from a physician, dentist or podiatrist AND written consent from the student's parent/guardian.

ALL over-the-counter drugs, including cough drops, must have written instructions from the student's parent/guardian stating the dosage to be given and the time the dose is to be given.

Medications that a student may need to take on a daily basis are to be kept in the school office in a locked cabinet and administered by the school secretary or the principal.

EXTRACURRICULAR ACTIVITIES

St. Joseph School will allow students to participate in school-sponsored basketball in grades five and six. Prescott Community recreation also provides students the opportunity to participate in football, soccer, baseball, wrestling and basketball. Any materials that are to be handed out to our students regarding extra-curricular activities must be cleared through the administrator PRIOR to distribution to the students. The administrator reserves the right to deny distribution of any materials deemed no in compliance with diocesan or school policy.

FAMILY INFORMATION FORM

Each year school parents will complete a family information form. Addresses and phone numbers for students and their parents/guardians are required. Names and phone numbers of people designated to pick up students at school and people to notify in case of an emergency are also required. Information regarding any health conditions or medications is to be written on the form as well. These forms are kept in the school office.

FIELD TRIPS (DSP 6325 and DSR 6325)

Field trips taken by teachers and students are to have educational value. The individuals attending the field trip will pay travel expenses and admission fees unless money is provided by some other means.

Parents/guardians must complete and return the Diocesan Comprehensive Field Trip form at the beginning of each school year. Additionally, each field trip will have a specific field trip form, which must be completed and returned to school prior to the student participating in the field trip. THERE ARE NO EXCEPTIONS. ALL FIELD TRIP FORMS MUST BE ON FILE WITH THE ADMINISTRATOR BEFORE LEAVING ON THE FIELD TRIP.

Field trips are privileges afforded by students. No student has an absolute right to a field trip. The school reserves the right to deny participation if a student fails to meet academic or behavior requirements. Parents/guardians have the right to refuse to allow their child's participation in a field trip. If this happens, the child is still expected to attend school. Appropriate assignments will be given and supervision provided.

Travel arrangements for bus service will be made with the public school through the office. In some instances students may be transported in private vehicles by parents. When volunteers drive students, the driver must be 18 years of age and there must be a reasonable assurance of the driving record. Parents must always be notified when a volunteer is driving.

In order to help insure the safety of our students, employees and volunteers, the following vehicle/safety procedures for volunteer drivers will be enforced when operating a vehicle to transport students for a school activity:

1. Complete an Employee/Volunteer Driver Information sheet.
2. The driver must have a valid driver's license, no moving violations in the past year, and a report on file from the state.
3. The driver must provide a certificate of insurance providing coverage of \$100,000/\$300,000.
4. The driving record of the volunteer is on file with the school.
5. The vehicle in which the students are riding must have a working seat belt for each passenger.
6. The vehicle must pass the safety inspection, which will be conducted by school personnel.
7. No ten or fifteen-passenger vans may be used at any time to transport students.

Teachers are required to carry a first-aid kit and the student emergency cards on all field trips.

FINES

Students are expected to make restitution when: a student has damaged school property, whether accidental or willful; damaged textbooks and/or library books, or lost books. Reimbursement for the full replacement value of the book will be required.

FIRE DRILLS

Fire drills are conducted at least once a month, except in inclement weather. An emergency exit route is posted in each classroom. Classroom doors are to be closed and the light turned off. When exiting the building for a fire drill, teachers are to carry a class list with them and are to take attendance once the class is outside. Teachers are to notify the administrator or emergency personnel if a student is missing. Teachers should not try to locate the missing students themselves. If a fire does occur, the students will be taken to the church where they will remain until they can be safely released.

FIRST AID (DSP 5501 and DSR 5501)

Each classroom will have a first aid kit. The kit will contain band-aids and gloves. A student who requires further attention should be sent to the school office for assistance.

FLAG

The United States flag should be displayed in each classroom and the Pledge of Allegiance recited daily.

HANDBOOK

The parent/guardian/student handbook will be the primary means of communicating school policies and regulations to the parent/guardian/student. All families are issued a parent/guardian/student handbook at the beginning of each school year. The handbook will be your first reference if you have a question.

HOME AND SCHOOL ORGANIZATION

School personnel and parents/guardians are involved in a collaborative effort of educating children. To foster this effort, a Home and School Association has been established at St. Joseph School. It is intended to be a vehicle by which parents, legal guardians, teachers, pastor and school administrator are able to collaborate and enable one another in carrying out the educational ministry and be a living witness for our students. Four meetings are held each school year. All teachers are required to attend these meetings.

HOMEWORK

One reason for the effectiveness of Catholic Schools is that homework is assigned and students are held accountable for completing it. When a teacher assigns homework, it should supplement, compliment, or reinforce class instruction. The following is intended to be a guideline for the amount of homework to expect at each grade:

Kindergarten – Grade One	Little or none
Grade Two – Grade Three	20 – 30 minutes per night
Grade Four – Grade Five	40 – 50 minutes per night
Grade Six	60 minutes per night

HOT LUNCH PROGRAM

St. Joseph School offers a nutritious hot lunch served each school day. These lunches are well balanced and prepared for our students on site. The hot lunch program is monitored by the National Hot Lunch Program. Thus, those who qualify, any time throughout the school year, may make an application for free or reduced lunches. Free and reduced lunches are based upon financial need. Hot lunches and single milk prices are set annually.

