



OF CATHOLIC EDUCATION!
1938-2018

Blessed Sacrament School

Family Handbook

2018-2019

This institution is an equal opportunity provider.

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Within the context of the handbook, you will see the notation DSP and DSR. The parts of policy marked as such are directly from the Diocese of La Crosse Policy and Regulation Manual for Schools. DSP is Diocesan School Policy and is a guide for discretionary action by schools. DSR is Diocesan School Regulation and these are rules with no room for discretion by individual schools. The entire manual is available for review in the school office.

BLESSED SACRAMENT SCHOOL-
An AQUINAS CATHOLIC SCHOOL serving Grades 3-6

Program Highlights

- *Comprehensive Catholic Education emphasizing the Catholic faith tradition.
- *Stressing involvement between family, school, and parishes.
- *Experienced teaching staff. Average class size is 18 students.
- *All teaching staff state licensed and certified including religious certification with the Diocese of La Crosse. Several teachers at Masters level.
- *Comprehensive, sequential Pre-K-Grade 12 curriculum as part of Aquinas Catholic Schools that is infused with Catholic values and teachings throughout.
- *Daily Religion classes, weekly participation in Mass, opportunities for the Sacrament of Reconciliation, many special prayer services, and opportunities for community service and continued spiritual growth.
- *Curriculum enhanced by classes in Art, General Music, Instrumental Music, Physical Education, Computer Education, Library/Media, International Languages, and Guidance.
- *Student progress reported at midterm, quarterly, and at parent request. Three regularly scheduled Parent-Teacher Conferences (Sept., Nov., & Mar.)
- *Consistent above-average performance on standardized achievement tests.
- *A variety of after school enrichment programs. After school care program from 3-6 p.m. each school day.
- *Exceptional school breakfast and hot lunch program.
- *Weekly Communication to families of school/parish/community news and activities.
- *A uniform dress code for students.
- *A Catholic school that makes a difference!!!

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.

Vision Statements for Blessed Sacrament School

Blessed Sacrament School will continue to develop a Christ-centered, functional, comprehensive academic program that addresses and challenges the intellectual, physical, emotional, and spiritual needs of each student; building a solid foundation for lifelong learning.

Blessed Sacrament School staff will have relevant professional development opportunities, current resources, and access to emerging technologies.

Blessed Sacrament School will provide a comprehensive assessment program with an array of formal and informal opportunities for students to demonstrate the acquisition of knowledge and skill.

Blessed Sacrament School, in conjunction with its stakeholders, will devise an incremental plan to maintain and modernize a functional facility that will provide a safe, clean, comfortable and welcoming environment.

Blessed Sacrament School is part of a Christ-centered faith community working together toward knowing, loving, and serving God and others in this world so as to live with Him forever in the next.

Core Values

Blessed Sacrament School is a Catholic faith community which:

- is Christ centered,
- provides a safe environment,
- challenges its students and staff.
- develops character, and
- works for social justice.

*Be it known to all who enter here
that Christ is the reason for this school.
He is the unseen but ever present teacher
in its classes.
He is the model of its faculty
and the inspiration of its students*

Building Administration

Central Administrative Team

Mr. Ted Knutson, President
Maria VanVoorhis, HR/Payroll/Benefits
Kelly Reinhart, Admissions Coordinator
Tammy Byington, Controller
Mary Schaub, Finance Assistant
Holly Gerling, Finance & Development Assistant
521 S. 13th Street
La Crosse, WI. 54601
(608) 784-8585
(608) 784-9988 Fax

Development Team

Brad Reinhart, Director of Development
Chandra Frydenlund, Marketing
521 S. 13th Street
La Crosse, WI. 54601
(608) 784-0707
(608) 784-0736 Fax

St. Joseph the Workman Cathedral School **(4K-Grade 2)**

1319 Ferry Street
La Crosse, WI 54601
(608) 782-5998
(608) 784-9933 Fax
Principal: Mrs. Patty Gallagher-Kostmatka

Blessed Sacrament School

(Grades 3-6)
2404 King Street
La Crosse, WI. 54601
(608) 782-5564
(608) 782-7765 Fax
Principal: Mrs. Kay Berra

St. Patrick School

(PreK3-Grade 6)
127-11th Ave. North
Onalaska, WI 54650
(608) 783-5483
(608) 783-2128 Fax
Principal: Mrs. Sue Amble

Aquinas High School & Middle School **(Grades 7-12)**

315 South 11th Street
La Crosse, WI 54601
(608) 784-0156
(608) 784-0229 Fax
Principal: Mrs. Denise Ring
Associate Principal: Mr. Kevin Schreiner
Chaplain: Fr. Matt Marshall
& Fr. Nathaniel Kuhn

History of Blessed Sacrament School

Bishop Alexander McGavik announced the establishment of Blessed Sacrament Parish in June, 1937. Its first pastor was Monsignor Victor Plecity who was overseer of the building of a church-school combination building. The first floor of this building served as a temporary church, while the classrooms were occupied by 261 students. The first graduating class of Blessed Sacrament School was comprised of 30 students in June, 1939. The school was originally staffed by eight Franciscan Sisters of Perpetual Adoration from St. Rose Convent for grades 1-8. The Franciscan Sisters of Perpetual Adoration served Blessed Sacrament School until May, 1990.

An addition was built to Blessed Sacrament school in 1955 making the total number of classrooms 13. In 1967, the second addition to the school building brought new offices, a faculty room, three more classrooms, a library, and a gymnasium/auditorium. The last major remodeling of the building occurred in 1995 when a Library/Media Center, General Music, and Phy. Ed. office was constructed.

A half-day kindergarten program was added to the offerings at Blessed Sacrament School in 1985. In August 1992, the Catholic parishes of La Crosse, under the direction of Bishop John Paul, joined together to open Aquinas Middle School to serve seventh and eighth grade students from the greater La Crosse area. Blessed Sacrament School would now house students in grades kindergarten through six. A full day, everyday kindergarten program was started at the school in 1993. In 2003, Blessed Sacrament School added a four year old kindergarten program to its offerings. January 1999 brought the announcement from Bishop Raymond Burke of the formation of Coulee Catholic Schools to begin in August of 2000. Fourteen cooperating Catholic parishes of the area would work together to support and govern Coulee Catholic Schools. St. Thomas More Parish School was closed with this announcement. In June of 2002, Holy Trinity School closed. After much consultation, February 2005 brought the announcement of a major change in the configuration of Coulee Catholic Schools by Diocesan Administrator, Msgr. Richard Gilles. In the city of La Crosse, families choosing Coulee Catholic Schools would for the 2005-06 school year enroll students, 4K through grade 2, at Cathedral School and students in grades 3-6 at Blessed Sacrament School. The decision included the closing of Mary, Mother of the Church School and St. James School. These difficult decisions brought financial stability to the consolidated school system. July 1, 2009 brought about a new era for the Catholic schools serving this area. A new system identity was unveiled. The school system would now be known as Aquinas Catholic Schools (ACS). The fourteen Catholic parishes supporting Aquinas Catholic Schools and Bishop William Callahan in the mission of Catholic education and are poised to continue to insure the availability of Catholic education for the generations to come.

School Curriculum

The basic curriculum for grades three through six consists of the following: Religion, Language Arts, Mathematics, Science, Social Studies, Spelling, Handwriting, Reading, General Music, Physical Education, Art, Technology Education, Library Skills, Instrumental Music, and International Languages. Aquinas Catholic Schools, Pre-K through 12, work cooperatively to update and develop a uniform, comprehensive, and sequential curriculum for each subject area. Textbooks and instructional materials are purchased on a rotating cycle when curriculum is updated. Teachers are provided with opportunities and encouraged to keep updated with current educational practices. Parents are regularly informed about classroom curriculum content through grade level newsletter/online updates. Grade level curriculum guides and expectations are available for parents.

Educational Authority in the Diocese of La Crosse

The Bishop of La Crosse, as the canonically appointed head and teacher of the Church in the diocese, is responsible for the entire educational program in the diocese. The Diocesan Education Commission, along with the appropriate directors, helps to formulate and recommend policies for educational programs. All policies in the Diocese of La Crosse need the approval of the Bishop. The Bishop delegates the responsibility of implementing the policies related to Catholic schools in the diocese and issues appropriate directions for carrying out these policies to the diocesan director of the Office of Catholic Schools. (DSP 1101).

See next page for the Diocese of La Crosse Organizational Chart for Unified Schools President-Principal Model (DSP 1201 Table B).

Aquinas Catholic Schools Education Commission

The Aquinas Catholic Schools Education Commission is formed by the member parishes as a consultative body to assist the president, dean, and pastors in overseeing the operation of Aquinas Catholic Schools. The Commission derives its authority and responsibility from the Diocesan Bishop and the dean. The Commission is a representative Christian group of parish/institution members, responsible to the dean and pastors, that has delegated authority to identify and articulate Aquinas Catholic Schools' educational goals and objectives, by being a policy forming and consultative body. In its consultative role, the Commission is guided by the recognition that the responsibility of pastoral authority rests with the Office of the Bishop, the dean and the pastors; that the Commission is responsible for policy formation; and that the office of the president has the responsibility and authority to administer and carry out the policies of the Commission, deanery, and diocese. The Aquinas Catholic Schools Education Commission meets four times per year. Please see your pastor or school building principal for a list of current members of the Aquinas Catholic Schools Education Commission.

Absences and Tardiness

Daily attendance is essential to success in school. If it is necessary for a student to be absent or tardy, the parent/guardian must call the school office between 7 and 8:30 a.m. to inform the school. A telephone call is better than e-mail as e-mail may not be checked until later in the day. If the school is not informed, it then becomes the responsibility of the school to find out why the student is absent. Absences and tardiness are recorded on the student's permanent record. Students are considered tardy if they are not in the homeroom by 7:50 a.m. Students are not considered tardy if a bus arrives late or serving Mass. Parents are asked to call or send a note with regard to clinic appointments, and whenever possible, attempt to schedule appointments after school hours or on non-attendance days. (See also "Leaving the School Premises.")

Absences-Extended

Families are strongly encouraged to plan vacations around the school attendance calendar to avoid extended absences because it is impossible to replicate the instruction that takes place in the classroom on a daily basis simply by completing written assignments. In the case of an extended absence, the school should be notified, in writing, as soon as possible. Student work will be collected in a folder and given to the student upon his/her return. The student will have the number of days to make up this work equal to the number of school days absent. **PLEASE DO NOT REQUEST THAT WORK BE PREPARED AHEAD OF TIME.** Students can always work ahead in the Spelling workbook and can do some reading. The school will not take responsibility for a student falling behind because of family vacations during the school year.

Administrative Recourse

Any grievances by or on behalf of the students shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and all employees, students, and their parent(s)/guardian(s) are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by or on behalf of the student. (DSP 5901)

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

1. Teacher or other school employee
2. Principal
3. President
4. Dean of La Crosse Area Pastors
5. Diocesan Director of Catholic Schools
6. Diocesan Bishop

Procedure in the Diocese of La Crosse:

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first is to confront the person in questions 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, she or she may present the grievance to the pastor of the Church with thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse is also to be made in writing and is to state the reasons for the response given.

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

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

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

Administrative Recourse Continued

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Can. 1732-1739)
(DSR 5901)

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. (DSP 5902)

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

Admissions/Attendance Requirements

A child between the ages of 6 and 18 who has not graduated from high school is required to attend a public or private school full time, if not exempted by certain provisions of the law. (DSR 5110)

A child must be five years old by September 1 of the current school year to enter into Kindergarten or six years old by September 1 of the current year to enter first grade. Current immunization records must be provided for those students entering school as well as a record of a current physical and dental check-up for those entering school for the first time. See Appendix for current Wisconsin immunization requirements.

