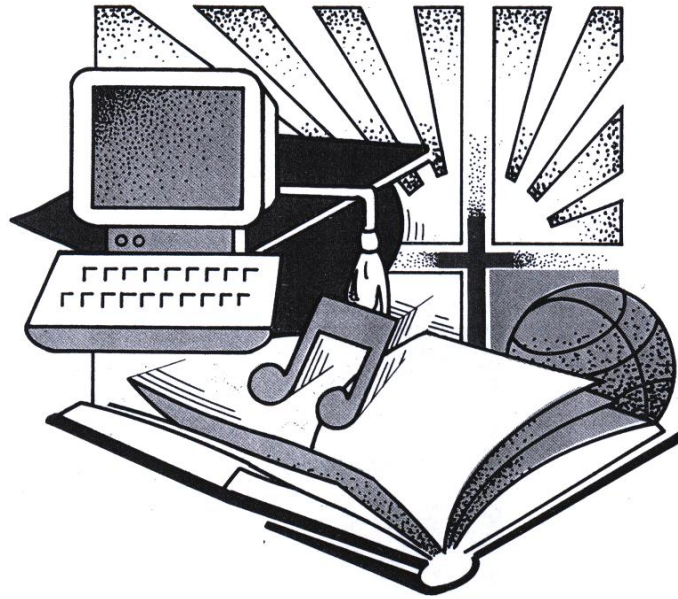


# St. Patrick School

an Aquinas Catholic School



2018-2019

# Parent / Student Handbook

# St. Patrick School an Aquinas Catholic School

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

An equal opportunity employer

## 2017-2018 Staff Directory

<u>NAME</u>	<u>POSITION</u>
Mrs. Sue Amble	Principal
Mrs. Melissa Bowen	Secretary
Miss Jessica Brown	Guidance Counselor/student services
Mrs. Pam Shelfhout	Pre-School 3
Mrs. Amy Sutton	Kindergarten 4
Mrs. Becky Wilhelm	Kindergarten 5
Mrs. Angela Koblitz	First Grade
Miss Cindy McCarville	Second Grade
Mrs. Heather Haag	Third Grade
Mrs. Kathy Kammel	Fourth Grade/Social Studies
Mr. Thomas Leis	Fifth Grade/Reading
Mrs. Kathy Haskin	Fourth Grade/ Science
Mrs. Amy Hargrove	Sixth Grade/Math
Mrs. Kathy Curti	International Languages
Mrs. Jean Bottelberghe	LMC/Technology
Mrs. Linda Bechly	Music
Mr. Bruce Martin	P.E./Athletic Director
Mrs. Kayla Linde	Art
Mrs. Carrie Pomplun	Instrumental Music
Mr. Dave Kucharczyk	Custodian/Maintenance
Mrs. Brenda Schmitt	Food Service
Mrs. Kim Williams	Manager/Aftercare Director
Mrs. Elizabeth Rogers	School Lunch Cook
Mr. Ben Bettis	School Lunch Cook
Mrs. Laurie Butler	Paraprofessional
Mrs. Michele Weber	Paraprofessional
	Surround Care

# 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 2018

Dear St. Patrick School Parents and Students.

The purpose of the 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,

*Sue Amble*

Principal

Aquinas Catholic Schools  
*“The power to transform lives.”*

# St. Patrick School an Aquinas Catholic School

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

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## **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.

## **Core Values**

Integrity  
Leadership  
Faith  
Excellence  
Dignity

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.

**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.**

## **ACADEMIC INFORMATION**

### Organization of Instruction

Homeroom 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.

## Report Cards

During the school year, report cards are issued four times to students in grades 1-6 at the end of each quarter, two times to Preschool and Kindergarten 4, and three times to Kindergarten 5 students at the end of the second, third, and fourth quarters. The following Achievement Codes and/or Effort Codes are utilized on the various levels of school report cards:

### Preschool/Kindergarten 4/Kindergarten 5

S – Secure  
D – Developing  
B – Beginning  
N – Not Noticed

### Grades 1-2

W – Works Sufficiently for the Student's  
Aptitude but Below Grade Level  
E – Excellent  
S – Satisfactory  
N – Needs Improvement

### Grades 3-6

W – Works Sufficiently for the Student's  
Aptitude but Below Grade Level  
A – Outstanding (93-100%)  
B – Above Average (85-92%)  
C – Satisfactory / Average (75-84%)  
D – Below Average (70-74%)  
U – Immediate Improvement Needed  
(Below 70%)

### 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.

## Parent-Teacher Conferences

Formal Parent-Teacher Conferences are scheduled during the school year; in September, at the end of the first quarter (November) and at the mid third quarter (February). 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.