INJURIES

All injuries sustained by a student at school must be reported to the office.

IMMUNIZATION REPORTS

The school office requires an up-to-date immunization report for every student. Please inform the office of any booster shots given to your child including the date and type of injection given.

INSTRUCTION OF STUDENTS

Appropriate teaching methods may include: cooperative learning, discussion, lecture, small group instruction, whole group instruction, and independent study. Teachers are expected to utilize a variety of methods on a regular basis in order to meet the needs of different learning styles.

INSUFFICIENT FUNDS POLICY

Effective July 1, 2006, a fee of \$25.00 will be charged on all direct deposits and checks returned for insufficient funds for any goods or services provided by the Parish or the School.

Within two weeks of notification, a check that has been returned or a direct deposit that has been rejected must be paid by check or cash for the original amount plus the \$25.00.

INSURANCE FOR STUDENTS

The school and parish DO NOT provide any type of health or accident insurance for injuries incurred at school. Parents are to have their own medical insurance to cover accidents. An optional insurance program may be made available to school families at the beginning of each school year. Forms are sent home and payment is made to the insurance company.

INTERNET POLICY (DSP 6420)

Internet access is now available to students and teachers at St. Joseph School. The students will only be able to use the Internet under the direct supervision of a teacher and will be monitored carefully to prevent access to inappropriate material. Violation of the Internet policy will result in the permanent loss of Internet use for the particular student.

ITEMS NOT ALLOWED AT SCHOOL

The below mentioned items may not be used at school unless their use is for a pre-approved activity. These items are not to be used on the playground.

RADIOS, HEADSETS, BOOMBOXES, SKATEBOARDS, SCOOTERS, ROLLER BLADES, REMOTE-CONTROLLED TOYS, HAND-HELD VIDEO GAMES, TRADING CARDS and CELL PHONES

LIBRARY

The library serves as a resource center where the students may look for information materials as well as fiction and non-fiction materials for their assignments or pleasure reading. Each classroom will have an opportunity each week to check out books.

LITURGY PREPARATIONS

Student Masses are held once a week. Each teacher/class is to prepare for this Mass by becoming familiar with the readings assigned for the day by the pastor and writing the intentions. The Music teacher will assign the hymns that are to be sung.

LUNCHROOM RULES

Students will:

- Pick up their lunch ticket and put it in the silverware section of the tray. Students may only pick up their own ticket.
If ticket is not on board, please notify Mrs. Meier.
- Remain seated while eating
- Raise their hand and ask lunch room supervisor if you need to:
 - use restrooms
 - get seconds of food
 - get water
- Absolutely no running – 1st offense warning then blue slip will be issued
- Wait to be dismissed from the table after lunch
- Line up single on black line in front of return tray window – stop at yellow line and wait your turn to return your tray.
- Noise levels
 1. silent
 2. whispering
 3. talk to person beside you or directly across the table from you
 4. talk to person more than 3 people away
 5. singing/yelling

Acceptable noise level in lunchroom 1, 2, 3.

Grades K, 1, 2 are to return to lunch table after tray has been returned and wait on bench facing out until dismissed. Legs are not to be under the table.

- Violations of these rules may result in:
 - o blue slip issued
 - o sitting at a different table
 - o loss of lunchroom privileges

NEW POLICY

Meal payment and account

- Effective immediately students will not be allowed to charge more than 3 days of breakfast and/or lunches.

- If your child(ren) does not have money in their account after the 3 charges, your child may bring cold lunch or will be served peanut butter sandwich, vegetables and milk.
- Notices will be sent when \$10 remain in the student's lunch account. Notices will be sent home with the student or by e-mail.
- Families with more than one student will be notified when the family account balance is \$10.

MONEY COLLECTION

Money payments to the school must be enclosed in a separate envelope marked with the child's or family's name and the reason for payment. Checks should be made payable to St. Joseph School. Money for tuition, hot lunch, field trips, etc. is not to be included in one check since these are credited to separate accounts. Book club orders should have checks payable to the book club.

NON-CUSTODIAL PARENT (DSP 5302)

St. Joseph School respects the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding their child. If there is a court order specifying that no information is to be given or there is to be no contact with the child, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

If a child custody decree is in effect, a copy of that portion of the decree must be on file in the school office.

PRAYERS

There are sets of required prayers that are to be learned at each grade level. See the Appendix for the complete listing. In addition, students should know the Father Solonus Prayer. Spontaneous individual prayer is encouraged.

Morning Prayer:	Morning Offering, Fr. Solonus Prayer, individual or assigned prayers
Before Lunch:	grace before lunch
Afternoon recess:	Grace after lunch, other prayers
Before dismissal:	Act of Contrition or Angel Prayer

PROGRESS REPORTING/RECORD KEEPING

Parents/guardians need to be kept actively informed of the progress of their children. The Diocese of La Crosse must approve the report cards used. Report cards are issued quarterly.

Mid-term reports are sent home to all students in grades 1 – 6. If a student’s work is consistently below a “C” or a satisfactory grade, the parent/guardian is to be notified by the teacher. Periodic samples of student’s work are to be sent home so that parents/guardians may observe their child’s progress.