Students who transfer to Blessed Sacrament School, grades 3-6, from outside Aquinas Catholic Schools are admitted on the basis of 30 school days probation. In those 30 school days, the student's academic performance and behavior will be evaluated. Prior school records will be examined. The parent/guardian will receive a letter from the school administrator after the 30 days confirming admission or requesting a conference.

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 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)

Admission of a Child Temporarily Residing with a Family

A non-family member residing with a family which wants the child to attend the school may do so provided:

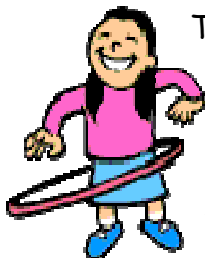
1. The family is an active member of a supporting parish of Aquinas Catholic Schools or the family currently has children enrolled in Aquinas Catholic Schools.
2. The family agrees to pay tuition for the child as if the child were a member of the family.
3. Family member(s) responsible for the care of the child sets up a meeting with the school administrator.
4. The school administrator, in consultation with the system President, must agree that admittance of the child does not jeopardize the learning environment for currently enrolled students with consideration given to:
 - a. class size.
 - b. child's language skills.
 - c. child's social skills.

Notice of Nondiscriminatory Policy as to Students

Blessed Sacrament School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

After School Care Program

BLESSED SACRAMENT SCHOOL AFTERSCHOOL PROGRAM FEE INFORMATION 2018-2019



The Blessed Sacrament School After-School Program is financed entirely by program participation fees. Regular and prompt payment will keep costs down and will be greatly appreciated. If you plan to use the After-School Program at any time during the school year, even on an occasional basis, a registration form must be completed and returned to school.

No child(ren) can be accepted in the After-School Program unless a registration form has been received by the school office. This is required for the safety of your child(ren) in the program and at release time.

Program Rates:

	By 4:00 p.m.	By 5:00 p.m.	By 6:00 p.m.
1 Child	\$4.50	\$6.50	\$9.00
2 Children	\$6.50	\$11.00	\$13.50
3 Children	\$9.00	\$15.50	\$19.00
4 Children	\$11.00	\$19.50	\$22.00

Payment is requested at pick up time:

1. By the day for those using this service on an occasional basis (2 times per week or less).
2. On Friday, or the last school day of the week, for those using this service on a regular weekly basis (3 or more times per week).

Payments are made by ACH payment. The ACH payment must be set up ahead of time using the form attached. Checks should be made out to Aquinas Catholic Schools (ACS) and only used in the event of unexpected care.

Pick up time must be no later than 6:00 p.m. If pick up is made after 6:00 p.m. an additional \$5.00 per child, per 15 minutes late fee will be charged.



Students must be signed out of the program by a staff member. No child will be permitted to leave unless signed out by one of the authorized persons whose name appears on the child's enrollment form or by written notice of the parent/guardian. Proper identification must be shown by all persons picking up children other than parent/guardian.

Announcements

Announcements are made over the school public address system at 7:45 a.m. and 2:50 p.m. Morning announcements include prayer and the Pledge of Allegiance. If you have announcements concerning scout groups or athletic practices, please give them to the school principal so that they can be included. All students should be instructed to listen attentively for schedule changes that are announced at these times.

Arrival and Dismissal

Students may go to their classroom beginning at 7:35 a.m. each school day. Students who must be dropped off earlier should report to the school cafeteria where supervision is provided. The door off the school parking lot is open at 6:45 a.m. and the silver doors at the 24th Street main entrance to school are open at 7 a.m. Parents/guardians who drop students off should do so on the parking lot as the 24th Street side of the building is used by the district buses. School dismisses at 3:00 p.m. School staff assists with supervision outside after school until 3:15 p.m. Please pick up children by 3:15 p.m. or call the school office if you are going to be late. Students left after 3:15 p.m. without parental supervision will be directed to the School After Care Program and families will be billed for the care.

Assemblies

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include Veteran's Day, Columbus Day, Science, Religion, Music or Cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Student attendance is a privilege and parents and siblings are always welcome. Special attention to etiquette and good citizenship is expected of all attendees.

Audio-Visual Materials

All outside speakers, programs, AV materials and literature used in the school are to have the prior approval of the school administrator. Care should be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools. The USCCB movie rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location of those recommended by school personnel. If the rating of a movie cannot be found, the Diocesan Office for Catholic Schools should be called to find out the rating. (DSP 6410) For purposes of classification, an adult is considered to be 18 years or older. The Appendix of this handbook contains a document by which a parent can request the reconsideration of educational materials used in the school.

Asbestos

NOTICE OF
ASBESTOS INSPECTION
MANAGEMENT PLAN LOCATION AND AVAILABILITY

Blessed Sacrament School
School

August 29, 2018
Date

The original EPA AHERA asbestos inspection, management plan documents, and additional information pertaining to response action activities, post-response activities, periodic surveillance, 3-year re-inspections, that are planned or are in progress, are available for review during this 2011-2012 school year. The 3-year asbestos re-inspection of our facility has been completed and is also on file for your review.

If you wish to review this school's EPA AHERA-related documents, appointments must be made with the Asbestos Program Manager (as listed below) at least one working day in advance. Copies of the documents are available from the same location upon 5 days notice at \$0.10 per copy.

Blessed Sacrament School

2404 King Street La Crosse, WI 54601

Mrs. Kay Berra-School Principal (608) 782-5564

Athletic Competition and Eligibility

Athletics should enhance and compliment the school's educational program. Through the volleyball (gr. 5 & 6 girls) program, the school strives to provide experiences to help 5th and 6th grade girls develop a Christian attitude toward cooperation and competition as well as to develop physically, mentally, and emotionally. Participation in athletics, both as a player and a spectator, is an integral part of the student's whole education experience.

Participation in athletics is a privilege that carries with it responsibilities to the school, the team, the student body, community, and to the student herself. In play and conduct, she is representing skills and emotional patterns that he/she possesses, thereby making her a better Christen and citizen. All athletic programs are under the general supervision and authority of the school principal. The principal shall name an Athletic Director who, with the help of parent volunteers and coaches, shall oversee the Athletic Program and enforce the below listed codes of conduct for Coaches, Parents, and Players. Coaches, parents and student participants will be apprised of all rules of the sport in mandatory group meetings prior to the start of each session. Since the primary purpose of the athletic program is to provide wholesome, supervised, recreational activity; there will be no "cuts" regardless of ability and each participant will be provided with ample playing time in each game as to give the student sufficient opportunity to make a meaningful contribution to the team. The Athletic Director will prepare an athletic program budget, collect fees, schedule games, maintain facilities and equipment, and obtain coaches and referees, and be responsible for the general operation of the program.

Rules for Participation in Athletic Programs:

1. Students participating in the athletic program are under the direct supervision of the school principal.
2. No student may participate in any other organized basketball or volleyball program that runs simultaneously with the school program.
3. Students must have the proper equipment to participate in the sport and attend practice regularly. Practices may be limited by gym availability.
4. Since athletics are a privilege, students must be beyond reproach in character. Misconduct in the classroom, building, or during practice/competition shall result in a written warning to the parent and student on the first incident and suspension or dismissal from the athletic program for subsequent violations.

Coach's Code of Ethics

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will use coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children, not adults.

Parent's Code of Ethics

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parent's Code of Ethics Pledge.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
- I will remember that the game is for youth—not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I will promise to help my child enjoy the youth sports experience by doing whatever I can such as being a respectful fan, assisting with coaching, or providing transportation.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coach's Code of Ethics.

Players' Code of Ethics

- I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials, and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it's important to me.
- I will do my very best in school.
- I will remember that sports are an opportunity to learn and have fun.

Concussion Awareness

Any student participating in school volleyball or basketball programs will be required to sign the Concussion Information sheet prior to the season.

To our Coaches:

As a coach you have the greatest influence on the participants and their parents. You can strengthen the league and serve your players best by putting aside the attitude of "winning at all costs" and emphasize skill development, confidence, sportsmanship, friendly competition and **FUN**.

Bicycles

Bicycles may be used to go to and from school but may not be used around the school grounds during recess. All bikes are to be chained and locked to the bike racks provided. The school is not responsible for vandalism to bikes. Skateboards and roller blades do cause difficulty in storage for the school day, so students may want to choose another method of transportation to school.

Bomb Threats

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

If a bomb threat is received, the school will be immediately evacuated. Students will be taken to the parish church. The person who receives the call should: 1) not hang up the phone the call came in on, 2) notify the principal or teacher-in-charge, 3) direct someone to immediately go room to room and announce the evacuation to the person in charge in each room and give school occupants the direction to move quickly to the church (the public address or school alarm system is not to be used), 4) go to another location, other than the school, to call emergency authorities, 5) contact the Diocesan Directory of Catholic Schools as soon as possible.

The building is to be occupied only after reasonable assurance that the bomb threat was false or the bomb was located and removed. (DSR 6126).

Breakfast

A hot breakfast item and cold cereal are served in the morning between 6:45-7:35 a.m. in the school cafeteria. The cost for breakfast is \$1.75. This may be paid for by the student at the time of breakfast or in the office. A menu is provided monthly to indicate the hot breakfast item of the day. Please note that menus are subject to change without notice. The USDA is an equal opportunity provider and employer. Families who may qualify for free or reduced breakfast may contact the school office for an application.

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 report these acts to the principal. Students who are either a victim of bullying or are aware of bullying involving another student are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal may take disciplinary action, including, but not limited to: detention, suspension, expulsion and/or referral to law enforcement officials.

Bus Conduct

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 their 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.

Bus Routes and Operating Policies

Inclement Weather:

Because these bus routes serve a larger geographical attendance area for our schools, it is likely that winter weather conditions in one area may be worse than in others. Even if Aquinas Catholic Schools remain in session, there may be times that it is not deemed safe to run our outlying bus routes. In those events, media will be asked to list ACS as open, but with "snow routes" or "buses on main roads only". **A school status of "snow routes" or "buses on main roads only" means that chartered routes to surrounding communities will not operate that day.**

Parents should examine road conditions and determine if and when it is safe to consider alternative transportation.

Absences or tardiness due to a cancellation or delay of charter routes will be considered excused absences.

Public school bus routes for residents of the School Districts of La Crosse, Onalaska, and Holmen will continue to operate if ACS and the public school districts remain open.

In the unlikely event that severe weather forces chartered afternoon bus routes to begin early, students will be excused from classes in order to ride the bus. The school will contact parents, or the emergency contact provided by parents, to notify them if afternoon buses are running early.

Bus Stops & Times:

Pickup and drop off locations are subject to change to ensure safe and efficient operation of buses. Please contact GO Riteway or your local school district prior to the start of school to make sure your child is on the pickup list. **Pickup and drop off times are approximate** and will vary based on the number of riders, traffic, road conditions, etc. For the first few weeks, please plan to arrive at your stop at least ten minutes ahead of the listed time. Once the schedule pattern is established, please schedule to arrive at least five minutes early. Buses cannot wait for students. Parents are responsible for ensuring proper supervision for their children at pickup and drop off locations.

Cost:

The cost of chartered routes is included in the tuition for students enrolled in Aquinas Catholic Schools or Luther High School. There is currently no additional fee.

Chartered Route Sign Up:

To add your name to the rider list for one of these chartered routes, please contact GO Riteway at 608-881-6370. GO Riteway will be able to answer any questions and give more details on pickup locations and schedules as the rider list is finalized.

Additional Questions

If you have additional questions that can be addressed by Aquinas Catholic Schools, please contact our Admissions Office at (608) 784-8585 or Admissions@AquinasSchools.org.

2018-2019 Transportation

School District Routes

Under Wisconsin state law, if a parent chooses a private school, their public school district must transport the student(s) to the private school free of charge (or pay a contract fee to parents) if the private school is within the public school district or five miles from its district boundary. The family generally must live more than two miles away from the private school to qualify for transportation. To be placed on the rider list, parents should contact their district of residence:

School District of La Crosse GO Riteway 608-881-6370

School District of Onalaska Ready Bus 507-895-2349

Onalaska Transportation Director 783-5489

School District of Holmen Transportation Department 526-4752

School District of West Salem Transportation Department 786-4356

(West Salem does not provide busing, but may pay a fee to parents to help reimburse costs. Please see chartered routes below for busing to Aquinas Middle School and High School.)

