

# St. Patrick School

an Aquinas Catholic School



2025-2026

## Parent / Student Handbook

Aquinas Catholic Schools is a Christ-centered family devoted to nurturing students of all faiths through educational excellence in its vibrant Catholic tradition.

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St. Patrick 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.

**St. Patrick School, Aquinas Catholic Schools, and the Diocese of La Crosse reserve the right to delete, add to and / or amend the information, guidelines, and regulations contained in this handbook during the academic year.**

**AQUINAS CATHOLIC SCHOOLS - A partnership of Parishes, Families, and Educators**

In seeking to enroll your child in Aquinas Catholic Schools, you are entering into a long-enduring partnership of parishes and pastors; of parents and children; of teachers, administrators and staff. As is true with most partnerships, this relationship includes hopes and expectations on the part of all involved, and it includes a declaration of commitment. By enrolling your child, you are indicating your commitment to the various components of this partnership.

### **Hopes & Expectations: The Parishes**

Parishes are the central component of Catholic communal life and they are central to Aquinas Catholic Schools (ACS) as well. Those associated with our shared system of Catholic education are grateful for the generous support of our parishes. Parishes of the La Crosse Deanery contribute significantly to the system's annual budget. In addition, parishes with schools on their property fund ongoing maintenance and improvement of those facilities. Catholic schools are a fundamental aspect of Catholic life and the parishes which support ACS are proud to fulfill this important dimension of their mission to proclaim the gospel of Jesus Christ and to help young people grow in faith and in knowledge.

### **Hopes & Expectations: Parents & Children**

The financial support of our parishes makes it possible for ACS to offer a significantly reduced tuition rate to children from area parishes. In exchange for this generous support, it is understandable that our parishes would have expectations of those parents and children who are enrolled in our schools and share in this partnership.

• **Parish Membership and Expectations:** Formal parish membership is a fundamental expectation. The expectations of parish membership are the same for ACS families as for all parishioners:

- Participation at Mass on Sunday (or Saturday night). Giving God thanks and praise at Mass is fundamental to Catholic life and it is an essential element of our children's growth in living and celebrating their Christian faith. The significance of all children and parents attending Mass each Lord's Day cannot be overstated.
- Involvement in Parish Life. A parish is vibrant only if all members participate in various ministries and volunteer opportunities. The commitment of ACS parents to these parish ministries and programs not only benefits the parish but also provides an important witness to our children in connecting faith and service.
- Financial Support. The generous financial support of all parishioners is necessary for parish life. Some parishes might indicate how parishioners would determine a pledge of financial support each year. Regardless, it is necessary for every family to recognize the obvious financial need of their parish, to consider one's ability and responsibility to support the parish, and then to plan and support their parish financially.

### **The Commitment**

This is a brief overview of our ACS partnership and the commitment we all make as part of this partnership to provide for strong and vibrant parishes and a solid foundation for Catholic education in order to enable our children to mature in faith, hope and love. If you have questions or concerns, please feel free to contact your pastor or the President of ACS, Ted Knutson at [Ted.Knutson@aquinasschools.org](mailto:Ted.Knutson@aquinasschools.org).

3/1/2021

# St. Patrick School an Aquinas Catholic School

## 2025-2026 Staff Directory

Mrs. Tara Key	Principal
Mrs. Melissa Bowen	Secretary
Miss Kerri Langen	School Counselor
Mrs. Natalie Vanish	Pre-School 3
Miss Emily Bendel	Kindergarten 4
Mrs. Holly Hollett	Kindergarten 4
Miss Jessie Erdmann	Kindergarten 5
Miss Olivia Mlsna	Kindergarten 5
Miss Madyson Rosman	Kindergarten 5
Mrs. Colleen Miller-Keys	First Grade
Miss Brooke Houdek	First Grade
Mrs. Lori Lazzari	Second Grade
Miss Breanna Ellison	Second Grade
Mrs. Heather Haag	Third Grade
Mrs. Ali Ruetz	Third Grade
Mrs. Rachel Richgels	Fourth Grade
Mrs. Paula Rosendahl	Fourth Grade
Ms. Allison Laux	Fifth Grade
Mrs. Laura Walker	Sixth Grade
Mrs. Gabel Edith	Spanish
TBD	Library/Technology
Mrs. Gwynne Mishler	Music
Mr. Brenden Smith	P.E./Athletic Director
Mrs. Cheyenne Kulmaczewski	Art
Mrs. Mary Andersen	Instrumental Music – Band
Mr. Randall Mastin	Instrumental Music- Orchestra
Mr. Dave Kucharczyk	Custodian/Maintenance
Mrs. Sarah Grabaski	Food Service Manager

Mrs. Lindsay Lunde  
Mrs. Tammy Houlihan  
Mrs. Jodi Petersen  
Nicole Tyriver

School Lunch/Cook  
Paraprofessional  
Paraprofessional  
Paraprofessional

# St. Patrick School an Aquinas Catholic School

127 11<sup>th</sup> Avenue North Onalaska, WI 54650 (608) 783-5483

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An equal opportunity provider

August 2025

Dear St. Patrick School Parents and Students.

The purpose of the St. Patrick Parent-Student Handbook is to provide basic information about our school and our school system within the Diocese of La Crosse. The handbook cannot, and is not intended to, answer each and every question you may have throughout the school year. It serves as a guide and a reminder of our fundamental expectations and will hopefully be a good resource for you.

Please take time to review the handbook. Once you have completed your initial review of the handbook, please complete and return the *Statement of Compliance Form* with the appropriate signatures to our school office. Please contact the school office (783-5483) if you have questions about the information in our school handbook.

Sincerely,

*Tara Key*

Principal

Statement of Compliance Form Due: August 30, 2025 to the office.



### **Aquinas Catholic Schools Mission Statement**

Aquinas Catholic Schools is a Christ-centered family devoted to nurturing students of all faiths through educational excellence in its vibrant Catholic tradition.

### **Aquinas Catholic Schools Vision Statement**

Aquinas Catholic Schools, through its vibrant Catholic tradition, aspires to be the premier educational choice, empowering students to fulfill their God-given potential for the betterment of all.

### **Core Values**

***Faith*** – Serving Jesus and His Church

***Integrity*** – Cultivating moral character

***Excellence*** – Pursuing daily improvement through life-long learning

***Leadership*** – Inspiring achievement and stewardship

***Dignity*** – Respecting God, self and others

St. Patrick School is a member of Aquinas Catholic Schools, a unified school system in the La Crosse Deanery of the Diocese of La Crosse. St. Patrick School is a Catholic Preschool and Elementary School offering a Catholic, faith-centered curriculum for our students. By integrating our Catholic faith with quality learning experiences, St. Patrick School assists student with developing the skills for becoming responsible members of our school, faith, and civic communities.

The philosophy of St. Patrick School is to provide a nurturing learning environment that promotes strong Christian values, love of God, respect for other, service to community, and prayer. We educate the whole child and support each student's growth spiritually, academically, emotionally, socially, and physically.

### **ACADEMIC INFORMATION**

Classroom teachers provide instruction in religion, reading, language arts, mathematics, science, and social studies. Specialists provide instruction in physical education, health, international languages, music, art, library/media and technology. Instrumental music lessons are available for students: Strings – grades 4-6 and Band – grades 5-6.

A complete religion curriculum, grades pre-school through sixth, will be taught with pastoral support by a qualified Catholic instructor. Each day begins and ends with prayer. Our students attend weekly liturgies, receive the sacraments and live their faith daily. We encourage our students to grow in the knowledge of the gospel and in the realization that Jesus should be central to their lives. We challenge our students to put that knowledge into practice by living as Jesus did. Our students also learn about the importance of loving and serving others through service-learning activities and projects.

In accordance with the diocesan guidelines, students in the Second Grade prepare for and receive the Sacraments of Reconciliation and Holy Eucharist. The parish clergy, teachers, staff, and parents work together to prepare the students for receiving these sacraments during the school year.

Non-Catholic students 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.

### **ADMISSION (Nondiscrimination – DSP 5101)**

St. Patrick School, Aquinas Catholic Schools, and the Diocese of La Crosse respect the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or gender in regard to enrollment. Therefore, St. Patrick School shall admit students of any gender, race, color, national or ethnic origin to all rights, privileges, programs, and activities made available by the school, except where religious tenets would cause exemption. Furthermore, the creed of any student shall not bar admission unless this would hinder the unique religious philosophy of the school. The Diocese of La Crosse has the obligation to publicize its nondiscrimination policies.

When students enroll at St. Patrick School, requests are made for the student's baptismal record, immunization record, and school records (if applicable). In accordance with the State of Wisconsin and School District of Onalaska policies, a child must be the appropriate age on or before September 1 of the current school year to enter a specific grade (example; a child must be five years of age on or before September 1 for the current school year to enter Kindergarten.). All children must be toilet trained.

Aquinas Catholic Schools has Enrollment Priority Guidelines. New students will normally be accepted into specific ACS school buildings following the priority categories of the guidelines. Exception to the guidelines may be made at the discretion of the Aquinas Catholic Schools President. Once a child has been admitted into an ACS program (ex: day care, preschool, elementary, middle school, or high school) his/her continued enrollment in that program would not be jeopardized by class size, provided that his/her family remains in good financial standing.

#### **AFTER SCHOOL CARE PROGRAM**

St. Patrick School families may have a need for “After School Care” for their child/children. St. Patrick School provides after school care for our families in the cafeteria from 3:00 to 5:30 on school days only. The program provides a snack, allows time for study (work on homework), and provides organized activities/play for the students. After School Care program information and a registration forms are provided through the school office. Student fees for the program are provided to families at the beginning of the school year. Fees for this service will be billed weekly. Please complete and return the registration form(s) to the school office if you will need supervision for your child/children after school.

#### **ANIMALS AT SCHOOL**

Approval for bringing animals to school shall be obtained from the teacher/principal. Due to students’ allergies, no pets are allowed in the school building. All city ordinances apply with regard to dogs on public property.

#### **ASSESSMENTS / TESTING**

Our students in each grade level K5 through 6<sup>th</sup> participate in the STAR assessment which is given three times each school year in the area of Math and Reading. These assessments are used to guide and modify instruction for individual students.

St. Patrick School fourth grade students take the Wisconsin Forward Exam in the spring. A report of testing results is sent home for each student when the results are received. Parents may request to meet with school staff to review and discuss their child’s assessment results.

St. Patrick School fifth grade students take part in the Diocese of La Crosse Religion Testing Program. A report of testing results is sent home for each student in grade 5 when they are received from the Diocese.

Classroom teachers, staff, and educators administer various assessments and tests throughout the school year to document learning and understanding of grade level concepts and skills.

## ATTENDANCE - EXTENDED/VACATIONS

### **Aquinas Catholic Schools Attendance:**

Since classroom participation is considered a major component to learning at Aquinas Catholic Schools, it is important that students not miss class. It is not enough to only complete worksheets or assignments and do well on tests and quizzes in the educational process. Attendance is an integral part of the Aquinas academic program. Medical excuses are required for missing multiple days due to illness. **The administration reserves the right to adjust the following policy on a case by case basis.** Any student who exceeds 10 days of absences due to illness or vacations in an individual semester class will be subject to the following consequences.

### **Reporting Attendance:**

For absence reporting and excusing your child for an appointment, please call or email the school office. Absences must be reported before 8:15 a.m. on the day of the absence. If a student is not called in or has emailed the office by 8:15 a.m. a phone call will be made:

1. To the parent(s) of the student
2. To the emergency contact(s)
3. To Law Enforcement (for a welfare check)

If you are experiencing difficulties, call the school office at:

Cathedral Elementary - 608-782-5998

Blessed Sacrament School - 608-782-5564

St. Patrick's School - 608-783-5483

Aquinas Middle & High Schools - 608-784-0156.

Parents are urged to make doctor and dental appointments after school hours and during vacation periods. **Students will not be allowed to leave the school grounds for dental or medical appointments or for any reason without a request by a parent.**

Statute 118.15 requires MANDATORY school attendance for a child who is between the ages of 6 and 18. Students and parents can be fined and referred to juvenile authorities for non-compliance with attendance laws. A student's attendance can be directly correlated to his/her success in school. Given that students need 26 credits to graduate from Aquinas High/Middle School, being in school and earning credits is critical in meeting the requirements for graduation.

### **Category #1 – Excused Absences:**

#### **Parent/Guardian Excuse**

This is when a parent/guardian calls or writes a note to excuse a student from school. Parents/guardians are permitted up to 10 parent/guardian excused days per school year:

Ten days are calculated by adding up the number of hours missed. Below is a list of the most common attendance codes when a parent/guardian excuses their child from class

A warning letter will be issued when a student reaches the 5-days parent/guardian excused. Parents/Guardians will also receive written notification once all 10 parent/guardian-excused days are exhausted, and future absences without a medical excuse will be considered unexcused.

