



Assumption Catholic School Parent/Student Handbook

Revised August 2021

2021-2022 Assumption Catholic School Parent/Student Handbook

(Revised August, 2021)

Holy Rosary Campus
Grades K-3
N6217 Cty Rd V
Durand, Wisconsin 54736
(715) 672-4276 fax (715) 672-3485

Sacred Heart
Mondovi, Wisconsin

St. Mary's Campus
Grades 4-8 & Noah's Ark
901 W Prospect Street
Durand, Wisconsin 54736
(715) 672-5617 fax (715) 672-3931

Theme for 2020-21

“Catholic Schools Learn, Serve, Lead, Succeed”

Faculty and Staff

Pastors of Holy Rosary, Sacred Heart, St. Mary's Parishes Father Emmanuel
Father Timothy Reither

Principal Mrs. Mary Lansing
Teachers in Charge Lima Campus Mrs. Jill Gruber
Durand Campus Mrs. Audrey Ryan

Assumption Catholic School – Lima Campus

Assumption Catholic School – Durand Campus

Kindergarten Ms. Sabrina Berger
Grade 1 Mrs. Kelley Balts
Grade 2 Mrs. Stephanie Beyer
Grade 3 Mrs. Jill Gruber

N-Ark Preschool Mrs. Stacy Spindler
N-Ark 3KAide Mrs. Sandy Wayne
Noah's Ark 4K Mrs. Angie Tulip
N Ark 4K Aide Mrs. Sandy Wayne
Grade 4 Mrs. Audrey Ryan
Grade 5 Mr. Damian Overby
Grade 6 Mrs. Taylor Wayne
Grade 7 Ms. Ashley Meland
Gr 6/7/8 Religion Ms. Nancy Bechel
Grade 8 Mrs. Jen Weber

Serving Both Buildings

Art/Library Ms. Julie Dierauer
Physical Education Mrs. Heidi Michels

Music Mrs. Carrie Bullard
Resource Mrs. Sara Mack

Support Staff

Lima Campus

Secretary Mrs. Jane Fedie
Custodians Mr. Roger Brott
Mr. Jim Whitwam
Lunchroom Mrs. Lori Bauer

Durand Campus

Secretary Mrs. Tess Gunderson
Custodians Mr. Roger Brott
Mr. Jim Whitwam
Lunchroom Mrs. Rhonda Bauer
Mrs. Mary Polzer

School Nurse Mrs. Katie Walsh RN
Pape School Bus Inc.672-3636

Assumption Catholic School Statement of Mission, Philosophy and Belief:

Purpose:

Jesus Christ is the center and purpose of Assumption Catholic School. Through His teachings the community is united in the Family of God. The school exists to create opportunities of Catholic identity, Christian witness and academic excellence.

The school embodies, through its Catholic, Christian beliefs and practices, the integration of Gospel virtues into the total curriculum. Christian attitudes, emerging from this integration, lead students to an awareness of the needs of others and situations around them and the willingness to be of service in these both now and in the future.

The ideal of this philosophy can only be fulfilled through the shared beliefs and cooperation of the entire Assumption Family --as we work together in mutual respect, loyalty, encouragement, honesty, and trust.

“Jesus is the Center of our lives and His teachings are the prime reason Catholic schools exist”

Mission Statement:

Faith • Academics • Service

We the professional staff of Assumption Catholic School and the Tri-Parishes of St. Mary's - Durand, Holy Rosary - Lima and Sacred Heart- Mondovi are dedicated to providing a quality Catholic Education for the students. In cooperation with parents and the parish community, we strive to create an environment in which a lifetime of **faith** development is fostered, **academic** knowledge is attained and **service** is promoted

Belief Statements:

We believe that

- Assumption Catholic School is a faith community that collaborates with parents, students, parish member and administration to form a faith-filled environment.
- Assumption Catholic School and the Tri-Parish community of Holy Rosary, St. Mary's and Sacred Heart Parishes provide role models who reinforce the teachings of Christ, the Catholic faith and the practice of virtues. As Christ-like role models, we strive to guide children as they learn to live as Christians.
- The prayer life of each child can be enhanced by active involvement in liturgy as well as prayer opportunities inside and outside of the classroom environment.
- Assumption Catholic School assists parents – the primary educators of their children – to be responsible for the education of their children and the development of their faith.
- Assumption Catholic School is committed to academic excellence and the belief that all children can achieve their academic potential.
- Every child is unique and that quality is founded on the belief that all children are created in the image and likeness of God
- Assumption Catholic School is committed to academic excellence, which believes in the individuality of each student; fostering that individuality is primary to each student's success.
- Service to others is important to the growth and development of each child as a whole person.
- Service to others, inside and outside the school and parish community, enhances a child's awareness of the social concerns of others.

Philosophy statement:

The philosophy of Assumption Catholic School is to provide a nurturing learning environment that promotes strong Christian values, love for God, prayer, respect for others and service to the community We educate the whole child and support each student's growth spiritually, academically, emotionally, socially and physically. Our members function together to achieve the fullest possible realization of the three fold aim of Catholic education: *Faith Formation, Academic Excellence and Service to others.*

Assumption Catholic School Overview and Admission

Admission Policy *Appointments are to be made with the Assumption Catholic School Principal.*

Assumption Catholic School is a Catholic School in the Diocese of La Crosse. We strive to provide quality education in an atmosphere formed by Gospel Virtues. We will teach and advocate our Catholic Faith, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority. Students of all faiths that are interested in pursuing an education in such an atmosphere and willing to meet the religious, academic, social, and behavioral standards of Assumption Catholic School, are welcome as part of the school community.

New students will be admitted on space- available basis with priority given to Catholics. As members of the school community, all students are expected to participate actively in religion classes; liturgical celebrations, class projects, as well as regular attendance and active participation in class discussion are part of that responsibility.