## Retention / Acceleration (DSP 5210)

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflection and evaluation and consultation with the teacher and parents. If pupil retention or acceleration is a concern, this concern will be discussed at or before the third quarter

Parent-Teacher Conferences. The school administrator is the individual responsible for the final decision.

### Homework

Assignments that are not completed in school constitute homework. Assignments are a meaningful part of a student's educational program. Timely completion of assigned work is essential for development of basic academic skills. In addition, students learn an important lesson of responsibility as they complete their work on time.

#### Grades K-2

At the primary level, each student is responsible for completing all given tasks. Each teacher takes the responsibility for seeing that the student has all assignments turned in by the end of the day. Due to the fact that most work is basically done during the school day, teachers use their own method for seeing that the work is completed. Some minimal homework / practice may be assigned.

#### Grades 3-6

All assigned work must be completed by the day, date and time it is due. Exceptions will be allowed for those assignments which are late due to excused absences. Assignment notebooks are used by students to record assignments and information each day. Typically, the number of minutes a student should spend on homework is ten per grade level. Please let your child's teacher know immediately if homework is taking longer than expected.

Teachers may keep students in from recess and/or after school to finish incomplete assignments. Parents will be notified (by written notice, e-mail, or telephone) prior to their student remaining after school to complete school work. Alternate arrangements can be determined by parent and teacher agreement (ie; prior to school).

### Assessment / 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 student learning and understanding of grade level concepts and skills.

### Special Services

By parent or teacher referral, students at St. Patrick School are eligible for exceptional educational needs testing through the School District of Onalaska. 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.

### **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). Class sizes will be set to provide an orderly educational environment. 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.

## **ATTENDANCE / ABSENCES / TARDIES**

St. Patrick School adheres to an official calendar prepared in accordance with the State of Wisconsin law, the Diocese of La Crosse Office of Catholic Schools, and Aquinas Catholic Schools.

Attendance every school day is of the utmost importance. A student must be in class to reach his/her potential. Each student is expected to be at school unless ill or with another valid excuse. When a student is going to be absent, the parent/guardian should call the school no later than 8:15 a.m. on the morning of an absence. If the school has not received a call prior to attendance being taken by the classroom teacher, a call will be made to the home to verify the absence. When a student is absent, the parent/guardian should provide in writing the reason for the absence. When the student returns to school, the student should report to the school office before returning to the classroom to pick up an absence slip. The absence slip should be given to the student's teacher upon returning to the classroom. Students absent from school due to illness for five or more days will need to provide the school office with a written medical notice from a doctor as to the nature of the extended absence.

Once students arrive at school, they are not to leave the school premises for any reason whatsoever without a note from home and the permission of the principal. Appropriate disciplinary action will be taken with any violation. Requests to be released from school for appointments or whatever other need should be made prior to a student's dismissal in writing and should be signed by a parent/guardian. Requests should be given to the classroom teacher or school office. Whenever possible, such appointments should be made outside of school time. Prolonged absences should be arranged with the principal well in advance of the absence (ex; family trips).

Students arriving late to school disrupt the classroom learning environment. Students are considered tardy if they are not in the classroom at the time set for beginning of the class day (8:00 a.m. – PS3, K4, and elementary grades K-6; 12:00 noon – Afternoon Kindergarten 4). If students are tardy, they should report to the school office with a note explaining the reason for the tardiness. Parents may also call school with an explanation of the tardiness. (Note: Students arriving to school after 8:00 a.m. due to bus transportation will not be considered tardy.).

## **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 is 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.

### **Bullying**

Aquinas Catholic Schools 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. Aquinas Catholic Schools 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 for 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

## **DRESS CODE**

Each student's appearance must be appropriate to a Catholic school setting. The purpose of the dress code is to enhance the Christian learning environment and self-esteem of our students. The intent is to promote unity in an economic and practical fashion. Students in grade kindergarten through six will follow the guidelines of the 2017-2018 Aquinas Catholic Schools Dress Code for school dress attire. Pre-school children will wear appropriate, washable play clothes to school. Specific "dress down days" will be announced through the school office. Shorts and capris are not to be worn by students on days when a school Mass is celebrated.