St. Joseph’s School will use the following grade scale in determining letter grades to be assigned to students in grade 3 – 6:

- A = 100 - 94
- B = 93 - 87
- C = 86 - 76
- D = 75 - 70
- F = 69 - 0

RECESS

A. Playground rules

All students are to participate in recess activities. These breaks are very important to each child’s school day. If for some reason a child cannot participate in recess, a note from home or the doctor is to be brought to the teacher. Generally, if the temperature is zero and/or a wind chill of -10, students will be staying indoors for recess. Boots are required when there is snow on the ground.

For the safety and well being of all, students are to follow these guidelines:

1. Only one child on a swing at a time
2. Slide in a sitting fashion only
3. No climbing on slide, trees, fences, or on top of tunnel on the slide
4. No balls may be used on the playground equipment
5. No ball tag
6. No hardballs may be used
7. No tackling games, fighting, tripping or shoving is allowed
8. No swearing, foul language, obscene gestures, name-calling or teasing is allowed
9. Ball kicked out of the play area must be received by an adult or with permission from an adult
10. Throwing a hard bat is not allowed
11. Sliding on the ice is not permitted
12. Stay out of the water puddles and mud
13. No squirt guns, swords or toy guns are allowed in school or on the playground
14. Line up when the bell rings and wait quietly to enter the building
15. No gum or candy is allowed on the playground
16. No throwing snowballs, rocks or other objects

17. Students may not return to their classroom via the lower playground unless DIRECTLY supervised by the teacher
18. STUDENTS MUST BE SUPERVISED BY AN ADULT AT ALL TIMES ON THE PLAYGROUND

B. Consequences for playground violations/inappropriate behavior

1. Time Out as determined by the playground supervisor
2. For serious offenses, students will be sent to the Principal's Office. The following procedure will be followed:
 - a. Involved parties will write what happened, how it could have been handled differently and discipline slip issued
 - b. Involved parties will ask for forgiveness of one another
 - c. Involved parties will lose recess as determined by the offense

C. Students are encouraged to play with their classmates. Generally, grades K – 3 will play on the playground equipment and the road and grades 4 – 6 will play on the parking lots.

RECORDS

Parents/guardians may view the records of their minor child upon written request. A copy of the records will be made available within 3 working days and the parent/guardian charged 25¢ per copy.

Both parents/guardians, whether custodial or non-custodial, have the same right of access to the records, unless prohibited by a court order. The court order must be on file with the school.

REFERRAL LIMITATIONS (DSR 5519)

Students in a Catholic School are not to be referred to agencies by either school or other private or public school employees for advice that is contrary to Church teachings and/or practices.

RELIGIOUS DEVELOPMENT

Religion is at the very heart of all that is done at St. Joseph School. It permeates the curriculum. In addition, formal religion classes are taught daily and students are given the opportunity to plan weekly Masses and attend monthly Adoration of the Blessed Sacrament and Benediction. Each school day is to begin and end with prayer.

REGISTRATION

Registration for students in grades one through six will be held in the spring of each school year. A \$50 non-refundable registration fee per student is required to complete the formal registration process.

RETENTION/ACCELERATION (DSR 5210)

The procedure for student retention or acceleration is as follows:

1. The teacher will inform the administrator in writing at the end of the second quarter as to the possible retention or acceleration of a student.
2. A teacher/administrator conference will follow.
3. A parent conference will be set up at the Mid-winter Parent-Teacher Conference time or within two weeks following the end of the second quarter at which the teacher will discuss with the parents: the recommendation, the reasons for the recommendation, current and continual corrective or enrichment efforts and parental concerns.
4. A written report of this conference containing the above elements will be sent to the parents and a copy retained for the student's file.
5. Continued efforts will be made to help meet the child's educational needs.
6. A tentative decision of retention or acceleration will be made at the end of the third quarter.
7. Prior to school closing for the year, another conference will be held with the administrator and the teacher to discuss the final recommendations.
8. The administrator will make the final decision on retention or acceleration and inform the parents in writing of this decision.

SCHOOL TELEPHONE

Students will not be allowed to call home from the office phone unless there is an emergency. Students should not be calling home during the school day for permission to play after school or request forgotten materials. Teachers will be allowed to use their discretion to determine if a phone call should be made. These calls may be made from the classroom.

SEXUAL HARASSMENT (DSP 5512)

All employees and students of the Catholic schools in the Diocese of La Crosse are entitled to work and learn in an atmosphere free from sexual harassment.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical contact of a sexual nature includes, but is not limited to the deliberate, repeated making of unsolicited gestures or comments or the deliberate, repeated display of offensive, sexual graphic materials, which is not necessary for work or learning purposes.

SIGN-IN, SIGN-OUT POLICY

If a student needs to leave early, the parent/guardian must stop in the office to sign the sign out document. The office will then notify the teacher that the student may be dismissed. If the student arrives late, the office will notify the teacher that the student is returning to the classroom. The parent/guardian must stop in the office and to sign in the student.