It is expected that parents will work with the teachers and administrator in relation to the behavior of their children and that they will do their part to support and uphold the code of behavior and discipline.

Admission Requirement DSR 5105 The health and educational success of each child are primary concerns of the Catholic school. Standards established by local health and educational agencies give specific directions to assist the establishing their own standards, should be aware of the standards for public schools.

A child must be five years old by September 1 to enter Kindergarten and six years old by September 1 to enter first grade.

Up to date immunization records must be provided for students entering school. The school principal is responsible for ensuring that these records are up to date.

Office Hours The school offices are as follows: Lima Campus: 7:45-3:15 Durand Campus: 7:30-4:00

Attendance Hours School hours for Assumption Catholic School are:

K-3 Site	8:10 a.m-3:10 p.m
4-8 Site	8:05 a.m-3:20 p.m

***Please do not send your students to either site before 7:45 a.m.**

We will not have on site supervision before the listed times in the morning. Your cooperation is appreciated.

Catholic Faith and Moral Standard DSP 5112 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.

Religious Education The program of religious education is the prime reason that Assumption Catholic School opens their doors each day. The Religious Education Program develops in students an attitude of prayer throughout their daily experiences. It fosters the knowledge and appreciation of the richness of Catholic teachings. The schools' objectives are to bring the child closer to Jesus Christ through prayer, daily religion classes, integration of religion and virtues into the core curriculum, Eucharistic liturgies, and special services which focus on our rich heritage. Peace justice issues, mission awareness, and service projects are an extension of the religion program.

Statement of Non-Discrimination DSP 5101 Every Catholic school in the La Crosse Diocese respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. The Diocese of La Crosse has the obligation to publicize its nondiscrimination policies.

Non Catholic Student Participation DSP 6225 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.

Liturgy All students participate in weekly Eucharistic liturgical celebrations. Students are made aware of the liturgical seasons and feasts of the Catholic Church, including the significance of Advent and Lent. They participate in the traditional services of the Rosary, Stations of the Cross, prayer services, and the reception of the sacraments. Parents are invited to attend.

Program of Instruction

The educational program of the schools is as follows:

Religion	Science
Reading/Literature	Physical Education
Language	Health
Math*	General Music
Social Studies	Computer Literacy
Art	Band and Choir (optional)
*Algebra is offered to some at the 8 th grade level	

Financial Responsibilities:

Tuition costs for students for the 2021-2022 school year are:

Tri Parish 1 Child	\$1995	Non-Parish: \$ 3995
2 Children	\$3490	\$6490
3 Children	\$4990	\$7990
4 Children	\$6490	\$9990

Parents may choose a payment plan for the following year in the spring of each year: full tuition by August 31st, two payments: by August 31st and February 25th, nine payments: first payment by August 30th then monthly or individualized payment plan by contacting the administrator. ***In all cases, tuition must be paid in full by May 1st.***

If it is your desire to send your child to Assumption Catholic School, we are willing to work with you to help you make it possible for your child(ren) to attend our school regardless of financial ability.

Policy on payments

1. Tuition payments are set up on 3 different payment plans. However, if the tuition could be paid in full by August 31st, it would be greatly appreciated.
2. If need be, other payment arrangements may be made by contacting the principal.
3. All accounts must be brought up to date at the end of each quarter unless other arrangements are made with the principal.
4. If financial circumstances change, the parent or guardian is responsible to pay tuition up until the time they make contact with the principal and discuss their change in financial needs.
5. **Tuition: The following procedure will be followed for past due accounts:**
 - A. A statement will be sent to each parent with an overdue account indicating the amount overdue. It will state that this should be paid immediately or the principal should be contacted to make arrangements acceptable to the principal to bring the account current within the school year.
 - B. If satisfactory arrangements are not made, a personal phone call from the principal will be made to each parent whose account is overdue stating the amount overdue and again requesting that this is paid immediately.
 - C. If satisfactory arrangements are not made to bring the account current, a personal call from the pastor/business manager will be made to each parent whose account is still overdue.
 - D. If satisfactory arrangements are still not made to bring the account current after speaking with the pastor/business manager then the parents whose accounts are still overdue will be sent a certified return receipt letter stipulating that the student(s) will not be allowed to attend classes for the new school year.
 - E. A past due account on a student must be paid in full before the student will be allowed to attend classes for the new school year.
 - F. Graduating student(s) and/or student(s) who is transferring to a different school will have their official school records held until tuition payment is current and paid up to date.
 - G. Any exceptions to this policy on payments must be approved by the pastor and or finance committee.
1. **Band & Choir:** Fee for band is \$10.00 per individual or \$20 for family. Choir fee is \$10.00 per individual or \$20 per family and is due from each family before participation in band or choir each year. This fee helps purchase music for the students.
2. **Food & Service:** Families are responsible for keeping money in their child(ren)'s lunch account. If your lunch accrues a negative balance of \$30.00, the office will communicate with the family to resolve. Payment is due in the next (5) days or your child may be denied hot meals until the balance is paid. This policy will help ensure the privilege of having a hot lunch program at Assumption Catholic School.

\$CRIP \$CRIP is a great tool to generate money to both lower your tuition and increase the general school fund. 100% of the first \$400 earned will be applied toward tuition. Afterwards, 50% of \$CRIP credit earned will be applied towards the following school year tuition fee. The other 50% will go into the school's general funds. Money in the general fund will assist in keeping tuition lower and decrease the subsidy paid by the parishes. Families are required to purchase **at least** \$1000.00 per year in Scrip.

