

2023-2024

HOLY FAMILY CATHOLIC SCHOOL

STUDENT & PARENT HANDBOOK



1889-2019

130 Years of Catholic Education.....The Tradition Continues

PHILOSOPHY OF OUR SCHOOL

Holy Family Catholic School is an extension of the education ministry of the Holy Family of Jesus, Mary, and Joseph Catholic Parish. Our life in Christ presents us with a unique way in which we perceive and interact with the world. The purpose of Catholic education is to assist parents in the spiritual, intellectual, social, moral, personal, and physical formation of their children. This formation guides the student in deepening his/her personal relationship with Jesus Christ and living out our faith in the community. In emphasizing our relationship to God through Jesus Christ, academic fundamentals, and civic awareness, the Catholic school challenges students to realize their personal dignity and potential and to respond in service to God and neighbor.

Holy Family Catholic School is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, 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.

MISSION STATEMENT

We, the members of Holy Family Catholic Parish, believe that education is an expression of the mission entrusted by Jesus to the Church He founded. **The mission of Holy Family Catholic School is to guide students in the formation of their Catholic faith and spirituality while providing a quality education.** Aware of the presence of God in our lives, we challenge our students to develop the skills and virtues that will meet the needs and aspirations of tomorrow's society.

In support of this mission statement, we believe in and act out of these beliefs:

Beliefs about student learning:

- Students learn best in a positive and safe environment with flexible class structures.
- Each student learns differently and benefits from multiple learning approaches and opportunities.
- Students engagement is greatest when learning by doing and actively involved.

Beliefs about teaching:

- We develop a strong school community by building meaningful relationships with students, colleagues, parents and the greater community.
- We are a community of learners who continue to develop our professional practice.
- I know my students and differentiate to meet their individual learning needs.
- We care for the well-being of every child including: emotional, physical and spiritual self.

Therefore, the parents, staff, and students of HFCS accept the mission statement and beliefs listed above and make an honest, active commitment to carry them out.

Holy Family Catholic School's Home & School Committee Members

Father Kyle	Pastor
Father Keith	Associate Pastor
Kristin Daleiden	Parent
Kaycee Pronschinske	Parent
Lindsey Schlessner	Parent
Jolene Jereczek	School Representative
All Parents	Invited Members

Holy Family Catholic School's Education Committee Members

Father Kyle	Pastor
Leanne Haines	School Representative
Amy Zugier	Parent
Kristin Daleiden	Parent
Deb Rotering	Parent
Jess Holder	Parent
Kaycee Pronschinske	Parent
Catie Kotlarz	Parent

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ABSENCE/TARDINESS

Parents or guardians are to call the school office (323-3676) before 9:00 a.m. if their child will not be in school. If a call is not received, the office will contact the parent/guardian.

The only excused absences are those due to student illness, death or serious illness in the family, doctor's or dentist's appointments, or absences, which, in the principal's opinion, are in the child's best interest. Excessive unexcused absences (five in a semester) can be turned over to state authorities.

If your child is absent and you are requesting homework, please call before 10:00AM to make arrangements. Students will have the number of days to make up the work equal to the number of school days absent. **Please try to make arrangements to receive dental and medical care outside of school hours if at all possible.**

When students leave the building during the school day, they must report to the Main Office. Parents must meet their child in the Main Office and sign them out. Students leaving school in a way other than their usual method should take a note signed by the parent or guardian to the office.

In case of an illness or injury, the faculty or support staff member will notify the parents or designated alternate. No child will be sent home without proper notification and assurance of the child's safety. It is of extreme importance that we have alternate phone numbers in case parents cannot be reached.

Every child is expected to attend school punctually. Students need to be seated at their desks when morning announcements begin or the student will be considered tardy. Tardiness interrupts your child's instructional time. Reasons for tardiness are the same as those for absences. Five occurrences of "unexcused tardy" in a semester can be turned over to the state. A court appearance and/or fine is possible.

Students should report to the Main Office whenever they arrive late. Students will not be considered tardy if the bus is late.

ADMISSIONS

Every Catholic school respects the dignity of each person and, therefore, will not bar admission to any child because of race, sex, or nationality. Furthermore, the creed of any child will not bar admission to Holy Family Catholic School unless this would hinder the unique philosophy of our school.

To participate in the 3-yr-old program, the child must be three years of age on/by September 1st of the school year for which he/she is enrolled; the student must also be potty-trained. If the

child turns 3 before December 31, during the school year and is potty trained, the child may enroll at HFCS if a spot is available.

To participate in the 4-yr.-old program, the child must be four years of age on/by September 1st of the school year for which he/she is enrolling. If the child turns 4 before December 31, during the school year, and a spot is available, the child may enroll at HFCS at that time. Please contact the school office to check on availability for enrollment.

Families interested in the school's 3 or 4-year-old program should fill out the registration forms. Both programs have a limit for students. Students who have older siblings in the school are accepted first. Next those students who are members of Holy Family or Sacred Heart in Pine Creek are accepted. If spots remain, names will be randomly drawn to fill the opening.

To be admitted to kindergarten, a child must be five years old on/by September 1st of the school year for which he/she is enrolling.

Part of the parental agreement when enrolling a student is the payment of tuition. It is expected that each family will make arrangements to meet this obligation. Tuition rates are published in the spring. Tuition assistance is available for families who have children enrolled in K-8th grade; parents should speak with the pastor in regard to this assistance before school starts or if a need arises.

In the case of divorced or separated parents, it is necessary for a copy of the custodial agreement be kept on file in the school office. It is the responsibility of the custodial parent to notify the office if there is a change in the custodial agreement.

Enrollment forms are distributed during the spring of the year to families already in our school.

New families may request enrollment forms from the office at any time. Acceptance of new students will not be final until all school records are received and verified by the pastor and/or principal. All transfer students will be placed on a probationary period, generally 9 weeks, if at that time academic and/or behavioral progress has not been satisfactorily demonstrated the school will initiate withdrawal proceedings.

ALL SCHOOL ACTIVITIES

Throughout the school year, there will be a number of activities taking place at Holy Family Catholic School in conjunction with learning and/or community interaction. Some of the activities that may take place are:

Christmas and Spring Program

Advent and Lent Projects

Catholic Schools Week- various events are planned to celebrate Catholic Education.

Other activities may also be scheduled for our students/community. Information in regards to any activity will be sent home prior to the event.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

To participate in an athletic program at school is a privilege. Students at HFCS join with Arcadia Public School students and coaches in a variety of athletics. Most events occur after school hours. Sports available for HFCS students are football, volleyball, cross country, golf, basketball, gymnastics, wrestling, and track. Each student must maintain at least a C average in core classes (Math, Language Arts, Science, Social Studies, and Religion). An exception will be granted if a student is working to their ability level. The principal makes this decision.

Students who have not maintained a C average in all classes will be on probation until the grade is improved. Probation means that the student may not participate in practices or games. If a student misses school for any reason, he/she is ineligible to participate in the sports event that day.