Chartered Routes

Aquinas Catholic Schools will continue its cooperative agreement with Luther High School to serve students who do not have access to public school transportation. This agreement gives students of our Catholic middle and high schools and Lutheran high schools access to the chartered bus routes of both school buildings, greatly expanding our transportation network and making Catholic middle and high school education more accessible to families in surrounding communities. Limited bus service is available to ACS elementary schools for families who do not have access to a Catholic school in a local parish. These bus routes are chartered through GO Riteway.

To add your name to the rider list for one of these chartered routes, please contact GO Riteway at 608-881-6370. GO Riteway will be able to answer any questions and give more details on pickup locations and schedules as the rider list is initialized.

School Calendars

Chartered routes will operate on days when ACS and/or Luther High School are scheduled to be in session. If one school is scheduled to be closed and the other is scheduled to be in session, chartered routes will still run for students of the school that is in session. However, if no student from that school regularly rides a particular route, GO Riteway may choose to not offer that route on those days.

School district routes will continue to run on days that ACS is scheduled to hold classes, but the public school district is scheduled to be closed.

Cafeteria

Students are escorted to the cafeteria by their teachers. Students are assigned seats at respective grade-level tables. If a student needs to leave the cafeteria for bathroom or other reason, they are to ask permission of one of the supervising adults. Students should exhibit appropriate table manners at all times. Students are to only be out of their seat one time to put out garbage or return their plate to the dish room. Students are dismissed by grade levels from the cafeteria.

Calendar for the School Year

A calendar for the upcoming school year is published in May of the current year and made available to all families. Additional copies are available in the school office at any time.

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

Aquinas Catholic Schools 2018-2019 School Calendar

AUGUST M T W TH F 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 T T T T X (29) ¹ 30 ² 31 ³ 3:4					
SEPTEMBER M T W TH F X 4 ⁴ 5 ⁵ 6 ⁶ 7 ¹ 10 ² 11 ³ 12 ⁴ 13 ⁵ 14 ⁶ 17 ¹ 18 ² 19 ³ 20 ⁴ 21 ⁵ 24 ⁶ 25 ¹ 26 ² 27 ³ D 18:1					
OCTOBER M T W TH F 1 ⁴ 2 ⁵ 3 ⁶ 4 ¹ 5 ² 8 ³ 9 ⁴ 10 ⁵ 11 ⁶ 12 ¹ T 16 ² 17 ³ 18 ⁴ 19 ⁵ 22 ⁶ 23 ¹ 24 ² 25 ³ 26 ⁴ C 30 ⁵ 31 ⁶ 21:1					
NOVEMBER M T W TH F 1 ¹ 2 ² (5) ³ 6 ⁴ 7 ⁵ 8 ⁶ 9 ¹ 12 ² 13 ³ 14 ⁴ 15 ⁵ 16 ⁶ 19 ¹ 20 ² C X X 26 ³ 27 ⁴ 28 ⁵ 29 ⁶ 30 ¹ 19:0					
DECEMBER M T W TH F 3 ² 4 ³ 5 ⁴ 6 ⁵ 7 ⁶ 10 ¹ 11 ² 12 ³ 13 ⁴ 14 ⁵ 17 ⁶ 18 ¹ 19 ² 20 ³ 21 ⁴ X X X X X X 15:0					
JANUARY M T W TH F X 2 ⁵ 3 ⁶ 4 ¹ 7 ² 8 ³ 9 ⁴ 10 ⁵ 11 ⁶ 14 ¹ 15 ² 16 ³ 17 ⁴ 18 ⁵ T (22) ⁶ 23 ¹ 24 ² 25 ³ 28 ⁴ 29 ⁵ 30 ⁶ 31 ¹ 21:1					
FEBRUARY M T W TH F 1 ² 4 ³ 5 ⁴ 6 ⁵ 7 ⁶ T 11 ¹ 12 ² 13 ³ 14 ⁴ 15 ⁵ 18 ⁶ 19 ¹ 20 ² 21 ³ 22 ⁴ 25 ⁵ 26 ⁶ 27 ¹ 28 ² 19:1					
MARCH M T W TH F 1 ³ 4 ⁴ 5 ⁵ 6 ⁶ 7 ¹ 8 ² 11 ³ 12 ⁴ 13 ⁵ 14 ⁶ 15 ¹ 18 ² 19 ³ 20 ⁴ 21 ⁵ 22 ⁶ 25 ¹ 26 ² (27) ³ 28 ⁴ D 20:1					
APRIL M T W TH F 1 ⁵ 2 ⁶ 3 ¹ 4 ² 5 ³ 8 ⁴ 9 ⁵ 10 ⁶ 11 ¹ 12 ² 15 ³ 16 ⁴ 17 ⁵ 18 ⁶ X X C C 25 ¹ 26 ² 29 ³ 30 ⁴ 18:0					
MAY M T W TH F 1 ⁵ 2 ⁶ 3 ¹ 6 ² 7 ³ 8 ⁴ 9 ⁵ 10 ⁶ 13 ¹ 14 ² 15 ³ 16 ⁴ 17 ⁵ 20 ⁶ 21 ¹ 22 ² 23 ³ 24 ⁴ X 28 ⁵ 29 ⁶ 30 ¹ 31 ² 22:0					
JUNE M T W TH F T 0:1					
Commencements May 25 - High School May 29 - Middle School May 30 - 6th Grade					
Conference Dates FALL: St. Pat's - September 18 Bl.Sac. - September 18 & 20 St. Pat's - November 13 & 15 Cathedral - November 13 & 15 Bl.Sac. - November 12 & 15 AMS - October 8 & 10 AHS - October 8 & 10 SPRING: Bl.Sac. - March 7 Cathedral - March 5 & 7 St. Pat's - March 7 AMS - February 25 & 27 AHS - February 25 & 27					
LEGEND X VACATION - NO SCHOOL T IN-SERVICE - NO CLASSES C COMP DAY - NO CLASSES D DIOCESAN IN-SERVICE (tentative) * MID QUARTER) END OF QUARTER (START OF QUARTER — 1ST/LAST DAY OF SCHOOL					
Quarter Days Quarter 1 = 44 (21+23) Quarter 2 = 45 (22+23) Quarter 3 = 45 (23+22) Quarter 4 = 42 (18+24)					
Finalized 1/8/2018					

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school administration is aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. The decision to cancel school due to inclement weather is made by the School District of La Crosse in consultation with the bus company. Cancellations are broadcasted over local radio and television stations. In the unusual circumstance where school must be cancelled during the school day, school administration and staff will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

Catholic Faith and Moral Standards

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 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).

Change of Address/Telephone/Emergency Information

At the beginning of each school year, parents are to fill out one enrollment/emergency form and for each child. The form gives names and addresses of parents at home and work as well as people to contact in case of an emergency. The enrollment/emergency information is maintained in Skyward and provided to teachers for field trips. It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

Code of Conduct

Aquinas Catholic Schools offers an environment for the development of the whole child--spiritual, physical, intellectual, cultural, emotional, and social. This Student Code of Conduct at Blessed Sacrament School endeavors to assist the process of forming self-disciplined young people who exhibit behavior that reflects Christian faith and promotes the values of respect, responsibility, trust, honesty, and compassion for others. Acceptable student behavior demonstrates the following:

- Respect for self and self-control when dealing with others.
- Resolution of conflict without physical violence.
- Courtesy in speech and manner.
- Acceptance of responsibility for academic achievement and moral development.
- Adherence to school dress code.
- Exercise of proper safety habits and care of school property.
- Respectful participation in school liturgies, assemblies, and extra-curricular activities.

Behavior which disturbs the learning atmosphere, infringes upon the rights of others, or is not in concert with Christian teachings of morality and ethics, will result in consequences that may include parental notification, detention, exclusion from extra-curricular activities, in-school or out-of-school suspension, counseling, and/or dismissal from school. The principal retains the right to amend the Code of Conduct at any time.

"Eagle Wings" Incentive Program for behavior, exemplary work, and good deeds. Students earn "wings" two ways[a "wing" is a paper coupon]:

- 1) In a month, each student is given 10 wings on a chart that travels with the class through each period. If homework is incomplete or if there is a behavior situation, the teacher or staff member marks off one wing on the chart and initials it.

- 2) Students are given wings coupons by teachers and staff members for behavior, actions, and work that is above and beyond what is normally expected.

At the end of each month students may "purchase" different activities with their wings, such as an extra recess, an extra 15 min. gym activity, art activities, card games, bingo, an out of uniform coupon, etc. Most of these events happen on Eagle Spirit Days or on rainy day recesses.

When a student loses 5 wings off the chart in a month, they will serve 30 minutes after school with a classroom teacher the next Wednesday. If they lose a total of 10 chart wings, they will serve 45 minutes after school on the Wednesday that follows the loss and if all 15 wings are lost in the month, they will serve 60 minutes after school. If the loss of wings continues, then the student will lose fieldtrip privileges as well. If you have any questions about this, please feel free to contact the school, talk with your child's teacher, or see me at upcoming P-T Conferences.

Communicable Diseases

It is the policy of the Diocese, pursuant to federal, state and local laws and regulations, and in cooperation with state and local public health 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.

The Diocese and its schools will work cooperatively with local, county and state agencies to enforce and adhere to the state or local health codes for prevention, control, and containment of communicable diseases in their schools so long as there is not a conflict with religious beliefs and/or practices. (DSP 8000)

For a complete copy of the policies and regulations, please see the school principal.

Conferences

One of the most meaningful ways the teachers are able to report a student's progress and achievement is through the Parent-Teacher Conferences which are scheduled three times per year. Conferences are set in September, November and March. Children should have the opportunity to be at these conferences. (DSP 5205). Parents are always welcome to set up individual conferences that may be needed during the school year. To set up this individual conference, the parent can write a note to the teacher or call the school office and leave a message.

Confidentiality

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

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

The school administration, after consultation with the Office of Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel. (DSP 5310).

Daily Schedule

The daily schedule for grades 3-6 is set up on a six-day schedule. This ensures a continuous flow of activities and gives variety to the daily routine. The basic curriculum subjects (Religion, Reading, Math, Science, Social Studies, Language Arts, Handwriting, and Spelling) are taught daily. Art, Library, Technology and Foreign Language are offered twice in the six-day cycle. Music, Guidance and Physical Education are taught three times each six-day cycle. An all-school Mass is held each Wednesday at 9:00 a.m. If school is cancelled due to weather or other special circumstances, the daily schedule continues without picking up the missed day (i.e. if school is cancelled on Monday and it was a day 5, then on Tuesday when classes resume, will be a scheduled day 6).

7:35 a.m.	Students report to classrooms
7:45 a.m.	Morning Prayer, Announcements and Pledge of Allegiance
7:50 a.m.	Classes begin
11:25 a.m.	Grades 5 and 6 lunch/Grade 3 and 4 recess
11:45 a.m.	Grades 3 and 4 lunch/Grade 5 and 6 recess
1:40 p.m.	Grade 3 and 4 recess
2:55 p.m.	Afternoon Prayer and Announcements
3:00 p.m.	Dismissal

Directory of Staff and Administrators

This list is being distributed to parents to facilitate communication between school faculty/staff and yourself. If you as a parent have a question regarding a long term project/assignment or about child's general class progress, it would be appropriate to ask that type of question via e-mail. However, for questions on daily assignments, to report an absence, or to request homework for an absent child, it will be necessary to call the school office. The faculty and staff may not always have an opportunity to check e-mail first thing the morning, so please do not send urgent messages by e-mail.