Dates of \$CRIP purchased: June, 2021- June, 2022 earns credit towards: 2022-2023

\$SCRIP is a program in which many local, regional, and national vendors allow their gift certificates to be purchased, designating a particular percentage of the purchase back to the schools. For example, Alex's Pizza in Durand gives 5% to \$SCRIP Program for every dollar of Alex Pizza \$SCRIP purchased. If a family purchases \$3000 in Alex's Pizza \$SCRIP certificates in a year, half of the profit or \$75 will go towards reducing their tuition and the other half will go into the general school fund. This general school fund will be used as needed for school items such as textbooks, electricity etc. and will help to maintain the subsidy provided by the parishes.

Note: Anyone may work to help a family lower their tuition with \$SCRIP i.e. grandparents, neighbors, other relatives, parishioners, etc. Those who designate a family may change that designation as often as they wish. Purchasers may choose to allocate the credit to:

1. **Schools Tuition for an Assumption/ Noah's Ark school family**
2. **Faith Formation Family**
3. **General Fund**

Guardianship, Proof of DSP 5302 In any situation where there is a custody agreement, the schools are to obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

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 agreement.

Insurance Parents are to have their own medical insurance to cover accidents. Assumption Catholic School has no insurance to cover accidents on school grounds unless negligence is proven.

Lunch Program Hot lunches are served daily in each building which will include milk, veggie tray, and lettuce. This year the USDA is providing lunch at no cost to our students. Adult meal \$3.50. Students may purchase milk with their cold lunch for .40/carton. Milk is available to approved students as part of the break in the school day for a fee based on current prices.

Reduced/ Free Lunch Program Children from families whose income is at or below the levels shown on the annual eligibility scale are eligible for free or reduced meal prices. The application forms are available at the beginning of the school year and throughout the year, as family circumstances warrant. It should be noted that many of the federal and state programs which our students may be eligible to participate in are based on the number who are eligible for free and reduced meal prices. Forms are available online on the parish/school webpage.

Supply List Each student is requested to purchase school materials as noted on the supply list sent home with the final report card of the year. Supplies purchased for the previous year may be used until gone.

Testing Assumption Catholic School follows the diocesan program of testing. Results will be sent home as soon as they are available.

Students in Grade 4K & K will take the PALS assessment this year.

Students in Grades 1-8 will take the Iowa Test of Basic Skills tests.

Students in Grade 3 may participate in a Reading Testing Program

Students in Grades 4 and 8 will take a Religion Assessment each school term.

If a student needs further professional testing, parents are notified and, with their permission, the Durand Unified District is notified of the request. **Parents are encouraged to notify the school as early in the school year as possible if they wish to request this testing.**

Transportation, Public School Bus

***** THE FOLLOWING RULES ARE TO BE FOLLOWED BY ALL STUDENTS UNTIL FURTHER NOTICE BY BUS COMPANY AND/OR SCHOOL:**

- Masks must be worn.
- Will have assigned seats, by family's
- No eating or drinking

All concerns regarding bus transportation should be directed to the Pape School Bus, Inc. at (715) 672-3636.

Because the safety of each person riding the school buses is of paramount importance, the students will be held to the behavioral expectations as noted below in School Bus Safety Guidelines. These rules pertain to Assumption Catholic School' students and must be read by parents and students. The Statement of Compliance which parents and students sign after reading the handbook includes compliance with these school bus safety regulations.

Transportation, Personal Drop off/ Pick up K-3 Site: Drop off and pick up children at the main entrance in front of the school.
4K & 4-8 Site: Drop off and pick up children in the back parking lot. Park along the cemetery fence and wait for your children to be dismissed from the building. Exit via the Church driveway. Our goal is to create “one way” traffic for the safety of your children.

School Bus Safety Guidelines

While waiting in the bus line, students are to conduct themselves with **right judgment, courtesy and respect**. It makes us very proud to hear how well our students behave while waiting for and riding the bus.

Full cooperation regarding the following rules is needed at all times to maintain safe, dependable bus service that is a credit to both the school and community:

**“DO NOT LOSE YOUR BUS PRIVILEGE!”
FOLLOW THESE RULES**

1. Observe classroom conduct.
2. Be courteous, no yelling, NO profane language, use your inside Voice.
3. Do not eat or drink on the bus unless you have permission.
4. Keep bus clean.
5. Co-operate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. **STAY IN YOUR SEAT.** Sit down face the front and stay out of the walk way. Including head arms legs. Driver needs to see.
9. Keep hand, head and feet inside bus and to yourself.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.

Thank the bus driver as you exit in the morning and afternoon. He or she is an unsung hero!

Parents of primary students please explain these rules to your children in simple language and then have each of you children attending Assumption Catholic School sign, stating that he or she understands and will abide by these guidelines.



Student Conduct Behavior Code

Assumption Catholic School provides a nurturing learning environment that promotes strong Christian values, love for God, prayer and respect for others. We acknowledge that the best learning takes place when students, parents and teachers work in partnership toward the same goal. As Christ-like role models, we strive to guide children as they learn to live as Christians. Together, we reinforce the teachings of Christ, the Catholic faith and the practice of virtues of:

Hope, Respect, Charity, Self-Control, Faith, Right Judgment, Kindness, Patience, Courage, and Justice.

The virtuous person “pursues the good and chooses it in concrete actions” (CCC 1803).

With this “new view” in mind; all incidents of peer mistreatment are taken seriously and every effort is made to guide misguided actions toward meaningful opportunities to learn and grow socially, emotionally and spiritually, educating and promoting pro-social skills for the formation of the whole child.

*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus,
giving thanks to God the Father through him. (Col. 3:12-17)*

We believe it is important for us to create a paradigm shift from Problem-Centered bullying language, to more effectively align our responses with Positive Solution-Centered approaches that expresses compassion. Being Solution-Centered means that we are proactively engaging students in opportunities to learn and grow socially, emotionally and spiritually. Proactive means promoting skill-based learning, whereas anti as in “Anti-bullying” is reactive.