A student participating in sporting and/or after school events must also display appropriate behavior throughout the school day, at practice, and at events. Contact will be made with the coach, instructor and/or parents to discuss the behavior. Failure to display appropriate behavior may result in loss of participation in the event.

After school activities, such as Vex Robotics and Religion Quiz Bowl, will follow the same academic code as stated above.

BICYCLES / SKATEBOARDS / SCOOTERS

All bicycles and scooters must be parked in the appropriate area of the school grounds. Owners are encouraged to lock their bicycles/scooters as the school does not assume responsibility for loss or damage to a student's personal vehicle. No bicycles/scooters may be ridden at recess.

Any type of recreational equipment that endangers students in any way may not be used on the playground. No motorized equipment is allowed to be driven to school.

BULLYING/HARASSMENT

All students and staff of the school are entitled to learn and work in an atmosphere that is **safe** and free from harassment. Harassment and bullying are inconsistent with our Christian mission and atmosphere. No student or employee shall be subject to harassment. Any student or employee who engages in harassment shall be subject to severe disciplinary measures. The school does not tolerate any language or behavior that constitutes harassment or bullying, such as, but not limited to:

Sexual Harassment

Sexual harassment is defined as any unwanted 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 or repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.”

Verbal Harassment

Verbal harassment is defined as any unwanted oral or written comments, which make a person feel bad or unsafe. Examples: Teasing to cause embarrassment, threatening to cause harm to the person, teasing about an individual’s clothing, hairstyle or appearance, etc.

Physical Harassment

Physical harassment is defined as any unwanted behavior of a physical nature. Physical harassment often is a legal issue and is defined as battery, assault, or disorderly conduct. Examples: Pushing, striking another student, or any action causing physical harm.

Intimidation

Intimidation is defined as any unwanted threats to cause harm. Examples: Telling someone to “watch your back,” warning that someone else is going to “beat you up”, etc.

Racial or Ethnic Harassment

Racial or Ethnic harassment is defined as any unwanted comments regarding a person’s ethnic or racial makeup. Examples: Ethnic or racial slurs, name calling, etc.

Disability Harassment

Disability harassment is defined as any unwanted comments or actions regarding a person’s disability, be it physical, learning, mental, etc.

Hazing

Hazing, initiation, and intimidation are expressly prohibited. No student should ever be subjected to ridicule or made to participate in humiliation, and/or degrading activities. Any student involved in these activities will be subject to suspension. Every incident should be reported to a faculty member or principal.

Bullying

HFCS strives to provide a safe, secure and respectful learning environment for all students. Bullying is unchristian behavior and will not be tolerated. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. We define bullying as an act which: repeatedly hurts another individual through physical, verbal, indirect, direct, and/or use of technological means. This act is deliberate and sustained, is intended to isolate, hurt, or humiliate another individual, and is unprovoked. The behavior may be motivated

by an actual or perceived distinguishing characteristic, such as but not limited to: age; national origin; race; ethnicity; religion; gender; physical attributes; physical or mental ability or disability; and social, economic, or family status. Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyberbullying)

Bullying behavior is prohibited in the school building and grounds and at all school-sponsored activities. Holy Family Catholic School reserves the right to address bullying that occurs outside of these venues if it affects or is likely to affect the learning environment. Any school staff member or individual who observes or becomes aware of acts of bullying shall report these acts to the principal. Students who are either a victim of bullying or are aware of bullying involving another student are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal may take disciplinary action, including, but not limited to: detention, suspension, expulsion and/or referral to law enforcement officials.

The goal of Holy Family Catholic School's anti-bullying policy is to ensure that all students experience a safe, Catholic environment that is conducive to learning.

Student Reporting of Harassment

Any student who believes that s/he is the subject of harassment or bullying should immediately notify their teacher and/or the principal. All teachers and staff who receive a report from a student of harassment or bullying must notify the School Principal who will investigate all claims of harassment thoroughly. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith. The school can initiate an investigation with or without a complaint or complaining party in any case in which a staff member observes or becomes aware of any potentially harassing behavior.

Consequences for Harassment

The following steps will be taken, as appropriate to the reported incident, when dealing with incidents that involve harassment to any degree:

- A clear account of the incident will be recorded and given to the principal.
- The principal (or his/her designee) will interview all concerned and record the incident.

- Parents will be informed through a phone call and/or letter.
- If the Principal determines that a violation of the school's harassment or bullying policy has occurred, punitive measures will be used as appropriate and in consultation with teachers and parents but not limited to:
 1. Official warning
 2. Conference with parents
 3. Exclusion from certain activities or privileges, e.g. recess
 4. Detention out of the classroom
 5. In-school suspension
 6. Out-of-school suspension
 7. Expulsion

BUSING

Our students make use of the Arcadia School District bus facilities. Bus schedules are published in the school district newsletter prior to the beginning of the school year. Questions regarding bus services should be directed to the District Transportation Director, John Krett, at 323-7082. (A complete set of BUS RULES can be found in the Appendix of this document.)

RIDING THE SCHOOL BUS IS A PRIVILEGE

- All students who ride buses home must board buses at our school, ride the bus to the public school, and transfer directly to their assigned bus for the ride home.
 - If students do not follow bus rules, the Bus Coordinator will contact the office and/or the parent/guardian. The student may be denied the privilege of riding the bus for a certain number of days. If this situation arises, the parent(s)/guardian(s) are responsible for the transportation of the student.
- See Appendix for more complete information on bus riding/rules.

CARE OF SCHOOL PROPERTY

Textbooks at Holy Family Catholic School are used from year to year. Students are to be very careful with this expensive investment. Books are to be covered at all times. Care of school property is not only a matter of respect, but of conscience. Damage to books, school furniture, or other school property whether due to carelessness, accident, malice, or vandalism requires restitution by the parents/guardians of that student. Parents/guardians of students shall be responsible for the replacement or repair costs.

CATHOLIC FAITH AND MORALS (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.

CHANGE OF ADDRESS

If a family has a change in address, phone number, and email during the year, it is important to inform the office at school immediately.

CHILD ABUSE LAW

Wisconsin State Statute 49.981 requires certain people to report cases of suspected child abuse or neglect. Among those mentioned in this law are nurses, school teachers, social workers and administrators.

CLASS SIZE

Class sizes for 4-year-old-preschool through grade eight will not exceed 18 children unless approved by the principal and pastor. The three-year-old class will not exceed 15 children.

COMMUNICATION “HOME” ENVELOPE

When necessary, a family envelope is sent home with the youngest child in the family. This envelope contains any communication from the school office and can also contain information from the classroom teacher. This envelope is to be emptied and returned the next day.