## **Absences**

After 5 Absences per Semester - Excessive Absences Warning Letter will be issued.

After 10 Absences per Semester -Issue Truancy Warning Letter. A Parent/Guardian Meeting will be set up.

#### Medically Excused

This is when a student has visited a medical provider. Once written documentation of the visit is provided, the day does not apply toward the 10 parent/guardian excused days. Consideration for sending a medical excuse request will be allowed after 10 days of absence or equivalent periods, unless there are extenuating circumstances.

#### **Category #2 – Tardies**

After 5 Tardies per Semester - Excessive Tardy Warning Letter will be issued.

After 10 Tardies per Semester -Issue Truancy Warning Letter. A Parent/Guardian Meeting will be set up.

Each Successive Tardy for Rest of Semester - Every five (5) tardies equals a half-day absence which will count towards the 10-days allowed. Tardiness is truancy and is a ticketable offense.

#### **Truant**

This is when a student has been absent and the period(s)/day(s) have not been excused with a medical form in any way or all 10 allowable parent days have been used. If this occurs, the parent/ guardian will receive a call the day of the unverified absence requesting a meeting with school personnel and be referred to the school resource officer for possible citation.

*“A student is considered truant if is absent without an acceptable excuse for all or part of one or more days during which school is he/she held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse for all or part of five or more days in a school semester.” (Wisconsin State Statute 118.16)*

School action and consideration for any Law Enforcement Action may occur up to two weeks after the actual truancy days/periods, at the discretion of the building principal, to allow students and/or parents to have the opportunity to clear up any absence(s).

All truancy notices must contain a copy of State Statute 118.15

#### Attendance at and After Sporting Events or Extracurricular Activities

Students must be at school for 50% of the school day in order to be eligible to participate in extracurricular activities that day. (If you are absent for the first part of the school day, you must be at school no later than 11:30am in order to participate in any extracurricular activities for that day. If a student goes home sick, they are restricted from participating in any school related event, even if they were present for 50% of the school day.)

**No student should “Sleep in” because they arrived home late the night before.**

Students are expected to attend the **Entire Day of School** following **any** school related activity the previous day.

### Excused Absence – School Related Sports / Activities Release

Students will be excused for school related activities. They must notify their teachers prior to the event that will cause them to miss a class. All work missed must be made up. Teachers, coaches and/or advisors must give a list of the students in the group, to the office, 1 day prior to the event. All events must be administratively approved.

### **Vacations:**

Parents should confer with their child's (children's) teacher(s) prior to their absence from school. At times during the school year and in certain grade levels it may be difficult for the classroom teacher(s) to provide school work for the student prior to the scheduled absence due to a vacation. **Therefore, please do not request that work be prepared ahead of time.** During the student's absence, a folder will be kept with all class information and assignments. Upon return to class, the student will be given the missed work. The time to complete this work will correspond to the number of days missed from the classroom. When an extended vacation occurs during the school year, a student's grades may suffer due to lack of classroom instruction. The school will not take responsibility for a student falling behind because of family vacations during the school year.

## **Discipline Policy / BEHAVIOR OF STUDENTS**

### Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion. (DSP 5112)

### Discipline / Code of Conduct

A student enrolled in an Aquinas Catholic School assumes the personal responsibility for his/her conduct. As a member of the school, the student is obliged to be considerate of other fellow students and be respectful to his/her teachers. Each student is asked to accept this opportunity and obligation to become an integral part of the school community wherein she/he exercises their convictions of

Christianity and love of neighbor are shown by fully respecting the rights and privileges of all other members of the community. The basic attitude of respect characterizes the actions of the student toward themselves, other students, teachers and clerical personnel, custodians, visiting adults, guests and school administrators.

The ACS student is expected to conduct him/herself according to Christian principles and civic behavior:

- To be honest in all dealings with fellow students, teachers and school personnel.
- To cooperate positively with fellow students, teachers and school personnel.
- To respect always the rights and the values of each individual person on the school premises or at school-sponsored events.
- To obtain permission from the proper authority to use any of the school facilities or materials.

- To comply promptly with the directions of school officials.
- To be responsible for the care of all materials loaned to the student for the course of studies. All non-consumable materials as well as desks and lockers are the property of the school.

At St. Patrick School, students are expected to exhibit excellent behavior when at school or any school sponsored activity. When setting expectations for behavior, students are provided examples of appropriate and inappropriate behaviors.

Discipline as administered at St. Patrick School, in conjunction with the home, is designed to provide behavioral changes that will enable students to develop the self-discipline that is necessary to function successfully in an educational and social environment. The major objectives of discipline are to teach respect for the rights, dignity, and safety of all individuals, as well as respect for laws, regulations, and respect for public and property rights. Student's behavior that disrupts class work, involves disorder, or invades the rights of others will not be tolerated. Minor offenses will be handled by the classroom teacher. Repeated offenses of a more serious nature will be referred to the school principal. Various breaches of conduct, depending on the seriousness, can be placed in the following categories: 1) probation, 2) suspension, or 3) expulsion. The expulsion of a students from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion. All expulsions are to be approved by the Director of the Office of Catholic School for the Diocese of La Crosse.

### **Bullying**

St. Patrick School strives to provide a safe, secure and respectful learning environment for all students. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. St. Patrick School will consistently and vigorously address bullying to maintain the standards of a Christian community and ensure that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. 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 cyber bullying)

Bullying behavior is prohibited in all school buildings and grounds, vehicles and property owned, leased, or used by the school system, and at school-sponsored activities. The

school system 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 become aware of acts of bullying shall address the bullying immediately. If bullying continues, staff members should report the actions to the guidance counselor or 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 a staff member. 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, disciplinary action may be taken, including, but not limited to: detention, suspension, expulsion and/or referral to law enforcement officials.

The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All expulsions are to be approved by the Director of the Diocese Office of Catholic Schools. (DSP 5115)

The procedure for permanent dismissal of a student is as follows:

- I. The administrator and president will recommend expulsion to the Diocesan Director of Catholic Schools
- II. When a permanent dismissal is pending, parents shall be given the opportunity to withdraw the student from St. Patrick School
- III. Administrator will present evidence which prompted the recommendation to dismiss the student to parents, the Aquinas Catholic Schools President and the Diocesan Director of Schools
- IV. The parents are given the opportunity to respond in writing
- V. The Diocesan Director of Schools will then approve or deny the expulsion
- VI. All discussion and the resulting action are confidential
- VII. The decision of the Director of Schools is final and binding on all parties

### St. Patrick School Positive Discipline/Reward System: Clover Tickets Grades K5-2

#### Student Expectations

- Use Kind Words
- Listen and Follow Directions
- Walking feet at all times when inside
- Use inside voices
- Take care of classroom materials
- Keep hands and feet to self
- Complete assignments on time



The PS3 and K4 will be expected to follow the same expectations, however they are also still learning what these expectations are and how to demonstrate them. Their teachers will share a little bit more about how they will go about earning special rewards in their classroom newsletter.

Students will receive 10 clover tickets at the beginning of each month. The goal is for all students to have 10 or more tickets left at the end of the month so they can cash them in for a special reward. There will also be ways that students can earn additional tickets throughout the month. Students who seem to struggle with an expectation continuously will utilize an individual plan that will be sent home weekly and discussed daily with a staff member.

### Discipline Tiers for Grades 3-6

<b>Tier 1 - Minor behaviors</b>		
<b>Behavior</b>	<b>Definition</b>	<b>Intervention/Consequence</b>
Dishonesty, Minor	Intentionally lying to staff, forgery, and academic dishonesty, such as copying, on formative assessment or practice activity	<p><b>Summary:</b> 3 instances of Tier 1 behavior result in a note sent home to parents informing them of student's misconduct. Any instances of misconduct beyond 5 will result in a Tier 2 consequence. Parent contact required upon 5th infraction. Tier 1 interventions and consequences implemented at teacher discretion.</p> <p><b>Positive Behavior Interventions for Tier 1 Could Include:</b> -check-in, check-out system -alternative seating -opportunity to reset or take a break -teacher or guidance conference -time for reflection/reflection sheet - classroom incentive</p> <p><b>Consequences for Tier 1 Could Include:</b> -loss of or limited recess -limited access to technology -apology note -behavior reflection form -removal from activity -reparations</p>
Disrespect, Minor	Talking back, arguing with staff, teasing, gossiping, name calling, spreading/starting rumors, uncooperative or disruptive behavior	
Disruption, Minor	Any behavior that interferes with the teaching/learning process including but not limited to tardiness or failure to report to class in a timely manner.	
Horseplay/Play fighting	Conduct or behavior that interferes with the orderly process of the school environment that is quickly de-escalated and does not cause physical harm	
Improper Use of Technology	Personal electronic devices including cell phones and smart watches are not permitted during school hours. They must be powered off and kept in backpacks. Chromebook use is limited to teacher-directed activities.	

Insubordination	Refusal or failure to comply with a classroom instruction that minimally disrupts learning or school environment including refusal to work or follow directions	
Profanity, Obscenity, Obscene Material	Possession or use of oral or written language, electronic messages, computers, gestures, objects, or pictures which are inappropriate, disrespectful, or socially unacceptable and which disrupt the school environment or school functions	
Misuse of school property or property of other students	Mishandling any school property including Chromebooks, desks, books, and other supplies. Hiding, or going through another person's property.	
Dress Code	Dress code violations include being out of uniform without permission or pass, untucked shirts, hair length, missing or inappropriate gym clothes or gym shoes.	
Other Minor Infraction	Any other minor misconduct not listed above that interferes with the orderly operation of the classroom or school activities or functions	

<b>Tier 2 - Intermediate acts of misconduct or repeated minor misconduct</b>		
<b>Behavior</b>	<b>Definition</b>	<b>Intervention/Consequence</b>
Bullying	Repetitive, intentional, and targeted behavior intended to cause fear, harm, or intimidation of another student	<b>Summary:</b> Upon 6th instance of Tier 1 misconduct or initial instance of Tier 2 misconduct, student will lose quarterly rewards and mandatory parent meeting will be scheduled in order to create individualized behavior plan. Further instances of misconduct may result in Tier 3 consequence.
Dishonesty, Serious	Repeated incidents of minor dishonesty. Intentionally providing untruthful information to staff about more serious issues. This includes academic dishonesty on a summative assessment, exam, project, paper.	

Continual/Excessive Disrespect	Repeated incidents of minor disrespect. Disrespect which goes beyond the bounds of a minor incident including conduct or behavior that lacks regard or civility, politeness, and courteous consideration.	<p><b>Positive Behavior Interventions Could Include:</b></p> <ul style="list-style-type: none"> <li>-Continuation of Tier 1 interventions</li> <li>-behavior tracking sheet</li> </ul> <p><b>Consequences Could Include:</b></p> <ul style="list-style-type: none"> <li>-Continuation of Tier 1 consequences</li> <li>-loss of privileges including but not limited to school/class activities or rewards, morning walk, recess</li> <li>-loss of quarterly rewards</li> <li>-detention</li> </ul>
Disruption, Intermediate	Repeated incidents of minor disruptive behavior; Inciting, instigating, or causing disruptions to the learning environment by repeating antagonistic comments, perpetuating conflict, or any other misconduct that disrupts the learning and safety of the learning environment. This includes loud noises or other sensory disruptions or refusing to leave the scene of a disruption when directed to by staff.	
Minor physical aggression or altercation	Minor physical contact or physical aggression between two or more students that is harmful or disruptive but is quickly de-escalated and does not result in injury. This includes spitting, or horseplay fighting that has the appearance of a minor physical altercation. This includes retaliation but does not include self-defense. <b>Self Defense:</b> An action to block or shield yourself from being hit or attacked by someone else <b>Retaliation:</b> Hitting back is not self-defense and will be considered participation in a physical altercation	
Improper Use of Technology	Repeated instances of minor improper use of technology.	
Insubordination - Open Defiance	Verbal or non-verbal refusal or failure to comply with school rules or explicit directions from school staff that disrupts learning or the school environment. Includes failure to report for consequences such as detention or loss of privileges.	