STUDENTS WITH SPECIAL NEEDS

St. Joseph School works closely with the public school in serving the exceptional educational needs of our enrolled students. The classroom teacher or the parents may refer students. The possibility of referral is to be first discussed with the parents. Copies of the referral forms are kept in the Principal's Office.

The teacher may request that a specialist from the public school observe the student in the classroom setting at St. Joseph School. The Intervention Assistance Team (IAT) will then meet to determine what interventions need to be tried to help the student. The IAT will consist of the classroom teacher, the parents/guardians, Special Ed staff, Principal, Counselor, etc.

After a period of six weeks, the Intervention Assistance Team will hold a follow-up meeting to determine the status of the concerns. A determination will be made if further intervention is necessary.

Special services may be provided by the Prescott Public School.

Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD) are not currently classified as exceptional needs. These disorders require medical diagnosis, however, these students are commonly served in the regular classroom.

SUPPLIES

Students are required to purchase from the school an assignment notebook, a ream of paper and a Bible as required by each grade.

TESTING

All schools in the Dioceses of La Crosse participate in a standardized testing program. The testing is done in the fall within the dates established by the Office of Catholic Schools.

TEXTBOOKS

The care of books and other materials is the responsibility of the students. The student will replace all books and materials that are damaged for the actual cost of replacement.

TORNADO DRILLS

Tornado drills will be announced via the intercom system. Students are to take cover in designated shelter areas on the lower level of the building:

- Preschool - in the hallway by the janitor's room
- K - along the hallway in new building
- 1 - in the hallway by the kitchenette
- 2 - in the art supply room
- 3 - in the hallway closest to the furnace room
- 4 - along the hallway in new building closest to bathroom
- 5 - in tutor room
- 6 - in the music room

All classes should move calmly and quietly to their designated area. Students should sit down on the floor with their back against the wall and cover their heads with their hands.

Teachers should make sure that all students are accounted for once they have reached their shelter area. The office staff will check each area and the teacher will report their attendance at that time.

Remain in your areas until the "all clear" is given.

If a real tornado is imminent and the students are on the playground, students should go directly to their designated shelter area.

TRANSPORTATION OF STUDENTS (DSP 5410 and DSR 5411)

In the transportation of students, as in other matters, the rights or obligations of a school are secondary to the rights of the parents. There is less liability for the school when a parent transports his/her own child.

If a parent makes either a verbal or written request to transport his/her own child to or from an athletics or extra-curricular event, that request is to be honored unless one or more of the following conditions exist:

- a. The parent judged impaired in some fashion, such as being intoxicated or in such an emotional rage or state that driving would be impaired.
- b. The parent is abusive and appears about to abuse the child.
- c. There is a sound athletic reason (such as reviewing and planning the game) or a reason intrinsically related to the trip for the student to ride with the rest of the team.

These statements refer to a parent transporting his or her own child only.

TUITION

Each year the St. Joseph Parish Finance Committee sets the tuition rates for the upcoming school year. The current tuition rates can be found on our website or by contacting the school office.

Effective July 2010, all tuition payments **MUST** be paid through one of the payment plans list below:

1. Full payment by July 15 (a \$50 discount applies per FAMILY)
2. Monthly, quarterly, or semi-annual direct debit (ACH) over 9 or 10 or 12 months
3. Semi-annual payments by check no later than August 1 and January 15. Automatic payment information must be provided if you choose this method.

Automatic payments can be made over a period of 9, 10 or 12 months, with some months having more deducted than others, if that works best for your financial situation. An authorization form with payment methods **MUST** be returned to St. Joseph's Parish office no later than July 1.

If the authorization form is not returned by July 1, a late fee of \$25 per month will be added to your amount due.

THERE ARE NO EXCEPTIONS FOR NOT TURNING IN THE TUITION PAYMENT FORM. IN ADDITION TO A LATE FEE, REPORT CARDS WILL NOT BE PROVIDED UNTIL PAYMENT PLANS ARE PROVIDED AND PAYMENTS ARE MADE CURRENT.

UNIFORM POLICY

Revised for 2008 – 2009 school year

FORMAL UNIFORM MUST BE WORN TO SCHOOL MASSES THROUGHOUT THE SCHOOL YEAR.

THIS MEANS:

Boys: Long pants with a polo shirt

Girls: Skirt, skort or jumper with a polo shirt or blouse

School sweatshirt, sweater vest or plaid vest may also be worn as part of formal uniform

SHIRT (Boys & Girls)	Light blue polo shirt with logo, long or short sleeve White polo shirt with logo, long or short sleeve Navy blue or white turtleneck may be worn under the sweater vest, sweatshirt, jumper and skirt vest ONLY Gray t-shirt with logo – <u>worn with shorts ONLY</u>
SWEATSHIRT	Navy blue sweatshirt with logo Gray sweatshirt with logo (no longer ordering but may wear if own)
HOODED SWEATSHIRT	Grey hooded sweatshirt with logo (may NOT be worn in the classroom – considered outerwear)
VEST	Navy blue sweater vest with logo Plaid uniform vest (girls)
PANTS	Navy blue twill or corduroy uniform pants (<u>no cargo style pants</u>)
SHORTS	Navy blue twill uniform shorts (no cargo style shorts)
SKORT	Navy blue 3-tab pleated uniform skort from Donald's or French Toast
SKIRT/JUMPER	Plaid uniform jumper: grades K, 1, 2 and 3 Plaid uniform skirt: grades 4, 5 and 6 <i>Navy blue, gray or black biking-style shorts should be worn under skirt/jumper</i>
BLOUSE	Light blue blouse with Peter-Pan collar, long or short sleeve