Email Address	Last Name	First Name	Grade/Special
Jennifer.Arsenault@aquinasschools.org	Arsenault	Jennifer	Spanish
Kay.Berra@aquinasschools.org	Berra	Kay	Principal
Bryan.Duffy@aquinasschools.org	Duffy	Bryan	5 th Grade
Mari.Erickson@aquinasschools.org	Erickson	Mari	Guidance
Debra.Gilkes@aquinasschools.org	Gilkes	Debra	Media Director
Maureen.Grenisen@aquinasschools.org	Grenisen	Maureen	6 th Grade
Lisa.Grinde@aquinasschools.org	Grinde	Lisa	General Music
Sara.Hartman@aquinasschools.org	Hartman	Sara	5 th Grade
Fred.Hefti@aquinasschools.org	Hefti	Fred	Custodian
Megan.Hellmann@aquinasschools.org	Hellmann	Megan	6 th Grade
Tammy.Houlihan@aquinasschools.org	Houlihan	Tammy	Teacher Assistant
Jackie.Levendoski@aquinasschools.org	Levendoski	Jackie	3 rd Grade
Kathleen.Link@aquinasschools.org	Link	Kathleen	Art
Makayla.Lucey@aquinasschools.org	Lucey	Makayla	5 th Grade
Stacey.McIlquham@aquinasschools.org	McIlquham	Stacey	P.E/Athletics
Melissa.Meier@aquinasschools.org	Meier	Melissa	Head Cook
Carrie.Pomplun@aquinasschools.org	Pomplun	Carrie	Band
Callie.Reuteman@aquinasschools.org	Reuteman	Callie	4 th Grade
Nicole.Sauter@aquinasschools.org	Sauter	Nicole	3 rd Grade
Margie.Savoldelli@aquinasschools.org	Savoldelli	Margie	Administrative Assistant
Stephanie.Schaub@aquinasschools.org	Schaub	Stephanie	4 th Grade
Linda.Schwartz@aquinasschools.org	Schwartz	Linda	Administrative Assistant
David.Sinniger@aquinasschools.org	Sinniger	David	4 th Grade
Margit.Speckeen@aquinasschools.org	Speckeen	Margit	Orchestra
Cadi.Stricklin@aquinasschools.org	Stricklin	Cadi	6 th Grade

Dismissal and Expulsion

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

The term expulsion is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement)

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

(DSP 5115)

Display of the U.S. Flag and Pledge of Allegiance

Private schools are required to display a United States flag in the school room or from a flagstaff on the school grounds during school hours on each school day. (s.118.06)

Every private school must offer the Pledge of Allegiance in grades one through eight at the beginning of the school at least once a week, but no student can be required to recite the pledge. (s.118.06). (Religious beliefs in the Catholic school require students to recite the pledge.) The Pledge of Allegiance is recited over the public address system each morning as part of the morning announcements.

Dress Code

The purpose of this dress code is to enhance the Christian learning environment and self-esteem of our children. The intent is to promote unity in an economic and practical fashion.

General ACS Dress Code Guidelines 2018-2019

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

A. Shirts - *Solid colored navy blue, white or red

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.

Drug and Alcohol Policy

"Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church's very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature" (cf. Mk 16:15). (Evangelium Vitae, Introduction, Section 3; paragraph 1) The Catholic schools of the Diocese of La Crosse are Christ-centered educational communities which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential. The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety, and welfare of all pupils in our schools. Therefore, the diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol. Additionally, as Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol.

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

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

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

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

A. DEFINITIONS

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

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

The term "expulsion" is:

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

The term "dismissal" is:

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

The term "suspension" is:

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

B. PROHIBITIONS AND REQUIRED MINIMUM SANCTIONS

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1,000 feet of school property, at or en-route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles. Sanction: For students who have violated any Category 1 Prohibitions -

dismissal or immediate expulsion and the appropriate assessment and follow-up as described in Section C.

2. No student may possess or use drugs or alcohol on school property, within 1,000 feet of school property, at or en-route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

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

3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school-sanctioned adult functions), drugs or alcohol on school property, within 1,000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

Sanction: For students who have violated any Category 3 Prohibitions - suspension or dismissal and the appropriate assessment and follow-up as described in Section C. The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category. In determining within each category which sanction to apply, at least the following factors shall be considered:

The nature of the substance;

The amount of the substance;

The age of the student;

The degree of risk posed to other students;

The cooperation or lack of cooperation of the student; and

The student's prior record.

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictate. The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

C. INVESTIGATORY AND/OR REMEDIAL MEASURES

1. The student and parents/guardians shall meet with school authorities.

2. The student shall be suspended pending completion of the investigation and may be suspended during the assessment.

3. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.

4. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.

5. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.

6. For students suspended or dismissed, before any student may be re-admitted and continue as a student, the following minimum conditions must be met and consistently maintained:

- A. If requested, the student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
- B. The student must cooperate with any and all recommended actions and conditions of his/her treatment.
- C. The student must refrain from any future drugs or alcohol offense.
- D. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
- E. The student must cooperate with local school authorities.

7. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to diocesan-approved drug and alcohol testing, if and when deemed necessary by the diocese.

D. REPORTING REQUIREMENTS

- 1. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.
- 2. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.

CONSULTATIVE REQUIREMENT

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

RELATIONSHIP TO OTHER STUDENT CONDUCT CODES

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

EDUCATION

All schools are required to develop and implement a policy of parent/guardian and student drug/alcohol abuse education. This education program is to be in place no later than January 14, 1998, and is to be reviewed annually. (DSP 5508)

Drug/Medication Administration

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

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

The party authorized to administer the drug and the school principal or administrator are immune from civil liability for the acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which

demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." This immunity does not apply to health care professionals. (DSP 5505).

School policies regarding administration of prescription drugs/medication:

- 1.) Students should not carry medications (i.e. Tylenol, Cold Medications, etc.) or prescription drugs with them in school or store them in their desks. This is for the protection of all students.
Students requiring inhalers for asthma or related respiratory illness are allowed to carry such medication as long as it is in its original labeled container and written directions from the physician and parent are in the school office.
- 2.) Prescription drugs must be in their original labeled container and will be locked in the school office.
- 3.) Administration of prescription drugs requires written directions from physician and parent.
- 4.) The school personnel administering medication/prescription drugs will keep a daily record of medications given.

Fees

A cost for admission for field trips is usually charged back to the families. A fee for athletics, after school care and after school enrichment clubs is also charged.

Field Trips

Class visits to places of cultural or education significance give enrichment to the lessons of the classroom. Permission forms covering each field trip will be given to the parents for their approval. The form will explain the relevance of the trip, cost involved, transportation needs, and times and dates. Students will not be allowed to go on the field trip without the signed permission form. We are not always able to take parent chaperones due to bus seating limits. (DSR 6325, DSP 6325).

At the start of each school year, each student must have on file the Diocese of La Crosse Comprehensive Child Consent and Release Form-Parental/Guardian Consent Form and Liability Waiver. Additionally, with each subsequent field trip, the student must have completed the Diocese of La Crosse Supplemental Child Consent and Release Form-Parental/Guardian Consent Form and Liability Waiver.

Fire Drills

The school administrator shall conduct fire drills each month that school is in session, except when the principal determines that the health of the students may be endangered by weather conditions.

In those communities having a recognized fire department, a fire department official should be present for at least one of the fire drills.

Each classroom will contain an exit route written and/or drawn and posted at a level of readability based on the age and size of the room's principal occupants. (DSR 6120, DSP 6120).

First Aid

In case of injury or illness, a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. Many of the school staff has taken First Aid Training from Red Cross certified personnel. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at a hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor should be on file on the enrollment card of the student in the school office. This information must be kept current and it is the responsibility of the parent/guardian to do so. (DSR 5501, DSP 5501)

Fundraising

Fundraising does play an important part in providing special activities and opportunities for students here at Blessed Sacrament. However, selling is always voluntary, no minimum sale is ever required, and we do not intend to burden families with fundraising. We hold a major fundraiser, magazine sale, in the fall.

Grade School Dances and Parties:

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 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. (DSP 5790).

Guardianship

In any situation where there is a custody agreement, the school should have on file the portion of the agreement that stipulates custody and any other information pertinent. (DSP 5302).

Gum

Our school does not allow gum chewing during school hours.

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.

Hours of School

7:35 a.m.	Students report to classrooms
7:45 a.m.	Morning Prayer, Announcements and Pledge of Allegiance
8:50 a.m.	Classes begin
11:25 a.m.	Grades 5 and 6 lunch
11:45 a.m.	Grades 3 and 4 lunch
2:55 p.m.	Afternoon Prayer and Announcements
3:00 p.m.	Dismissal

Immunizations

Wisconsin's Immunization Law:

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

Another purpose of the law is to eliminate these vaccine-preventable diseases through immunization, just as smallpox has been eliminated from the world. Since this law went into effect May 20, 1980, cases of all vaccine-preventable disease in Wisconsin have dropped significantly. In May 1990, the law was changed to allow schools to exclude non-compliant students.

The Wisconsin Immunization Law requires students through grade 12 and children in licensed day care centers to be immunized according to their age/grade level by the beginning of the school year. Students must present written evidence of completed basic and booster immunization, including the day, month and year. Student immunizations are required to be in compliance within 30 school days of admittance or exclusion is mandatory.

Students must meet these immunization deadlines, and notify their school regarding any additional vaccines they receive. Exemptions may be obtained for medical, religious and/or personal convictions must be signed by a parent, guardian or adult student. In the event of an outbreak of a vaccine-preventable disease, the Department of Health and Family Services may direct schools to exclude un-immunized students and those who have waivers on file. Students may remain excluded until the outbreak subsides.

For your convenience, a table detailing the Wisconsin Immunization Requirements by grade is provided in the appendix.

Instrumental Music

Aquinas Catholic Schools offers a unique opportunity for students to participate in band and string orchestra. Music education is an important part of a child's education, enhancing both academic and social development. The elementary school program is the first step toward our renowned middle and high school programs that participate in local parades music festivals, Holidayz in Minneapolis, and travel to Disney World. Former students have received honors on the state and national level.

Our program offers weekly private or small group lessons as well as performance ensembles. These are offered during the school day for your convenience and to minimize after-school conflicts. String orchestra enrollment is open to those in fourth grade or higher, while band is offered to fifth and sixth grade students. There is no fee for participating in lessons or performance groups. Students provide their own instruments, lesson books and supplies. This is a graded academic class requiring a full year commitment.

Insurance

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

Leaving the School Premises

Students are not allowed to leave the school premises for any reason during the school day without the written permission of a parent or guardian. If a student does leave for an appointment, etc., the parent/guardian and student are to check out and in again at the school office. No student will be allowed to wait at a door or outside to be picked up.

Library/Media Center

The media center consists of a library, networked computer lab and resource room. The staff of Blessed Sacrament believe in a well-balanced curriculum in which information and technology literacy integrated with other academics are available to all students. Information and technology literacy are deemed disciplines necessary and vital to a student's life-long learning skills. Staff and the media director consult together to design effective instruction strategies.

The media center is open on a regularly scheduled basis and is supervised by the media director. Both intellectual and physical access to information is provided by the media center. The on-line library catalog, Destiny, provides access to materials and information available on site and on the web. Students have library classes once a week where learning activities foster reading literacy, information literacy and research/library skills. Students may also use the library at other times with teacher and media director permission to checkout library materials, study and work on projects. Materials available for checkout are books, magazines, and a variety of audio materials, and videos. Each student may check out from two to four library materials, for a period of 3 weeks. Materials may be returned at any time in a cart outside of the library door. No overdue fines are charged, but students must pay for lost or damaged materials.

Blessed Sacrament believes technology should be available to all students so everyone has access to challenging learning experiences. Planning for computer access in the school means that everyone has access to the best and most extensive resources technology has to offer. The media director teaches technology classes to students once a week in the computer lab. Technology instruction includes keyboarding for all grade levels, use of word processing, spreadsheets, multimedia software and hardware, Internet protocol, skills and safety. Software and hardware is updated on a routine basis.