Profanity, Obscenity, Obscene Material	<p>Profane, obscene, or abusive language/materials of either oral or written language, electronic messages, computers, gestures, objects, or pictures that are disrespectful or socially unacceptable and that disrupt the school environment or a school function, or inappropriate language directed at a staff member.</p> <p>Repeated incidents of inappropriate or socially unacceptable language from Tier 1.</p>	
Destruction of property, theft or vandalism under \$100	<p>Willful or malicious destruction of school property or the property of others. This also includes taking the property of another person without their permission.</p>	
Imitation weapons, or other prohibited items	<p>Weapons not capable of causing harm (ie: drawings or cardboard weapons, or using non weapons in a threatening manner), empty bullet casings or parts of weapons</p>	
Other Serious or Repeated Misconduct	<p>Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Level I. May also include repeated instances of Level I misconduct.</p>	
Safe Environment	<p>Students are required to adhere to the Diocesan Safe Environment policy, including but not limited to respecting the space and boundaries of others and avoiding inappropriate and suggestive touch, language, or gestures.</p>	

<b>Tier 3 - Major acts of misconduct, repeated instances of Tier 2 infractions</b>		
<b>Behavior</b>	<b>Definition</b>	<b>Intervention/Consequence</b>
Bullying	Second or succeeding incident of aggressive, intimidating, or threatening behavior that is directed toward another person.	<p><b>Summary:</b> Tier 3 consequences given at first instance of Tier 3 behavior, or violation of set behavior plan. Mandatory parent meeting will be scheduled to discuss consequences.</p> <p><b>Positive Behavior Interventions:</b> Continued from Tiers 1 and 2</p> <p><b>Consequences</b> -loss of field trips or excursions -immediate removal from school premises -detention -in school suspension -out of school suspension -expulsion</p>
Dishonesty, Serious	Any continued instances of dishonesty after Tier 2.	
Continual Disrespect	Any continued instances of disrespect after Tier 2.	
Disruption, Major	Any continued instances of disruption after Tier 2.	
Physical aggression or altercation	Major physical contact or aggressive behavior between two or more students that is harmful or disruptive and/or that is not easily de-escalated and/or results in injury. This includes continued instances of physical aggression or altercation beyond Tier 2. This includes retaliation but does not include self-defense. <b>Self Defense:</b> An action to block or shield yourself from being hit or attacked by someone else <b>Retaliation:</b> Hitting back is not self-defense and will be considered participation in a physical altercation	
Physical aggression or threats directed towards staff	Physical contact or aggression directed towards staff members whether or not it results in injury or harm. This includes, hitting, pushing, kicking, biting, throwing objects or threats of physical harm.	
Improper Use of Technology	Continued instances of improper use of technology beyond Tier 2.	
Insubordination - Open Defiance	Continued instances of insubordination beyond Tier 2.	

Profanity, Obscenity, Obscene Material	Continued instances of profanity, obscenity, or obscene material beyond Tier 2.	
Destruction of property, theft or vandalism over \$100	Willful or malicious destruction of school property or the property of others. This also includes taking the property of another person without their permission.	
Weapons, or other prohibited items	All weapons are prohibited. Repeated instances of imitation weapons constitute Tier 3. Other prohibited items include incendiary devices, sharp objects, and live ammunition.	
Other Serious or Repeated Misconduct	Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Level I. May also include repeated instances of Level I misconduct.	
Safe Environment	Continued instances of inappropriate and suggestive touch, language, or gestures that are in violation of the Diocesan Safe Environment policy and that are especially explicit or purposefully directed at another person.	

### **BICYCLES**

Bicycle racks are provided for the students near the school building on the lower playground. Bikes should be parked in the racks or neatly around them if the racks are full. **ALL BIKES SHOULD BE LOCKED.** The school is not responsible for any damage or theft of bicycles. No student may ride their bicycle on the playground areas because of possible injury to fellow students. When arriving at or departing from school, students are to walk their bicycles on the school property and watch closely for pedestrian and vehicle traffic. Students are strongly encouraged to wear bicycle helmets when riding a bicycle.

### **Bomb Threats**

The health, safety and well-being of students are always primary concern of school staff. If a bomb threat is received by the school, procedures will be followed in order to keep the safety of the students foremost in mind. Student conveyance of bomb threats will constitute grounds for suspension and/or expulsion. (DSR 6126)

## **BUS TRANSPORTATION**

Our students are serviced through the School Districts of Onalaska or Holmen for bus transportation to and from school. Questions may be directed to the School District of Onalaska (783-5489) or the School District of Holmen (526-4752).

Students are expected to be courteous and to follow the directions of the bus driver. Complaints that are received by the school will be directed to parents for their information and appropriate action will be taken by school administration working with the school district transportation personnel. Repeated problems may lead to suspension from using the bus service for a period of time. When school bus transportation is the direct cause of tardiness or absence of those students involved, the student will not be penalized.

When requesting travel to location other than regular drop off, parents are asked to call the school office to provide permission or send to school, a signed bus pass (see sample below), with their child. School districts will not permit students who reside outside their district boundaries to utilize their bus transportation. For example, a Holmen School District resident may not ride an Onalaska bus. Bus transportation to and/or from school events (ex; field trips, programs, etc.) will be provided by local bus transportation companies or Aquinas Catholic Schools (Aquinas bus). A student permission slip providing information, cost, and requiring a parent signature will be provided for school events including when bus transportation is required.

## **CALENDAR**

A calendar for the upcoming school year is published in May of the current year and made available to all families. Additional copies are available in the school office at any time. A school calendar is to consist of at least 180 school days (875 hours of class instruction). Up to five of these days can be inclement weather and/or parent-teacher conference days. A minimum of 10 days for teacher in-service are to be included in the school calendar. Local public school calendars should be a guide to determine days that school is in session, but they are not to be considered the final determinant. (DSP 6101, DSR 6101)

## **CHANGE OF ADDRESS / TELEPHONE NUMBER**

Parents or guardians must notify the school office immediately when you have a change of address, telephone numbers and/or emergency information. The school office should also be contacted when a family has a change in the person(s) permitted to pick up their child from school.

## **CLOSING OF SCHOOL (EMERGENCY)**

St. Patrick School will close when the following occur; Aquinas Catholic Schools close, School District of Onalaska Schools close, or the School District of La Crosse Schools close. The St. Patrick School office will follow instructions written on the "Early School Closing Information Form" completed by parents if school is in session and needs to be canceled early. Please do not phone the school as we need lines open during the days of early dismissal to contact families. Announcements concerning the closing of school will be carried on the local television and radio stations.

## **COMMUNICATION**

The St. Patrick School staff believes that communication at all levels is very important. The school will make every effort to keep parents informed of activities and information with newsletters, calendars, and written correspondence concerning specific activities and events. Information will be sent home on a regular basis. Parents may also visit our school website ([www.aquinaschools.org](http://www.aquinaschools.org)) to view school information. School information is sent home weekly in the Family Communication Envelope for parents to review. Students in grades 3-6 each have an assignment book to use to record assignments and write down important classroom information. St. Patrick School parents may also communicate with school staff by calling the school to leave a message and/or by using e-mail. A school directory will be published listing staff telephone extensions and e-mail addresses. School staff will immediately notify parents by telephone of any serious matters or if there are questions in regard to students. Parents are also encouraged to call the school if they have any questions concerning school matters (783-5483). **When a parent needs to contact the school about their child, they should first go to the child's classroom teacher. Parents should feel free to request a meeting with a teacher when questions arise.** The principal should be contacted in the event the parent feels that there is a lack of communication between them and the classroom teacher. The ACS President is contacted only after these two avenues of communication are used. (see Diocesan Administrative Recourse)

#### **CONFIDENTIALITY- Students**

Rather than strict confidentiality in regard to student-school employee communications (verbal and written), the Diocese of La Crosse Catholic Schools (including Aquinas Catholic Schools and St. Patrick School) operates 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 violations 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.

#### **DRESS CODE (Grades K4-6<sup>th</sup>)**

3 year old Preschool children are encouraged to wear appropriate, washable play clothes to school. **Cowboy boots are not allowed.**

#### **General ACS Elementary School Dress Code Guidelines:**

1. Each student's appearance must be appropriate to a Catholic school setting. The administration reserves the right to judge what is appropriate and to act on that judgment. The administration also reserves the right to amend the dress code as needed.



2. Clothing, jewelry and/or grooming must not be distracting, potentially dangerous and/or disruptive to the learning environment. Hairstyles must be clean, of reasonable style and natural color. Boys' hair must be above the collar line and ears as well as above the eyebrows in front. Ear piercing only. No more than two earrings per ear. No body piercing (other than ears). No visible tattoos, real or artificial.
3. Worn, faded, frayed, baggy or form fitting clothing may not be worn.
4. Headwear may not be worn indoors, e.g. sweatbands, scarves, hats, helmets, etc.
5. No jackets, coats, or other items intended to be worn outdoors are to be worn indoors.
6. Official scouting uniforms may be worn on meeting days.
7. Fifth grade students may wear D.A.R.E. shirts when the D.A.R.E. officer is in the building.
8. Each student needs tennis shoes with non-marking soles for use in Physical Education class.

**Specific Clothing \* Solid colors is defined as all one color, including collars and trim.**

- A. Shirts - \*Solid colored navy blue, white, red or hunter green.
  1. Button polo shirt with collar
  2. Long or short sleeves.
  3. No logos, writing or graphics except for ACS logo and school name
  4. Shirts must be buttoned except for the top button.
  5. Shirts must be tucked in at all times.
- B. Sweaters - \*Solid colored navy blue, red, or white
  1. Cardigan, V-neck, crew neck, long sleeved sweaters only.
  2. No logos, writing or graphics.
  3. A polo shirt must be worn under all sweaters.
  4. Sweaters do not need to be tucked in.
- C. Sweatshirts - \*Solid colored navy blue or red
  1. Long sleeved ACS sweatshirts or ACS fleece only
  2. A polo shirt must be worn under all sweatshirts.
  3. Sweatshirts do not need to be tucked in.
- D. Pants - \*Solid colored navy blue, black, or khaki tan color only
  1. Tailored cotton, cotton-polyester, or corduroy.
  2. No bib overalls, jeans, athletic pants, or carpenter pants.
  3. Pants must be worn at the natural waist.
  4. Pant hems may not touch the floor.
  5. Elastic or adjustable waistband is acceptable.
- E. Shorts - \*Solid colored navy blue, black or khaki tan color only
  1. Tailored cotton, cotton-polyester, or corduroy walking shorts at the knee or **no more than 3" above knee.**
  2. *May be worn during first and fourth academic quarters only.*
  3. No athletic shorts.
  4. Elastic or adjustable waistband is acceptable.
  5. Capri pants at mid-calf.
- F. Footwear - Tights must be solid colored only
  1. Socks or solid color tights must be worn.

2. Enclosed shoes or sandals with back strap.
  3. Shoe strings must be tied at all times.
  4. No heels beyond 1".
- G. Skirts/Jumpers - \*Solid colored navy blue, khaki tan color only, or black
1. Cotton, cotton-polyester, or corduroy.
  2. No more than 3" above the knee.
  3. In the interest of modesty, tights, leggings, or shorts are recommended to be worn under skirts and jumpers. **Tights, leggings, or shorts must be solid colored.**
- H. Polo Dresses- \* solid colored navy blue, white, red or hunter green

#### **ADMINISTRATIVE RECOURSE**

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

(DSR 1391)

**Administrative Recourse- Community and External Operations**

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

1. Teacher or school employee
2. Principal
3. President, Aquinas Catholic Schools
4. Dean, La Crosse Deanery
5. Diocese, Director of the Office of Catholic Schools
6. Bishop

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 facts of the conflict and the reason or reasons why the party judges him or her 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 days from the date the parties in conflict receive response.

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

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

It should be kept in mind 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 1849-1752)  
(DSR 1319)

All Civil Rights Complaints related to the National School Lunch Program and/or Breakfast program can be filed by using the Civil Rights Complaint form. All Civil Rights Complaints will be filed with the USDA within 3 days.

(USDA)

### **Penalty Status During Administrative Recourse Procedure**

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of 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.

### **Sexual Harassment**

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

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical contact of a sexual nature which 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.
2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the Diocese Director of Catholic Schools.
4. No students shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith.

### **DRUG AND ALCOHOL POLICY**

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. The D.A.R.E. program serves as the parent/guardian and students drug/alcohol abuse education program at St. Patrick School.

### **EMERGENCY MEASURES**

The protection and safety of our students and staff are very important. For this reason, fire drills are done monthly. Exits to be taken are posted in each classroom. A tornado drill is scheduled in the spring. Internal and external lockdown measures are in place and reviewed with all staff and students.

Parents or guardians are asked to complete an EMERGENCY NOTIFICATION form in the beginning of the school year in the event of sickness, accidents, and other emergencies or an early dismissal due to bad weather, fire, bomb threats, etc.