COMPLAINTS FROM PARENTS

Harmony between teachers and parents is always a goal at Holy Family Catholic School. Parents are encouraged to discuss differences with the teacher in hopes of meeting common ground. However, if a situation should arise in which the parent and teacher cannot resolve their differences and the parent files a complaint, the following guidelines will be followed:

1. The complaint should be given to the principal in written form. No anonymous complaints will be acted upon.
2. As soon as possible after receiving the complaint, the principal will review the written complaint and talk to the parent for clarification (if necessary).
3. The principal will talk with the teacher, sharing the parent’s concern. The teacher has the right to read the complaint and to respond in writing.
4. The principal may arrange for a joint conference with the parent and teacher to discuss and resolve the issue. In every case both the parent and the teacher will be informed of the resolution of the situation.
5. If the parent is not satisfied with the outcome, he/she may appeal in writing to the pastor.

6. The pastor will meet to review the complaint and work for a satisfactory resolution, one that is fair to both the parent and the teacher, and one that is good for Holy Family Catholic School. This response will be in written form and will be given to both the parent and the teacher.
7. At the discretion of the pastor and principal, a written complaint and the teacher's written response to it may be included in the teacher's personnel file.

CONFERENCES

As a personal means of informing parents as to the development of their children, schools are to schedule conferences on a regular basis. The student may attend the conference with his/her teacher and parents.

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 a 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 of Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

COURTESY

Courtesy is definitely considered a high priority in our guidelines in developing the whole person. Teachers and students should show mutual respect.

BUILDING & HALLWAY COURTESY

Certain expectations will be followed:

1. Students and teachers will show concern for one another, using common spoken courtesies (please, thank you, etc.)
2. Students show respect in addressing teachers and other adults by their proper titles and by greeting adults they meet in the hallways and at the doors.

3. Students show respect by opening and closing doors for teachers, visitors, and fellow students.
4. Students should help carry books, materials, etc. for teachers, visitors, and peers.
5. Older students show love and concern for the welfare of younger students.
6. Students should walk quietly when passing in the hallways, so as not to disturb the learning process in other classrooms.

CLASSROOM & LIBRARY COURTESY

Education is most effective when everyone involved is focused and ready to work. Basic rules for classroom behavior are as follows:

1. Students will enter classes prepared with the necessary materials and will be attentive and ready for the class presentation to begin.
2. Students will respect the answers of all peers.
3. Each student will maintain a level of quietness and awareness appropriate for the instruction being given.
4. Personal grooming should not take place in the classroom.
5. Common spoken courtesies (please, thank you, excuse me, you're welcome, etc.) are expected.
6. Students will listen to instructions and follow directions.
7. During presentations and group discussions, students are to avoid trips to the pencil sharpener, wastebasket, etc.
8. Chewing gum, snacking, and drinking pop are not allowed. Juice boxes may be brought in lunch boxes.

CURRICULUM

Curriculum at HFCS is periodically reviewed by teachers/principal. The State and Diocesan Standards and developmentally appropriate practices are incorporated into the school curriculum. The principal and staff select textbooks and student materials based on those guidelines.

DANCES / PARTIES / SOCIAL GATHERINGS (DSP 5790)

Schools are not to sponsor mixed parties and dances for grade school students when they are 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.

Invitations to after school / out of school activities/parties are not to be distributed at school unless everyone is invited (boys, girls, or both).

DISCIPLINE

A good learning atmosphere is the joint responsibility of the teacher and the student. This atmosphere will be promoted through clearly established and understood rules and regulations.

Though there are rules, which pertain to the whole school, there are also rules that will vary from class to class. Each teacher must be free to determine what is good for each class. Just as students are unique, so are teachers. Students are to adapt to each teacher's unique personality, just as teachers work to accommodate the needs of their individual students.

Each teacher develops rules and behaviors appropriate for his/her class. These rules are given to the parents within the first week of school. Parental support and cooperation are essential for an effective disciplinary plan. Not all rules can be written in this policy. Common sense and safety warrant rules to change at times. The faculty has the responsibility to act on infractions of classroom and school rules. They are to use interventions and clearly defined boundaries with students. The faculty has the authority to correct any infraction of the rules that they observe during the school day.

Students are expected to follow all school rules/policies. Decisions regarding consequences for inappropriate behavior are to be respected by both parents and students. Parents are always welcomed and encouraged to contact the teacher to discuss their child's needs or offer suggestions for good home-school relations. If a parent is not in agreement with a decision, a conference should be held between the teacher and parent only.

Each teacher handles discipline problems that occur in school. Some methods that may be used are: time outs, verbal reminders, and loss of privileges, lunch or after school detention, in school suspension (determined by the principal), or other means to modify unacceptable behavior.

When these methods fail to produce the desired results, the following procedures will be implemented.

1. A conference will be requested with the parent, student, teacher, and principal.
2. A behavioral action plan will be established.
3. If the plan is not followed and more problems arise, another meeting will be requested and the child will be placed on probation. At this point the pastor will be notified.

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance.

Probation

When a student is placed on probation, the student, parents, teacher and principal will meet to formulate a written contract to address the problem areas. The contract will specify the behavior changes desired. It will also list the consequences for noncompliance. The student will remain in school but be under special observation. Some privileges (field trips, athletic events, etc.) may be restricted based on the severity of the infraction. Restriction of privileges will be handled/determined on a case-by-case basis. Restrictions applied to one student should not be expected to be the same for every student. Probation will last a minimum of four weeks. If the child's conduct does not improve, suspension may be considered next.

Suspension

Suspensions may be used in the event of a serious or prolonged infraction of school rules.

In-school suspension can be directed for varying lengths of time as decided by the principal but generally should not exceed three days unless directed by the pastor (until investigation is complete). A student may be put under immediate in-school suspension for an offense that is serious enough to warrant sending the student to the principal's office. Such serious offenses would include actions that endanger the safety of another student or adult or seriously detract from the learning environment. The student will be under supervision outside the classroom. The student will be given the work of the day and remain apart from the student body. Parents will be notified as soon as possible and may be asked to assist in supervising the student.

Out-of-school suspension is rarely given but is used for serious infraction of the rules and when there is a consistent refusal to modify unacceptable behavior. Out-of-school suspensions will last from one to three days and be served at home. Parents will receive an explanation of the infraction and a copy will be filed in the office. The student will be given the opportunity to do homework and take the exams of that time period. Parents will be involved in helping set up a plan with the student to rectify the behavior. A meeting with the principal, parent/guardian, and student will take place before the student is allowed to return to class.

Behavioral records are kept in a confidential file and are not included with the student's academic file.

Dismissal

The third level of discipline for serious infractions is "dismissal." Dismissal is defined as the termination of a pupil as a student from the school less than permanently. The length of dismissal may be indefinite time or for a given term (often for the remainder of the semester or the remainder of the school year). For a student to be readmitted following dismissal, the student and parents must meet with the principal and the pastor, submit a request in writing for re-admission, and the request must be reviewed / acted upon by the Pastor.