The administration reserves the right to judge what is appropriate and to act on the judgment. The administration also reserves the right to amend the dress code as needed.

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

1. Each student's appearance must be appropriate to a Catholic school setting. Walking shorts and capri pants are NOT to be worn on Mass days. 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. 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**

- A. Shirts - \*Solid colored navy blue, white, red or green
  1. Button polo shirt with collar or turtleneck
  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.
  6. White blouses with collar under jumpers only.

- B. Sweaters - \*Solid colored navy blue or red
  1. Cardigan, V-neck, crew neck, long sleeved sweaters only.
  2. No logos, writing or graphics.
  3. Collared shirt or turtlenecks 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 fleece only
  2. Collared shirt or turtlenecks 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 skorts.
  4. No athletic shorts.
  5. Elastic or adjustable waistband is acceptable.
  6. Capri pants at mid-calf.
- F. Footwear - Color should be coordinated with other clothing
  1. Socks, tights or nylons must be worn.
  2. Enclosed shoes or sandals with back strap.
  3. Shoe strings must be tied at all times.
  4. No clogs, crocs, or cowboy boots.
  5. 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. No split skirts or skorts.
  4. 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.

\*Solid Colors is defined as all one color, including collars and trim.

### **DIOCESAN ADMINISTRATIVE RECOURSE (DSP 1391, DSR 1391, DSP 1392)**

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.

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

#### Process for Resolving Disputes

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 ACS President within 30 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 school, the appeal first is to be made to the President who is to seek to reconcile the two parties. At this level and at the successive levels, the President may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the school authority remains responsible for seeking the resolution of the conflict. The President is obligated to respond to the recourse within fifteen calendar days from the time he receives it. Once the President has given his response to the recourse, the conflict is considered reconciled, unless the President's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or 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) 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 Diocese Office of Catholic Schools. The Director of the Office of Catholic Schools is obligated to the recourse

within fifteen calendar days from the date he receives it. 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 procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.

### Sexual Harassment

All students of the Catholic schools of the Diocese of La Crosse are entitled to learn in an atmosphere free from sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical 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. No student shall be subject to sexual harassment as a Catholic school student. 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. No students shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith.

### **EDUCATION (Drugs and Alcohol)**

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.

### **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
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Winter	Basketball	Boys and girls grades 5-6
Spring	Track	Boys and Girls grades 5-6 (through P.E. classes)

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 6th 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.

## **GENERAL SCHOOL INFORMATION**

### 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 at the school. This program is held in the cafeteria. 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 may be paid weekly or monthly. Please complete and return the registration form(s) to the school office if you will need supervision for your child/children after school.

### BICYCLES

Bicycle racks are provided for the students near the school building on the lower playground of the school. 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.

### 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.

Bus Pass: <b>Onalaska</b> School District
Date of travel:
Name:
Reason:
Parent Signature:

Bus Pass : <b>Holmen</b> School District
Date of travel:
Name:
Reason:
Parent Signature:

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.

CHANGE OF ADDRESS / TELEPHONE NUMBER

Parents/guardians are asked to contact the 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) 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

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.

### DANCES AND PARTIES (DSP 5790)

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

### DIRECTORY DATA

Directory data, as viewed by both state and federal law, is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed to someone else. Wisconsin State law (s. 118.125(1) (b))

defines directory data as those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the pupil.

When a school system compiles directory data about its students it is not obligated to include everything on the above list. The above section means that a school's directory data may include all those items. The state has recently interpreted the law to mean that it is not permissible for a school to include information about the fact that a child is enrolled in a special education program or in special education of any kind.

### DRILLS

The safety of our students and staff are very important. Routines for fire drills, tornado warnings, disaster drills, emergency drills, and security lock downs are practiced with the children. Drills are held periodically. A school Crisis Plan is reviewed throughout the school year with students and staff.

### 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's 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, one, three, and five 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 Statute 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.

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.

### HOMework

Research findings show that student achievement rises significantly when teachers regularly assign homework and students conscientiously do it. Extra studying helps children at all levels of ability. Homework boosts achievement because the total time spent studying influences how much is learned. Homework assignments not only supplement the classroom lesson, but also teach students to be independent learners. Homework gives students experience in following directions, making judgments and comparisons, raising additional questions for study, and developing responsibility and self-discipline. Students should have a designated study area that is quiet, comfortable, well lit and properly supplied. Students should have a daily homework time. Even if there are no written assignments due for the next day, the child can review chapters, write spelling words, make flash cards for vocabulary words, practice math facts, read, or write a letter to a friend or relative. Should parents feel that their students are spending too much time on homework, the classroom teacher should be contacted to discuss this.