### **EXTRACURRICULAR PROGRAMS**

Extracurricular activities are a purposeful and vital part of a child's elementary school education. Objectives are concerned with the development of a positive self-image, creative expression, motor skills, and knowledge and understanding of human development and feelings. Realizing it is a privilege to represent the school in extracurricular events, the policies which are written to academic requirements and behavior standards must be followed. The directors of the specific extracurricular activities will acquaint each student with the requirements. Students are eligible to participate in extracurricular activities if they work up to their ability in all their classes and maintain good behavior.

## Athletics

St. Patrick School and Aquinas Catholic Schools provide the following athletic opportunities for our students in grades 5-6:

Fall	Volleyball	Girls grades 5-6
Spring	Track	Boys and Girls grades 5-6 (through P.E. classes)

Sixth graders may participate in select sports through Aquinas Middle School:

Fall	Girls Tennis
	Boys & Girls Cross Country
Winter	Wrestling (Boys and Girls)
Spring	Boys Tennis
	Boys and Girls Track

In addition, St. Patrick School also encourages its students to be involved in the local community programs offered throughout the school year by civic organizations and associations.

Students (families) participating in school athletics will be assessed a nominal sports user fee.

Physicals are required for all 5<sup>th</sup> and 6<sup>th</sup> grade students who plan to participate in athletics. This is a requirement in all Aquinas Catholic Schools. These physicals are required every two years. An "Athletic Medical Form" must be completed by a physician and returned to the school office before a student's eligibility to participate in the athletics is established. Copies of the "Athletic Medical Form" are available in the school office.

The purpose of the Aquinas Catholic Schools Elementary Athletic Program is to provide an opportunity for students to explore their potentials. Our program emphasizes team spirit and mutual consideration for one another. The program will enhance each student's self-esteem, teach fair play, and develop skills. Furthermore, our athletic program is a cooperative effort involving students, parents, coaches, and other staff.

St. Patrick School staff believes the extracurricular activities are a contributing and worthwhile part of the total school program. Participation in extracurricular activities is a privilege that carries with it responsibilities. Students, teachers, coaches, administrators and parents share the responsibility of compliance and enforcement. In order to be eligible to participate in sports, all students must work up to their ability in all of their classes and maintain good behavior.

The St. Patrick School Eligibility policy is "A student must maintain a 1.5 GPA, with no U's in any discipline to participate in any co-curricular activity."

A letter is sent to the parents of any student who becomes ineligible to participate in any co-curricular activity. The period of ineligibility is a two-week (ten school days) period. The student is allowed to participate in practices, but is suspended from competition. The student will have his/her progress reviewed after a two-week period of time (minimum of ten school days) to determine the depth of her progress. If at the time of the review, the student has satisfactorily improved his/her grades to conform to the above policy, he/she will be allowed to fully participate in the co-curricular activity.

If the student has not met the required improvement standards, he/she will be ineligible until the next academic progress report(s) are issued to students. It is extremely important that time and effort is put forth to improve the student's academic performance.

### **Instrumental Music**

Instrumental band lessons are available in preparation for participation in middle and high school bands. Individual lessons and group lessons are given once each week to 5th and 6th grade students during the school day. Students participate in school concerts and programs. All students in 5th and 6th grade instrumental music are encouraged to participate in the ACS Elementary Band program.

Instrumental string lessons are available in preparation for participation in the middle and high school orchestras. Individual and group lessons are given once each week to 4th - 6th grade students during the school day. Students participate in school concerts and programs. All students in 4th - 6th grade instrumental music are encouraged to participate in the ACS Elementary Orchestra (String) program.

St. Patrick School students also are encouraged to participate in numerous enrichment learning opportunities, service-learning experiences, parish youth group, mass serving, and student organizations.

### **FIELD TRIPS**

St. Patrick School teachers and staff look forward to providing learning experiences outside of the classroom on field trips for each grade level. Parents are required to complete and sign the Diocese of La Crosse Comprehensive Child Consent and Release Form at the beginning of each school year. In addition, parents are required to complete and sign the Diocese of La Crosse Supplemental Child Consent and Release Form for each specific trip. Information about the trip will be provided on this form. The completion of these forms will allow the student to participate on the field trip experience.

### **HEALTH**

It is the policy of the Diocese of La Crosse, and St. Patrick School, pursuant to federal, state and local public agencies to establish and maintain appropriate health standards for the school environment, to promote the good health of students and staff, and to educate students and staff in disease prevention methods and sound health practices.

St. Patrick School will work cooperatively with local, county and state agencies to enforce and adhere to the state or local health codes for retention, control, and containment of communicable diseases in our school so long as there is not a conflict with religious belief and/or practices.

Students suffering communicable disease, including HIV positive and AIDS related conditions shall be excluded from the traditional school setting only under the following conditions.

1. If exclusion is compiled by law, regulation or court decree and/or
2. If, after having exhausted all reasonable alternatives, the health risk to the ill student, to fellow students or to school employees outweighs the benefits of keeping the ill students in the traditional school setting.

Communicable diseases should be reported to the public health office by the parents. Parents should notify the school when a student has a communicable disease.

The Snellen vision test and the Audiometric hearing tests are given annually to the students of grades Kindergarten, First, Third, and Fifth as well as to any other student whom the teacher or parent may request to be screened. Parent/guardians are notified when a potential problem needing further medical evaluation is identified.

As each student enters Pre-school / Four-Year-Old Kindergarten / Five Year Kindergarten, a record of immunizations is filed in the school office. (State Statue 140.05 (16).) Also, Wisconsin state law requires a complete record of immunization to be placed on file for each student from kindergarten through the twelfth grade. Parents of students who enter school incompletely immunized or have not signed a waiver will be notified by the school within 15 and 25 days of being admitted regarding the legal consequences of failing to meet the immunization requirements.

## **IMMUNIZATIONS**

The Wisconsin immunization Law, s. 252.04 Wis Stats., is intended to protect students and children in day care centers from vaccine preventable diseases: measles, mumps, rubella, polio, diphtheria, tetanus, varicella and whooping cough. Often more dangerous than the diseases themselves are the damaging complications which can result in blindness, hearing loss or deafness, mental retardation or even death.

Our first concern is the health and welfare of our students. Parents / guardians will be notified by the school office if their child becomes sick during the school day. If necessary, parents/guardians will be requested to come to school and pick up their child.

Parents are requested to inform the school office of any medical condition their child has that is being treated by a physician.

Parents will be called for the following health-related reasons;

- Suspected contagious diseases and/or confirmed contagious diseases.
- Skin eruptions or suspicious rash.
- Vomiting/diarrhea.
- Elevated temperature; Above 101.4 families will be asked to pick up their child
- Other health-related reasons in which the school is unable to provide appropriate and/or long care treatment.

No child will be allowed to remain in school during recess or be excused from physical education without a written statement from a doctor with the time limit specified in cases involving more than three consecutive days or a recurring condition.

An accident report will be filled out for all serious injuries occurring during school hours. Parents will be notified of any serious injuries through the school office. In case of any head injury, the parents will also be notified by the school office staff. Student insurance for accidents, etc., is the responsibility of the parents/guardian. There is no insurance that



the school has that covers accidents on playgrounds unless negligence is proven. Many families who already have a health policy will find that the additional coverage is not necessary.

Under Wisconsin State Statutes, school personnel must report suspected child abuse and neglect. Suspect cases are reported to Child Protective Services of La Crosse County Human Services.

### **Head Lice Policy**

1. Parents of students strongly suspected of having head lice will be contacted to check for head lice. Because head lice can be transmitted so easily, the County Health Department advises against checking all students.
2. If a student is found to have head lice the parent(s) will be contacted and the student sent home. The parent(s) may receive a written notification that the student has lice along with an informational sheet with suggestions for treatment. Students may return to school after treatment as long as there are no live lice. Nits may still be present for up to three weeks, so students must be checked daily at home for 21 days and may need a re-application after 7 days.
3. A note will be sent home to all parents in a class in which a student has been found to have head lice. Parents will be asked to check their child for head lice and be made aware of the fact that a case of head lice have been discovered.

### **MEDICATION**

Parents/guardians are to notify the school if their child(children) must take medications during the school day. A "School Medication Procedure Form" is available in the office and must be filled out and returned to the office before the medication can be given at school. If it is prescription medication, the parent must fill out the student information section, sign the parent consent section, and have the physician complete and sign the bottom section of the form. The label on the bottle from the pharmacy is not sufficient to administer medication to students at school. Medications must come to school in their original container. If it is a non-prescription medication, the Medication Procedure Form must be filled out, excluding the information by the physician. These forms must be sent to school with each new or change in medication or prescription. For safety, all medications must be brought to the school office by the parent or guardian to be secured. Please remind your child to come to the office and take medications at times designated by the physician and/or parents. Students will not be allowed to take home any unused medication. At the end of the school year, parents will be required to pick up unused medications and supplies.

### **HOMEWORK**

Students should have a designated study area that is quiet, comfortable, well-lit and properly supplied. Students should have a daily homework time. Should parents feel that their students are spending too much time on homework, the classroom teacher should be contacted to discuss this.

### **After-School Study (Homework Club)**

Students in grades 3-6 will have the opportunity to attend after-school study Monday-Thursday to help with homework. This will be supervised by school staff. Students attending after-school study will report to the library after the bell rings. The teachers supervising are there to help answer any questions. This is not a time for socializing. Students who attend after school study should plan to stay until 4:00. We will not call any parents to pick up their child if they finish all their homework early. Parents should report to the office when picking up their student from after-school study. If students are to attend aftercare once they have finished with after-school study please communicate that with the office.

### **INSURANCE**

It is the responsibility of the student to inform the faculty member in charge of any injury occurring on school grounds or during a school-related activity. The faculty member will file an accident report with the Main Office. The school does not provide accident insurance for students.

### **INTERNET USE**

The use of telecommunication networks, including the Internet, is a privilege not a right, and users should take personal responsibility for their behavior while online. The school reserves the right to review any materials (e-mail, files, other correspondences and documents) sent and/or received via the Internet for their appropriateness in the light of legal, ethical, and Christian standards. It is expected that St. Patrick School students will conduct their Internet activities under the specific guidelines outlined in the St. Patrick School Student Internet Use Agreement. This Agreement should be reviewed and signed by the student and parent/guardian, and returned to the school. (See St. Patrick School Student Internet Use Agreement at the back of the handbook).

It is expected that St. Patrick School students will conduct their Internet activities under the following guidelines:

St. Patrick School students are responsible for . . .

1. Using the Internet in a way consistent with Catholic teaching, doctrine, morality and values, consistent with school / classroom educational goals, and utilizing educationally suitable resources.
2. Avoiding the following prohibited activities:
  - Using the network for any illegal activity including plagiarism, violation of copyright law or other laws.
  - Using the network in ways which violate school procedures and behavior standards.
  - Using the network for personal financial or commercial gain.
  - Degrading or disrupting equipment or system performance.

- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
  - Wasting technology resources including file space and printers.
  - Gaining unauthorized access to resources entitled (hacking).
  - Using an account owned by another user.
  - Using the network to transmit information about the school or school-governed facilities. This includes, but is not limited to: school personnel names and addresses.
3. Following accepted “netiquette” practice in communications:
- General school rules for behavior and communication apply as they do in the classroom and in the school.
  - Be polite – that which is harmful, vulgar, or profane is not permissible. School rules regarding harassment also apply to electronic communication.
  - Maintain privacy and personal safety. Do not reveal your personal address or telephone numbers or the address or telephone numbers of others to unknown Internet users. Be aware that electronic communication is not guaranteed to be private.
  - Violating these guidelines will result in loss of access to the Internet and will be considered a violation of the general school discipline code and therefore subject to school disciplinary action.

### **LOST AND FOUND**

Students in our school misplace many articles of clothing and personal belongings. A Lost and Found Container will be used to place these items in when they are found. If your child has lost something, please have him/her check the Lost and Found Container. **Please label your child’s gym shoes, outdoor clothing, backpacks, ACS Sweatshirts, St. Patrick School Spirit Shirts, etc.** By clearly marking your child’s items, they can be returned to him/her when they are found. Lost and Found will be available in the lower lobby for after school pickup every day. **On the last Thursday of each month Lost and Found items will be delivered to Goodwill.**

### **LUNCH PROGRAM**

St. Patrick School is very fortunate to have an excellent lunch program for our elementary school students offering two lunch entrees each day. Every effort is made by a dedicated staff to provide a most nutritious and balanced meal for the minimal fee charged per meal.

The St. Patrick School lunch program is an “optional” program for our students and families although all families are urged to participate. The cost for a student lunch is \$3.20 per day and adult or guest lunch \$3.95. A carton of milk is included with each lunch. Menus are subject to change without notice. Parents can deposit money into a family school lunch account at any time. A foodservice statement is sent home monthly.