Bullying is defined as one or more individuals consistently and deliberately inflicting physical, verbal, or emotional abuse on another person. What distinguishes a bully from someone who teases occasionally is a pattern of repeated abuse. We expect bystanders to help and report on other students who are being bullied.

As Christians we need to lead the charge on creating the opportunity for our students to look inside themselves and want to change any disrespectful actions displayed. It is much more effective and efficient to promote the behaviors we **do want in students** rather than efforts to eliminate or move student’s away from behaviors we don’t want.

This includes but not limited to: Our Respect Pledge, Respect Prayer, Red and Green Choices behavior management system and instruction of the following action steps:

1. Try some of the techniques learned– humor, ignore, etc.
2. If the behavior continues, firmly tell the person to stop the behavior and that you don’t like it. This includes bystanders telling the offender as well.
3. If the behavior continues, report to an adult who is in charge (playground supervisor, teacher, etc.) A write-up will be conducted and a conference will be held with the alleged offender. The victim has the choice to be present or to remain anonymous. The adult in charge will follow up with the victim and the offender to ensure that there have been no problems.
4. If the behavior continues, report back to the adult. The matter will be referred to the principal and parents will be contacted. An additional write-up will be conducted and put on file. A logical consequence will be given with an opportunity for reconciliation and repentance. (see page 13)

Respect Pledge

I pledge to recognize the inner worth & value of everyone. I will show love, kindness, compassion and respect to other people, to myself and to our earth. I pledge to stand up, speak out and eliminate hurtful behavior.

I recognize my ability to create change. It only takes one person to change the world, and with God’s help, I will be the one.

Respect Prayer

Be with me Lord, as I begin this new day.

Open my eyes, my ears, and my heart so I can see You, hear You, and love You in all the events of this day.

May I treat my teachers and every one of my classmates just as I would treat You, with courtesy, love and respect.

Assumption Catholic School General Information

Absence/Tardiness As per Wisconsin State Statutes all absences beyond **ten (10)** days would be deemed un-excused and treated accordingly. Frequent or prolonged absence from school or from assigned periods during the school day or repeated tardiness without satisfactory reason shall be grounds for disciplinary action as determined by the principal. This may include any or all of the following:

- Detention
- Counseling
- Additional school. (attend after-school, weekend, or summer sessions to make up for the school the child missed)

If your child is absent beyond the 10 days they would be considered truant and a doctor's note will be required as evidence that the student is not in proper physical or mental condition to attend school.

- **Parents of students in grades K-3 are asked to call the school at 715-672-4276** and either leave a voice mail message on the answering machine or with the secretary explaining the reason for the child's absence.
- **Parents of Noah's Ark 3K and/or 4K and students in grades 4-8 are asked to call the school at 715-672-5617** and either leave a voice mail message on the answering machine or with the secretary explaining the reason for the child's absence. If the school has not received a call from the home, the school will call the home.

The school secretary should be notified no later than 8:30 a.m. that a child will be absent or tardy.

If a child leaves school early for any reason during the school day, a note must be written in advance stating the nature of the early dismissal. The reason stated will determine if the absence will be considered excused or unexcused. Parents should pick the child up at the school office to insure his or her safety. The child must sign out in the office before leaving the premises. In the event that a person other than a parent picks up the child, the school must be notified previous to the dismissal.

When a child enters the school after 8:05 a.m.(4K/4-8 Bldg.) or 8:05 a.m. (K-3 Bldg.), he/she must come to the office for the purposes of signing in and receiving a late slip before entering the classroom. This tardiness will be recorded on the child's permanent attendance record.

Absence due to illness: Students will be allowed two days to make up any work including tests missed for each school day gone due to illness. It is the responsibility of the student to make arrangements with instructors to make up testing missed. Students with an absence (that is not pre-arranged) for any portion of a day **may not** participate in, or attend any extracurricular activity that day.

Pre-arranged absences: Pre-approved absences include doctor, dentist etc. appointments. A pre-approved absence needs authorization by the principal. We encourage families to plan vacations to coincide with one of the vacation periods on the school calendar. If this cannot be done, please notify the school administrator in writing at least one week before the anticipated vacation. Students are expected to make up work and tests missed after the vacation unless previously agreed upon with teacher and parent.

Tardy Slips Because Assumption Catholic Schools is committed to making every minute count, promptness in arriving at school each day and at class each period is required. In the event that a child is tardy arriving at school, he or she must come to the school office to sign in and also to receive a tardy slip. Late arrivals to class will be sent to the office for tardy slips. 3 tardy slips will result in a phone call from the Principal and may result in after school detention.

Students: Administrative Recourse (Grievance) DSR 5901

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

1. Teacher or other school employee
2. Principal
3. Pastoral Authority
4. Dean
5. 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 grievance to the pastor 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 to 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 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 the 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 to 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 legislations in the Code of Canon Law is to be followed. (cf. Canon 1732-1739) It should be kept in mind that 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 (of. Canon 1749-1747) or the transfer of a pastor unwilling to be transferred: (of. Canon 1849-1752)

Students: Penalty Status During Administrative Recourse Procedure: DSP 5902 The penalty for a violation of 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 schools 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.

Community & External Operations: Penalty Status during Admin. Recourse Procedure DSP 1902 The Penalty for violations 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 Schools to speed up the recourse procedure. This request can be made by the school, employee, student, or parent affected. The request can be granted or denied.

Academic Progress/ Reporting Procedures Throughout the school year progress is evaluated on an on-going basis through daily classroom work, subject area testing, standardized test scores, teacher observations and evaluations of the students' work, mid-quarter notices and quarterly report cards.