ACCESSORIES

SOCKS	Solid navy blue, white or black socks Solid navy blue, white or black tights
SHOES	Navy blue, white, gray or black (including shoelaces) Shoes must have non-marking soles
BELT	Navy blue or black, nothing ornate
HAIR ITEMS	Navy blue, white, gray, black, or plaid uniform bands, ribbons
JEWELRY	Pierced ear posts for girls No dangling earrings or ornate jewelry

The purpose of the uniform policy is to encourage appropriate attire and to prevent the extremes of extravagance or sloppy dress. The uniform adds dignity to the work and behavior of the student.

Uniforms are purchased from:	Donald's Apparel & Uniform 972 Payne Avenue St. Paul, MN 55101 1-800-728-8082 www.donaldsuniform.com	French Toast 1-800-373-6248 www.frenchtoast.com (sold at some Sears stores)
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Items that can be purchased:	Pants, shorts, skorts, jumpers, shirts, vests, sweatshirts, accessories	Pleated or double-knee flat-front pants, <u>pleated</u> shorts, <u>three-tab pleated</u> skorts
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Donald's will bring our pants, shorts, skorts, jumpers and accessories to an annual uniform sale at St. Joseph's. The school places an order for logo items (polo shirts, sweatshirts and sweater vests) from Donald's on the 15th of each month. Order forms are available from the school website or by contacting the school office.

ADDITIONAL INFORMATION REGARDING UNIFORM POLICY

- ❖ **Polo shirts must be tucked in.**
- ❖ Students must wear the "formal uniform" on Mass days, Holy days and other designated days. The formal uniform is identified on the previous page.
- ❖ When purchasing footwear, remember that the color of the shoes, including shoelaces, must match the colors in the uniform (navy blue, white, gray or black). Also, shoes to be used as gym shoes should be black-mark free. This will aid in the upkeep of the gym.
- ❖ If, for any reason, it is impossible for a child to be in uniform on a particular day, a written note of explanation from the parents is required before the child can enter his or her classroom. This note must be brought to the principal's office prior to the start of the school day.

VISITORS

Parents, guardians, visitors and volunteers are to report to the office and sign in on the visitor log book before going anywhere in the building. When leaving the building visitors must report to the office and sign out on the visitor log book. Teachers should refer any unrecognizable or unauthorized persons to the administrator immediately.

Students who wish to visit during the school day must have permissions from the classroom teacher and the principal. The visits are limited to one day. The parent/guardian of the student must sign a waiver form.

VOLUNTEER SIGN-UP

St. Joseph School is dependent on the many volunteers that help make many of the activities possible for our students. Parents/guardians are encouraged to sign up to volunteer at school for a minimum of five hours. If you are not able to volunteer, please consider a \$25.00 donation.

WEATHER RELATED CLOSINGS

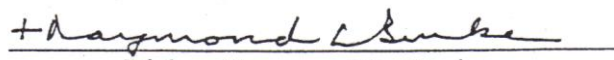
St. Joseph School will follow the same weather related closings as the Prescott Public School District. Announcement of school closings will be on the following TV and radio stations:

WCCO – channel 4	WCCO – 830 AM
KSTP --- channel 5	KDWA – 1410 AM
FOX ---- channel 9	
KARE -- channel 11	

DIOCESAN POLICIES

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step to the Diocesan Administrative Recourse is commenced by the parent/guardian.


Bishop Raymond L. Burke

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

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

1. Teacher or other school employee
2. Principal
3. President (if there is one)
4. Pastoral Authority
5. Dean
6. Diocese

Procedure in the Diocese of La Crosse

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

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


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

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

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

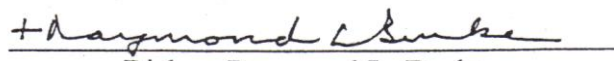
If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf Canon 1732 – 1739)

It should be kept in mind the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf Canon 1740 – 1747) or the transfer of a pastor unwilling to be transferred. (cf Canon 1849 – 1852)


Bishop Raymond L. Burke


COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status
During Administrative Recourse Procedure

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


Bishop Raymond L. Burke

STUDENTS: Catholic Faith and Moral Standard

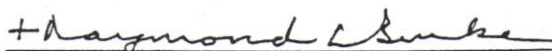
As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion.


Bishop Raymond L. Burke

STUDENTS: Conferences

As a personal means of informing parents as to the development of their children, schools are to schedule conferences on a regular basis. Normally, the children should have the opportunity to be at these conferences.

Conferences are to be scheduled at least twice a year, once during or shortly after the first quarter and once during or shortly after the second or third quarter.

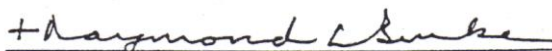

Bishop Raymond L. Burke

STUDENTS: Confidentiality

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

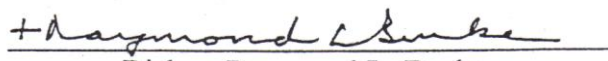
1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes is important to share the information with the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

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


Bishop Raymond L. Burke

STUDENTS: Corporal Punishment

Corporal punishment is not to be administered to students.