Families may have their child/children bring a nutritious lunch from home. Lunches brought from home should include food items from the various food groups. Lunches should not include soda pop and/or candy. **Lunches from “fast food” restaurants / convenience stores should not be brought to school.** Milk is available for students who

choose to bring their lunch from home at a price of \$0.40 per carton. (Please note: this milk is for lunch and not snack break.)

Families may apply for free or reduced prices for their child's (children's) lunch. Guidelines are published at the beginning of each school year. Forms are made available for all families at the beginning of the school year and if necessary, may be picked up in the main office during the school year. Applications submitted by families will be reviewed, and families will be notified whether or not they are eligible to receive free/reduced priced lunches. All applications will be treated confidentially.

St. Pats participates in the National School Lunch Program which is partially funded by the Federal Government. Federal law and policy prohibit discrimination against persons based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs.

### **MASS (CHILDREN'S)**

All elementary students at St. Patrick School have the opportunity to attend Mass as a school at least one time per week and on Holy Days. Masses are planned and ministered by students under the guidance of the classroom and music teachers. Students participate as servers, song leaders, commentators, offertory gift bearers, or lectors presenting the readings, responsorial psalm, and petitions. Preschool and Kindergarten 4 students will attend Mass on designated dates. Parents are welcome and encouraged to attend all Masses. The Mass schedule is included on the monthly school calendar.

### **MASS SERVERS**

Boys and girls who are in the fifth and sixth grades are eligible for serving Mass and encouraged to serve. St. Patrick clergy provide the instruction, supervise the practice, and make the serving schedules. Students serve during school, parish daily and Sunday Mass.

### **MID-QUARTER REPORTS (GRADES 3-6)**

Mid-Quarter reports will be sent home for all students in grades 3-6 at the mid-quarter of each quarter. These reports are sent to inform the student and parents of the student's academic/behavioral progress during the quarter. The Mid-Quarter Report is also intended to encourage students to continue putting forth their best effort or to improve and put forth more effort prior to Report Card time and/or Parent-Teacher Conferences.

### **OFFICE CHECK IN / CHECK OUT PROCEDURE**

Please pick up and sign your child out at the school office for any appointment during the school day. Upon your child's return, please check your child back in at the office prior to returning to class.

**All visitors, including parents, during regular school hours must first sign in at the office and get a visitor or volunteer identification tag to wear during the visit.** Parents picking their child up at the end of the day are requested to wait until the dismissal bell has

sounded to prevent any unnecessary interruptions and to permit a smooth closure to the students' day.

### **PARENT TEACHER CONFERENCES**

Formal Parent-Teacher Conferences are scheduled during the school year at the end of the first quarter (November) and near the middle of third quarter (March). These conferences provide an opportunity for parents to share information about their child and for teachers to report on the development, progress, and achievement of each child. Additionally, parents and teachers work together to plan for the continued growth and success of the child during the school year. Students are encouraged to attend conferences when appropriate. Occasionally, concerns arise that a teacher, principal, or parents feel require immediate attention. If such a situation does arise, the teacher, principal, or parents should make the necessary arrangements to schedule a conference.

### **PROOF OF GUARDIANSHIP (DSP 5302)**

If a custodial agreement exists for a child being registered at St. Patrick School, a copy of the custodial agreement and any other pertinent information must be on file in the school office as a condition of enrollment. Parents/guardians are also asked to notify the school immediately of any change in a custodial agreement

### **PUPIL SERVICES**

If you have a child you suspect may have a learning disability of some kind, the School District of Onalaska (because St. Pat is located in this school district) in working with St. Patrick School staff may provide assessment services. This service is free of charge to our families. Parents should consult with their child's teacher, the School Counselor, and/or the Principal to discuss a child's learning needs and make a request for assessment services.

Comprehensive testing is done by a team of professionals to determine if a special educational need does exist. Results of the testing are discussed with the parents and recommendations are made based on the need of the child. Participation in some special education programs may take place at St. Patrick School while others must take place on site of the public school. All special needs testing and/or services will be under the direction of the school administrator and/or school guidance counselor.

### **RECESS**

When the weather permits, all students are required to play outside at recess time. Weather permitting, students will have two outdoor recesses each day.

Decisions to have outside recess during cold weather depend upon the temperature and wind chill factor. Shorter outside recess times are scheduled on very cold days or cancelled by the school administrator. Students should always dress for outside recess. All students must be on the playground during outside recess. Exceptions will be made if a teacher requests a student to remain inside for a particular reason.

Students will be supervised during free time in the classroom, gym, and /or library when bad weather prevents outside recess.

## REPORT CARDS

During the school year, report cards are issued four times to students in grades K-6 at the end of each quarter and two times to Preschool and Kindergarten 4 students at the end of each semester. The following Achievement Codes and/or Effort Codes are utilized on the various levels of school report cards:

Issued in January and May, the Progress Report for 3 year old Preschool utilizes Achievement Codes.

Issued quarterly, the Progress Report/ Report Card for 4 and 5 year old Kindergarten utilizes Achievement Codes.

Issued quarterly, the Progress Report/ Report Card for grades 1&2 utilizes Achievement, Essential Skills, and Personal conduct codes.

### Grades 3-6 utilizes letter grades

- A- Outstanding (90-100%)
- B- Above Average (80-89%)
- C- Satisfactory/Average (70-79%)
- D- Below Average (69-60%)
- U- Immediate Improvement Needed (Below 59%)

## RETENTION (DSP 5210)

The school is responsible for making the decision to retain a child. The process of retention will follow the proceeding schedule:

1. Letter sent to parents or guardians in January, notifying of possible retention.
2. Conference in January with parents or guardians to discuss student progress, possible retention and guidance.
3. Conference in March or early April with parents or guardians to discuss student progress and again possible retention.
4. Conference in May with parents or guardians discussing the decision to retain or not.
5. Final letter sent in May with official notification to parents or guardians of decision to retain or not.

The decision to retain is made with the best interest of the student in mind. The decision to retain should be made only after serious reflection and evaluation and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision.

Student Placement: (DSP 5210) New Students/Promotion/Retention/Acceleration

Deciding the placement of a new student and promoting, retaining, or accelerating a current student is a very serious decision.

As partners in the educational process, parents need to be kept actively informed of the progress their children are making. Their efforts at home can be increased by knowledge of what is happening at school.

The Catholic School Administrator for a school is responsible for making the decision to place new students, and promote, retain or accelerate current students to another grade. The administrator will make a placement decision for a student after prayer, reflection, review of appropriate documentation, and consulting with parents, the pastor / president, and the appropriate teaching staff.

Within the Diocese of La Crosse, it is understood that student promotion to the next grade at the end of a school year is determined by the student's mastery of the core curriculum with consideration given to the student's developmental maturity reflected in behavior.

When retaining a student, there should be a reasonable expectation that the additional year will be beneficial to the student's long-term educational program. Reasons for placement might include readiness and maturity.

### **SCHOOL HOURS**

The school day for St. Patrick School elementary students begins with morning announcements at 7:50 a.m. and ends at 3:00 p.m. Students in grades K5-6 may be dropped off beginning at 7:15 in the lower parking lot for morning walk. Please drop off students with enough time to get to their classrooms and prepare for the day. Students in grades K5-6 will be dropped off and picked up through the lower parking lot entrance. The Preschool three and four-year-olds can be dropped off starting at 7:40 at Door A in the upper parking lot. The Preschool three and Four-Year-Old Kindergarten morning session runs from 8:00am - 11:00am. The afternoon session runs from 12:00 noon to 3:00 p.m. Monday through Friday, and students can be dropped off at 11:45. The Preschool and Kindergarten Programs meet on days that school is in session.

The school is not responsible for accidents which may occur before or after school hours.

### **SCHOOL PROPERTY**

Students have the right to use school property and equipment. With that right goes the responsibility to use such property with respect. Students also have the right to possess personal property necessary for their education. They have the right to expect that this personal property will be safe from damage or theft. Personal property not related to the instructional program should not be brought to school.

The locker or storage areas assigned to the students are the exclusive property of the school and may be opened and inspected by any staff member, at any time, for any reason. Unauthorized items found may be removed and held by the school. Students are not to place individual locks on their assigned lockers (classroom and P.E.).

Students and/or their parents are financially responsible for negligent use of or loss of school properties. When there is vandalism, damaged property, negligent care of textbooks or equipment, a fine will be imposed. All non-consumable books, furniture, and lockers are the property of Aquinas Catholic Schools.

### **SCHOOL RECORDS**

Educational records are defined as those which are 1) directly related to a student; and 2) maintained by an educational agency. Student educational records means all records relating to individual students maintained by an elementary, middle, or high school.

Progress / Testing Records shall consist of the student's courses, grades, attendance records, and standardized test results and immunization records. All Progress Records shall be kept separate from all other records.

Behavioral Records means those student records which include records of conversations, and written statements relating specifically to an individual student's behavior, and any other reports which are not Progress Records or Health Records. All Behavioral Records shall be kept separate from all other records. Exceptional Education Records, including psychological tests and personality evaluations shall be maintained separately from all other school records and folders.

Health Records are those pertaining to the physical and mental health of the child. All health records shall be maintained separately from all other records. These records would include, but are not limited to: scoliosis screening forms, hearing and vision tests, physicals, etc. Chemical dependency records, mental health records and HIV records are strictly confidential, are to be kept separately, and are not to be transferred with physical and health records.

After a student graduates or transfers to a public school or another private school, the Progress Record must be retained permanently. Behavioral Records and Health Records are also to be retained permanently in the original school after a student transfers or graduates.

### **ACCESS TO SCHOOL RECORDS**

An adult student, or the parents or guardian of a minor student, will upon request be shown and provided with a copy of the student's Progress Records. The school will comply with this request after a minimum twenty-four-hour period of receiving such a request in writing, but in no case more than 45 days after the request is made.

An adult student, or the parent or guardian of a minor student, will upon request be shown, in the presence of a person qualified to explain and interpret the records, the student's Behavioral or Health Records. Such student or parent/guardian will, upon request, be provided with a copy of the Behavioral Records. The school will comply with this request after a minimum length of 24 hours after receiving such a request in writing, but in no case more than 45 days after the request is made.



Upon the written permission of an adult student, or the parents or guardian of a minor student, the school will make available to the person or agency named in a permission form the student's progress records of such portions of his Behavioral or Health Records as determined by the person authorizing the release.

Both parents, whether they are custodial or non-custodial, have the same right of access to the records, unless prohibited by a court order. St. Patrick School requires a copy of the court order to be kept on file.

### **SCHOOL SECURITY**

For the safety of our students and staff, the doors to our school building will be locked during the school day. The only access into the school building during school hours will be through the "main entrance" doors, Door C (upper parking lot, to the right of the Mary statue and garden) adjacent to the school office. All visitors are required to check in at the school office, sign in, and wear a Volunteer or Visitor Badge. (Note: this will not be necessary for the parents of preschool 3 and 4 Kindergarten parents when dropping off and/or picking up their child each day.) When leaving the school building, visitors are required to check out through the school office and return their badge.

### **SCRIP**

St. Patrick's parish offers a SCRIP program to all families at St. Patrick School. Families may purchase gift cards to many local gas stations, restaurants, grocery stores and retailers and receive a portion of the sales as credit towards their tuition. Forms are available in the school office, at the Parish office during the week and after all weekend Masses. We encourage you to take advantage of this program.

### **SMOKING**

Smoking is not allowed in the school or on the school property.

### **SNACK BREAK**

Students will be given a snack break in their classroom. They will have water and the snack they have brought from home during this time. Special treats may be brought to school by students for special occasions and distributed to students in their classroom. Families are encouraged to provide "healthy treats" and be aware of any students with specific food allergies. Gum and candy are not allowed in school except as a special reward as determined by the classroom teacher and/or the principal.

### **STUDENT DISMISSAL FROM SCHOOL**

Grades K5-6 will be picked up from the lower playground. The students and teachers will stand by the walls and wait for parents to walk over and get their child(ren). The PS3 and K4 students will be lined up outside by door A on the upper lot.

**TELEPHONE CALLS**

Students will be allowed to use the school telephone only if the teacher/principal feels it is necessary. Arrangements for after school activities need to be made before the school day. Please understand that we have your child's best interest in mind when enforcing a limited telephone use policy.

If you and your child make plans which would alter their after-school transportation, please send a written note to the classroom teacher. Likewise, if you need to have an emergency message delivered to your child during the school day, call the office and leave the message. Except in emergency situations, the principal does not page students or allow students to be withdrawn from school activities in order to use the telephone.

**TRANSFER / WITHDRAWAL FROM SCHOOL**

Please notify the school office as soon as possible if you will be transferring a student from St. Patrick School. A "Request for Withdrawal Form" will need to be completed by the parents/guardian at the time of the transfer/withdrawal.