Teachers also develop instructional strategies to use with the information and hardware they can access through technology. Teachers can promote engaged learning by providing challenging tasks, opportunities and experiences accessing on-line media sources and using tools for interactive searching, authoring and learning. They can make use of the computer lab's flexible computer schedule, or their classroom computer as another learning tool in their curriculum.

Blessed Sacrament strives to provide a safe learning environment when students use any type of technology. All students and parents/guardians are required to read and sign the Accepted Use Policy (see Appendix) concerning technology in the school building before students are allowed to use the Internet. Technology misconduct by a student may lead to loss of computer or other technology access for a time period determined by the media director and staff, detention and a call to parents/guardians.

Lost and Found

All clothing found in and around the school, regardless of its value, is placed in the lost and found box in front of the school information bulletin board. Money, jewelry, or any other articles of value should be turned into the school office. Items turned into the office are mentioned during announcements. Students may claim them after proper identification.

Lunch

Hot lunch is available each day of the week for students for the price of \$2.95/day (including milk). The school menu is sent home with students at the beginning of each month. Each day offers two entrée choices and will be accompanied by a fruit and vegetable. The menu is designed to ensure a variety of choices are available to the students. Alternatively, students may bring a cold lunch. Milk is available for purchase to accompany their lunch for \$.30/carton. Menus are subject to change without notice. The USDA is an equal opportunity provider and employer. Families that may qualify for free or reduced lunch should contact the school office for an application.

Additionally, students may wish to have a morning break. This is an 8-ounce carton of milk. The fee associated with is break is \$55.00/year for milk.

Make-up Work

When a student misses school due to an illness, etc., their work is collected and can either be sent home with a sibling or picked up in the school office after 3:00 p.m. A student has as many days as they were absent to make up the work. Teachers should not be asked to prepare assignments in advance for students anticipating a scheduled absence.

Mass Schedules

The celebration of the Eucharist is an integral part of the school week. Classrooms take turns planning and carrying out the liturgy throughout the year. Class Masses are usually held on Wednesdays at 9:00 a.m. A schedule of masses for the school year is prepared in August and available from the school office. As always, parents and family are encouraged to attend.

Mass Servers

Boys and girls in grades 4, 5 and 6 are encouraged to participate in a mass server training program. All students in grades 5 and 6 are invited to serve the Blessed Sacrament Parish on Thursdays, Fridays and Saturdays.

Newsletters

A weekly school newsletter is prepared by the school principal. It includes information and announcements of upcoming events and activities. If parents, scout leaders, etc., have information to be included in the weekly newsletter, a message should be turned in to the school office by Tuesday at noon. A monthly calendar is prepared and sent home at the beginning of each month. School and community information is sent home in a family folder with the oldest student in the family each Wednesday. The folder should be returned to the homeroom the next day.

Non-Catholic Student Participation

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church Law. (DSP 6225).

Office Hours

The school office is staffed on school days 7:00 a.m. until 3:30 p.m.

Placement of Students into Homerooms

During the month of April, the teachers and principal begin to put together classrooms for the next school year. This is a process that involves consideration of a number of factors:

1. The need to balance, as nearly as possible, the number of students in each classroom,
2. The need to balance, as nearly as possible, the number of boys and girls in each classroom,
3. The need to balance a variety of student abilities,
4. The distribution of special needs students between classrooms in order to maximize instruction time,
5. The separation of students who do not work well together either for academic or behavioral reasons,
6. The separation of students from the same family,
7. The matching of specific learning needs and teaching styles.

Occasionally parents may wish to make a request based up on the needs of their child as they perceive them. Such requests must be made in writing to the principal no later than April 1 of the current school year. This must include information about the needs of the child and parent(s). The information will be used by the teachers and principal, along with the above considerations, in the placement decision.

Homeroom assignments will be published before the close of the current school year. Once published, homeroom assignments are NOT subject to change by parental request.

Playground Supervision

1. **PLAY SAFE ON EQUIPMENT**
2. **BE KIND**
3. **SHARE**
4. **NO FOOD OR DRINK ON THE PLAYGROUND**

Supervision is provided by school personnel at scheduled recesses and until 3:15 p.m. after dismissal.

Programs and Concerts

General music students in grades 3 and 4 and students that play a strings instrument, under the direction of the General Music Teacher and Band Teacher, present a musical program during the month of November. General music students in grades 5 and 6 and band students, under the direction of the General Music Teacher and Band Teacher, present a program during the season of Advent. Additionally, both groups perform a spring concert.

Many times the individual classroom teachers will set up a program at the culmination of a special class project. School-wide programs have been organized for Catholic Schools Week, Veterans Day, Columbus Day, United Nations Day, etc. Parents are made aware of these programs via the school newsletter and calendar.

Recess

Weather permitting, students are given two recesses each day in 3rd and 4th grade and one recess per day for 5th and 6th grade. Decisions to have outside recess during cold weather depend up on the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days or cancelled. Students should always dress for outside recess. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games or talking with friends are usually allowed by the teacher in charge.

Release of Records

The school maintains records on all students. Included in these records are achievement test scores, copies of report cards, a copy of the baptismal certificate, records of medical immunizations, dental check-ups, and school registration forms.

The transfer of records for students between both local Catholic schools and public and private schools outside the locality is to be in accordance with the following guidelines:

1. All folders containing student records will be exchanged directly between the two schools involved.
2. The Progress Record will be retained permanently in the senior high schools.
3. Schools are required to transfer to another school or school district, all student records relating to a specific student, if the transferring school or district has received written notice from the parent/guardian that the student intends to enroll in the other school or district, or written notice from the other school or district that the student is enrolling.

Parents may request to be shown or be provided with a copy of their student's records. Upon written request from the parent/guardian, the school will make available to the person or agency named in the permission form, the student's progress, behavioral, or medical records. (DSR 5301).

Report Cards

The student progress report (report card) provides a method which is positive in reporting both student achievement and essential skill development in each subject area. Achievement in grades 3-6 is based on measurable objectives and graded on the following scale:

A = Outstanding 93-100%

B = Above Average 86-92%

C = Average 77-85%

D = Below Average 70-76%

U = Immediate Improvement Needed below 70%

Retention/Acceleration

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflection and evaluation and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision. (DSP 5210).

Sacramental Preparation

In all good sacramental programs for children and students, parents should play an active role and help in the preparation and instruction of children. The Catholic school provides a wonderful opportunity in which this instruction can and should take place. The sacramental preparation will best be done when both the school and parent are working side-by-side, but the role of the school is to remain significant. (DSP 6250).

Students coming into the school, who wish to be baptized and continue with other sacramental preparation, are provided with instruction on an individual basis. Arrangements are made with the pastor and principal.

School Directory

Blessed Sacrament will publish a student directory each school year. It is our belief that, among other things, this directory containing information such as the student's grade level, homeroom assignment, home address, phone number, and name of parent/legal guardian will help you network with the parents/guardians of your child's friends and classmates. Occasionally we also get a request for this directory data, which in the public sector, is usually considered public knowledge. Blessed Sacrament School does retain the right, however, to decide who will and can receive this directory data. Parents have the right to determine what pieces of information, if any, are published for their student. This information is included on the enrollment form disseminated in the spring of each school year.

School Pictures

School pictures for all students in grades 3-6 are taken in October of each school year. Parents have the opportunity to purchase a color package of prints. All students are photographed for file copies and picture in the school year book. A picture re-take day is scheduled to accommodate students that were absent on picture day or need a different photo taken.

School Supplies

Each spring a student supply list is generated and submitted to local stores for stocking purposes. Additionally, the supply list is sent home in July with our summer mailing. If additional copies are needed you may receive them from the school office or from the school website.

Sexual Harassment

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

Provisions:

- 1.) No student shall be subject to sexual abuse or sexual harassment as a student in the Catholic Schools of the Diocese of La Crosse.
- 2.) Any persons who engage in sexual abuse of any Catholic student shall, among other sanctions, be reported to the law enforcement authorities and be dismissed as a student, employee and/or volunteer.
- 3.) Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
- 4.) No student shall be subject to sexual harassment or other sexual misconduct, as a Catholic school student.
- 5.) Any student or employee who engages in sexual harassment and/or other sexual misconduct shall be subject to severe disciplinary measures up to and including dismissal as a student or discharge from employment.
- 6.) Any student who believes that he or she is being sexually harassed and/or is the victim of sexual misconduct shall report immediately such information to the Diocesan Director of Catholic Schools who shall report the matter to the Diocesan Bishop.
- 7.) Any information shall be treated as confidential. All claims of sexual harassment or sexual misconduct shall be thoroughly investigated after consultation with the Diocesan Director of Catholic Schools.
- 8.) The Diocese of La Crosse's Child Sexual Abuse Policy and Procedures and the Diocese of La Crosse's Sexual Misconduct Policy and Procedures shall be distributed to students and parents in the Diocesan Catholic schools.
- 9.) No student shall receive retaliation or disciplinary action for reports of sexual harassment, made in good faith. (DSP 5512).

Smoking

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

Standardized Testing

Every Catholic school should measure its student attainment of religious or academic goals and objectives. Testing is an essential process for evaluating this attainment in the school of the Diocese of La Crosse. Diocesan-wide testing provides information for local schools as well as for the Diocese. (DSP 6505).

All schools are to participate in the testing programs prescribed by the Diocese of La Crosse. Required testing, both ability and achievement, is to be done annually in the Spring or Fall by grades 2, 4, and 8, within the dates established by the Diocesan Office for Catholic Schools. The Iowa Tests for Basic Skills are the tests to be used in grades 2, 4, 6, and 8. Schools are encouraged to test in the other grade levels if possible. (DSR 6505). Results are reported to the parents in November of the same year.

Student Birthdays

We celebrate student birthdays on a monthly basis with a special lunch in which the principal and special guests participate. Students with summer birthdays celebrate at the Summer Birthday Lunch held in June.

If your student is having a birthday party or gathering to which their classmates will be invited, please follow these guidelines:

1. If all the students in the homeroom or all the boys or all the girls in the homeroom are invited, invitations may be passed out at school at the time designated by the teacher,
2. If you are able to only invite some of the children, please send your invitations by mail.

Students with Special Needs

If a student with special needs (categorized such EMR, EEN, or other similar classification, or having a serious physical disability) applies for admission or is in need of special placement, the administrator is to immediately consult the Director of Catholic Schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Wherever possible, accommodations are to be made to meet the total needs of the student. (DSP 5104).

Teacher-in-Charge

All schools are to have a teacher-in-charge who is to function with the assigned job description in the absence of the principal. If a teacher-in-charge is responsible for the school for a prolonged period of time, there should also be a second teacher-in-charge. (DSP 2310).

The teacher-in-charge becomes responsible to the pastor (or president in joint-parish schools) in the following cases:

1. Prolonged absence of the principal.
2. The ability of the parish/school system to hire a principal due to lack of acceptable candidates.
3. A period between the resignation of a principal and the hiring of a new one.

In cases where a pastor assumes the principal duties for a temporary period of time, he is to be considered the "acting principal". (DSP 2311).

At Blessed Sacrament School, Ms. Debra Gilkes is designated as the teacher-in-charge.

Telephones

Students may use the telephone in the school office for emergency calls only, and then only with the permission of the homeroom teacher or school secretary. Forgetting homework, books, clothes, shoes, and permission slips can become a habit and an inconvenience for parents. The phone is not to be used by students to set up social engagements either. The school discourages such calls. Unless it is an emergency, students or teachers should not be called from the classroom during school hours. Messages will be accepted and relayed to the party involved.

Tornado Drills

Tornado drills will be held periodically throughout the school year. Teachers are notified of directions for tornado drills. Students are directed to an inside hallway on the lowest floor of the building.

