



PARENT & STUDENT HANDBOOK 2016-2017



The mission of St. Paul's Catholic School is to team with the family to educate our children helping them develop strong ***Faith, Leadership, and Excellence*** in all endeavors in a Christ-centered community.

St. Paul's Catholic School

1210 Main Street

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PRAYER FOR THE NEW SCHOOL YEAR

Lord, God, as we begin this school year, we call upon you to bless us,
to bless our students and to prosper the work of our hands.

We fully acknowledge that all we do is done in your name
and our ultimate goal is to build your kingdom on earth.

We rededicate ourselves to your ministry of education
and pledge our faithful service to furthering the instruction of our students.

Send your spirit upon us as we begin the new school year.

Amen!

St. Paul's Catholic School Mission Statement

The mission of St. Paul's Catholic School is to team with the family to educate our children helping them to develop strong *Faith*, *Leadership*, and *Excellence* in all endeavors in a Christ-centered community.



Philosophy of St. Paul's Catholic School

Our parish is named after the great Apostle of the Gentiles, St. Paul, a student of great learning who carried the Good News of Jesus wherever he went. Paul, a fitting model for Christian education, was an affectionate, loyal, courageous, and dedicated man of strong convictions. He was a well-educated individual whose prolific writings helped to bridge the Old and New Testaments.

The staff at St. Paul's believes that our greatest responsibility is to work with students and their families to build an effective Christian community:

- **Where people are of primary importance. Students and teachers, with the support and cooperation of the home, encourage one another in the practice of the Faith, kindness, courtesy, honesty, fairness, self-discipline, and self-respect.**
- **Where appreciation of knowledge, an inquisitive mind, creativity, a sense of beauty and respect for nature, fine arts, and mastery of subject matter are fostered.**
- **Where service in the local faith community is encouraged and broadened to include the greater community. Students and teachers strive to gain a world vision and accept personal responsibility to bring the values of Jesus into their lives. With St. Paul we dare to say, "I can do all things in Him who strengthens me." (Philippians 4:13)**

Diocesan Catholic Doctrine Intent

St. Paul's Catholic School is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority. (1.12.16)

Objectives

Objective 1

Since the school assists the parents in educating their children, the teachers will:

- Be available to parents in need of advice and guidance.
- Encourage parents to give of their time whenever it is possible by being aides, room parents and to participate in special projects.
- Work with parents and students to develop a strong Christian community of faith by serving, witnessing and worshipping.

- Involve parents in decision-making.

Objective 2

Students will be given opportunities to be witnesses to the message of the Gospel by worshipping and being available to others by service. Being of service to others will mean finding time to visit the lonely, making favors and cards on specific days, and doing acts of kindness for others.

In the Gospels, we read how Jesus prayed to His Father. The students will be encouraged to receive the Sacraments regularly and to prepare and participate in liturgies and prayers.

To know Christ, we must study about Him. Students will spend time reading the Gospels to learn how Jesus lived and what He valued.

I. Advantages of Students Attending St. Paul's School

Catholic education is a unique alternative to public and other private systems of education. The education at St. Paul's school is geared to help form the whole person – mentally, socially, morally, physically, and spiritually. Everything a child learns can be related to faith and moral values. Catholic moral values help children and young people live and act according to Christian principles.

St. Paul's School provides children with a loving and dynamic example of the values of love, compassion, concern for fellow man, peace, human dignity, and social justice. The prayer and sacrament experiences help the students develop a committed relationship with God and realize the importance of belonging to a worshipping community.

St. Paul's educators are fully qualified professionals who are dedicated and concerned for every child. They realize that their role is to act as an extension of the home. The interaction, trust and encouragement between parents and teachers offer a distinct advantage of support for the student's total, disciplined self.

St. Paul's School has a well-rounded curriculum along with extracurricular activities, which include forensics, band and athletics. A Christian-orientated environment allows for academic and individual growth.

“Train up a child in the way he should go: And when he is old,

he will not depart from it.”
(Proverbs 22:6)

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Within the context of the handbook, you will see the notation DSP and DSR. The parts of the policy marked as such are directly from the Diocese of La Crosse Policy and Regulation Manual for 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.

We believe the successful education of students is achieved in part by the partnership created between schools, parents, and students. Please read this handbook so you are familiar with the expectations that we have for students and parents. Your support is critical.