### 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 for the agreement.)

### INTERNET USE AGREEMENT

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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.

I 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.

#### LIVING OUR FAITH

At St. Patrick School, our students learn about their Catholic faith in religion class each day and receive the sacraments. Our students and staff pray daily, celebrate the Eucharist weekly, during feast days and special events. 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.

#### 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. St. Pats participates in the National School Lunch Program that is partially funded by the Federal Government. 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 \$2.95 per day and adult or guest lunch \$3.65. A carton of milk is included with each lunch. Parents can deposit money into a family school lunch account at any time. Families are informed by the school office when a lunch account balance is below \$5.00 and additional money needs to be placed in the account.

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 \$ .30 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.

### 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 our students under the guidance of the classroom and music teachers. Students have an opportunity to 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 at 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. St. Patrick clergy provide the instruction, supervise the practice, and make the serving schedules. Students serve during school, parish daily and Sunday Mass.

### 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.

### 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.

### PHYSICAL EDUCATION

Each child will participate in physical education class each week. These classes may be held in the gym or on the playground. Students are to dress appropriately for physical activity on days of scheduled P.E. class. Non-marking athletic shoes are required for P.E. Students in grades 5-6 wear gym clothes (t-shirts / shorts) for P.E classes.

### 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. Pats 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 Guidance Counselor, and/or the Principal to discuss a child's learning needs and make a request for assessment services.

## RECESS

Students are given recess periods during the day for their physical, social, and intellectual well-being. Students are expected to go outdoors unless there is a legitimate medical reason. Parents must request in writing on a daily basis that their child be excused from this activity. Students need to come to school appropriately dressed for the weather. In case of extremely cold or otherwise inclement weather, provisions will be made for recess periods inside the school.

Teachers supervise the recess periods during the morning and the lunch hour recess. Playground activities are directed with the help of volunteers during the lunch recess. The school playground is a place for children to play and have fun without unnecessary danger or adverse conditions. Students are responsible to follow all rules and regulations so that all may participate in and enjoy safe activities. Please review the list of playgrounds expectations with your child/children and remind them of their responsibility to follow all rules and play safely.

## RELIGION

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.

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, school's teachers and 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.

## SCHOOL DAY

The school day for St. Patrick School elementary students begins with morning announcements at 8:00am and ends at 3:00pm. Students may be dropped off beginning at

7:00 and begin entering the classrooms at 7:45. Please drop off students with enough time to get to their classrooms and prepare for the day. All students should be dropped off and picked up through the lower parking lot entrance. The Pre-school three and Four Year Old Kindergarten morning session runs from 8:00am – 11:00am. The afternoon session runs from 12:00 noon to 3:00pm 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.

### 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 SUPPLIES

Students need to purchase and have the appropriate school supplies to complete their school work and be actively engaged in learning. Certain school supply items may need to be purchased through the school. Families in need of assistance with the purchase of school supplies should contact the school office to request assistance. Requests are kept confidential.

#### SCHOOL VISITS

Our teachers and students value their instruction and learning time. Parents and family members should not stop at, and/or go into their child's classroom or any classroom during the instructional day. Doing so is a distraction for the students and teacher and interrupts instruction and learning.

When parents need to deliver items or messages to their child, the school office staff will call for the student to come to the office or the office staff will deliver the item to the child in the classroom.

If it is necessary for a parent(s) to visit with a teacher, staff member, or their child during the school day, necessary arrangements should be made in advance through the school office so that a mutually convenient and appropriate time may be scheduled. When arriving at school, parents must stop by the school office, sign in, and pick up a visitor badge.

Occasionally, requests are made by students to bring other children, relatives, pre-school brothers and sisters, etc. to visit school. Parents of the enrolled child must make arrangements with the building administrator 48 hours prior to the visiting child's school visitation. Visitation will occur during non-instructional time and the child/ren need to be accompanied by an adult.

### 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 (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 pick up 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.

### SNACK BREAK

Elementary students are provided a snack break during the school day. Students may have milk with their snack. Parents are responsible for paying for their child's milk. Information about students having milk with their snack (including the price) is sent to parents at the beginning of each school year. Parents may pay for this milk semi-annually or annually. Families should complete the appropriate form and make the necessary payment to sign their child up for this program. Parents are responsible for paying for this optional snack on the same form as snack milk.