**TUITION**

Paying for a Catholic education is a shared investment in your child's future. The true cost to educate each student averages \$8,700 + per year and tuition pays for only 42% of the total cost. Every student attending Aquinas Catholic Schools receives financial assistance for the remaining portion of actual costs through the generous contributions of supporting parishes (33%), and contributions from the Aquinas Catholic Schools Foundation and individual benefactors (25%).

**USE OF SCHOOL BUILDING / GYM**

The use of the school building and/or gym may be requested by members of parish and school groups. Scheduling for the use of the St. Patrick School building and/or gym should be done through the St. Patrick School Office and a building use form will need to be completed. Groups will be charged a \$75.00 deposit and fee for the use of the school and classrooms. Students/youth must be supervised by adults at all times. The school/gym must be left in good order with all lights turned off, all doors/windows closed and locked. The person(s) in charge of the activity is responsible for checking that all doors and the building are secured.

**VOLUNTEERS**

Volunteers are very important to our school community. In many cases, special events or programs could not take place without volunteers. Individuals interested in volunteering at St. Patrick School are required to complete the Diocese of La Crosse Safe Environment Program, a Criminal background check, and a Confidential Volunteer Questionnaire. These items may be obtained through the school office, completed, and returned to the school office in a timely manner and must be in place before you may volunteer or visit. Completion of requirements of the Diocese of La Crosse Safe Environment Program allows St. Patrick School to provide a safe environment for our students, staff, and families. If you

are interested in volunteering, please complete the Volunteer Information Sheet and send it to the school office. For safety reasons and to reduce distractions, we ask that no younger siblings be brought to school while volunteering.

## **Aquinas Catholic Schools Acceptable Use Policy for Students (July 2022)**

Aquinas Catholic Schools recognizes the importance and benefits to education that the availability and usage of a network computer system, access to the Internet, wireless devices and emerging technologies gives teachers, administrators and students. Access to a school's technology equipment, network and wireless systems and other technological devices is intended for use as an educational tool, not for recreational use.

The Internet is a global network, and along with access to computers and people all over the world, comes the availability of material that may not be considered of educational or moral value in a Catholic school setting. However, Aquinas Catholic Schools believes that the information and interaction available on the worldwide network is valuable to teaching. Since anyone may create a web site, information found on the Internet must be scrutinized carefully. A school cannot be held responsible for false or misleading information obtained while online.

To maximize positive student experiences faculty and administrators will make every effort to provide students with the understanding and skills needed to use the Internet and other technologies in ways appropriate to their educational needs and personal safety. School personnel will use a variety of methods to guide students to information and resources consistent with educational and Christian goals. Aquinas Catholic Schools utilizes a filtering system at each school to aid in blocking access to sites inconsistent with educational and Christian goals. Staff, also, supervise students' use of the Internet. Despite its best efforts, the school cannot guarantee that students will not gain access to sites which may be offensive to individual family values. When possible, parents and the community will be partners with a school in its use of technology, and will be informed about use their uses in a timely manner.

**Please review this Acceptable Use Policy (AUP). You and your child will be required to read and sign the agreement before Internet use or full use of computers is granted in the lab or classroom.**

Please feel free to contact the school with any questions or concerns regarding the school's use of this Acceptable Use Policy. You are not required to grant permission for your child to use a computer or access the Internet. If you do not wish for your child to have access to the Internet, your child will be assigned an alternative activity in order to complete the lesson. The administration and faculty of Aquinas Catholic Schools firmly believes that technology provides appropriate tools for the educational setting.

Also, as more and more textbooks and classroom resources become digital, we need to know if your child has or is given access to a computer and the Internet at home. So please indicate on the AUP form whether your child has access to a computer and the Internet.

### **Confidentiality**

The school reserves the right to review any materials or files students have access to via the Internet, e-mail, account files, school and personal devices or other technology for their appropriateness in light of legal, ethical and Christian standards.

### **Discipline**

Any violation of this policy is also considered a violation of the general school discipline code as stated in the school student handbook and is subject to school disciplinary action. The privileges of

using the computer network, Internet access or other means of technology can be suspended or revoked at any time. Please check each school handbook for additional technology rules/policies.

### **Student Technology Guidelines**

1. Use the Internet only when a teacher gives permission and in a way that meets the school's educational and Christian goals. Be polite. Any forms of communication or use that are harmful, vulgar, profane or non-Christian are not allowed.
2. Use of computers, the Internet and other technology devices is for school related activities only. School related activities are assignments or projects given and monitored by a teacher.
3. Any personal technology or electronic devices (including but not limited to-cell phones, BlackBerrys, i-pods, mp3 players, portable electronic games, SMART phones, SMART watches and tablets) may not be used during the school day except with the permission of school staff (see WCD policy for additional information),
4. Student should be aware that use of computer files, e-mail, Internet and school/personal devices are not private. The school can access these files for maintenance and monitoring purposes.
5. Students are to access only their technology accounts for any device, file or on-line accounts and no one else's. Their passwords should not be shared with other students.
6. The use of any type of social networking sites (e.g. Facebook, My Space blogs, Webkinz, Runescape, chat rooms, personal e-mail, or instant messaging is prohibited unless teacher uses this tool as an educational tool for the curriculum. Before or after school use is allowed with teacher permission and supervision only.
7. Students are to treat the equipment with respect and may not damage or misuse the hardware or software. If you have problems, please ask a teacher or staff member for help.
8. Students may not write, send, download or install any software programs to or from a school computer or any personal device via the school networks.
9. Students may not write, send, download, or display obscene, threatening, harassing or harmful messages or pictures.
10. Students may not use school equipment to make purchases, or offer items for sale. The school is not responsible for financial obligations resulting from a student's use of the Internet.
11. Practice personal safety. Students are not to share any personal information about themselves, friends, families or any other individual over the Internet or with any technology device.
12. When using the Internet for reports, students are to cite Internet sources (or any book, encyclopedia, or magazine) using the bibliography or reference page style adopted by the school. Teachers will instruct students in the use of the computer for research and how to cite the sources.
13. Copyright and plagiarism laws will be followed and enforced at all times.
14. Class assignments done at home may be printed out at school or displayed on a computer in the following ways to avoid virus problems: CD, flash drive or e-mail.

15. Printing access and use of approved and appropriate Internet sites is decided by the administrators, technology directors and teachers/staff of each school

16. Students may only use the Internet sites bookmarked on school web page or as approved on their account browser by a teacher. You may bring suggestions for new web sites, which will be reviewed by the teacher and the media director and added to the school web page and/or bookmarks if appropriate.

17. Students are to tell an adult if something on the computer, technology device or in the classroom bothers them in any way.

### **DISCIPLINE/CONSEQUENCES**

1. Students are to obey the rules of conduct as set forth in the school student handbook.

2. Failure to comply with the Acceptable Use Policy will result in loss of school technology usage for a time period set by media director, teacher and/or principal, and/or other consequences as stated in school student handbook.

3. Use of personal technology and school electronic devices during the school day without teacher permission will result in the device being taken from the student.

a). Student personal device will be sent to the school office where the student may retrieve it at the end of the school day.

b) Second offense of using it during the school day will result in only a parent/guardian being allowed to retrieve the device from the school office (see WCD policy for additional information).

4. Students and their parents/guardians must sign and return the Acceptable Use Policy for students to have continued access to school technology devices and tools after the date assigned by Tech Director or School Principal. Check school's student handbook for signature form.

### **Student Use of School & Personal Wireless Communication Devices**

The use of wireless communication devices (WCDs) on school grounds must be appropriately regulated to protect students, staff, and the learning environment. The faculty and staff recognize that cellular phones and other personal wireless communication devices have become important tools through which parents communicate with their children. Wireless communication devices include, but are not limited to, cellular and wireless telephones, iPods, e-readers, Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

**ACCEPTED USES** --The following apply both to school and student personal devices.

Students are permitted to possess personal WCD's on school property so long as the devices used during the instructional day are used as directed by school rules or school personnel, and do not interfere with the learning environment.

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

### **During instruction time:**

1. Students may use WCDs for educational use during classroom instructional time only as permitted by the classroom teacher.

2. Students will access the school's network through the approved networks only when available.
3. Students must keep all WCD's sounds muted or off unless given permission from the teacher.
4. Printing will be available on a limited basis from WCD's and at staff discretion.
5. Students will completely charge personal devices prior to bringing them to school and operate them using battery power while at school. Students are not to charge WCDs while at school.
6. Students must have current virus protection software installed on their personal devices if using the school network and agree to keep the software updated on a regular basis.

**At all other times during school hours:**

7. High school students are allowed to use their tablets only during study hall, but only for school related activities. Game playing and messaging is not allowed.
8. High school students are allowed to bring their WCD's to lunch. During this time, students are allowed to send personal emails and messages.
9. At all other times students must have WCDs powered completely off (not just placed into vibrate or silent mode) and stored out of sight.
10. Students may use WCD's before and after school, at school-sponsored activities, including extended day and other after-school activities provided the use does not interfere with the activity and follows the directives of the school's administration. Students may be disciplined for disruptive or inappropriate behavior related to the possession or use of WCDs at these activities.

**Prohibited Uses**

**Students may not:**

1. Use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.
2. Use WCDs at any time and/or place where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where use of a WCD is absolutely prohibited.
3. Use WCDs to capture, record, store, send, or transmit the spoken word or visual image (e.g., audio, video, text, or photographs) of any person, including other students or staff members at any time while on school property or at a school-sponsored event without express prior notice and explicit written consent. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted.

**Services**

Access to the school's network is available but not guaranteed in all classrooms at all times. All communications made through the school's network is subject to filtering and monitoring. School staff will monitor student use of WCDs in the classroom. The school is not responsible for providing troubleshooting or technical support for personal WCDs.

**Discipline or Consequences**

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. School employees may immediately confiscate any personal wireless communication devices that are on, used, displayed or visible in violation of this policy.

The following factors should be considered when determining appropriate consequences; Whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any ACS system policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit

photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

Use of personal technology and school electronic devices during the school day without teacher permission will result in the device being taken from the student. It will be marked in a removable manner with the student's name and held in a secure location in the school's central office. (See Accepted Use Policy for additional information)

A student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reasonable grounds for suspecting that the search will provide evidence that the student has violated or is violating a law, ACS Accepted Use Policy, the Code of Student Conduct or a school rule. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his or her wireless communication device. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. A student may lose his/her privilege to bring a WCD to school for a designated length of time.

### **Liability**

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication. Students should record their device's serial number. Additional warranties and tracking software is recommended.

**Loss of School Property** – Students are responsible for the loss of computer devices, including any wireless devices that are assigned to them for any period of time. The student will be responsible for the replacement cost of the device if it is not found. Any equipment discovered missing or stolen must immediately be reported to the appropriate school departments and if appropriate the nearest law enforcement agency. Every effort will be made to locate and recover the missing device.

### **School wireless devices use and care**

Students may use a school WCD as available, and in accordance to the school's check out/use policy. Students may not take them home without permission. Each device must be returned to the appropriate school department or the classroom teacher at the end of each school day. The student is responsible for its care during that school day.

### **Care**

- a. The WCD and all accessories may not be used at any time by anyone other than the student whom they are issued.
- b. No writing, scratching, stickers etc. may be placed on the WCD case or accessories.
- c. WCD's must always be in their school issued protective case. Alternative cases will not be allowed.
- d. No food or drink may be consumed near the WCD. WCDs are not allowed in the cafeteria when food and drink are present.
- e. Do not attempt to dismantle or repair the WCD; take it to the school Media Center
- f. Do not attempt to hack or jailbreak the WCD.
- g. Do not attempt to bypass, disable or uninstall security software installed on the WCD

**Repairs** Report and return the device to the appropriate school department for technical support or repair as soon as possible.

This Accepted Use Policy is enforced at all Aquinas Catholic Schools buildings. Each school building also has additional rules and policies. Please consult each school's handbook.

### **G SUITE FOR EDUCATION and EMAIL ACCEPTABLE USE POLICY**

Students of Aquinas Catholic Schools has access to the Google program G Suite for Education. The Google Suite includes Docs, Sheets, Slides, Calendar, Gmail, Classroom and many other collaborative tools. Additionally, this suite of applications is available in "the cloud", which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer. Finally, a student's G Suite login allows them to access our classroom mobile devices.

In order to create a safe, effective way for students and staff to communicate with one another, Aquinas Catholic Schools issues to each a student a G Suite account under the domain @aquinasschools.org. Students access their account using the Gmail App or signing in via the Google search engine via any browser. Access to using email via the Gmail App is only available ACS staff, and to high school students as of the 2017 school year.