The administrators of St. Paul's Catholic School, retain the right to interpret this handbook as it sees fit, and to amend it for just cause at any time throughout the school year. Parents and students will be given prompt notification if changes are made.

St. Paul's Catholic School reserves the right to make corrections and/or changes to this handbook as needed. Any corrections or changes will be posted and effective immediately in our 2016-2017 Family Handbook, which can be found on our website.

II. SCHOOL POLICIES

A. ABSENTEEISM AND TARDINESS

Regular attendance has a direct bearing on good success in school. If it is necessary for a student to be absent or tardy, the parent/guardian must call the school office by **8:00 a.m.** to inform the school. If the school is not informed, it then becomes the responsibility of the school to find out why the student is absent.

Students must be in line in the gym **by 7:40 a.m.**, but are advised not to arrive before 7:40 a.m. Students will be marked **tardy** if they arrive after **7:55a.m. and before 8:00 a.m.** Students are not considered tardy if a bus arrives late. An **excused absence** indicates that a parent/guardian has notified the office that the child will be absent. An **unexcused absence** indicates that a parent/guardian has not notified the office.

A student is considered absent for half of a day if they arrive at **8:00am** or after; leave at any point during the day and come back; gone for lunch/recess; or gone for less than or

equal to 3 hours and 30 minutes. A student is considered absent for a full day when they are gone for more than or equal to 3 hours and 31 minutes.

Written excuses from home when a child is tardy or absent, stating the reason and number of days absent, properly dated, and signed, must be presented when the student returns. Students who have been absent in the morning must present an excuse in the afternoon. Any child who has been sick is not to return to school unless s/he can participate in all activities and no longer has need for medicines. If a child has had a contagious disease, s/he must turn in a permit from a doctor. A doctor's permit is also necessary if a child is to be excused from physical education class for more than one week.

If a child becomes ill in school, the parent will be notified. The child must be picked up either by the parent or a person designated by the parent. The name of the person must be given to the principal or secretary. **NO CHILD WILL BE PERMITTED TO LEAVE UNLESS THE SCHOOL HAS THE PERMISSION OF THE PARENT TO RELEASE THE CHILD TO A SPECIFIC PERSON.**

If possible, all appointments are to be made after school. If a child must leave for an appointment during school hours, a written note must be sent to the school. **WITHOUT AN EXCUSE, NO CHILD WILL BE PERMITTED TO LEAVE THE SCHOOL. NO CHILD WILL BE PERMITTED TO LEAVE UNLESS THE SCHOOL HAS THE PERMISSION OF THE PARENT TO RELEASE THE CHILD TO A SPECIFIC PERSON.**

We encourage families to plan vacations to coincide with one of the vacation periods on the school calendar. If this cannot be done, parents are to notify the principal, who will inform the teachers at least one week in advance, indicating when the child will leave so recommendations can be made for school assignments that may pertain to the trip. Students are to make up work upon their return. The student will have the number of days to make up the work equal to the number of school days absent. Teachers are not expected to give assignments in advance. The school will not take responsibility for a student falling behind because of family vacations during the school year. The same policy will be followed for hunting.

B. ASBESTOS

For your information, 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 the school year by contacting the school principal.

C. ATHLETIC CODE

To participate in an athletic program at school is a privilege. Competition in an athletic program demands a great amount of discipline from the person who desires and chooses to become a participant.

The success of any team or organization depends upon the students who are part of that team or organization. Probably the most significant factor, which makes a successful

participant, is his/her mental attitude. As a result, a person who desires to participate in an athletic program is going to have to make certain commitments over and above other students (See Appendices for Athletic Code)



D. BICYCLES

Students who ride bicycles or scooters to school are to walk them to and from the sidewalk to the designated area. Each student is responsible for locking his or her bike. The school is not responsible for vandalism to bikes. Bikes or scooters are never to be ridden on the playground at any time when people are present. All bicycles and scooters are to be parked in the space provided on the school grounds. Each year, in the spring, instructions are given to students in grades 1-5 by a police officer.