Toys

Students should not bring toys or other such items to school unless requested to do so in a newsletter from the teacher. Personal music players (ipod, mp3 players, etc.) as well as small computer games should not be brought. Occasionally students bring their own jump ropes or playground balls to school, but when lost, misplaced, or damaged, the school is not responsible. Please label all items with student's name and grade.

Traffic Regulation on School Grounds

Students who are transported to school by their parents/guardians should be dropped off and picked up in the school lot on the east side of the building. When dropping students off in the morning, enter the lot using the driveway nearest the school and drop the students at the blue door. Exit the lot using the driveway nearest Losey Blvd. When picking students up at the end of the day, enter the lot by Losey Blvd. and park facing the building. Exit the lot at the driveway nearest the school. Parents should not pick up students on the 24th Street side of the building, as this is reserved for busses.

Truancy

Truancy is an unexcused absence. A student who is truant from school violates not only school regulations but also Section 40.77 of the Wisconsin State Statutes.

Tuition Billing & Payment Policies:

A Catholic education is a shared investment in your child's future. The average cost to educate an Aquinas student is approximately \$8,500, 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 scholarships.

2018-2019 TUITION RATES:

	Member of a Supporting Parish	Catholic Non-Supporting Parish	Non-Catholic
3 year old Pre-School (2–5 half days)	\$1,610 - \$2,329		
4 year old Kindergarten (5 half days)	\$2,329	\$2,329	\$2,440
5 year old Kindergarten – Grade 6	\$3,088	\$3,807	\$5,031
Aquinas Middle School	\$3,782	\$4,500	\$5,769
Aquinas High School	\$7,233	\$7,862	\$8,933
International Student	\$11,950 Plus a \$200 International Application Fee		

ENROLLMENT AND OTHER FEES:

- **Returning Families:**
 - A \$100 per family, non-refundable registration fee is due with the registration form by February 28.
 - Families who complete the registration process by this date will have the fee credited toward their 2018-2019 tuition. For re-enrollments received after February 28, the fee will not be credited toward tuition.
- **New Families:**
 - A \$100 per family, non-refundable registration fee is due with the registration form.
 - The registration fee will be credited toward fall tuition, regardless of the date of registration.
- **Choice Program Applicants:**
 - No registration fee is required for families whose WPCP application has been verified as eligible for the Choice Program.
 - ACS registration form is still due by February 28 for returning families.
- **Other Fees:**
 - Aquinas Catholic Schools does not charge other annual fees. However, families may be asked to pay for special events at different grade levels such as graduation/commencement, retreats, field trips & some course specific fees.

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

GRANTS AND AID AVAILABLE:

High School Students: James Kiffe Grant

All Aquinas students in grades 9-12 are eligible to receive up to an \$800 James L. Kiffe Grant with completion of the James L. Kiffe grant request form, and an additional \$200 with the completion of the FACTS application. International students are not eligible for the Kiffe Grant. Unrequested funds remain in the Kiffe Scholarship Fund for future Aquinas students and current students with greater need.

Wisconsin Parental Choice Program

Choice Program vouchers may be available to income-eligible students. Application period begins February 1st and closes April 20th at 4:00 p.m. Verification documentation deadline is April 20th at 4:00 p.m. Notification to recipients occurs late May. Students who receive a WPCP voucher have no tuition obligation. Families who have a WPCP application verified as income-eligible do not need to submit a FACTS application – they will automatically be considered for ACS scholarships if they do not receive a WPCP voucher. For more information visit, <https://dpi.wi.gov/sms/choice-programs>

All Students grades 5K-12: FACTS Application

Families not eligible for the Choice Program who would like to request need-based grants and scholarships are required to submit a FACTS Grant & Aid Application along with supporting documentation.

A. Eligibility:

- a. Only students in 5-year-old Kindergarten through 12th grade are eligible
- b. A student must be enrolled and have paid the \$100 family registration fee
- c. The family must have a verified Choice Program application or submit a FACTS application and the required tax documents
- d. Scholarships are only awarded one year at a time and 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 FACTS applications or Choice applications that are "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 by ACS. The Choice Program is the only source of assistance in which there is no tuition obligation by the family.
- f. Aquinas does not award scholarships to participate in sports or based on athletic ability.
- 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 partners with FACTS to process financial aid applications and provide an objective analysis of each family's need. The school system considers this analysis as well as total family income, household size, total ACS tuition for the family, and other extenuating circumstances.
- b. The financial aid committee of Aquinas Catholic Schools recommends scholarship awards, with the final approval by the ACS president.

D. Timeline:

- a. FACTS aid application will open January 22. Applications must be submitted online at <https://online.factsmgt.com/signin/3D8D3>. There is a \$30 application fee that must be paid directly to FACTS.
 1. Application and Kiffe Grant deadline is April 16. Financial aid award amount notifications will be generated on a bi-weekly basis.
 2. New families may submit a FACTS application at the time of enrollment. After October 31, an alternate request may be filed with ACS, as the on-line application window closes on this date.
 3. Emergency applications – Families experiencing an unforeseen change in family finances (job loss, medical issue, or other) during the school year may submit a mid-year request form for consideration of a “Guardian Angel” Grant.

TUITION BILLING & PAYMENT POLICIES:

Billing and Payment Options:

Aquinas Catholic Schools provides families online access to their financial account through Skyward, with 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. Billing Statements along with details on the various payment plan options will be provided to families in July.

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 prorated basis. 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 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 may 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.

Families with Senior (12th grade) Students:

All account billing and fees for senior students must be paid by May 15th, or the family must have an alternate plan for payment approved by the Finance Office. Senior students will not be permitted to receive grade transcripts or their diploma until the balance is paid in full or acceptable arrangements for payment are made.

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.

Please contact Kelly Reinhart, Enrollment Coordinator at 784-8585 or kelly.reinhart@aquinasschools.org with additional questions.

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).

FACTS Management works with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

To apply for financial aid visit <https://onlinefactsmgt.com/signin/3D8D3>

After completing the online application, you will need to upload or fax all required supporting documentation. Upload documents must be in PDF format and the size of each document must be less than 20 MB. If you are unable to upload, fax the required documents to 866.315.9264. Please DO NOT use your mobile device to photo copy required documents due to problems with legibility.

The following supporting documents are required to complete the application process:

- Copy of the most recent IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return. If applicant and co-applicant file separately, we require both tax returns for the same tax year. We do not require state tax returns.
- Copies of all the current year W-2 Wage and Tax Statements for both the applicant and co-applicant. NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have a business income/loss from any of the following:
 Business – send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
 Farm – send Schedule F and Form 4562 Depreciation and Amortization
 Rental Property – send Schedule E (page 1)
 S-Corporation – send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
 Partnership – send Schedule E (page 2, Form 1065 (5 pages), Schedule K-1 and form 8825
 Estates and Trusts – send Schedule E (page 2), Form 1041 and Schedule K-1

Important: If you file a tax return but do not have a W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.

- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

All documentation received is imaged upon receipt and then destroyed.

You may login to your FACTS user account to review the status of your application. Please allow two weeks processing time from the date you provided the supporting documents before inquiring further about receipt and/or status of the uploaded or faxed documents. Application deadlines are set by the institution awarding the tuition aid. If you are applying after the deadline, please contact your school to ensure that your application will be accepted.

A non-refundable application fee will be required before your application can be submitted.

Award decisions are made by the institution providing the tuition aid, not FACTS.

Unpaid Food Service Accounts

Aquinas Catholic Schools that participate in the National School Lunch program will offer all children, even those with a negative food service account balance, the same breakfast (if applicable) and lunch choices served to all students on a daily basis. This meal will meet all current meal pattern requirements for claiming as an eligible breakfast and/or lunch.

The administrative staff will make every effort to collect all money owed by families to the food service program. They may use email, hard copy statements, the United States Postal Service, phone calls or any other means that are useful in attempting to collect these unpaid food service balances.

Valuables

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administration and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them with the school secretary or principal in the office.

Vandalism

Our school and school equipment is the property of the Parish. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism.

Visitors

ALL visitors are required to report to the school office upon entering the school building. At the office, they will be required to sign in and upon leaving sign out on the Visitor/Volunteer Log. Parents, relatives and friends of students are welcome and encouraged to visit the school. If you are visiting a classroom, notice of at least 1 day is required and should be made to the school principal. (DSR 6350).

Volunteers

We welcome parents and other volunteers to work in our school. Volunteers are needed daily in the school library, computer lab, and lunchroom. Many teachers also utilize volunteers in the classrooms throughout the school year.

When working in schools, volunteers should check in and out of the office by signing the Visitor/Volunteer Log. **Volunteers are required to follow school regulations and guidelines and must complete the Safe Environment/Background Check policies.** (DSP 4180).

Walking Students

Students who walk to school should come straight to school, remain on sidewalks at all times and cross only at designated crosswalks. Remember the safety rules:

1. Walk with a friend.
2. Never accept rides from a stranger

Wellness Policy

Blessed Sacrament School's Wellness Policy concerning physical activity, nutrition, wellness and smart snacks may be found in the appendix of this document. Wellness Policy is currently being reviewed for System application.

Withdrawals

If parents must withdraw a student from school, the school principal should be notified as soon as possible. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment.

Appendix

Blessed Sacrament School Wellness Policy implemented 7/1/2014

Blessed Sacrament School and Aquinas Catholic Schools supports healthy practices by promoting wellness, good nutrition and regular physical activity as part of the total learning environment. Blessed Sacrament School recognizes the following components as essential to the implementation of positive nutrition and wellness practices.

- Wellness & Nutrition Education: Provide students a learning environment for developing and practicing lifelong wellness choices and behaviors.
- Nutrition Standards: Support and promote proper dietary habits contributing to our students' health status and academic performance. In cooperation with the Blessed Sacrament School Food Service Program, our goal in establishing nutrition standards encompasses a knowledge that healthy and well-nourished students are better prepared to learn.
- Physical Activity: Encourage students to engage in physical activity that promotes life-long healthy habits.
- Other School-based Activities: Blessed Sacrament is committed to improving academic performance for all students by providing a school environment that promotes and protects children's health, well-being and ability to learn. This is accomplished by integrating nutrition and physical activity education into the classroom curriculum.

Student Wellness, Nutrition and, Physical Activity

Research has shown that there is a positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. Improved health optimizes student performance potential. The following guidelines support the policy as defined above:

- Blessed Sacrament will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing our school nutrition and physical activity policy.
- All students will have opportunities, as well as, support and encouragement to be physically active on a regular basis.
- Foods and beverages served at school will meet the nutritional recommendations of U.S. Dietary Guidelines. These guidelines will focus on a healthy eating plan that:
 - Emphasizes fruit, vegetables, whole grains, and fat free or low-fat milk products
 - Includes lean meats, poultry, fish, beans, and eggs
 - Is low in saturated fats, trans fats, cholesterol, salt, and added sugar
- Blessed Sacrament will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

School Breakfast/Lunch Program

- The goal of the Blessed Sacrament Food Service Program is to provide a nutritionally balanced breakfast, lunch and optional afternoon milk to students. This in turn will assist and promote academic achievement in our school. In addition, our Blessed Sacrament Food Service Program has a financial objective to operate its program so a positive fund balance is achieved at the close of the fiscal year. Breakfast, lunch and milk prices will be adjusted annually to achieve that end while attempting to make those programs affordable to families.
- All foods served during the school day shall meet or exceed the U.S. Dietary Guidelines. Foods shall be served with consideration toward variety, appeal, taste and safety to ensure high quality meals and healthy dietary habits.
- Blessed Sacrament School students have the opportunity to participate in a Breakfast Program and Breakfast in the Classroom Program. We will, also, continue to encourage parents to provide a healthy breakfast at home for their children through newsletters and other take-home materials.