Expulsion

A termination of enrollment permanently will be reserved for cases of continued refusal to comply with school regulations, or for engaging in conduct, which seriously endangers the welfare of the school community. A hearing will be held prior to expulsion to be arranged with the pastor, principal, student and his/her parents/guardians. Notification of the hearing will be made at least five days in advance. The parents will be notified in writing of the charges and the evidence against the student. The student or his/her parents/guardian may within five school days following the commencement of the expulsion have a conference with the Diocesan Director of Catholic School's designee. The designee will review the facts and shall either affirm, modify, or reverse the decision. If she/he affirms the expulsion, the decision stands.

DISMISSAL AND EXPULSION (DSP 5115)

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 to the student 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).

DRESS CODE

1. The following may be worn in the colors of navy, hunter green, red, or blue:
 - a. Polo shirt with proper monogram.
 - b. Plain sweatshirts or sweatshirts with the HFCS emblem over a HFCS polo shirt
 - c. Plain cardigan sweaters or pullovers (in the above-listed colors) over a HFCS polo shirt.
 - d. Plain turtlenecks (in the above-mentioned colors) under a HFCS polo shirt
 - e. Fleece jackets (in the above-mentioned colors) over a HFCS polo shirt.
 - f. Performance fleece jacket purchased through HFCS over a HFCS polo shirt.
2. Blue jeans (denim), navy, or khaki slacks are to be worn. Sweat pants, yoga pants, or leggings are not acceptable. Leggings may be worn under a skirt or jumper.
 - a. Clothing is to be in good repair and good-fitting—no holes, frayed, or baggy clothing
 - b. No designs, jewels, or bling. Jeans/slacks must be plain.
 - c. No bib overalls
 - d. Girls may wear khaki, navy or denim skirts; skirts are to be no shorter than the wearer’s fingertips extended when she is standing with her hands at her side.

- e. Girls may wear khaki or navy-blue jumpers or polo dresses that have a school logo embroidered on it. When shorts are no longer allowed, leggings or tights must be worn underneath.
 - f. **The leggings/tights must be solid navy blue, red or white in color.**
3. “Out of Uniform Days” will be designated by the administration team on a monthly basis. Students are allowed to be out of uniform on their birthday or half birthday if their birthday falls during the summer months.
 4. On non-uniform days and dress up days, dress is to be modest – with no tank tops, string-strap tops, muscle shirts and no midriff showing.
 5. Because health and safety are of primary concern, footwear shall be worn at all times during the school day. Footwear shall be defined as that which is generally understood as shoes and sandals, which are securely strapped to the foot. Shoes shall be in good repair and tied or otherwise secured at all times. Sandals must be securely strapped to the foot such that they cannot accidentally be stepped out of. Thus, there must be both a strap across the foot as well as a strap secured either to the heel or ankle. **Flip flops and Crocs are not allowed.**
 6. Hats are not permitted to be worn in the building during school hours.
 7. Jackets, coats, and hooded tops that are meant to be worn outdoors are not to be worn indoors. ***Holy Family fleece jackets are able to be worn over a school uniform shirt. ***
 8. Jewelry and grooming should not be distracting.
 - *Hairstyles must be clean, reasonable, not cover the face and of a natural color. Hair must be groomed in a way that your eyes are visible at all times. Hair styles and accessories should not become a distraction in the classroom. Mohawks are not acceptable.
 - *Ear piercing only, no more than two earrings per ear.
 - *No visible tattoos.
 9. Shorts may be worn until the administration decides otherwise. This is evaluated each school year. They are to be of the same color choices and materials as stated in #2 above. Shorts are to be long enough to pass the “fingertip rule”. That is, shorts are to be no shorter than the wearer’s fingertips extend when he/she is standing with hands at his/her sides --- General Principle is 2-3 inches above the knees.
 10. Winter Guidelines - Boots should be worn by all students in Pre - 8 grade when there is snow on the ground or stated by administration. Students are accepted to bring a winter jacket, hat, mittens/gloves and snow pants(Pre - 5).

EXCEPTIONS TO THE WEARING OF SCHOOL UNIFORM FOR SPECIAL EVENTS PARTICIPANTS ARE AS FOLLOWS:

1. Athletes may dress up or wear their team uniform jersey on game days, as determined by the coach/captain of that sport season. Prior approval must be given by the administration team.
2. Students participating in music competitions, Heritage Fair, or other such events may dress appropriately for the event in which they are participating that day. Outfits must still follow the school dress code and administration approval must be given.

EARLY DISMISSAL

Due to Arcadia Public School Transportation, it is possible Holy Family School will be dismissed early on WEDNESDAYS, at approximately “2:10 PM” ...*subject to change per APS directive.

EDUCATION COMMITTEE

The Education Committee is established to assist the School Administration in the operation and governance of Holy Family. The committee is responsible for suggesting input in plans and policy. The committee helps ensure that the school system is operating responsibly, effectively, efficiently, and is planning appropriately to ensure that the mission will continue to be fulfilled well in the future.

All meetings shall be open to the members of the parish and school parents, Meetings will be listed on the school calendar. Visitors to the meetings who wish to address the committee need to submit their item of business to the administrator or pastor prior to submission of the agenda. It shall be necessary that a majority of the total members be present to come to a consensus on any issue.

The Education Committee is an advisory board and the pastor and/or school administrator make the final decisions.

ELECTRONIC DEVICES

(Cell phones, I pods, Gaming devices, etc.)

All electronic devices may be brought to school but can only be used with teacher permission. Students who bring any type of electronic device must give it to their homeroom teacher before the school day begins. **Smart watches that are connected to Wi-fi are not allowed and must be handed in.** Students are responsible for picking up their item at the end of the school day. Any student who does not turn in their device before the start of school or is found using the device during the school day will have their device taken away. A parent will then be required to come and pick up the child's device.

FIELD TRIPS

Field trips are a privilege. HFCS sets minimum academic effort, and conducts expectations for participation in such trips. These expectations are that students will have completed the required assignments in a satisfactory manner and students must meet prior requirements set up by teachers and approved by the principal. Notification of these requirements will be given to students and parents.

All field trips and outings must be approved by the principal and the written consent of parents/guardian(s) 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 in the school office.

FIRE, SAFETY, AND SEVERE WEATHER DRILLS

In accordance with State Fire Department Regulations, fire drills are held monthly throughout the school year. Students are to move silently and quickly to direct exits. All persons within the building must evacuate. A school safety drill will be done at least once a year. Teachers will discuss school safety in their classrooms throughout the year. Tornado drills are held in the spring. Instructions are posted in individual classrooms.

FIRST EUCHARIST AND RECONCILIATION

The second-grade children at Holy Family Catholic School study the Sacrament of Reconciliation and the Sacrament of Holy Eucharist. Holy Family Catholic School assists parents and parishes in this preparation.

FUNDRAISING

Tuition and each family's purchase of \$crip covers only a part of the cost of educating a child at HFCS. It is necessary to fundraise to continue to offset the cost of education. Because PARISH fundraisers subsidize the school budget, parents are to support all parish fundraisers throughout the year.