E. BOMB THREATS

The health, safety and well being of students are always the primary concern of school staff. If the school receives a bomb threat, 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)

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)

F. BULLYING

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

Bullying is unwanted and/or unwelcome words or actions that cause an individual to feel trapped, hurt or confused physically, emotionally or mentally.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- 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 teacher, and/or 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. Responses to bullying include:

- Immediate response
 - Tell the bully to "Stop it"
 - Immediately intervene, "You're being a bully."
 - Empathy
- Gather information
 - Fill out forms (conduct update)
 - Journaling
 - Talk to other students
- Fix it
 - Apologies: written and/or verbal (peers, class, parent)
 - Apologize to the victim(s)
 - List of (10) kind thoughts about the person
 - Physically perform actions for others
- Loss of privileges
 - Loss of recess, field trip, specials events
 - No gym
 - Eat snack/lunch alone
- Get parents involved
 - Parent contact: letter, email, telephone call, conference
 - Communication home by student
- Get other adults involved
 - Principal
 - Pastor
 - Detention after school
 - Conference
 - Update other teachers

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.

G. COMMUNICATIONS

To keep parents informed, a weekly communication envelope will be sent from the school office with the oldest child. It will include a school newsletter and any necessary notices. We attempt to have as much home/school communication as possible in the weekly envelope; however, teachers may still send notes at other times.

In the event of questions or concerns of a teacher, which parents may have, the following procedure is to be observed in the order listed.

1. **Speak to the teacher about the matter; if not satisfied, then speak to –**
2. Principal
3. Pastor
4. Dean
5. Diocesan Director

See “Administrative Recourse” regulation, page 40

H. 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:

- Information that concerns violation of the law.
- Matters involving the health and safety of the student or any person.
- Serious moral issues.
- 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).

I. DRESS CODE

St. Paul's School Dress Code - Grades K - 8
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BOYS:

Dress Pants - Navy blue (No blue jeans!)

Shirts - Light blue, long or short sleeve with a collar. Light blue, navy or white polo shirt or turtleneck acceptable. No colored trim or graphics. (No T-shirts!)

Socks - Navy blue, black or white socks.

Hair - Short and neatly groomed hairstyles of a natural style.

Earrings - None permitted

GIRLS:

Grades K - 5:

Jumper - The adopted blue plaid jumper, available from Dennis Uniform Company

Pants - Solid navy blue dress slacks, tights, or leggings may be worn under the uniform jumper during school and/or recess. (The following pants would be considered unacceptable: sweat pants, warm-up pants, pants that drag on the floor,

outerwear, pants without hems, wind pants, parachute pants, fleece, jeans and jeggings.)

Grades 6 - 8:

Choice of navy blue skirt or navy dress pants

Skirt - The adopted navy blue skirt, available from either Dennis or Donald's Uniform Companies. No more than 2 inches above the top of the kneecap.

Dress Pants - Navy blue uniform slacks, available from either Dennis or Donald's Uniform Companies, or in the uniform section of these (and possibly other) stores: JC Penney, Kohl's, and Sears. (The following pants would be considered unacceptable: sweat pants, warm-up pants, pants that drag on the floor, outerwear, pants that are without hems, wind pants, parachute pants, fleece, hip huggers, pants off the waist, jeans and jeggings.)

Blouses - White, long or short sleeve with a collar. Light blue, navy or white polo shirt or turtleneck permitted. No color trim or graphics. (No T-shirts!)

Socks - Navy blue, black or white tights or socks.

Make-up - Make-up is not compatible with the school uniform. If a light amount is used, it must not be noticeable.

Earrings - No hoops, dangling or distracting earrings. Earrings can be worn in ears only.

ALL STUDENTS:

Hair - Out of face, natural color. No hair extensions or feathers. Hair color and/or accessories are not to be a nuisance or distraction.

Sweaters/Sweatshirts - Navy blue cardigans, pullovers, or vests are to be solid in color with no trim. The adopted navy sweatshirt, and quarter zip fleece sweatshirt with St. Paul's logo is acceptable. Also approved is the school athletic jacket.

Shoes - Indoor shoes only. No sandals, clogs, snow boots worn indoors, or shoes that leave black marks. No fashion boots. Crocs, moccasins, or open toed shoes. Shoes that have laces are to be tied.

Shorts - Only the adopted navy mesh shorts with St. Paul's logo or navy uniform dress shorts are permitted. The length of shorts must be no more than two inches above the kneecap. The shorts may be worn in the months of **May, June, August and September**. They must be worn with the white and blue uniform shirts. No shorts are to be worn to Mass.