Aquinas Catholic Schools is required by the Child Internet Protection Act (CIPA) to have measures in place to protect students from harmful materials. As such, Aquinas Catholic Schools takes the following steps with student email usage:

- Students **only** email staff and other students in the Aquinas Catholic Schools domain. They cannot send emails to any address that does NOT end in @aquinasschools.org. This applies to receiving emails as well. All email to students from outside of Aquinas Catholic Schools is blocked. Aquinas Catholic Schools also has the duty to abide by the Children's Online Privacy Protection Act (COPPA), which limits companies from collecting personal information from children under 13. To meet this duty, Google advertising is turned off for all G Suite for Education users, both staff and students. No personal information is collected while students are utilizing the Google Apps core suite including Gmail, Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites. Aquinas Catholic Schools will act in accordance with the Family Education Rights and Privacy Act (FERPA) and not use the Google Apps for Education suite to publish any confidential student records for online public view. Additionally, parents have the right at any time to investigate the contents of their student's email account, and/or their student's G Suite for Education files. School staff are responsible for monitoring a student's behavior online during the school day, while parents take over that responsibility at home. Students are responsible for their behavior at all times. Students that adhere to proper use of G Suite for Education, including email (if applicable), will do so by demonstrating the following behavior:

- Students will have no expectation of privacy with their G Suite account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their G Suite for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the Aquinas Catholic Schools staff should they receive any message that is inappropriate or makes them feel uncomfortable.
- Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, G Suite for Education is considered a privilege and benefit to students in our school. Aquinas Catholic Schools maintains the right to revoke the access and use of the G Suite for Education, including Gmail, where the school has reason to believe violations of law or school policy have occurred. Under normal circumstances, the school will follow the discipline process outlined in the school's student handbook.



Student Google Apps for Education Agreement is part of the Accepted Use Policy agreement that students and parents sign. Check school's student handbook for the form. IT MUST BE SIGNED BY STUDENT " I have read the terms and conditions of this policy and I agree to follow them" : and MUST BE SIGNED BY PARENT or GUARDIAN which gives parental consent for Aquinas Catholic Schools to provide personal student identifying information (first and last name, user name) to G Suite for Education.

### **Guest Use Wireless Communication Devices**

Aquinas Catholic Schools allows visitors to access the wireless network as a guest. The following apply for both to school and personal devices, used by all students, faculty, staff, contractors, consultants, temporary employees, guests, volunteers, and other members of Aquinas Catholic Schools community, including those affiliated with third parties, who access or in any way make use of the wireless network. All of these individuals are responsible for also familiarizing themselves with the ACS Acceptable Use Policies for Technology and Wireless Devices.

Wireless will be available to guests as allowed by Aquinas Catholic Schools. Students will be disciplined for disruptive or inappropriate behavior related to the possession or use of wireless communication devices at these activities.

### **Responsibilities of Users**

The regulation and monitoring of wireless communication devices (WCDs) on school grounds to protect students, staff, and the learning environment. Wireless communication devices include, but are not limited to, cellular and wireless telephones, ipods, e-readers, Smartphones, smart watches, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

1. Use of web sites blocked to students at school are not to be accessed on WCDs on school property or at a school-sponsored activity.
2. Use of WCDs are not to be utilized at any time and/or place where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, and restrooms. Administration has authority to make determinations as to other specific locations and situations where use of a WCD is absolutely prohibited.
3. Using a WCD to capture, record, store, send, or transmit the spoken word or visual image of an individual without his/her consent is considered an invasion of privacy and is not permitted while on school property or at a school-sponsored event without consent of the individual.

The following factors are considered when determining appropriate consequences.

The wireless communication device was used

(1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any ACS system policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The administration may also refer the matter to law enforcement if the violation involves an illegal activity. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication.

# St. Patrick School an Aquinas Catholic School

An equal opportunity provider

127 11<sup>th</sup> Avenue North Onalaska, WI 54650 (608) 783-5483

**2025-2026**

## **Student Internet Use Agreement / Parent Permission Form**

As a student at St. Patrick School and a user of the St. Patrick School computer network, I hereby agree to comply with the rules stated in the Student Internet Use Agreement (see attached).

**Family Name** \_\_\_\_\_  
(please print)

As the parent of the student named above and signing below, I \_\_\_do / \_\_\_do not grant permission for my son or daughter to access networked computer services such as the Internet and electric mail for educational purposes at school. I understand that individuals and families may be held liable for violations. I accept responsibility for guidance of Internet use – setting and discussing standards for my son or daughter to follow when selecting, sharing, exploring information and media.

**The student and the parent(s) responsible for this student MUST sign this form. Thank you.**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

I / we understand that provisions of using the Internet at St. Patrick School. I also understand that a violation of these guidelines will result in loss of access to the Internet and will be considered a violation of the general school discipline code and therefore subject to school disciplinary action.

**Please return this form to the school office by August 30<sup>th</sup>.**

**ON THE PROMULGATION OF THE REVISED CHILD SEXUAL ABUSE POLICY  
AND PROCEDURES**

**OF THE DIOCESE OF LA CROSSE**

**Also known as the "Green Book"**



To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

For over a year now, the Church in our nation has been suffering a most severe crisis regarding child sexual abuse by her clergy. In the Diocese of La Crosse, the Revised Sexual Misconduct Policy and Procedures, which I promulgated on October 18, 1997, have been faithfully followed in dealing with any allegation of sexual misconduct on the part of any agent of the Diocese. They have been applied with special attention to the care and protection of children who may have been the victims of sexual abuse.

In response to the present crisis, the United States Conference of Catholic Bishops, in June of 2002, promulgated the Charter for the Protection of Children and Young People to assist Diocesan Bishops in responding more effectively to the grievous crime of sexual abuse of a child by a priest or deacon. At the same time, the Bishops approved the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, which required the review and approval of the Holy See. In accord with the requirements of the Charter, with the assistance of a special committee, I formulated and promulgated on August 6, 2002, the Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse.

Once the Holy See had completed the review of the Charter and the Essential Norms, the United States Conference of Catholic Bishops approved the revised text of both documents at its meeting in November of 2002. On December 8, 2002, the Holy Father's Congregation for Bishops reviewed the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular Church law for our nation.

Now that the revised Charter and the Essential Norms have been promulgated and published, I, once again with the help of a special committee, have prepared a revision of the policy and procedures which I promulgated on August 6, 2002. Today I am happy to promulgate and

publish the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse. Cases of child sexual abuse by other Church personnel will continue to be handled according to the Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse.

The special policy and procedures serve a number of important purposes. First of all, they convey clearly the message that sexual abuse of a child by a priest or deacon is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just and pastoral response to all involved.

The policy and procedures also provide a prompt, appropriate and compassionate response to reporters of sexual abuse of a child by a priest or deacon. At the same time, they respect the canonical and civil rights of all parties.

As is fitting in such cases, the policy and procedures provide the confidential means of gathering all relevant facts, which respect the privacy of the reporter and of the accused. They also offer, when appropriate, the means of making available competent and supportive professional resources to the accuser, the accused, the victim and the perpetrator.

Faithful to the Gospel and Church teaching, the policy and procedures foster and promote remediation, reconciliation, and forgiveness. They aim to restore trust among all in the Church.

Let us pray through the intercession of Saint Agatha, Virgin and Martyr, whose memory we celebrate today, that the implementation of this policy and these procedures will help to bring the healing of Christ to those who, as children, have suffered the deep and most injurious wound of sexual abuse by a priest or deacon. May the promulgation of the Revised Child Sexual Abuse Policy and Procedures be the occasion for all in the Church to make reparation for the crimes of sexual abuse perpetrated against children and to seek an ever greater holiness of life. Through our prayer and penance, may we all be instruments of healing and reconciliation for our brothers and sisters involved in acts of child sexual abuse.

Let us confide to the intercession of Our Lady of Guadalupe, Mother of America, and Saint Joseph the Workman, Patron of the Universal Church and of the Diocese of La Crosse, the just implementation of the Revised Child Sexual Abuse Policy and Procedures for the good of all in the Church.

I invoke God's blessing upon you and your home.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) Raymond L. Burke  
Bishop of La Crosse

Benedict T. Nguyen, Chancellor

**DECREE**  
**PROMULGATING THE REVISED CHILD SEXUAL ABUSE POLICY AND  
PROCEDURES OF THE DIOCESE OF LA CROSSE**

The Diocese of La Crosse has been following the Revised Sexual Misconduct Policy and Procedures, promulgated on October 18, 1997, which have applied also to cases of allegation of sexual abuse of children by a priest or deacon.

At its General Meeting in June of 2002, the United States Conference of Catholic Bishops approved the Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons. The Charter for the Protection of Children and Young People required that the Diocese of La Crosse have a specific policy and procedures to be followed in cases of child sexual abuse by priests and deacons, in order to address more effectively the grievous crime involved in such cases. In accord with the mandate of the Charter, I, with the assistance of a special committee, prepared and promulgated on August 6, 2002, the Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse.

At its General Meeting in November of 2002, the United States Conference of Catholic Bishops approved a revision of the Charter and the Essential Norms. On December 8, 2002, the Congregation for Bishops reviewed the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular law for the Church in the United States of America.

Both the revised Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons required some revision of the Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse. Therefore, once again with the assistance of a special committee, I have prepared a revision of the special policy and procedures to be employed in the Diocese of La Crosse in cases of allegation of child sexual abuse by a priest or deacon. Allegations of child sexual abuse by other personnel of the Church will continue to be handled according to the Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse.

I hereby promulgate the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse, including the Norms Governing the Diocese of La Crosse Child Sexual Abuse Review Board, effective today.

Given at La Crosse, this Fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) Raymond L. Burke  
Bishop of La Crosse

Benedict T. Nguyen, Chancellor

## **REVISED CHILD SEXUAL ABUSE POLICY AND PROCEDURES OF THE DIOCESE OF LA CROSSE**

### **SCOPE**

1. The Revised Child Sexual Abuse Policy and Procedures of the Diocese of LaCrosse govern priests and deacons, while they are performing the work of the Diocese, with the permission of the Diocesan Bishop.
2. They are not intended to cover other moral transgressions or matters involving other violations of the Code of Canon Law.

### **DEFINITIONS**

Child: A person under the age of 18 years.

Diocesan Priest or Deacon: A priest or deacon appointed to serve in the Diocese of La Crosse by the Diocesan Bishop.

Sexual Abuse of a Child: Sexual molestation or sexual exploitation of a child and other behavior by which an adult uses a child as an object of sexual gratification.

### **POLICY**

1. Sexual abuse of a child is a crime and “an appalling sin in the eyes of God.” (cf. Address of Pope John Paul II to the Cardinals of the United States, April 23, 2002)
2. Sexual abuse of a child by any Diocesan priest or deacon is contrary to Catholic faith and morals, is outside the scope of his duties and responsibilities, and is absolutely prohibited.
3. No child shall be subjected to sexual abuse by any Diocesan priest or deacon.
4. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual abuse of minors; all laws requiring the reporting of known or suspected instances of sexual abuse of minors; and all requirements, procedural and substantive, set forth in this policy.

### **PROCEDURES**

1. All allegations of sexual abuse of a child against a priest or deacon of the Diocese shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and the appropriate response to the allegations. This initial assessment will address issues of the possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.

3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter, acknowledging the allegations and providing the accuser/reporter a copy of the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse.

The accuser shall be advised of any civil or criminal law reporting requirements and shall be assisted in such reporting, if the accuser desires.

4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused with a copy of the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse. If the accused is a cleric of another diocese, or a consecrated person of an institute of the consecrated life or society of apostolic life, the ecclesiastical superior of the accused shall also be notified.

The Accused shall be informed of the nature of the accusation and of any civil or criminal law reporting requirements, and shall be advised to retain the counsel of both a civil/criminal lawyer and a canon lawyer before making any statements.

5. The Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).

6. The canonical preliminary investigation shall be carried out in a timely manner.

7. The Diocesan Bishop shall appoint a person to act as a liaison between the Diocesan Bishop and the accuser/reporter to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accuser shall be confidential.

8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accused shall be confidential.

9. When appropriate, the Diocesan Bishop may request a mutually-acceptable third-party assessment of the accused and/or accuser, including independent medical, psychological or other examinations at Diocesan expense, provided this does not interfere with the investigation by civil authorities. All documents and all communications shall be confidential.

10. If the Accusation is not admitted, the matter will be referred to the Diocese of La Crosse Child Sexual Abuse Review Board.





11. After the canonical preliminary investigation and the Diocese of La Crosse Child Sexual Abuse Review Board process have been followed, the Diocesan Bishop shall make a determination of whether or not the accusation is sufficiently confirmed.