<u>Grading System</u>	The grading system is as follows:	A+ =98-100	A =93-97	A- =90-92	(3.5-4.0) 4 points
		B+ =88-89	B =83-87	B- =80-82	(2.5-3.4) 3 points
		C+ =78-79	C =73-77	C- =70-72	(1.5-2.4) 2 points
		D+ =68-69	D =63-67	D- =60-62	(.01-1.4) 1 point
		U =59 or less			0 points

Students in Kindergarten, Grade 1 and Grade 2 have different markings based upon their development and age

The following courses count equally in determining a students' overall average based on number of class sessions per week:

Religion	Health	Language	Physical Education	Reading/Literature	Math
Science	Music	Social Studies	Computer Literacy	Band/Choir	Art

Homework

“Homework is a reliable predictor of academic achievement provided the student does it himself or herself”

Ex-secretary of Education William Bennett

Research supports the importance of meaningful homework and the need to establish a homework policy. Consequently, Assumption Catholic Schools will assign meaningful homework which will be monitored by parents in the home and monitored and evaluated by the assigning teacher.

Assumption Catholic School Assignment Planners are available in the school offices. These are used to **help students** organize and complete the material needed for each day, to identify to the parents the materials present in each subject, to provide a means of communication between home and school.

One assignment planner is provided free of charge to students in Grades 3-8. Additional planners will be provided at a fee of \$5.00 each.

We may do an individual homework plan for students who have problems with late homework.

Mid-Quarter Notices These reports are given to parents of students Grades 3-8 midway through each quarter. The dates for such notification will be listed in the monthly newsletters.

Libraries/Media Centers

Students and parents have access to the Libraries and Media Centers in each building. Those using the materials are encouraged to select from a wide array of books, periodicals, and reference materials, and to return the materials on a timely basis for others' use.

Students will be charged a late fee of 25 cents per day for past due library books.

Lost and Found

Articles found on the school premises are brought to the school offices; lost articles may be identified and claimed there. Items need to be marked with the child's name, particularly at the lower grade levels, thereby facilitating the identification process.

Pet/Animal Policy look under forms

Report Cards- The school year is divided into two semesters: four quarters with approximately nine weeks in each quarter. Report cards are issued at the end of each quarter. Dates for report card distribution will be listed in the monthly newsletter.

All subjects which students participate in, including religion, physical education, music, band, choir, computer literacy and art are considered part of the curriculum and will be graded.

Report cards will be withheld for lack of payment of lunch and tuition accounts, library fines, unreturned library books and magazines and other late fees at the discretion of the school administrator.

Honor Roll

Assumption Catholic School will recognize the achievement of its students in Grades 6-8 quarterly

Honors: 2.80-3.69

High Honors: 3.70-3.99

Highest Honors: 4.00-4.33

Students receiving a D or F are not eligible

Core curriculum evaluated for High Honors and Honors includes: Religion, Language, Math, Social Studies, Science, Reading/Literature, Physical Education, Health, Music, Art, Computer Literacy, and Band and Choir (optional participation).

The Honor Roll will be published in the Courier-Wedge.

Parent/Teacher/Student Conferences DSP 5205

As a personal means of informing parents as to the development of their children, schools are to schedule conferences on a regular basis. 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. Students in Grades 6-8 are required to attend the fall conferences with their parents.

Promotion/Signed Diplomas

Academic progress, maturity level, and attendance are the criteria used in promotion. Any inquiries from parents or students involving a grade or non-promotion will be referred first to the teacher and then to both the teacher and administrator. Any student who fails two or more of the following subjects may be retained in the same grade for the following school year.

Religion Math Reading/Literature Social Studies Language Science

- If a student in Grade 8 fails two or more major subjects, the administrator reserves the right to determine whether or not the student will receive a signed diploma.

Retention/Acceleration DSP 5210 The school is responsible for making the decision to retain 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

Retention/Acceleration At the end of the first semester, the administrator will notify the parents in writing that their child may not be promoted to the next grade level. At this time a meeting will be scheduled with the administrator, teacher, and parents to discuss the situation. In May, the parents will be notified that the student will be promoted or retained. A final conference will take place.

Band, Choir and General Music Programs:

Through voluntary participation in the instrumental music program (Band) and Choir, students will be encouraged in personal growth, artistic expression, and creativity in order to explore the beauty God has created. Small group and large group experiences enable the student to participate in performances for concerts, solo and ensemble contests, and liturgy. The Instrumental Music Program (Band) is open to students in Grades 5-8. Choir is an optional program open to students in Gr (4-8). Band and Choir students are required to participate in the Christmas and Spring programs. Instructor approved homework will be required of absentee students. A yearly band fee of \$10 per student or \$20 per participating family will be due the first week of school. Yearly choir fee of \$10.00 per student or \$20 per participating family will be due the first week of school. Students will be charged for lost copies of music publications. If a student has an unexcused absence, or is at risk academically, intervention may include suspension from band and/or choir. A student has until mid-quarter 1st quarter and 3rd quarter to add or drop choir and/or band.

General Music All students participating in General Music are expected to participate in the Christmas program and Spring Concert. 4th grade students are expected to play the recorders in the Spring program. Instructor approved homework will be required of absentee students.

Bicycles, Inline skates, Skateboards Students may ride their bicycles to school with their parents' permission. All bicycles must be placed in the racks provided. Locks are encouraged. Children must walk their bicycles across the streets and playgrounds. Inline skates and skateboards are not allowed on school and church property.

Books and Supplies, Care of It is imperative that our children care for personal and school property. All school books, except those designated by the teacher and administrator must be placed in a bag suitable for book care.

Extra Curricular Programs- Athletics & Forensics:

Assumption has an excellent, well-rounded program of athletics for students in Grades 4-8. Assumption has its own girls' and boys' basketball program, Grades 4-8 and its own girls' volleyball program, Grades 4-8. Some of the activities are shared in conjunction with Durand Junior High School: football, track, wrestling, and cross-country. These six athletic programs and forensics shall be the events which are school-related and subject to eligibility. In addition, all other school-related, extra curricular activities are subject to academic and behavioral eligibility.