Dress Up Days - On days designated as "dress up" days, students do not need to wear uniforms. They may wear appropriate dress clothes, including colored jeans. Students will not be allowed to wear sweat pants, snap leg pants, wind pants, or other athletic type pants. Shirts should not advertise or promote alcohol, tobacco products, or musical groups. Skirts should be no more than two inches above the kneecap; no mini skirts. Fashion boots are acceptable. Shirts or blouses must cover the midriff during all movement. Sleeveless shirts are not acceptable.

In addition, we abide by the diocesan minimum standards, which are available in the office.

J. EMERGENCY MEASURES

According to city regulations fire drills will be held regularly during the school year. Directions as to which exits are to be taken by each classroom will be posted near the door. Tornado drills will also be scheduled. In the event of unexpected cancellations, teachers will call parents.

St. Paul's will follow the same "school closing" as the Bloomer Public Schools. Radio stations will give the needed information. Parents and students are not to call the school, radio stations, public school, or rectory. Listen to any local radio (WAXX, 104.5) or television channel (WEAU, WQOW).

K. FIELD TRIPS

All field trips and outings must be pre-approved by the school administrator. Written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones, and mode of transportation. No student will participate unless a signed parental permission slip for the specific event is on file with the school principal.

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To insure the desired outcomes of such trips, teachers will prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion will be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested.

Field trips are a privilege. Schools can set minimum academic, effort and conduct expectations for participation in such trips.

Chaperones need to have the necessary paperwork on file in the office to participate.

L. FLOURIDE TREATMENT

Each week a fluoride treatment will be given to all students whose parents have completed a written permission form. The local health department sponsors this program. A fee is paid to the local health department.



M. GRADE SCHOOL DANCES AND PARTIES (DSP 5790)

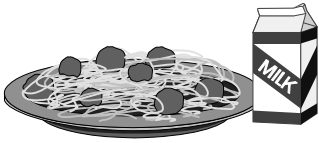
Schools are not to sponsor mixed parties and dances for grade school students, when they are such as to promote premature dating, exclusive and particular boy-girl associations and the pairing off of couples. School activities which are well supervised and which are instructive in the social graces and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

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9/27/89

Mixed parties or dances outside of school time are considered extracurricular activities. The responsibility for such events belongs to the parents, not to the school. Preparations for such events may not be done during school hours. Approval is necessary from the school principal and appropriate Education committees and Parish Council.

N. HOT LUNCH PROGRAM



The hot lunch and morning milk programs at St. Paul's are partially financed by the Federal Government and are available to all students. Tickets for hot lunch and morning milk are to be paid in advance. Refer to **MONEY PAYMENTS.**

LUNCHROOM RULES & MANNERS

- **Take coats, hats, mittens, playground balls, jump ropes, etc. with you to the lunchroom.**
- **Stand in line quietly and orderly.**
- **Wash your hands as you enter.**
- **Say "PLEASE" and "THANK YOU" to the cooks.**
- **Take only what you can eat.**
- **Say "hello" to others at your table.**
- **Talk quietly at the table. Use your indoor voice.**
- **Do not save places for special friends.**
- **No elbows on the table.**
- **Use your napkin.**
- **Chew with your mouth closed.**
- **Do not talk while chewing.**
- **Do not throw food.**
- **Say "excuse me" if you reach in front of someone.**
- **Ask someone to "please pass" an item instead of reaching.**
- **Keep hands to yourself.**
- **Ask the cooks if you may take second milk.**
- **When finished eating, clean up the area around you and return the tray to the designated area.**
- **Push your chair in.**
- **Line up quietly with your class.** 18

O. INSURANCE

Neither St. Paul School nor the Diocese of La Crosse provides student accident insurance. Student accident insurance is the responsibility of the student's parents and/or guardian.

P. MONEY PAYMENTS

When it is necessary to send money with a child, it is to be enclosed in an envelope with the child's name, grade and the purpose for the payment, and it should be sent on Monday mornings in the communication envelope whenever possible. It is a good idea to call the office when large amounts of money are sent with a child. The child will be asked for it, if it is not handed in on time. Money for many purposes, such as tuition, hot lunch, fees, etc. is not to be included in one check, since these are all separate accounts.

Payments for tuition can be made either in full, or by installments. Each year parents are given an opportunity to choose the method for payment.

Students who belong to a parish without a Catholic school, and who attend St. Paul's School, pay an additional assessment for tuition. Parents are responsible for payment of this additional assessment.