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 ARRIVAL AT SCHOOL

On fair weather days, when arriving at school, students should be dropped off on 11<sup>th</sup> Ave. N (along fence or school building). Students will place their backpacks near the school building and remain outside to participate in the school's walking program. Students walk on the designated track on the lower playground. On inclement weather days, these students may be dropped off near the lower school entrance (gymnasium) doors and proceed to the gymnasium to walk. Students will be supervised by St. Patrick School staff as they participate in the walking program. Students may be dropped off at 7:00am to begin supervised morning walk. No student should be on the school grounds prior to this time unless they are scheduled to see a specific teacher for school business or pre-approved by the principal.

Preschool and Kindergarten students will be walked up to their classrooms with their teachers. Students may go to their classrooms at 7:45 a.m. Students should be dropped off at school no later than 7:50 a.m. so they are ready to begin promptly at 8 am. Bus students will be dropped off at the designated bus drop off area (11th Ave.) and walk on the sidewalk to the school.

Afternoon Four-year-old kindergarten students may begin arriving at 11:45 a.m. The four-year-old kindergarten day begins at 12:00 noon and ends at 3:00 p.m. Parents should use the main entrance when dropping off students in afternoon 4K.

### STUDENT DISMISSAL FROM SCHOOL

Parents should use the lower parking lot doors for dismissal. After safely parking your vehicle, please proceed to your child(ren's) classroom to pick up your student(s). Students will proceed to their family car and then cautiously drive through the parking area and exit. Students who walk or ride their bike home will be dismissed from the classroom. Students riding a school bus line up near the flag pole at dismissal. Afternoon 4k students and their siblings may be picked up on the upper playground. ***The main entrance will only be used as an exit at dismissal. Please do not enter here for pickup.***

### SURROUND CARE

Preschool three and four-year-old students are eligible to participate in surround care. Surround care is available for four-year-old kindergarten students during the school day when they are not in 4K class. Morning 4K students may attend surround care in the afternoon from 11am to 3pm. They will eat lunch and have a rest time followed by afternoon activities. Afternoon 4K students may attend surround care in the morning from 8am to 11:45am. Students will participate in age appropriate activities until their 4K class begins at 11:45. Fees for this service are paid weekly or monthly. Please complete and return the registration form to the school office if you need surround care for your child.

### 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.

### TESTING PROGRAMS

Students in grades four will take the Forward Exam in the spring. Students in grade five will complete the Diocese of La Crosse Faith and Knowledge Religion Assessment each fall. Students' assessment results will be forwarded to parents/guardians upon the receipt of the results. In addition, teachers review and analyze the assessment results to assist with meeting the needs of individual students as well as for instructional planning for their class and our school. Students participate in the STAR assessment three times during the school year. These assessments are used to guide classroom instruction and meet the needs of our students individually.

### 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. This allows for the school and school system to assist the student and family with transitioning from St. Patrick School to the new school and system.

### TUITION BILLING & PAYMENT POLICIES

Aquinas Catholic Schools provides families online access to their financial account and options for managing the payment of tuition and fees. Families can use this system to confirm their account balance, review transaction history, and make payments via credit card or automatic bank draft. Families can choose to pay their tuition bill in a variety of ways over 1 – 11 months. Details on the various payment plan options will be provided to families in the spring.

### LATE ENTRY / EARLY WITHDRAWAL:

Students who begin attendance at Aquinas Catholic Schools within the first two weeks of classes will be billed the full annual tuition rate. After the 2nd week of classes, late enrollees will be billed on a monthly prorated basis, based on a 10-month billing cycle (August–May).

If a student attends any school days in a month, the family will be responsible for the full month. Tuition for early withdrawals will be prorated on the same basis, as well as any financial assistance awards. Tuition credits for early withdrawals will be posted to the ACS family account. If a family is overpaid, a refund check will be issued by the Aquinas Catholic Schools Finance Office.

#### Family Accounts:

Aquinas Catholic Schools relies upon tuition collection for 39% of the budget to provide quality Catholic education to our students. Therefore, when tuition payments become delinquent, it affects the successful operation of the school system. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Aquinas Catholic Schools Finance Office to make alternate payment arrangements.