Forensics (4N6) Forensics is a public speaking program for students from Grades 6-8. It is designed to help build confidences, knowledge, and interest in speaking as a life long skill.

Eligibility for Extra Curricular Activities, Academic Students who participate in extra-curricular activities are required to have at least a "C-" in each core area: Academic eligibility is checked at mid-quarter and at the end of each quarter.

If a student receives a "U" in any of these core areas, he or she will remain ineligible to practice or play in the extra-curricular area for a minimum period of one week and until the grade is improved to at least a C- or better, beginning the day after the mid-quarter notice or report card issued. If a parent chooses to hold child to a higher academic standard, Assumption Catholic School will support their decision. Students will follow the Assumption standards for academics and not Durand Junior High School. It is very important that students attend all classes on days they participate in extra curricular events. If a student must miss a class that day, a doctor's excuse is required. Check the athletic policy for the specific policy on the issue. Students with an unexcused absence for any portion of a day may not participate in, or attend any extracurricular activity that day without prior approval of the principal.

Please note the behavioral requirements for participation in the Discipline Procedures in the text of this handbook.

Disciplinary Steps as They Relate to Eligibility Because it is a privilege to participate in school-related, extra-curricular activities and to act as emissaries for the schools, students' behaviors must reflect the virtues which are imparted in the home and carried through in the school. The following shall serve as one of two reasons a student may be ineligible to participate:

If a student receives a second detention at any time during the school year, he or she will be ineligible to participate in any way in the extra-curricular activity for a period of one week, beginning the day after the infraction.

If a third detention is received, the time period shall be for two weeks.

If a fourth detention is received, the student will no longer be eligible to participate in any further activities for the duration of the school year. This includes but is not limited to any class trip.

Note: "School-related, extra-curricular activities" include all athletics, drama, and most scheduled field trips.

Communication A yearly calendar is given to each family at the end of each previous school year. In addition, the monthly newsletter will serve as the primary source to notify parents and students of all updated information. School organizations will, in the fall of each year, receive deadline dates for submission of organizational information for the newsletter.

Headsets/Portable MP3 players/Cell Phones/Pagers/Electronic Games As a general rule, these items may not be used during the school day as they may cause a disruption with the learning environment. Teachers may permit headsets on special occasions. Parents are encouraged to be aware of the music selections students listen to. Students may leave these items in their lockers for use before or after school hours. Electronic games may not be used during indoor recess time for any grades. Assumption Catholic Schools reserves the right to confiscate any item inappropriately used or contains questionable content. Assumption schools are not responsible for lost or broken articles.

Communication to Students during the School Day In the event that parents need to communicate with their children during the school day phone messages will be sent to the classrooms. Students will be called to the office only in the event of an emergency. Children should be given clear instructions about their day before leaving home. This will alleviate unnecessary phone calls to school once the day has begun. It is generally unnecessary for students to make phone calls during the school day. If, however, an emergency should arise, a phone call may be made by the student at the discretion of the administrator, teacher, or school secretary. Examples for which permission will be given include: lost keys needed to unlock the house after school, parents' requests that children phone them at home or work for special matters. Permission may not be given to students to use the phone for forgotten homework, phy ed clothing, field trip permission forms, band instruments, piano music, lunches or others items which students are responsible to remember to bring to school each day. Hot lunch will be offered to children who forget their lunches.

Communication to Teachers during the School Day Parents who need to communicate with teachers should call the school office, requesting that calls be returned when the teachers become available. Respecting the teachers private lives at the end of the school day, parents are asked to call the teachers at home only for crucial, school-related matters.

Communication - School to Home Important information is sent home in a family carrier envelope weekly. Contents in the envelope should be read immediately, and the envelope should be returned the following school day. In this way the school is assured that the contents have been received promptly in the home.

A fee of \$.50 will be assessed for each new envelope which must be made for the family during the course of the year.

Confidentiality DSP 5310 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 not 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 it is important to share the information with the school administrator.

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

Courtesy and Greetings Students will be held to the highest expectations regarding courtesy, greetings and general manners. They will be expected to respond respectfully to adults and peers. Thoughtfulness and genuine kindness will be expected as another measure in teaching how to treat people both in school and out.

Dances and Parties, Grade School DSP 5790 Schools are not to sponsor mixed parties and dances for grade school students, when they are such as to promote premature dating, exclusive and particular boy-girl associations and the 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

Dress Code: Please reference [dress code policy](#)

https://www.catholictriparish.org/uploads/8/9/4/5/89454746/2018_dress_code.pdf

Discipline Procedures

Jesus is the Center of our lives, and His teachings are the prime reason Catholic schools exist. Our students, through their personal conduct, should reflect this Christ-centeredness. On those occasions when this attitude is not evident, the following discipline policy will be used to guide students toward positive, more Christian behavior.

Precepts to the Discipline Procedures:

1. Students will be held **accountable** for their behaviors.
2. Both the severity of the action and the **age** of the child will be given consideration in deciding the discipline and consequence of the action.
3. Each student's **behavior will be dealt with individually**. Group punishment, because of the actions of an individual or a few students, will be discouraged.
4. **Consequences which relate** to the misbehavior will be used.
5. Misbehavior of any kind which interferes with the atmosphere for teaching and learning in the classroom will be unacceptable at all times.

Disciplinary Steps:

The following, progressive steps will be generally used in both school and school-related activities:

1. **Student and Teacher Solution - Non-malicious behavior**
2. **Student/Teacher/Parent Solution - including maliciousness, disrespect, disobedience, requests for improvement.**
3. **Detention** is a form of discipline which is a consequence for **unusual, repeated, excessive or extreme misbehavior**. Detentions will be given at the discretion of the teachers or administrator for infractions due to the above descriptions: **unusual, repeated, excessive, or extreme misbehavior**.