Besides supporting these fundraising events by purchasing and selling tickets, help is needed in running the events, clean-up, etc. Additional support through: collection of aluminum cans, and other programs as they become available is appreciated.

GAMES AND TOYS

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so, such as for "Show and Tell".

The student will assume responsibility for any items brought to school. The school is not responsible for lost, broken, or stolen items.

GRADUATION

Eighth grade graduation is held within the celebration of Holy Mass, typically on a Wednesday evening in May. Family and friends are invited to share in the last HFCS event for the 8th grade graduates.

HOMEWORK

Studying and reading at home are an important daily part of each child's learning experience. Quiet time when he/she can review, memorize, drill, do written assignments, work on projects, or read library books is important to the learning process. An assignment notebook (issued from the school office) is required for all students enrolled in the 4-year-old program through 8th grade. Parents are to review and sign the assignment notebook nightly, as well as using the assignment notebook as a communication tool between the family and teacher.

Whether or not an actual written assignment is given, it is helpful for all children to have parents structure a study time for them and supervise their work. By examining papers, signing all assessments, studying report card marks and contacting the teacher, parents can ascertain what subjects need the most study. Guiding the child to acquire good study habits from kindergarten on develops valuable tools of learning.

Parents can help in these ways:

1. Arrange a daily and regular time for study in a quiet place.
2. Show an interest in the work children bring home from school.
3. Check to see that homework is completed and that the books are returned to school each day.
4. If there is no written assignment, please consider the following suggestions: study spelling words, use math flash cards, and read and/or write to family and friends.

The amount of time needed for homework is dependent on the student's use of class time, commitment and energy to focus on the task, and on the child's ability. If a parent feels their child is consistently spending too much time on homework, the parent should contact the teacher.

Students who are absent for an extended period of time should be in contact with HFCS in order to make arrangements for the completion of missed assignments.

HOME AND SCHOOL COMMITTEE

The Home and School Committee promotes a greater sense of Christian community and appreciation of Catholic Education. All HFCS parents, teachers, administration, and staff are welcome to attend any Home and School Committee meetings.

The Home and School Committee serves as “a booster club” as well as an advisory board for HFCS. The committee will engage in various activities, which promote Catholic education in our community. It also provides or facilitates the provision of educational programs in parenting and related topics. The committee also reviews the handbook and advises items to be reviewed. They will also help to organize and accomplish such events as Parent-Teacher Conferences, Catholic School Weeks, etc.

HOURS OF SCHOOL

*Classes begin at 7:55 a.m. and end approximately at 3:07p.m (*based on bus APS Bus Schedule). Student supervision is provided in the gym or hallway beginning at 7:35 a.m. At 7:50 students will be allowed to report to their classrooms.

Holy Family Catholic School does not assume responsibility for students who are on school grounds before 7:35a.m. or after 3:15 p.m.

IMMUNIZATIONS

Students must be current with all immunizations unless a waiver has been signed and is on file in the Main Office. Parents/Guardians will be asked to provide immunization records upon admission to Holy Family Catholic School.

For a schedule of the required immunizations for each age/grade level, contact your physician or local health department.

INCLEMENT WEATHER

If the Arcadia Public School is closed due to inclement weather, Holy Family Education Center is also closed. If inclement weather warrants the closing of school, it will be announced on the following radio stations and/or TV stations.

<u>Radio</u>	<u>Television</u>
La Crosse <ul style="list-style-type: none"> ● WKTY (580 am) ● WIZM (1410 am) ● Z93 (93.3 fm) 	La Crosse <ul style="list-style-type: none"> ● WKBT (Cable Channel 11) ● WXOW (Cable Channel 9)
Winona <ul style="list-style-type: none"> ● KWNO (1230 am) ● KHME (101.1 fm) 	Eau Claire <ul style="list-style-type: none"> ● WEAU (Cable Channel 10)
Eau Claire <ul style="list-style-type: none"> ● WAXX (104.5 fm) 	
Whitehall <ul style="list-style-type: none"> ● WHTL (102.3 fm) 	

INTERNET USAGE

1. Internet 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 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.
4. Users shall not use the Internet for the purpose of transmitting or receiving illegal, illicit or obscene materials or other materials in conflict with our Christian mission.
5. Users shall not use the Internet for the purposes of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, email, 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 email address. This includes, but is not limited to: 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 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 policy and is subject to school disciplinary action.
10. The privilege of Internet use can be suspended or revoked at any time.
11. Supervision by a staff member is mandatory for student usage.
12. Use of the Internet during school time is limited to school curriculum related issues, matters, and use.

KINDERGARTEN

HFCS has an all day, every day Kindergarten program. Students must have reached the age of 5 by September 1st of the current school year, to enroll in kindergarten. When enrolling for Kindergarten the correct documentation must be provided in order for your child to attend HFCS. **A baptism certificate is required with registration or a meeting will need to be completed so that this information can be documented.**

LIBRARY USE

All students (4-year-old through 8th grade) will visit the library once a week. 4-year-old and kindergarten students are allowed to check out 2 books at a time. Students in grades 1 through 8 may check out 3 books or 2 books and 1 video at a time. Students may never have more than 3 items checked out at a time. Grades 1 through 8 may check out videos provided they do not have any overdue books. The checkout period for books is two weeks, videos are one week. The fine for overdue books is 2 cents per day after the due date (after a two-day grace period). The fine for overdue videos is 25 cents per day after the due date (after a one-day grace period). The overdue fines are only collected for school days, not weekends.

When students have two overdue items, they will not be allowed to check out anything else until overdue items have been returned. When students have overdue items, they will be informed of the titles and any fines they may have. If a book is lost, the replacement cost is the cost of the book (rounded up) plus shipping and handling.

Families reserve the right to refuse library privileges for their child/children. Students will be required to participate in classroom-related research projects and activities. These should not require any materials to be checked out from the library.

LOCKERS

School desks, lockers, and other spaces provided for the students are the property of the school. At no time does the school relinquish its exclusive control of these spaces provided for the student's use. School authorities, for any reason, may conduct periodic general inspections at any time, without notice, without student consent and without a search warrant.

MASS / CHURCH ATTENDANCE COURTESY

Students attend Mass weekly. Our students are exposed to a variety of Christian prayer experiences such as the Rosary, the Stations of the Cross, Adoration of the Blessed Sacrament, Sacred Heart Devotions, Advent and Lenten prayer services, and weekend all-school Masses. When attending church activities, students are expected to follow these rules:

Use signs and symbols with reverence.

Enter and leave church quietly and be aware of the need of those around you to pray without distraction. Participate and experience to your fullest potential the joy and peace that Jesus brings to us through the Eucharist and other community celebrations.

Dress in appropriate attire which will help create an atmosphere of reverence and respect.

(Shorts are not to be worn to the school mass.)