Bishop Raymond L. Burke

STUDENTS: Dismissal and Expulsion

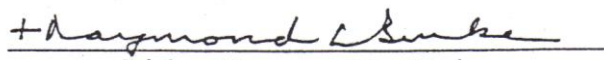
The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the Diocesan Director of the Office of Catholic Schools.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).


The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).


Bishop Raymond L. Burke

STUDENTS: Dismissal and Expulsion

If a dismissal or expulsion is pending, the Diocesan Director of the Office of Catholic Schools is to be notified immediately. The Diocesan Director of the Office of Catholic Schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. The Diocesan director of the Office of Catholic Schools will then approve or deny the dismissal or expulsion.


Bishop Raymond L. Burke

STUDENTS: Elementary Students: Dress

Minimum standards for dress in all of the Catholic elementary schools in the Diocese of La Crosse are as follows:

1. No T-shirts are permitted as primary wear during the school day.
2. Sweatshirts, if worn, shall be plain or have the school logo only.
3. No outerwear is to be worn within the school building during the regular school day without special permission of the administration. This includes, but is not limited to, jackets, windbreakers, ponchos, etc.
4. Hairstyles must be clean, cut to a reasonable length and be reasonably natural color.
5. Shirts that are made to be tucked in are to be tucked in.
6. Shorts are seasonable wear and are to be worn, if allowed at all, only when the administration determines the weather warrants it, which is generally between May 1 and October 1. When shorts are worn, they must be dress shorts and comply with all other aspects of the dress code.
7. The following types of pants/slacks are not permitted: oversized or ill-fitting pants, sweat pants, athletic wear, leisure wear, pajama bottoms, or any similar wear. Pants must be in good condition and are not to have holes or patches or be frayed. Denim jeans may be worn at the discretion of the pastor (or dean in a unified system). They must be in good condition and not have any holes, ragged edges, or bleached-out or tie-dyed markings. Denim jeans must fit properly.
8. Shoes must be worn during the school day. The type of shoe is not to pose a safety hazard. Any type of footwear that is considered beachwear is not permitted. Shoes that have laces are to be tied.
9. Any accessory that draws undue attention to a student is not permitted. This includes, but is not limited to makeup, hairstyles, long looping chains, all unreasonable body jewelry, including that worn in but not limited to the tongue, nose, lips, eyebrows, excessive piercing in the ears, etc.
10. Body art (tattoos) is not to be publicly visible.
11. Shirts that can be buttoned are to be buttoned appropriately. In most cases this would mean up to the second to the top button on a normal shirt or blouse. Shirts or blouses must cover the midriff during all movement or activity.

12. Hats, caps, bandanas or other types of headwear are not to be worn in the school building during the regular school day.
13. Skirts, skorts, shorts, etc. are to be no more than two to three inches above the knee.
14. When there is a need for special occasion dress, all dress must fit within the school's local guidelines for modesty and safety. The school administration reserves the right not to allow participation in these activities, if, in the judgment of the administration, dress does not measure up to the school's own standards of modesty and safety.
15. At all times, there is not to be any saying, picture, or reference on clothing that is inconsistent with Catholic faith and morals. Items which reference drugs or alcohol, songs or musical groups, whose lyrics have content inconsistent with Catholic teaching, are inappropriate for wear.
16. These directives apply to all students for the entire school year. Exemptions are not to be granted for special groups.

Schools should begin implementation of the above dress code as soon as possible. All schools must be in compliance starting with the 2005-2005 school year.

Bishop Jerome E. Listecki

DRUGS AND ALCOHOL

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

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

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

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

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

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

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

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

D. DEFENITIONS

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

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

The term “expulsion” is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term “dismissal” is:

Termination of a pupil as a student from the school less than permantly (indefinite or for a given item).

The term “suspension” is:

Temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

E. PROHIBITION AND REQUIRED MINIMUM SANCTIONS

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

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

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

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

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

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

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

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

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

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

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

F. INVESTIGATORY AND/OR REMEDIAL MEASURES

1. The student and parents/guardians shall meet with school authorities.
2. The student shall be suspended pending completion of the investigation and may be suspended during the assessment.

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

G. REPORTING REQUIREMENTS

1. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.

2. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our school may be the victims of abuse. Therefore, a chapter 48 report may be required.

CONSULATIVE REQUIREMENT

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

RELATIONSHIP TO OTHER STUDENT CONDUCT CODES

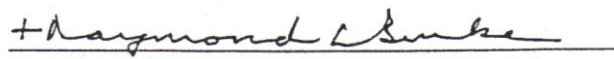
This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all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

EDUCATION

All schools are required to develop and implement a policy of parent/guardian and student drug/alcohol abuse education. This education program is to be in place no later than January 14, 1998, and is to be reviewed annually.

EFFECTIVE DATE

The Drugs and Alcohol Policy is to be implemented no later than August 15, 1997, and is to be reviewed annually.


Bishop Raymond L. Burke

ADMINISTRATING MEDICINES TO STUDENTS

The Diocese of La Crosse's policy regarding administrating medicines to students shall adhere to all of the appropriate statues.