12. If the accusation is not admitted or sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, and shall be placed and recorded in the confidential records of the Diocese. Every step possible will be taken to restore the good name of the priest or deacon.

13. The following will apply if the accusation is either admitted or sufficiently confirmed by the Diocesan Bishop.

A. The Congregation for the Doctrine of the Faith shall be notified.

B. The perpetrator shall be permanently removed from ministry. He will not be permitted to celebrate Mass publicly, to wear clerical garb or to present himself publicly as a priest or a deacon.

C. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved, and to prevent child sexual abuse from being repeated.

D. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

E. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

F. Confidential written records concerning any accusations of sexual abuse shall be maintained by the Diocese. All records of the canonical preliminary investigation and of the Diocese of La Crosse Child Sexual Abuse Review Board process are confidential.

14. In any case involving canonical penalties, the processes provided for in canon law must be observed.

15. When it is apparent that the accusation of sexual abuse has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall

direct the local Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

## **NORMS GOVERNING THE DIOCESE OF LA CROSSE CHILD SEXUAL ABUSE REVIEW BOARD**

### **1. Composition and Appointment.**

The Diocese of La Crosse Child Sexual Abuse Review Board shall consist of six persons appointed by the Diocesan Bishop and who serve at the pleasure of the Diocesan Bishop. All persons must be of outstanding integrity and good judgment. At least five of the persons must be in full communion with the Church.

### **2. Qualifications.**

No less than four (4) of the members shall be adult lay persons not in the employ of the Diocese of La Crosse, one of which, at least, shall have particular expertise in the treatment of the sexual abuse of children. In addition, one experienced and respected pastor of the Diocese and the Diocesan Attorney shall also serve on the Board.

### **3. Term.**

The term for each Review Board member shall be five (5) years, which can be renewed.

### **4. Purpose.**

The purpose of the Diocese of La Crosse Child Sexual Abuse Review Board shall be:

- A. To assist the Diocesan Bishop, at his request, in assessing specific allegations of child sexual abuse by a priest or deacon, when the allegations have not been admitted;
- B. To review regularly the Diocesan policy and procedures for dealing with child sexual abuse by a priest or deacon and to recommend to the Diocesan Bishop any modifications; and
- C. To render such other advice and counsel regarding child sexual abuse, when requested by the Diocesan Bishop.

### **5. Confidentiality.**

All matters submitted to and proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and assignment of clergy. The process is therefore privileged under the First Amendment. The procedures may require the examination of documents and records which are privileged. They may require seeking and hearing legal advice which is privileged, and may require the review of privileged communications between priests, doctors, psychologists, social workers and lawyers. By its very nature, the Diocese of La Crosse Child Sexual Abuse Review Board's proceedings involve matters of a highly personal nature, protected by the Wisconsin Privacy

Law. Therefore, all of its communications, proceedings and records are confidential and may not be disclosed or made public.

## **6. Norms Governing the Assessment of Allegations**

A. Issue: “Is the allegation true?”

B. Burden of proof: the accuser carries the burden of proof, consistent with concepts of fundamental fairness.

C. Standard of proof: moral certitude which excludes every prudent doubt or every doubt founded on positive reasons.

D. Representation:

(1) The accuser may be represented by a civil and/or canon lawyer at his or her own expense.

(2) The accused may be represented by civil and/or canon lawyer at his own expense.

(3) When necessary, the Diocese will supply canonical counsel to a priest or deacon.

(4) The Diocese of La Crosse Child Sexual Abuse Review Board shall be represented by the Diocesan Attorney.

## **7. Record**

There shall be no record made of the proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board.

## **8. Rules of Evidence**

Adherence to the application of the strict rules of evidence shall not be required.

## **9. Discovery**

There shall be no discovery by any party before the Diocese of La Crosse Child Sexual Abuse Review Board.

10. Initially, the Diocese of La Crosse Child Sexual Abuse Review Board shall review the records submitted to it by the Diocesan Bishop. If testimonial proof is necessary, the Review Board shall secure sworn statements from witnesses. If the record review and written testimonial proof is insufficient to make a recommendation to the Diocesan Bishop, oral testimony may be obtained.

**Sexual Misconduct Procedures Also known as the "Red Book"**



A Pastoral Letter to Christ's Faithful of the Diocese of La Crosse

The Most Reverend Raymond L. Burke

Bishop of La Crosse

October 18, 1997

Feast of Saint Luke, Evangelist

**On the Promulgation of**

**The Revised Sexual Misconduct Policy and Procedures**

**For the Diocese of La Crosse**

To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

The Church is our second home. Each of our individual homes is meant to be a small Church which finds its spiritual birth and growth in the larger Church, our parish. Our participation in the life of the Church is, therefore, our greatest treasure after the gift of life itself. It is sacred to us, for it unites our individual lives to God, the source of all life, and to one another, the family of God's children.

Those who serve us in the Church represent, in one way or another, our Lord Jesus Christ as He shares His divine life with us in the Church. Priests and deacons, consecrated persons and laity who serve us in the Church, also as volunteers, are therefore held to the highest standard of

moral conduct. Any breach of moral conduct on their part carries an additional burden of responsibility, for it betrays the trust which the Church places in them.

Sexual misconduct, because it is a violation of a person in his or her intimate being, always inflicts a most severe wound in the victim. When the act of sexual misconduct is carried out in the context of the Church's work, the wound is even more severe, for it touches upon the victim's faith in God and in His love for us. For that reason the Church, together with society in general, has become increasingly aware of the nature and gravity of acts of sexual misconduct, and desires to address such acts committed by agents of the Church with all of the spiritual remedies at her disposal.

The revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse indicate the practical ways by which our Diocese will continue to address the situation of sexual misconduct by those who serve God's people in the name of the Church. First of all, they mandate ongoing education for all agents of the Church regarding proper conduct, especially in the delicate area of human sexuality. In the sad case of an act of sexual misconduct, they aim to do what is just for all involved: the victim, the perpetrator and the whole body of the Church. What is more, they aim to bring the love of God to those who suffer the terrible wound inflicted by acts of sexual misconduct.

I take the occasion of the promulgation of the revised Sexual Misconduct Policy and Procedures to invite all who have suffered the severe wound inflicted by sexual misconduct on the part of an agent of the Church to seek the healing and reconciliation which our Lord Jesus Christ alone can provide. The holy Gospels attest to the healing power of our Lord Jesus Christ. I invite you to place your trust in the Lord and in the grace of healing which He continues to pour out for us in the Church.

Saint Luke, who feast we celebrate today, tells us that our Lord Jesus sent forth the Twelve on their mission "to proclaim the reign of God and heal the afflicted." (Lk 9,2) Let us pray that the revised Sexual Misconduct Policy and Procedures will be a fit instrument to assist in healing the terrible affliction of sexual misconduct. Let us invoke the intercession of the Blessed Virgin Mary, Mother of the Church, to bring health and healing to all in the Church.

Invoking God's blessing upon you and your homes, I remain

Yours sincerely in Christ

(Most Rev.) Raymond Burke, *Bishop of La Crosse*

## Decree

### **Promulgating the Revised Sexual Misconduct Policy and Procedures for the Diocese of La Crosse**

The Diocese of La Crosse has had, for a number of years, a policy and procedures to respond to allegations of sexual misconduct on the part of Diocesan employees and agents. In order that the policy and procedures might respond more fully and effectively to such allegations, in the light of up-to-date knowledge in the matter and the Church's experience, it has been necessary to undertake their revision. For this reason a committee was convened and, as a result of its work, this revision of the Sexual Misconduct Policy and Procedures for the Diocese of La Crosse has been formulated.

I hereby decree that the *Revised Sexual Misconduct Policy and Procedures for the Diocese of La Crosse* is to be published and to become effective today.

Given at La Crosse this eighteenth day of October in the year of Our Lord 1997, the Feast of Saint Luke, Evangelist.

(Most Rev.) Raymond L. Burke

*Bishop of La Crosse*

Sr. Marlene Weisenbeck, F.S.P.A.

*Chancellor*

## **Sexual Misconduct Policy**

1. Sexual misconduct by any Diocesan agent, while performing the work of the Diocese, is contrary to Catholic faith and morals, is outside of the scope of his or her duties and responsibilities, and is absolutely prohibited.
2. No person shall be subjected to sexual misconduct by any Diocesan agent, including clergy, consecrated persons, employees or volunteers of the Diocese of La Crosse.
3. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual misconduct; all laws requiring the reporting of known or

suspected instances of sexual misconduct; and all requirements, procedural and substantive, set forth in this policy.

### **Sexual Misconduct Procedures**

- **PURPOSE**

1. **To convey the message** by word and deed that sexual misconduct is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just, pastoral response to all involved.
2. **To provide a prompt, compassionate and appropriate response** to reporters of sexual misconduct.
3. **To respect the canonical and civil rights** of the parties involved.
4. **To provide a confidential procedure to gather all relevant facts** which respects the privacy of the reporter and of the accused.
5. **To provide a mechanism**, when appropriate, to make available competent and supportive professional resources to victims, perpetrators and the accused.
6. **To provide and develop a climate and opportunities** for remediation, reconciliation and forgiveness.
7. **To provide a process** which seeks to restore trust.

- **PROCEDURE**

1. All allegations of sexual misconduct against Diocesan agents (clergy, consecrated persons and/or lay persons) shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and appropriate response to the allegations. This initial assessment will address the issues of possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter acknowledging the allegations and providing the accuser/reporter a copy of the Diocesan Sexual Misconduct Procedures.

4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused with a copy of the Diocesan Sexual Misconduct Procedures. If the accused is a cleric of another Diocese or a consecrated person, the ecclesiastical superior of the accused shall also be notified.
5. When necessary, the Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
6. The investigative protocol shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communication with the accuser and to the Diocesan Bishop shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including written statement from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communications with the accused and to the Diocesan Bishop shall be confidential.
9. When appropriate, the Diocesan Bishop may request a third-party assessment of the accuser and/or accused, including independent medical, psychological or other examinations at Diocesan expense. All documents and/or reports are confidential.
10. After the investigative protocol is completed, the Diocesan Bishop shall make a determination whether or not the accusation is sufficiently confirmed.
11. If the accusation is not sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, placed and recorded in the confidential records of the Diocese.
12. The following will apply if the accusation is sufficiently confirmed:
  - a. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved and to prevent the misconduct from being repeated.
  - b. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature, content and extent of the assistance



will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

c. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

d. No cleric, consecrated person or lay person who has engaged in sexual misconduct may be assigned in the future, if ever, to any Diocesan position, unless and until he or she has successfully completed any and all recommended assessment and initial therapy, is professionally deemed as presenting no unreasonable risk of reoffense, has had a prolonged period without recidivism, is reasonably monitored and supervised, and demonstrates to the satisfaction of the Diocesan Bishop that he or she presents no reasonable risk of harm.

e. Confidential written records shall be maintained by the Diocese concerning any accusations of sexual misconduct. All records of the investigative protocol are confidential and shall be kept in the secret archives.

13. When it is apparent that the accusation of sexual misconduct has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

### **Sexual Misconduct Policy and Procedures**

- **SCOPE**

1. These Sexual Misconduct Policy and Procedures govern all Diocesan agents, including clergy, consecrated persons, employees and volunteers, while they are performing the work of the Diocese.

2. The Sexual Misconduct Policy and Procedures are not intended to cover other moral transgressions or matters involving violations of the Code of Canon Law.

*Updated 8/12/25 TRK*

**St. Patrick School** an Aquinas Catholic School  
**STATEMENT OF COMPLIANCE**  
**2025-2026**

Our family has reviewed the 2024-2025 St. Patrick School Handbook. We agree to uphold and abide by all policies, regulations, and procedures as stipulated in the handbook. St. Patrick School, Aquinas Catholic Schools, and the Diocese of La Crosse reserve the right to delete, add to and / or amend the information, guidelines, and regulations contained in this handbook during the academic year.

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St. Patrick School Family Name

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Student's Name

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Grade

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Student's Name

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Grade

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Student's Name

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Grade

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Student's Name

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Grade

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Parent / Guardian Signature

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Date

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Parent / Guardian Signature

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Date

In addition, we acknowledge that we have reviewed the *Sexual Misconduct for the Diocese of LaCrosse* and the *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse* included in the handbook. We also have viewed the safe environment training video on the Diocesan Website: <https://diolc.org/>

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Parent Signature  
date

date

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Parent Signature

If you do not have access to the internet to view the safe environment training video and would like to receive the books in hard copy and see the video, please sign below.

**The Statement of Compliance Form should be completed by each family  
and returned to the St. Patrick School Office (one per family) by August 29<sup>th</sup>.**