- Blessed Sacrament School will discourage students from sharing their food or beverages with one another during meal or snack times given concerns about allergies and other restrictions on some children's diets.
- A lunchroom environment should provide students with a relaxed, enjoyable atmosphere. It is encouraged that the lunchroom environment be a place where students have time for meals. The School Nutrition Association (SNA) recommends at least 20 minutes for lunch.

Other Sale of Foods

- Fundraising: Any fundraising activities involving food will be encouraged to have a goal of supporting healthy nutrition and wellness. Fundraising projects involving physical activity (i.e. "Jump Rope for Heart", "Hopes for Heart") which is beneficial to overall wellness will be encouraged.
- Blessed Sacrament School will comply with the USDA Smart Snacks in School policy implemented on 7/1/2014 when considering fundraising events held within the school.

Smart Snacks in School

- Blessed Sacrament School will ensure all snacks sold during school hours (Midnight until 3:30 p.m.) comply with the USDA snack guidelines.
- Blessed Sacrament School will ensure that snacks provided to students for various events during the school year are compliant to the USDA snack guidelines. However, special consideration will be taken for the school's monthly birthday lunch celebration.
- Parents will be encouraged to send healthful snacks to classrooms for various celebration events. Additionally, any snacks will be served after the lunch period as not to interfere with the student consuming a healthy lunch.

Student Nutrition and Health Education

Blessed Sacrament School includes nutrition and health education in its instructional curriculum. Blessed Sacrament School (Grade 3- Grade 6) integrates nutritional and health-related themes into daily lessons when appropriate. The school also hosts an annual health fair hosted by the Viterbo University Nutrition Department. The benefits of living a healthy lifestyle are emphasized. Some themes include:

- Knowledge of My Plate, serving sizes, nutrients and calories
- Growing and eating fresh fruits and vegetables - utilizing Farm to Table.
- Learning to make positive decisions that address the affective domain (self esteem, stress, feeling)
- Healthy choices for meals, snacks and diets
- Sources and variety of foods including healthy vs. unhealthy food ("junk food")
- Diet and disease
- Commercialism, consumer choices and food label information

Physical Activity

The nationally recommended amount of daily activity is at least 60 minutes per day. Physical activity should include regular instruction in a physical education class, co-curricular activities, recess, and other opportunities for physical activity before, during and after school. (i.e. "Safe Routes to School", "Jump Rope for Heart", Morning Gym Time before school)

Parent and Faculty Nutrition Education

- Nutrition education will be provided to parents.
- Nutrition education is provided in the form of handouts, newsletters, or presentations that focus on nutritional value and healthy lifestyles.

- Various nutritional activities are organized. (i.e. Farm to Table and Nutrition presentations available on our website and classrooms during Open House.
- The School Wellness Policy will be included in the School Handbook provided to all students and families.

Nutrition and Wellness Committee

The Blessed Sacrament School Nutrition and Wellness Committee will meet annually to evaluate policy progress and/or make recommendation for changes to present policy.

The committee composition may include:

- Administration Representative (i.e. school principal)
- Food Service Supervisor
- Aftercare Coordinator
- Blessed Sacrament School Physical Education Teacher
- Community representatives
- Parent representatives
- Staff representatives

Student Immunization Law

Vaccine Requirements for the State of Wisconsin

Vaccine requirements may be relaxed or eliminated in some regions and/or states due to shortages in the manufacture of some vaccines. Please contact your healthcare provider, or your local public health department for more information.

Vaccine	Age/Grade	Comments
Diphtheria, Tetanus, Pertussis (DTaP)	K-12	Pre-K (2-4 years): 4 doses. K-12: 4 doses. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable). 6th: 1 dose of Tdap. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
Hepatitis A	None/No Requirements	None/No Requirements
Hepatitis B	Kindergarten, First Grade, Seventh Grade, Eighth Grade	Pre-K (2-4 years): 3 doses required. K-12: 3 doses.
Hib	None/No Requirements	None/No requirements
Measles, Mumps, Rubella (MMR)	Day Care, Head Start, K-12	Day Care, Head Start, K-12- 2-4 years: 1 dose after 1st birthday. K-12: 2 doses K-12- 2nd dose of MMR required prior to entry
Meningococcal	None/No Requirements	None/No Requirements
Pneumococcal	None/No Requirements	None/No Requirements
Polio	Day Care, Head Start, K-12	Pre-K (2-4 years): 3 doses required. K-12- 4 doses unless 3rd dose after 4th birthday, then 3 doses
Varicella	K-12	Pre-K: 1 dose K - 12: 2 doses or history of disease.

Technology Accepted Use Policy

Aquinas Catholic Schools Acceptable Use Policy for Students

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

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

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

Please review this Acceptable Use Policy. You and your child will be required to read and sign the agreement before Internet use or full use of computers is granted in the lab or classroom. Please feel free to contact the school with any questions or concerns regarding the school's use of this Acceptable Use Policy. You are not required to grant permission for your child to use a computer or access the Internet. If you do not wish for your child to have access to the Internet, your child will be assigned an alternative activity in order to complete the lesson. The administration and faculty of Aquinas Catholic Schools firmly believes that technology provides appropriate tools for the educational setting. Also as more and more textbooks and classroom resources become digital, we need to know if your child has or is given access to a computer and the Internet at home. So please indicate on the AUP form whether your child has access to a computer and the Internet.

Confidentiality

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

Discipline

Any violation of this policy is also considered a violation of the general school discipline code as stated in the school student handbook and is subject to school disciplinary action. The privileges of using the computer network, Internet access or other means of technology can be suspended or revoked at any time.

Student Technology Guidelines

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

16. Printing access and use of approved and appropriate Internet sites is decided by the administrators, technology directors and teachers/staff of each school
17. You may only use the Internet sites bookmarked on school web page or as approved on your account browser by a teacher. You may bring suggestions for new web sites, which will be reviewed by the teacher and the media director and added to the school web page and/or bookmarks if appropriate.
18. Tell an adult if something on the computer, technology device or in the classroom bothers you in any way.

DISCIPLINE/CONSEQUENCES

1. Students are to obey the rules of conduct as set forth in the school student handbook.
2. Failure to comply with the Acceptable Use Policy will result in loss of school technology usage for a time period set by media director, teacher and/or principal, and/or other consequences as stated in school student handbook.
3. Use of personal technology and school electronic devices during the school day without teacher permission will result in the device being taken from the student.
 - a). Student personal device will be sent to the school office where the student may retrieve it at the end of the school day.
 - b) Second offense of using it during the school day will result in only a parent/guardian being allowed to retrieve the device from the school office (see WCD policy for additional information).
4. Students and their parents/guardians must sign and return the Acceptable Use Policy for students to have continue access to school technology devices and tools after (date assigned by Tech Director or School Principal.)

Student Use of School and Personal Wireless Communication Devices

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

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

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

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

During instruction time:

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

At all other times during school hours:

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

Prohibited Uses

Students may not:

1. Use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.
2. Use WCDs at any time and/or place where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where use of a WCD is absolutely prohibited.
3. Use WCDs to capture, record, store, send, or transmit the spoken word or visual image (e.g., audio, video, text, or photographs) of any person, including other students or staff members at any time while on school property or at a school-

sponsored event without express prior notice and explicit written consent. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted.

Services

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

Discipline or Consequences

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

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any ACS system policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

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

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

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

Liability

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

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

School wireless devices use and care

Students may use a school WCD as available, and in accordance to the school's check out/use policy Students may not take them home, each device must be returned to the appropriate school department or the classroom teacher at the end of each school day. The student is responsible for its care during that school day.

Care

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

g. Do not attempt to bypass, disable or uninstall security software installed on the WCD

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

G SUITE FOR EDUCATION and EMAIL ACCEPTABLE USE POLICY

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

In order to create a safe, effective way for students and staff to communicate with one another, Aquinas Catholic Schools issues to each a student a G Suite account under the domain @aquinasschools.org. Students access their account using the Gmail App or signing in via the Google search engine via any browser. Access to using email via the Gmail App is only available to high school students and staff in the 2017-2018 school year.

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

- Students are only allowed to email staff and other students in the Aquinas Catholic Schools domain. They cannot send emails to any address that does NOT end in @aquinasschools.org. This applies to receiving emails as well. All email to students from outside of Aquinas Catholic Schools will be blocked.

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

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

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

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

Request for Reconsideration of Educational Materials

1. Title: _____
2. If Book or Printed Material:
 - a. Author: _____
 - b. Hardcover: _____
 - c. Paperback: _____
 - d. Publisher (if known): _____
3. Request initiated by: _____
Telephone: _____ Address: _____
City: _____
4. Complainant Represents:
_____ Himself/Herself
_____ Organization (Name): _____
_____ Group (Name): _____
5. Identify your relationship to the school: _____
6. To what element do you object? (Please be specific, cite pages or section):

7. What do you feel might be the result of students viewing/seeing this book/material/audio visual?

8. For what age group would you recommend this book/material/audio visual? _____
9. Are there positive aspects about this book/material/audio visual? If so, what are they?

10. Did you read the entire book or review the book/material/audio visual? _____
If not, what parts? _____
11. Are you aware of the judgment of this book/material/audio visual by educational critics?

12. What do you believe is the theme of this book/material/audio visual?

13. What would you like your school to do about this item?

_____ Do not assign it to my child
_____ Withdraw it from all students as well as from my child
_____ Send it back to the office for reevaluation
14. In its place, what item of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Signature of Complainant

Date

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 L. Burke

Bishop of La Crosse

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

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

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

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

(Most Rev.) Raymond L. Burke

Bishop of La Crosse

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

Chancellor

Sexual Misconduct Policy

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

Sexual Misconduct Procedures

• PURPOSE

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

PROCEDURE

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

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

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

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

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

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

Sexual Misconduct Policy and Procedures

- **SCOPE**

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

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

Policy and Procedures of the Diocese of La Crosse Regarding the Sexual Abuse of Minors by Clergy

WILLIAM PATRICK

By the Grace of God and



the Favor of the Apostolic See

BISHOP OF LA CROSSE

DECREE

PROMULGATING THE POLICY AND PROCEDURES OF THE DIOCESE OF LA CROSSE REGARDING THE SEXUAL ABUSE OF MINORS BY CLERGY

From the time my appointment as Bishop of La Crosse was announced, one of my stated priorities has been to learn more about the issue of child sexual abuse and to ensure a safe environment for all minors and vulnerable persons in the Diocese. With this in mind it is my duty to see to the full implementation of the United States Conference of Catholic Bishops' *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*. Happily the Diocese of La Crosse has been found to be in compliance with the aforementioned *Charter* through the audits conducted by the USCCB Secretariat of Child and Youth Protection. However both of these documents have been revised since the promulgation of the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse* by my predecessor then-Bishop Raymond L. Burke on February 5, 2003, and have been in effect since May 15, 2006. Furthermore our Holy Father Pope Benedict XVI, on May 21, 2010, revised the *Normæ de gravioribus delictis* reserved to the Congregation for the Doctrine of the Faith. In light of these more recent documents, I have undertaken a review of our diocesan policies and procedures. Having completed this review with the help of the Diocesan Clergy Child Sexual Abuse Review Board at its meeting on August 3, 2011, I hereby promulgate the revised *Policy and Procedures of the Diocese of La Crosse Regarding the Sexual Abuse of Minors by Clergy*, including the "Norms Governing the Diocese of La Crosse Clergy Child Sexual Abuse Review Board." These revised policies and procedures are to take effect immediately, and are to be published and disseminated as quickly as possible.

Given at La Crosse, on the fourth day of November in the year of Our Lord 2011, the memorial of Saint Charles Borromeo, Bishop.

SEAL


Bishop of La Crosse


Chancellor

- Scope

1. The *Policy and Procedures of the Diocese of La Crosse Regarding the Sexual Abuse of Minors by Clergy* govern priests and deacons while they are performing the work of the Diocese with the permission of the Diocesan Bishop.
2. The policy and procedures are not intended to cover other moral transgressions or matters involving other violations of the Code of Canon Law.