MASS SERVERS

Students in grades 3 through 8, who have received their First Communion, are expected and encouraged to serve at Mass under normal conditions. This is an important contribution on their part to the life of the school and parish community. This includes both school masses and weekend masses.

MEDICAL EXAMS

Medical exams are required for those students entering Kindergarten and also for those students participating in sports.

MEDICATION

A child's teacher and the school office should be notified if a child requires medication during the day. According to state law, no school personnel are allowed to dispense medications to students without the correct forms filled out. Forms are available in the office. All medications

must be brought to school in the original container. Medications, including over-the-counter drugs, are kept in the office. A student needing medication on an intermittent basis should have the proper forms filed in the office and a small supply of medicine available for them.

MILK AND HOT LUNCH PROGRAMS

Students may bring a cold lunch or purchase lunch at school. Our lunch menu is sent home each month. Lunch may be purchased for the month or on a daily basis. Milk is available for purchase.

Families may apply for reduced price meals. See Appendix for Delinquent Lunch/Milk Accounts Policy (HFCS Policy 7035)

Students are expected to follow these rules when in the lunchroom:

1. Show courtesy and respect to cooks and helpers.
2. Proceed through the lunch line quietly.
3. Sit on a seat with feet under the table.
4. Use low, indoor voices at all times.
5. When finished, fold the milk carton and scrape the tray.
6. Always walk to, in, and from the dining room.

NON-CATHOLIC STUDENT

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. In these cases, an alternate form of participation will be provided whenever possible.

NONDISCRIMINATION (DSP 5101)

Holy Family Catholic School respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment.

PHYSICAL EDUCATION

All students (4-yr-old -8th grade) will have Physical Education. This may take place in the HFCS gymnasium, on the playground, or at any public facility that lends itself to the particular activity. Students in grades 5-8 are required to use an antiperspirant/deodorant. Students in 6-8 grade are required to bring an appropriate change of clothing to wear for PE. **All students in grades 2 - 8 should have an extra pair of tennis shoes to wear during recess and PE. Students not wearing tennis shoes on PE days will not be allowed to participate.**

PICTURES

Individual and class composite pictures are taken in the fall. Parents are not under any obligation to purchase these pictures. Various packages are available. The students also have the opportunity to have their pictures taken in the spring.

PLAYGROUND BEHAVIOR

Recess/lunchtime provides time for students to relax, have fun, re-energize the body, and interact with each other. Students are expected to put their Christian values into action when they are participating in these activities.

Students are to:

1. Respect all persons, and watch out for the younger children on the playground.
2. Respect, listen to, and immediately respond to the directives of the supervisors. Supervisors are here to ensure your safety.
3. Stay outside; do not go back into the building unless given permission.
4. Refrain from fighting, tackling, swearing, and name-calling, as these are considered serious offenses, which may result in your loss of playground privileges.
5. Refrain from rough play, throwing snow and other objects, pushing, etc.
6. Stay within designated areas.
7. Use playground equipment properly, share equipment with all grades, and return it to its proper storage place.
8. Be inclusive so that individuals are not left out or isolated.
9. Verbal abuse of others is as serious as physical confrontation. Be mindful of the words you choose as they often hurt others more than you realize.

**IF STUDENTS ARE TO REMAIN INSIDE AT RECESS TIMES, A NOTE SHOULD ACCOMPANY THE STUDENTS STATING THE DATE AND REASON FOR STAYING IN. IF ACCOMMODATIONS CAN BE MADE FOR SUPERVISION THE STAFF WILL TRY TO KEEP THE CHILD INSIDE.*

PRAYER

Prayer is a very important part of our day at HFCS. The day begins with an all-school prayer. We pray before and after lunch and at the close of the school day. Special prayers are added to the day when appropriate. All students in grades K-8 have a list of prayers that they should know in their particular grade. This prayer list will be sent home during the first two weeks of school. Parents are asked to assist their children in mastering these prayers and to encourage this daily rhythm of prayer in the home.

PROGRESS REPORTS

Students in grades K-8 receive a progress report at mid-quarter. They are to be signed and returned to school. Teachers also communicate with the parents when there is a sudden or

drastic change in the student's usual academic or behavioral pattern. Parents are welcome to contact teachers for more information.

RECESS

4-year-old-5th grade students have scheduled recess times. 6th-8th grade students have lunch recess. Students should dress appropriately for outside weather and wear an extra pair of shoes. Boots are expected at certain times of the year. If the weather is inclement, the principal and/or teacher will announce an alternate plan for the students.

REFERRALS FOR TESTING

The principal (working with the teachers and parents as a team) will be the liaison referral to the public school to request a student tested (IDEA / ESSA Policy)

REPORT CARDS

Report cards are given on a quarterly basis. Parents are required to sign and return them to school after viewing the report. The following grading scale is used for Grades 2-8.

A+ = 100	B- = 85-86	D+ = 71-72
A = 95-99	C+ = 82-84	D = 67-70
A- = 93-94	C = 76-81	D- = 65-66
B+ = 91-92	C- = 73-75	F = 64
B = 87-90		

RETENTION OR ACCELERATION (DSP 5210)

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. Evaluations occur at the end of the 2nd and 4th quarter. If a student is failing one or more classes, a conference must be held to discuss a plan of action. Consideration for retention is based upon the following information:

1. Formative Growth Measurement (MAPS)
2. Summative Learning in Content Standards Measurement (ITBS or Forward Exam)
3. Student Areas of strengths and need improvement
4. Student Learning Team (Parents, Staff, Administration) Recommendations

SCHOOL VISITS

All visitors, including parents and volunteers, entering the school are to report to the office first and sign in. Visitors needing to enter the school will receive a visitor badge to be worn during their time at HFCS. If items are being delivered to students the secretary will take items to the classrooms for parent(s). This procedure will allow the office staff to know who is in the building and eliminate classroom interruptions. Parents picking up their children for dental, doctor and misc. appointments must first sign in at the office. After the parent signs in at the office the secretary will call the child's classroom and have the child come to the office. Parents are not to pick their child up in the classroom. The student must also be signed in when returned to school.

SECURITY

All doors are locked during the school day. All visitors (parents, volunteers, etc.) must enter through the main doors and register in the main office after being buzzed in.

SEXUAL HARASSMENT (DSP 5512)

The Diocese of La Crosse has strong and clear policies prohibiting any form of child sexual abuse and sexual misconduct. A copy of the Diocese 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 School of the Diocese of La Crosse.

DSP-5512 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 conduct of a sexual
- 4.) 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."
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.
- 8.) The Diocese 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. (See Appendix for complete Diocesan Policy.)
- 9.) No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith.

STANDARDIZED TESTING

Holy Family Catholic School students will be assessed up to three times a year utilizing the MAP test. These tests indicate the growth and progress of your child as to his/her academic ability. The results are recorded on the student's permanent record and shared with parents. Each year the principal and teaching staff analyze the results. These tests assist in evaluating the educational process at HFCS.