When tuition payments are not made as scheduled, the following steps will be taken:

1. **30 days past due** - The family account is considered past due when the account is 30 days beyond the scheduled payment due date under the agreement established with ACS. It is the responsibility of the family to contact the Finance Office to correct the situation or make an acceptable alternate plan for payment.
2. **60 days past due** - When the family account is 60 days beyond the scheduled payment due date under the agreement established with ACS, the following steps will be taken:
  - a. The family shall receive written notification that their account is past due, with a copy of this policy.
  - b. If the family has not made a payment or contacted the Finance Office to make alternate payment arrangements, a \$25.00 late fee will be added to the family account balance.
3. **90 days past due** - When the family account is 90 days beyond the scheduled payment due date under the agreement established with ACS, the following steps will be taken, in addition to the above steps:
  - a. Report cards and transcripts will be withheld until payment in full is received, or an acceptable alternate payment plan is implemented.
  - b. Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate payment plan is in place.

#### End of School Year Balances:

All tuition bills must be paid by May 31, or the family must have an alternate plan for payment approved by the Finance Office. The following steps will be taken for families with unpaid balances that do not have an acceptable payment plan in place with the Finance Office:

1. Family shall receive written notification that their account is past due, with a copy of this policy.

2. Report cards and transcripts will be withheld until payment in full is received, or an acceptable alternate payment plan is implemented.
3. Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate payment plan is in place.
4. Families not re-enrolling in Aquinas Catholic Schools for the following year will have their delinquent balance turned over to a collection agency.

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. (See Diocesan Policy DSP 1391/1392)



**Tuition, Scholarships, and Financial Guidelines**  
**2017-2018 School Year**

A Catholic education is a shared investment in your child’s future. The average cost to educate an Aquinas student is approximately \$8,450, but parents are only asked to pay a portion of this total. The generous contributions of our supporting parishes, the Aquinas Schools Foundation, and individual benefactors allow us to provide your child(ren) outstanding educational opportunities at affordable tuition levels. We also make substantial funding available for grants and scholarship.

	Member of a supporting Parish	Catholic, non-supporting Parish	Non-Catholic
3 year old preschool 2-5 half days	\$1570-\$2272		
4 year old Kindergarten 5 half days	\$2272	\$2272	\$2380
5 year old Kindergarten through grade 6	\$3012	\$3714	\$4908
Aquinas Middle School	\$3689	\$4390	\$5628
Aquinas High School	\$7056	\$7670	\$8715
International Student		\$9950	

**Fees:**

\$100 per family is required at the time of registration. This fee is non-refundable.

**RETURNING FAMILIES:** An early re-enrollment discount will apply before February 28, 2017. Families who complete the registration process by this date will have the fee credited toward their tuition bill in the fall. For re-enrollments received after Feb. 28, the fee will not be credited toward tuition.

**NEW FAMILIES:** The registration fee will be credited toward fall tuition, regardless of



the date of registration.

Aquinas Catholic Schools does not charge other annual fees. However, families are expected to pay for special events at different grade levels such as graduation/commencements, retreats, field trips, and may be asked to pay a nominal fee for some courses.

**\*Supporting Parishes of Aquinas Catholic Schools:**

La Crosse: Blessed Sacrament; Holy Trinity; Mary, Mother of the Church; Roncalli Newman; St. James the Less; St. Joseph the Workman Cathedral

North: St. Elizabeth Ann Seton-Holmen; St. Patrick-Onalaska

South: St. Charles-Genoa; St. Mary-Coon Valley

East: St. Joseph-St. Joseph Ridge; St. Leo the Great-West Salem; St. Mary-Bangor; St. Peter-Middle Ridge

**SCHOLARSHIPS AND GRANTS AVAILABLE:**

**All Students grades 5K-12: FACTS Application (grades 5K-12)**

Families requiring need-based grants and scholarships are required to submit a FACTS Grant & Aid Application along with supporting documentation in the form of tax returns. Approximately one-third of Aquinas students receive need-based scholarships.

**A. Eligibility:**

- a. Students in 5-year-old Kindergarten through 12<sup>th</sup> grade are eligible
- b. A student must be enrolled and have paid the \$100 family registration fee/deposit
- c. The family must submit a FACTS application and the required tax documents
- d. Scholarships are only awarded one year at a time and do not renew automatically. Families must reapply each year.
- e. A family's financial account must be paid in full or an acceptable payment plan in place before any aid award for a subsequent year is made.
- f. In order to keep a scholarship/grant for the entire school year, a student must make satisfactory academic progress and adhere to the rules and regulations of Aquinas Catholic Schools.