- Definitions

Minor: A person below the age of 18 years. A person who habitually lacks the use of reason¹ is to be considered equivalent to a minor.²

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

Sexual Abuse of a Minor: Sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. Also to be considered as serious is the acquisition, possession or distribution by a cleric of pornographic images of minors for purposes of sexual gratification, by any means or technology.³ Any conduct of a sexual nature involving persons under the age of 18 which violates any federal or state statute also constitutes sexual abuse of a minor under these policies. This includes, but is not limited to:

1. Sexual assault of a child⁴;
2. Repeated acts of sexual abuse of a child⁵;
3. Sexual exploitation of a child⁶;
4. Causing a child to view or listen to sexual activity⁷;
5. Child enticement⁸;

¹ Canon 99 of the *Code of Canon Law* states: “Whoever habitually lacks the use of reason is considered not responsible for oneself (*non sui compos*) and is equated with infants.”

² Pope Benedict XVI, Revised *Normæ de gravioribus delictis* Reserved to the Congregation for the Doctrine of the Faith, Art. 6, §1, 1° (May 21, 2010).

³ Cf. *Ibid.*, 2°.

⁴ Sec. 948.02 Wis. Stats.

⁵ Sec. 948.025 Wis. Stats.

⁶ Sec. 948.05 Wis. Stats.

⁷ Sec. 948.055 Wis. Stats.

⁸ Sec. 948.07 Wis. Stats.

6. Exposing a child to harmful materials⁹;
7. Possession of child pornography¹⁰;
8. Sexual gratification involving children¹¹;
9. Sexual intercourse with a child 16 years or older¹²;
10. Possession or use of Internet child pornography¹³;
11. Invasion of privacy by video surveillance¹⁴;
12. Sexual exploitation of children by manufacturing pornography¹⁵;
13. Taking, possessing or distributing nude pictures in locker rooms¹⁶;
14. Sending obscene or sexually explicit electric/electronic messages¹⁷;
15. Use of a computer to facilitate a child sex crime.¹⁸

- Policy

1. Sexual abuse of a minor is a crime and “an appalling sin in the eyes of God.”¹⁹
2. Sexual abuse of a minor 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 minor 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.

• Procedures²⁰

1. All allegations of sexual abuse of a minor against a Diocesan priest or deacon 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

⁹ Sec. 948.11 Wis. Stats.

¹⁰ Sec. 948.12 Wis. Stats.

¹¹ Sec. 948.10 Wis. Stats.

¹² Sec. 938.09 Wis. Stats.

¹³ Sec. 948.012 Wis. Stat. and 18 USC Sec. 2252.

¹⁴ Sec. 942.08 Wis. Stats.

¹⁵ 18 USC Sec. 2251 Wis. Stats.

¹⁶ Sec. 942.09 Wis. Stats.

¹⁷ Sec. 944.25 Wis. Stats.

¹⁸ Sec. 948.075 Wis. Stats.

¹⁹ Address of Pope John Paul II to the Cardinals of the United States (April 23, 2002).

²⁰ Except for paragraphs 1 and 2, these procedures are not necessarily listed in the order followed in each case. The safety of minors is the paramount concern.

victims; reporting requirements; possible risks to the accused; 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 *Policy and Procedures of the Diocese of La Crosse Regarding the Sexual Abuse of Minors by Clergy*. 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 *Policy and Procedures of the Diocese of La Crosse Regarding the Sexual Abuse of Minors by Clergy*. If the accused is a cleric of another diocese, or a consecrated person of an institute of 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 Diocesan 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 Clergy Child Sexual Abuse Review Board.

11. After the canonical preliminary investigation and the Diocese of La Crosse Clergy 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 in the judgment of 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 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 sexual abuse of a minor 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 Clergy 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

CLERGY CHILD SEXUAL ABUSE REVIEW BOARD

1. Composition and Appointment.

The Diocese of La Crosse Clergy Child Sexual Abuse Review Board shall consist of at least six (6) 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 (5) of the persons must be in full communion with the Catholic 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 shall be appointed to advise and consult with the Board. Three (3) *ex officio* nonvoting members shall be appointed by the Diocesan Bishop: the Vicar for Clergy, a knowledgeable canon lawyer and the Diocesan Attorney.

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 Clergy Child Sexual Abuse Review Board shall be:

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

5. Confidentiality.

All matters submitted to and all proceedings of the Diocese of La Crosse Clergy Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and the 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. That may require seeking and hearing legal advice which is privileged, and may require review of privileged communications between priests, doctors, psychologists, social workers and lawyers. By its very nature the Diocese of La Crosse Clergy 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 sufficiently credible to recommend to the Diocesan Bishop that the case be advanced?"
- B. Burden of proof: the accuser carries the burden of proof, consistent with concepts of fundamental fairness.
- C. Standard of proof: corroborating evidence from witnesses, documents or other sources.
- 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 a 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 Clergy 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 Clergy 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 Clergy Child Sexual Abuse Review Board.

10. Nature of the Proceeding.

Initially the Diocese of La Crosse Clergy 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.

Civil Rights Complaint Procedure and Form

AD-3027
(1/19/12)

OMB Control Number 0508-0002

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) Office of the Assistant Secretary for Civil Rights

USDA Program Discrimination Complaint Form Instructions (The complaint form is below the instructions)

PURPOSE: The purpose of this form is to assist you in filing a USDA program discrimination complaint. For help filling out the form, you may call any of the telephone numbers listed at the bottom of the complaint form. You are not required to use the complaint form. You may write a letter instead. If you write a letter it must contain all of the information requested in the form and be signed by you or your authorized representative. Incomplete information will delay the processing of your complaint.

You may also send a complaint by FAX or e-mail. We must have a signed copy of your complaint, so if you send your complaint by e-mail, be sure to attach the signed copy to your email. Incomplete information or an unsigned form will delay the processing of your complaint.

FILING DEADLINE: A program discrimination complaint must be filed not later than 180 days of the date you knew or should have known of the alleged discrimination, unless the time for filing is extended by USDA. Complaints sent by mail are considered filed on the date the complaint was signed, unless the date on the complaint letter differs by seven days or more from the postmark date, in which case the postmark date will be used as the filing date. Complaints sent by fax or email will be considered filed on the day the complaint is faxed or emailed. Complaints filed after the 180-day deadline must include a 'good cause' explanation for the delay. For example, you may have "good cause" if:

1. You could not reasonably have been expected to know of the discriminatory act within the 180-day period;
2. You were seriously ill or incapacitated;
3. The same complaint was filed with another Federal, state, or local agency and that agency failed to act on your complaint.

USDA POLICY: Federal law and policy prohibits discrimination against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs).

USDA will determine if it has jurisdiction under the law to process the complaint on the bases identified and in the programs involved. Reprisal that is based on prior civil rights activity is prohibited.

PROPERTY ADDRESS: If this complaint involves a farm or other real estate property that is not your current address, write in the address for that farm or real estate property. Otherwise, this part of the form can be left blank.

**PLEASE READ IMPORTANT LEGAL INFORMATION BELOW
CONSENT**

This USDA Program Discrimination Complaint Form is provided in accordance with the Privacy Act of 1974, 5 U.S.C. §552a, and concerns the information requested in this form to which this Notice is attached. The United States Department of Agriculture's Office of the Assistant Secretary for Civil Rights (USDA) requests this information pursuant to 7 CFR Part 15.

If the completed form is accepted as a complaint case, the information collected during the investigation will be used to process your program discrimination complaint.

Disclosure is voluntary. However, failure to supply the requested information or to sign the form may result in dismissal of your complaint. If your complaint is dismissed you will be notified. The information you provide in this complaint may be disclosed to outside parties where USDA determines that disclosure is: 1) Relevant and necessary to the Department of Justice, the court or other tribunal, or the other party before such tribunal for purposes of litigation; 2) Necessary for enforcement proceedings against a program that USDA finds to have violated laws or regulations; 3) In response to a Congressional office if you have requested that the Congressional office inquire about your complaint or; 4) To the United States Civil Rights Commission in response to its request for information.

REPRISAL (RETALIATION) PROHIBITED:

No Agency, officer, employee, or agent of the USDA, including persons representing the USDA and its programs, shall intimidate, threaten, harass, coerce, discriminate against, or otherwise retaliate against anyone who has filed a complaint of alleged discrimination or who participates in any manner in an investigation or other proceeding raising claims of discrimination.



UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
Office of the Assistant Secretary for Civil Rights
Program Discrimination Complaint Form

First Name: _____ Middle Initial: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

E-mail address (if you have one): _____

Telephone Number starting with area code: _____

Alternate Telephone Number starting with area code: _____

Best Time of the Day to Reach You _____

Best Way to Reach You, (check one): Mail ☐ Phone ☐ E-mail ☐ Other: ☐

Do you have a representative (lawyer or other advocate) for this complaint? Yes ☐ No ☐

If yes, please provide the following information about your representative:

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

1. Who do you believe discriminated against you? Use additional pages, if necessary.

Name(s) of person(s) involved in the alleged discrimination (if known):

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Please name the program you applied for (if known/if applicable): _____

Please check (✓) the USDA Agency below that conducts the program or provides Federal financial assistance for the program (if known):

Farm Service Agency ☐

Food and Nutrition Service ☐

Rural Development ☐

Natural Resource Conservation Service ☐

Forest Service ☐

Other: _____

2. What happened to you? Use additional pages, if necessary, and please include any supporting documents that would help show what happened.

3. When did the discrimination occur?

Date: _____
Month Day Year

If the discrimination occurred more than once, please provide the other dates:

4. Where did the discrimination occur?

Address of location where incident occurred:

Number and street, PO Box, or RD Number

City State Zip Code

5. It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs) Reprisal is prohibited based on prior civil rights activity.

I believe I was discriminated against based on my

PAPERWORK REDUCTION ACT AND PUBLIC BURDEN STATEMENTS:

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.) requires us to inform you that this information is being collected to ensure that your complaint contains all the information required to file a complaint. The Office of the Assistant Secretary for Civil Rights will use the information to process your complaint of program discrimination.

Response to this request is voluntary. The information you provide on this form will only be shared with persons who have an official need to know, and will be protected from public disclosure pursuant to the provisions of the Privacy Act, 5 U.S.C. § 552a(b).

The estimated time required to complete this form is 60 minutes. You may send comments regarding the accuracy of this estimate and any suggestions for reducing the time for completion of the form to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Washington, DC 20250-9410.

An Agency may not conduct or sponsor, nor is a person required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The OMB Control Number for this form is 0508-0002.

Statement of Compliance

- 1) I acknowledge that I have received, understand and will abide by the school handbook provided to me by Blessed Sacrament School, an Aquinas Catholic School.
 - 2) In addition I acknowledge that I have reviewed the (red book), *On Sexual Misconduct for the Diocese of Lacrosse* and (green book), *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*, on the Diocesan website: www.dioceseoflacrosse.com
 - 3) I have also had a chance to view the safe environment training video on the Diocesan website: www.dioceseoflacrosse.com
 - 4) As a student, I have read or had it read to me the Aquinas Catholic School Acceptable Use Policy and agree to use computers, Internet and other technology devices and tools in a way that is consistent with this policy. I understand that failure to do so may result in the loss of technology use and access at school. I understand that the use of personal technology tools against said guidelines will result in them being taken from me.
 - 5) As a parent, I have read the Aquinas School Acceptable Use Policy and understand the guidelines and rules that will be implemented concerning my child's use of technology in school.
- ☐ Check this box if you **DO NOT** want your child to have access to the Internet and you understand that your child(ren) will need to complete the assignment using a *home computer*.

_____ Parent Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date

OR

I do not have access to the internet or would like to come to school and receive the above books in hard copy and see the video.

_____ Parent Signature	_____ Date
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