TECHNOLOGY ACCEPTABLE USE POLICY

Students at HFCS are entrusted with proper use of technology at all levels. Students and parents are required to read and sign off regarding the Acceptable Use Policy. Students will not be allowed to use the devices until the proper document has been signed. Destruction of technology equipment will result in payment from the student or guardians.

TELEPHONES

The school office phone is for office calls. Students/parents should make all arrangements for visiting friends, transportation for games, etc. before coming to school. Students will not be called to the telephone during class periods unless an emergency warrants immediate contact. Students are not to use school phones except in an emergency.

Telephone calls to teachers should be placed between the hours of 7:35-7:50 a.m. and 3:10-3:30p.m. If these times are not convenient, you may leave a voicemail message and the teacher will call you back on their break.

TRANSFER STUDENTS

Parents who wish to enroll their child at HFCS must sign a "Release of Records" form in the Main Office. The records will be reviewed before admission is determined. HFCS is not equipped to handle children with Exceptional Educational Needs. Parents should make any educational needs known at the time of application. HFCS does not wish any child to be denied special services he/she may need. **Any child entering HFCS from another school is on probation for the first three months.** The following items are needed to complete registration:

1. Copy of Record of Immunization
2. Copy of most recent / completed Academic report card

3. Copy of all testing scores, ex: WKCE, MAPS, STAR, FORWARD
4. Copy of Baptismal records

If you have any questions, call the school office at (608) 323-3676. Acceptance of new students will not be final until all school records are received and verified.

VACATIONS / PREARRANGED ABSENCES

We recognize that there are situations, which require absence from school other than personal illness. Parents should contact the office in advance of any absences when foreseeable (i.e., death in family, pre-scheduled surgery, etc.). Taking vacations during school time, however, is greatly discouraged. Students miss valuable time in classroom instruction. **Teachers are not expected to give assignments in advance**, but teachers may use their discretion with regard to this matter. Teachers may request for the student to check emails during the vacation to complete work that is assigned. Work sent to the student is due upon the child's return.

If the teacher does not contact the student during the absence, the student is to make up work upon their return. The student will have the number of days to make up the work equal to the number of school days absent. The school will not take responsibility for a student falling behind because of family vacations during the school year.

VOLUNTEERS

HFCS appreciates the time and care given by parents and other adults to assist with school programs. Anyone who can help serve in the lunchroom, tutor, supervise the playground, assist teachers, or work on special projects should call the school office at 323-3676. A background check will be completed for all volunteers. The Diocesan Sexual Abuse Policy must also be reviewed and signed.

WITHDRAWALS

Courtesy requires that parents notify the school office in advance of withdrawal of a student. A written authorization must be signed before school records can be forwarded.

School records and report cards will be held if there are outstanding bills or if school materials/books have not been returned.

APPENDIX

ADMINISTRATION OF MEDICINE

1. Medicines shall be administered ONLY in exceptional circumstances where the child's health may be jeopardized without it. Pupils who require medications at school shall be identified to the Main Office by a parent and physician. Prescription medication requires the physician's instructions and signature.
2. Medicine can only be administered by school personnel, and a daily record must be kept.
3. In the case of non-prescription medicine (cough drops, Tylenol, etc.) parent permission in writing is required, but not a doctors. No medications can be administered to students at any time without the written permission of the parent.
4. All medication (prescription and non-prescription) must be brought to school in the original container.
5. Students with asthma and other respiratory illnesses are allowed to carry inhalers with them at school after an authorization form has been completed.

ADMINISTRATIVE RECOURSE POLICY (DSR 4901)

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 the 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 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 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 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 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 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 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 (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1849-1852).

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE PROCEDURE (DSP 4902)

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 Office 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.

BUS RULES / PROCEDURES

WHILE WAITING FOR THE BUS – ON THE ROAD AND AT SCHOOL

1. Be on time at the designated school bus stops to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Stay on the sidewalk or along the edge of the road where there is no sidewalk. BE SAFE!! Do not fight or scuffle. Be careful not to damage lawns, flowers, or property.
3. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion, single file. Do not rush to get on the bus.
4. Don't move toward the bus at the school loading zone until the buses have been brought to a complete stop.

5. Be courteous.
6. If there is no sidewalk or path, walk on the side of the road facing traffic to get to the bus stop.

WHILE ON THE BUS:

1. Do not extend your head, hands, or arms outside of the bus windows.
2. Help keep the bus safe and clean by using good behavior at all times.
3. Loud talking or screaming might confuse and distract the driver and could cause an accident; therefore, those behaviors will not be tolerated.
4. NEVER tamper with the bus or any of its equipment. Treat bus equipment as valuable. The offender must pay for damage to the bus.
5. Don't throw things out of the window.
6. Hold your books, lunch, or other articles on your lap to leave a seating room for others. Don't block the aisle with these articles or with your feet.
7. In case of a road emergency, remain in the bus until directed by the driver.
8. Always remain in your seat while the bus is in motion. DO NOT STAND.
9. Be courteous to fellow pupils, driver, driver's assistants, and to passersby.
10. Keep absolutely quiet when approaching a railroad crossing to allow the driver to listen for train signals.
11. Eating, drinking, or smoking is not allowed on the bus.
12. A reminder – it is the responsibility of the passengers to maintain the cleanliness of the interior of the bus.
13. When preparing to leave the bus, remain seated until the bus stops. Then all riders shall leave the bus in an orderly fashion.
14. A good rule is TALK QUIETLY AND ENJOY THE RIDE.
15. OBEY THE BUS DRIVER! Drivers are in charge and are responsible for the maintenance of order among students being transported on the bus. They are instructed to use any means necessary to maintain proper order and discipline on the bus to ensure safe student transportation.

AFTER LEAVING THE BUS:

1. When it is necessary to cross the road after getting off the bus, cross at least 10 ft. in front of the bus but ONLY after looking to be sure no traffic is approaching and after receiving a signal from the driver. BE ALERT TO THE DANGER SIGNAL FROM THE DRIVER.
2. Help to look after small children.
3. Riders are not permitted to leave the bus at other than regular stops unless emergency provisions have been made in advance by parents and school officials.

WHEN ON FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITY TRIPS:

The above rules and regulations will apply to any trip under school sponsorship. Pupils shall obey the chaperones when appointed by school officials to accompany the bus riders. Variations

to rules should be authorized by the school principal arranging the trip. When in doubt, parents should call the school office for clarifications.

VIDEO CAMERA POLICY

All people around the outside or inside of the Arcadia School District's School Buses may be video or audio recorded.

STUDENT PICK-UP & DROP OFF

See Map on following pages for morning drop off. Afternoon pick up procedure will have all car riders picked up at the main entrance. Student family numbers will be called and staff will assist in loading the younger students in the vehicle. Walkers will be dismissed after bus students and car riders are gone from the building. Any students changing their normal pick up routine must have a note on file at school.

ALCOHOL and OTHER DRUGS of ABUSE (HF 5050)

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 a 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.