In addition to the above descriptions, the following actions will be grounds for automatic detentions:

- a. abusing God's name
- b. obscene, abusive or foul language, writing, or gesturing
- c. stealing- including plagiarism, see **plagiarism policy link below:**

<https://www.catholictriparish.org/uploads/8/9/4/5/89454746/plagiarism.pdf>

The student given a detention will be given a form which must be filled out before he or she goes home on the day receiving the detention. The student will identify his or her inappropriate behavior(s) and have the form signed by both the teacher giving the detention and by the administrator. The student's parents will sign the form and, by the signature, acknowledge that their child will be detained for the following school day for 30 minutes.

4. **In-Building Suspension**

Occasionally, situations will arise in which a detention may not be effective. In such instances of gross misbehavior, the student will meet with the teacher, parents, and administrator on the day of the infraction for the purpose of discussing the offense. The student will be suspended from school the following school day. This suspension will be "in-building", that is, under the supervision of the administrator during school hours. The following shall be grounds for automatic suspension:

- a. use of tobacco products or alcohol in school or at school-sponsored or school-related events
- b. defacing of school property
- c. physical fighting, including retaliation
- d. possession of a weapon or accessories of
- e. blatant disrespect toward faculty and staff, and other students as determined by the faculty or staff member

5. Professional Consultation

Certain behaviors may occur which the administrator and teachers are not professionally qualified to handle. Professional consultation may be recommended to the parents. Before a decision is made to seek the services of these professionals, a conference will be held with the parents, teachers and administrator.

6. Recommendation to Withdraw the Student

The request on the part of administration to have parents withdraw their child is a serious matter, a measure which should be rarely taken. An indication that this action might take place is, if all of the above measures have been used and exhausted. The parents and the student will meet with the administrator when this request to withdraw the student is made. The members of the Education Committee will be notified in writing. Records will be forwarded to the student's new school. Withdrawal of a student is elective and can be less than permanent (indefinite or for a given term), if this is the decision of the administrator.

7. Dismissal DSP 5115

The decision on the part of the administration to dismiss a student is a serious matter, a measure which should be rarely taken. An indication that this action might take place is if all of the above measures have been used and exhausted. The members of the Education Committee will be notified in Executive Session as will be the Director of Schools. Records will be forwarded to the student's new school. Dismissal is the termination of a pupil as a student from the school less than permanently (indefinitely or for a given time).

8. Expulsion DSP 5115

Expulsion is the permanent dismissal of a student from the school system. The Director of Schools for the Department of Catholic Education in La Crosse will be notified of the events leading to the recommendation to expel the student. Procedures from the Department of Catholic Education will be used in this process.

Automatic dismissal or expulsion will occur if any of the following prohibitions are violated:

No student may distribute, offer, possess, use, be under the influence of, knowingly remain in the continued presence of, 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 in route to school-sponsored or school-related activities, functions, or events, and/or on school buses, rental vehicles, or school-sanctioned vehicles.

Note: the phrase "drugs or alcohol" includes, but is not limited to illegal drugs, alcohol, illicit drugs (legal drugs used for illegal or improper purposes), and look-alike drugs (substances represented as illegal or drugs or alcohol)

All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools.

Parent Involvement

Parents are essential to our success at Assumption Catholic School. There are several volunteer opportunities that will present themselves throughout the school year.

1. Education Committee: a vehicle by which parents, teachers, pastors and the school administrator are able to collaborate to help develop a faith community, give guidance of best practices and be living witnesses to our youth.
2. Home & School Association: to act as a support group for the school and its employees and students; to provide opportunities to build community thorough celebrations, social gatherings and special school activities; to assist in seeking school and classroom volunteers and to offer a limited number of fundraising activities to enhance the faith and educational community of our school. Participate as needed at Parish Education Committee meetings.
3. Athletic Committee: to provide direction for Assumption School Athletic program; obtain necessary funds to operate the athletic program; assist in evaluating coaches and provide an annual Athletic Recognition Program for our youth. Participate as needed at Parish Education Committee meetings.

Assumption Catholic School Health and Safety

Drugs and Alcohol DSP 5508

"Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf Jn 114) 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" (of. Mb 18:15). (Evangetium 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.

A. DEFINITIONS:

1. Illegal drugs; the phrase "drugs or alcohol" includes, but is not limited to:
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).

B. PROHIBITIONS 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 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.

C. 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 contact, 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:
 - 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.
 - The student must cooperate with any and all recommended actions and conditions of his/her treatment.
 - The student must refrain from any future drugs or alcohol offense.
 - 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.
 - 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.

D. 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 schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.

E. CONSULTATIVE 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 for Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

F. 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 students conduct standards and procedures.

G. 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.

Emergency Drills Information

Every family must have emergency information on record in the school offices. If the address or phone number should change during the course of the school year, the office must be notified immediately.

The safety and welfare of our students and staff is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency response plans by having drills designed to exercise our procedures.

Currently the students and staff practice 3 emergency drills each year.

FIRE DRILLS

The school conducts a "fire drill" each month that school is in session; this is a Fire Code requirement. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing students will know what to do and where to go.

TORNADO DRILLS

The "tornado drill" is conducted 1 time a semester each school year. The purpose of this drill is to prepare students to move to a safe location within the building and assume a safety position in case of severe weather or tornados.