Per the statues, the Diocese hereby authorizes the principals and their designated staff members to administer medicines per the attached *Administrative Regulations*.

The new law immunizes all school personnel from civil liability for acts or omissions in administering medication, unless the acts or omissions constitute a high degree of negligence, and administrators are immune from civil liability for the act of authorization, unless it constitutes a high degree of negligence.

Wisconsin Statues 118.29.

ADMINISTERING MEDICINES TO STUDENT – REGULATIONS

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


Bishop Raymond L. Burke

STUDENTS: Drug/Medication Administration

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


Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian.

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

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

(s. 118.29.)


(Copies of the state law can be found in the WCRIS Legal Handbook.)


Bishop Raymond L. Burke

INSTRUCTION: Field Trips and Outings

Class visits to places of cultural and educational significance give enrichment to the lessons of the classroom. To ensure the desired outcome of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested.

Field trips are a privilege. Schools can set minimum academic, effort, and conduct expectations for participation in such trips.


 Bishop Raymond L. Burke

Diocese of La Crosse

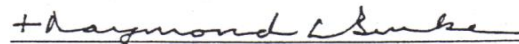
09/27/89
DSR 6325

INSTRUCTION: Field Trips and Outings

All field trips and outings must be pre-approved by the local school administrator. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent should include the basic information on the trip, such as where they are going, times, chaperones, mode of transportation. The Diocesan Field Trip Permission form is the only form that may be used.

No student may participate unless a signed parental permission slip for the specific event is on file with the school principal.

The Diocese of La Crosse Extended field Trip Permission Slip must be used for such overnight/extended trips. (See Appendix)


Bishop Raymond L. Burke


Diocese of La Crosse

09/27/89
Revised 01/09/01
Revised 07/31/03
DSP 5501

STUDENTS: First Aid

The health, safety, and well-being of students and staff should always be the primary concern of the school. Schools are to provide necessary equipment, inservice and procedure for first aid to student and staff.

Whenever possible, it is recommended that at least one staff member have basic first aid/CPR certification.


Bishop Raymond L. Burke

Diocese of La Crosse

09/27/89


DSR 5501

STUDENTS: First Aid

As part of a school's first aid policies and procedures, the following should be included:

1. Written procedures to be part of the staff handbook. These procedures should include the proper way of handling bodily fluids.
2. First aid kit with necessary equipment.

3. First aid kit to accompany all extra-curricular activities taking place outside the school.
4. Emergency telephone numbers readily available to staff.
5. Accident reports should be filled out for every accident or injury and copies kept in the school files.
6. Teachers are not to leave students who are injured alone while getting additional help.
7. Teachers are to be inserviced as to emergency care procedures and, if possible, at least one staff member should take a first aid and personal safety course.


Bishop Raymond L. Burke


Diocese of La Crosse

09/27/89

DSP 5790

STUDENTS: Grade School Dances and Parties

Schools are not to sponsor mixed parties and dances for grade school students, when they are such as to promise premature dating, exclusive and particular boy-girl associations pairing off of couples. School activities which are well supervised and which are instructive in the social graces and productive of mature and wholesome relationships are encouraged.


Bishop Raymond L. Burke

Diocese of La Crosse

09/27/89


DSP 6420

INSTRUCTION: Student Internet, E-mail and Other Technology Use

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege not a right.
2. The use is always to be consistent with catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.

6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to: school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.
11. A statement indicating whether or not the school wants to limit the use of Internet, e-mail or other technology during school time to school curriculum-related issues, matters and use.

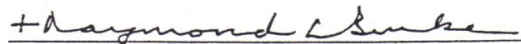

Bishop Raymond L. Burke

Diocese of La Crosse

01/12/98
Revised 01/12/99
DSP 6225

INSTRUCTION: Non-Catholic Student Participation

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


Bishop Raymond L. Burke


Diocese of La Crosse

01/22/91
DSP 5101

STUDENTS: Non-Discrimination

The educational institutions of the Diocese of La Crosse may be subject to Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Rehabilitation Act of 1973, the American with Disabilities Act, and other federal, state or local laws prohibiting illegal discrimination.

The educational institutions of the Diocese of La Crosse do not discriminate on any civil law protected class basis unless permitted by law an/or protected by the United States Constitution or the Constitution of the State of Wisconsin.


Bishop Raymond L. Burke


Diocese of La Crosse

9/27/89
07/01/03
DSP 5302

STUDENTS: Proof of Custody

In any situation where there is a custody order, the schools are to obtain and retain a copy of that order. A copy of the order should be placed in the student's file.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the order. This notification must be in the form of a signed court order.



Bishop Raymond L. Burke

Diocese of La Crosse

01/17/96
Revised 01/12/98
Revised 07/13/03
DSP 5210

STUDENTS: Retention/Acceleration

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflections and evaluation and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision.


Bishop Raymond L. Burke

Diocese of La Crosse

09/27/89
DSP 5512
Page 1 of 2

STUDENTS: Sexual Misconduct/Sexual Harassment

Policy:

The Diocese of La Crosse has strong and clear policies prohibiting any form of child sexual abuse and sexual misconduct. A copy of the Dioceses of La Crosse's *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* are attached as Addendums. These policies apply to all students in the Catholic Schools of the Diocese of La Crosse.