DEFINITIONS

The phrase "drugs and 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 permanently (indefinite or for a given term).

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.

PROHIBITIONS

1. No student may distribute, offer, and/or conduct any transaction 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.
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.
3. No student may 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.

REQUIRED MINIMUM SANCTIONS

1. For students who have violated Category I Prohibitions -
 - 1st offense – a minimum of five (5) days suspension and/or until the investigation is completed, dismissal, or expulsion
 - 2nd offense – immediate expulsion
2. For students who have violated Category 2 prohibitions –
 - 1st offense – minimum of five (5) days suspension and/or until the investigation is completed, dismissal, or expulsion
 - 2nd offense – dismissal or expulsion
3. For students who have violated Category 3 Prohibitions –
 - 1st offense – three (3) days suspension pending investigation of incident or dismissal
 - 2nd offense – five (5) days suspension pending investigation of incident or dismissal

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 sanction to apply, at least the following factors shall be considered:

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

The decision of the local school authority is final. If there is any disagreement with the decision of the local school authorities, the student and/or parent has the right of administrative recourse (per Diocesan policy/procedure).

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 readmitted 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.
- 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.

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.

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 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.

TUITION PAYMENT

All tuition payments, other than registration fees, are set up according to the tuition payment plan parents/guardians agree to. Tuition and fees paid in full by the first day of school would be greatly appreciated. Parents may elect to pay tuition in one payment, in two payments (one at the beginning of each semester), or on a monthly basis.

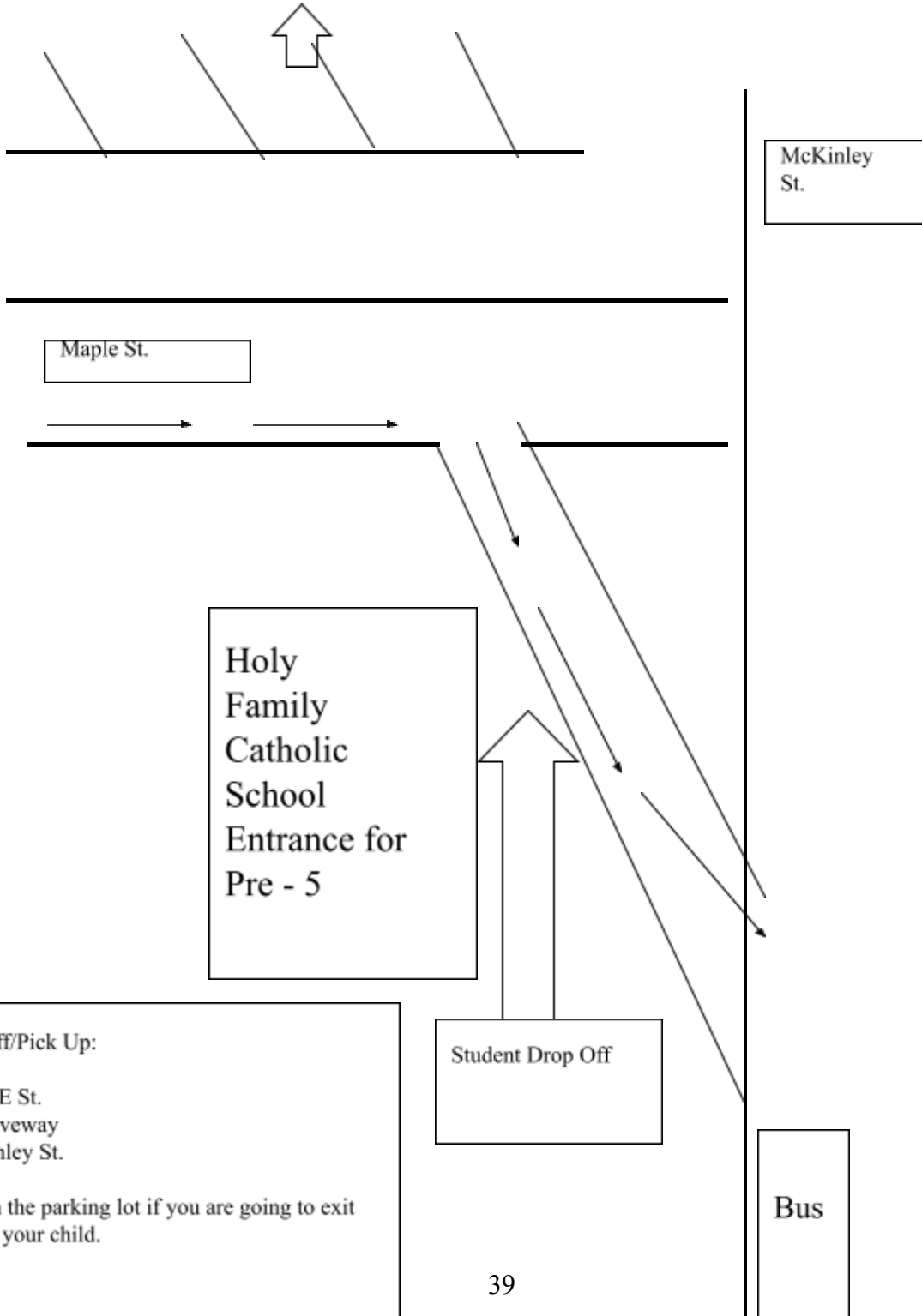
All accounts must be kept up-to-date at the end of each quarter unless other arrangements are made with the administrative assistant or Pastor. If no arrangements are made, the children might not be allowed to continue in school. If financial circumstances change, the parent or guardian is responsible to pay tuition up until the time they contact the principal and discuss their change in financial need. Application for tuition assistance for the current school year is due by the end of the first quarter.

It is the responsibility of administration and the pastor to recoup “past due” accounts

1. The following procedure will be followed for past-due accounts:
 1. A quarterly statement will be sent to each parent with an overdue account indicating the amount overdue plus a late fee of \$20.00. It will state that this should be paid within one week or the administration should be contacted to make other arrangements. The school will keep a current calendar and ledger for payment and non-payment.
 2. After one week, if no response is received, a personal phone call (a couple of attempts) is made to each parent whose account is overdue stating the amount overdue and again requesting that it be paid in full within one week.
 3. After one more week, if no response is received, a certified letter with return receipt requested will be sent to each parent whose account is still overdue. If the stated amount is not paid within one week, or if the principal is not contacted to make other arrangements, the children will not be allowed to remain in school after a specified date as stated in the letter.
 4. If no response is received, and the return receipts have been received, then the children of the parents whose accounts are still overdue will not be allowed into school after the specified date until the overdue amount is paid.
 5. A past due account for a student must be paid in full before that student will be allowed to register for the new school year.

STUDENT DROP OFF & PICK-UP

Diagonal parking--please park here if you are going to enter the building



Entrance 3 for 6 - 8 grade

McKinley St.

Middle
School
Entrance #3