A.L.I.C.E. / EVACUATION DRILLS

The school will conduct one "Lockdown Drill" each semester of the school year. This type of drill will discuss how to safely secure the school building and safely shelter all students, staff and visitors. The drill will also include showing a video entitled "*I'm Not Scared, I'm Prepared*" and discussing procedures with your child. Staff will tell students that we are practicing being safe just as we do for tornado and fire drills. We will also practice getting to our meeting and / or reunification sites so students will know where to go if it is necessary to leave the building.

Remember, we conduct drills because we want students and staff members to be safe as well as to develop an awareness of their roles in these various scenarios.

Illness Policy

If a child becomes ill at school, the parent is notified. Generally, a parent is requested to pick up the child if the student is not feeling well enough to participate in normal school activities and exhibit symptoms such as:

- Fever of 100° or higher
- Fever with rash, behavior change or other symptoms
- Difficulty breathing or constant coughing
- Vomiting or diarrhea
- Severe or constant pain
- Signs of serious communicable diseases which need treatment and can be spread to others.

Make sure each school office has your work number, cell number if applicable, and the phone number of two alternate persons to call.

How long should your child stay home? Below are general guidelines to follow:

- **FEVER:** Stay home until child is fever free for 24 hours without using fever-reducing medication and child feels well enough to participate in normal school activities.
- **VOMITING:** Stay home if child has thrown up in the last 12 hours.
- **DIARRHEA:** Stay home if child has had diarrhea 2 or more times in the past 24 hours.
- **PINKEYE:** If the whites of the eyes are red with green or yellow drainage, stay home until medical provider clears the student to return to school.
- **LICE:** Stay home until child has had one appropriate treatment and is free of live lice.
- **RINGWORM:** During the time of active lesions, students need to keep the infected area covered and limit close physical contact with others.
- **COVID:** Please notify us and stay home as recommended by the Pepin County Guidelines.

Medications/School Nurse

Katie Walsh is the schools' on-call nurse who is responsible for conducting various screenings and health checks throughout the school year. She is also called upon when there is evidence of a possible contagious situation. Parents should likewise call the school offices if they wish to discuss medical situations with her.

Medication Administration DSP 5505

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 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 instruction 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". 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 students and staff, many schools require that the medication be kept in a locked cabinet.* (Copies of the state law can be found in the WANS Legal Handbook.) s 118.29

Sexual Misconduct/Harassment of Students DSP 5512

The Diocese of La Crosse through its policies and procedures seeks to provide a prompt, appropriate and compassionate response to reporters of sexual abuse of a child by any diocesan agent (employees, volunteers, vendors, religious or clergy).

Anyone wishing to make a report of an allegation of sexual abuse should send that report to Bishop William Callahan, Diocese of La Crosse, P.O. Box 4004, La Crosse, WI 54602-4004. The form is available on the diocesan website at www.dioceseoflacrosse.com.

Individuals are also encouraged to take their reports directly to civil authorities.

Copies of the diocesan policy are available through your local parish. If you have any questions about the Diocese of La Crosse and the implementation of the Charter for the Protection of Children and Young People, please contact Mrs. Karen Becker- Victim Assistance Ministry at 608-519-8002.

Verbal/Non-Verbal Abuse & Inappropriate Behaviors

Any student who feels verbally abused should report this to a teacher or principal. Proper steps will be made to solve the abuse. A student should feel safe in our schools and every effort will be made to make our students feel safe.

Inappropriate behavior includes but are not limited to:

1. Talking back
2. Name calling/verbal harassment
3. Rude/discourteous language
4. Failure to respond to direct questions
5. Inappropriate body language: rolling eyes, turning of backs, inappropriate gestures, etc.
6. Inappropriate body contact: pushing, shoving, tripping, kicking, pinching, fighting, endangering others or yourself
7. Disrespect for property; removal of items from desks without permission, stealing, willful destruction, gum chewing, disobeying classroom rules. See Discipline Procedures for consequences.

Technology and Social Media

The guidelines for the Pastoral use of Technology and Social Media are designed to aid all in understanding appropriated usage, boundaries and best practiced in using technology and social media.

1. Internet access and use in the school is a privilege, not a right.
2. The use is always to be consistent with Catholic teachings, doctrine, morality, and values.
3. Users shall not use the Internet for the purposes 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 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 for the purpose of plagiarism (taking someone else's work as your own).
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 to transmit information about the school or the school-governed facilities, other than their own e-mail addresses. This includes, but is not limited to school personnel and addresses.
8. The school reserves the right to review any materials (e-mail, files, and other correspondence) sent or received via the Internet for their appropriateness in light of legal, ethical, and Christian standards.
9. Any violation of this policy is considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet use can be suspended or revoked at any time.
11. All Internet use time by students at school, either during or outside of school hours, is limited to school related/material use.
12. There is always to be adult supervision during student Internet use.
13. The school is to have on file a signed permission slip from the parent(s) allowing student Internet use.
14. Chromebooks-reference Chromebook Policy at the following link:

https://www.catholictriparish.org/uploads/8/9/4/5/89454746/chromebook_policy.pdf

Visits, School

For the safety of our students and staff, all visitors must check in at the school office of the building they are entering.

Visitors should park in front of each building – in the parking area at the K-3 site – Prospect Street at the PreK.4-8 Site.

Students wishing to bring visitors to school must obtain parent/guardian, homeroom teacher, and administrator approval before bringing in a visitor. This must be approved 3 days in advance of the proposed visit.

Student visitors must provide necessary emergency contacts and telephone numbers in writing before the visit is allowed.

- Visit with a **Pet/Animal** – see policy form

Weather, Inclement

In the event of inclement weather, Assumption Catholic School follows the Durand Unified District decision on closings, later starts and early dismissals. Local radio stations will announce all school information.

If school is canceled or dismissed early because of weather conditions, all events for Assumption Catholic School are also canceled. This includes scheduled athletic events, practices, rehearsals, meetings, etc. Please make sure your emergency contact information including email address is up-to-date.