**B. Procedures:**

- a. Aid is given to families based on financial need.
- b. In order to award financial aid that is truly representative of the needs of each student and his or her family, ACS makes use of the FACTS Grant & Aid Assessment Service.

- c. Only applications with a FACTS status of “verified” will be processed. Supporting tax documentation must be submitted to FACTS to verify each application.
- d. All financial information is treated confidentially.
- e. Aquinas believes that every family should make some level of investment toward their child’s education. Therefore, no “full-ride” scholarships are awarded.
- f. Aquinas does not award scholarships based on athletic ability or achievement.
- g. If a student withdraws from ACS during the school year, any scholarship awards will be prorated and the unused portion returned to the appropriate scholarship fund.

**C. Criteria:**

- a. ACS contracts with FACTS to process financial applications and provide an objective analysis of each family’s need. This calculation is one component used by the school system to prioritize aid to families with the greatest need and also includes total family income, household size, total ACS tuition for the family, and other extenuating circumstances.
- b. The president of Aquinas Catholic Schools awards all scholarships.

**D. Timeline:**

- a. FACTS aid applications are available in January of each year. Forms may be obtained from any school office or the ACS finance office. Applications may also be submitted online at [www.factstuitionaid.com](http://www.factstuitionaid.com). There is a \$35 application fee that must be paid directly to FACTS.
- b. Aid is awarded in several rounds. **The earlier an application is submitted, the greater the chances of receiving aid. We encourage families to apply as early as possible.**

New families or late enrollees after August 31 may submit an online FACTS application until October 31. After that date, only paper applications will be accepted and should be submitted directly to the ACS Finance Office.

Emergency applications – Families experiencing an unforeseen change in family finances (job loss, medical issue, or other) during the school year may apply for a “Guardian Angel” Grant. Please contact the ACS Finance Office for more details.

**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 may be charged a 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.

### VACATIONS

It is important that students are in the classroom when school is in session. Each family is asked to take their vacations when school is not in session. St. Patrick School staff realizes that this is not always possible. If parents must take a student out of school for a vacation, we ask that you notify the school in writing in advance.

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. 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. In addition, students may have difficulty socially after long absences. Please take note of the testing schedule and not take vacations during this time.

### VOLUNTEERS

Volunteers are very important and needed to help in classrooms, work in the Library, Art classroom, help with lunchroom and recess supervision, help students and do office/clerical work. 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.

### **MISCELLANEOUS INFORMATION**

#### ANIMALS AT SCHOOL

Approval for bringing animals to school shall be obtained from the teacher/principal. Due to students' allergies, certain pets are not allowed in the school building. All city ordinances apply with regard to dogs on public property.

#### FLOWERS AND BALLOONS

Parents are discouraged from sending flowers and balloon bouquets to their child while at school. If flowers and balloon bouquets arrive at school, they will be kept in the school office and delivered to student at the end of the day.

#### NUISANCE ITEMS / TOYS

Nuisance items(s) are any item(s) that are found to be a distraction to the classroom or school atmosphere. These items should be left at home unless a request is made by the teacher to have them brought to school. Such nuisance items include but/are not limited to fidget spinners, electronic games/equipment, cassette/CD players, headphones, radios, televisions, cell phones, trading cards, collectibles, etc.

#### SKATEBOARDING

Students are not allowed to bring skateboards, scooter boards, and roller blades to school. All skateboarding is prohibited on school property as per city ordinances. Students are not allowed to wear 'Heelies" shoes to school.

**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.**

# St. Patrick School an Aquinas Catholic School

An equal opportunity provider

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

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## 2018-2019 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.

**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 assistant 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.

**St. Patrick School**  
an Aquinas Catholic School

**STATEMENT OF COMPLIANCE**  
**2018-2019**

Our family has reviewed the 2016-2017 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 LaCrosse reserve the right to delete, add to and / or amend the information, guidelines, and regulations contained in this handbook during the academic year.

St. Patrick School Family Name	
Student's Name	Grade
Student's Name	Grade
Student's Name	Grade
Student's Name	Grade
Parent / Guardian Signature	Date
Parent / Guardian Signature	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: [www.dioceseoflacrosse.com](http://www.dioceseoflacrosse.com)

Parent Signature		date		Parent Signature		date
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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).**