Provisions:

- 1) No student shall be subject to sexual abuse or sexual harassment as a student in the Catholic Schools of the Diocese of La Crosse.
- 2) Any persons who engage in sexual abuse of any Catholic student shall, among other sanctions, be reported to the law enforcement authorities and be dismissed as a student, an employee and/or volunteer.
- 3) Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
- 4) No student shall be subject to sexual harassment or other sexual misconduct, as a Catholic school student.
- 5) Any student or employee who engages in sexual harassment and/or other sexual misconduct shall be subject to severe disciplinary measures up to and including dismissal as a student or discharge from employment.

- 6) Any student who believes that he or she is being sexually harassed and/or is the victim of sexual misconduct shall report immediately such information to the Diocesan Director of Catholic Schools who shall report the matter to the Diocesan Bishop.
- 7) Any information reported shall be treated as confidential. All claims of sexual harassment or sexual misconduct shall be thoroughly investigated after consultation with the Diocesan Director of Catholic Schools.

Diocese of La Crosse

01/19/94
Revised 07/31/03
DSP 5512
Page 2 of 2

- 8) The Dioceses of La Crosse's *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* shall be distributed to students and parents in the Diocesan Catholic Schools.
- 9) No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith.


Bishop Raymond L. Burke

Dioceses of La Crosse

01/19/94
Revised 07/31/03
DSP 6410

INSTRUCTION: Speakers, Outside Programs, AV Materials (Including Movies and Videos), and Literature

All outside speakers, programs, AV materials and literature used in the school are to have the prior approval of the school administrator. Care should be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools.

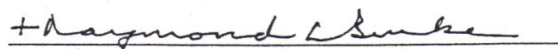
The USCC movie rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location or those recommended by school personnel. If the rating of a movie or video cannot be found, the Diocesan Office of Catholic Schools should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years and older.

If a movie rating by the USCCB is AII, which is not deemed appropriate for elementary schools, then it is understood that literature based on these movies would also not be appropriate for elementary schools.


Bishop Raymond L. Burke

STUDENTS: Transportation of Students to and From Extra-Curricular Activities

1. In the transportation of students, as in other matters, the rights or obligations of a school are secondary to the rights of a parent.
2. There is less liability for the school when a parent transports his/her own child.
3. If a parent makes either a verbal or written request to take his/her own child to or from an athletic or extra-curricular activity, that request is not to be denied unless one or more of the following conditions exist:
 - A. The parent is judged to be impaired in some fashion, such as being intoxicated or in such an emotional rage or state that driving would be impaired.
 - B. The parent is abusive and appears about to beat the child.
 - C. There is a sound athletic reason (such as reviewing and planning the game) or a reason intrinsically related to the trip for the student to ride with the rest of the students.
4. These statements refer to a parent transporting her or his own child only.
5. When volunteers drive students, there needs to be reasonable assurance of the driving record and ability of the volunteers. (Parents, of course, need to be notified when a volunteer is driving. In this case, it is also advisable to have a signed permission slip.)


Bishop Raymond L. Burke

STUDENTS: Transportation of Students in Vans

1. Transportation of students to and from school

All vehicles used to transport more than nine students and/or passengers to and from school must meet all school bus requirements. The only exception to this is the municipal busing system. Alternative vehicles can be used to transport no more than nine students and/or passengers plus the driver. Therefore, vans are considered alternative vehicles and could be used to transport up to nine students and/or passengers plus the driver. For transportation of nine or less students and/or passengers, only a regular driver's license is required. For transportation of more than nine students and/or passengers, there needs to be an "S" endorsement to the license, or in the case of larger vehicles, a regular commercial license with an "S" endorsement. A motor bus would also need a "P" endorsement.


2. Transportation of students for extra-curricular or curricular trips

A. For nine or less students and/or passengers plus the driver, an alternative vehicle (for example, a van) can be used.

b. Transportation of 10-14 students and/or passengers, plus the driver, requires a yellow and black school bus that meets all school bus requirements or a motor bus. This motor bus could be a coach-type bus or bus painted with other than school bus colors. This means that a school van which has the capacity for up to 15 students and/or passengers could not be used to transport over nine students and/or passengers plus the driver unless it were yellow and black and met all school requirements. This same van, however, could transport nine or less students and/or passengers without having to meet any yellow and black school bus requirements or any additional licensing requirements. Therefore, it is not the capacity of the vehicle, but rather the number of students and/or passengers in the vehicle, that makes the difference. If a motor bus is used to transport from 10-14 students and/or passengers, the driver would need a commercial license with a "P" endorsement. If a van that is black and yellow and meets all school bus requirements is used, the driver needs a regular license with an "S" endorsement.

c. Finally, to transport 15 or more students and/or passengers plus the driver requires a school bus or a motor bus, which again could be a coach-type bus or bus painted other than school bus colors.

3. It is also important to know that both school buses and motor buses are required to be inspected annually by the state patrol – school buses under Administrative Rules of Transportation 300 and motor buses under Administrative Rule of Transportation 330.


Bishop Raymond L. Burke