Q. NONDISCRIMINATION (DSP 5101)

Every Catholic school in the La Crosse Diocese respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. The Diocese of La Crosse has the obligation to publicize its nondiscrimination policies. Diocese of La Crosse 9/27/89

R. PERSONAL MATERIALS

To prevent lost articles, all materials such as jackets, hats, caps, mittens, boots, lunch boxes, gym clothes and book bags are to be marked with the owner's name.

S. PROOF OF GUARDIANSHIP (DSP 5302)

In any situation where there is a custody agreement, the schools should obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This should also be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

Diocese of La Crosse

1/17/96
Revised 1/12/98

Signed) Bishop Raymond L. Burke

T. REGISTRATION, TUITION AND FEES

For a student to be considered for enrollment at St. Paul Catholic School, parents/guardians must be *registered and ** supporting members of either St. Paul Catholic Parish or the parish to which they belong. They must be up-to-date in current financial obligations to St. Paul School, and they must completely fill out, sign and submit the information in the registration packet to the school office by the deadline date. Parents should be aware that students must be five years old by September 1 to enter kindergarten, and six years old by September 1 to enter first grade.

*Registered: You are listed in your parish records as an adult contributing member.

**Supporting: You contribute to your parish financially through an identifiable source such as envelopes, and through time contributions that are identifiable because they are known to the pastor and/or other parish members.

To assure quality education, no more than 25 students will be accepted for each grade. If more than 25 children are registered for a grade, St. Paul's Catholic School will give preference in enrollment based on the criteria below, in the order in which they are listed.

- The parent/guardian is liturgically active in St. Paul's Catholic Parish and is a supporting member of St. Paul's Catholic Parish.
- The parent/guardian is liturgically active and a supporting member of a Catholic parish, other than St. Paul's.
- The parent/guardian is liturgically active and a supporting member of a non-Catholic parish.

If more than one eligible student is competing for the same vacancy, the selection will be made by a screening process.

WAITING LISTS

Once a class reaches 25 students, a waiting list will be created from the remaining eligible applicants based on the criteria below, in the order in which they are listed.

- The parent/guardian is liturgically active in St. Paul's Catholic Parish and is a supporting member of St. Paul's Catholic Parish.
- The parent/guardian is liturgically active and a supporting member of a Catholic parish, other than St. Paul's.
- The parent/guardian is liturgically active and a supporting member of a non-Catholic parish.

Those who did not meet the deadline date for submitting registration materials, and those who apply at a later date, will be placed on the waiting lists according to the criteria listed above. All tuition and fees for the present year are to be paid in full before registration for the next year will be accepted. Parents are to contact the school principal if there is a financial problem. **NO CHILD OF THE PARISH WILL BE REFUSED ADMISSION BECAUSE OF FAMILY FINANCES.** The amounts for tuition, book bill and fees for the next year are made available to all families in March. A statement of the preferred payment plan is required before registration for the next year will be accepted.

U. SAFETY PATROL

The safety patrol is under the direction of a faculty member. It is an honorary club to which 8th grade students may belong. Please refer to Safety Patrol Guidelines.

V. SCHOOL PHONE

Parents are asked to refrain from calling the school office to leave messages for students, except for an emergency. Personal calls are not emergency calls. Students or teachers will not be called from a classroom for calls except emergency calls, which are explained in substance to the secretary before the individual is called. Students are not to use the office phone to call for things s/he has neglected to bring with him/her to school. **Students may not use cell phones or pagers during school hours.**

W. SCHOOL SUPPLIES

A list of necessary school supplies that parents must purchase will be included in the registration packet.

X. TRANSPORTATION

Some of the St. Paul School students ride on the public school bus. All children are expected to respect the driver as well as other students. Misbehavior on the bus can result in the child being refused transportation. St. Paul School follows the guidelines laid down by public school administration. **Students are not to walk to the Public School to catch the bus.**

Y. VISITORS

Anyone entering the school for any reason is to report to the office first, which is situated on the first floor. **Parents are not to go to classrooms to pick up children.** Teachers have been instructed not to permit any child to leave. If for some reason someone other than parents come for a child, the parents must call the office. Unless a call has been received, no child will leave.

Z. VOLUNTEERS

St. Paul School needs volunteers with a strong commitment to excellence in Catholic education who wants to have a voice in the education of their children, and who are willing to share their talents and energies.

We need help in many areas of the school program, such as teachers' aides, library helpers, playground supervisors and as coaches and assistants for our athletic teams. We have special work for volunteers with teacher training in remedial help. If you are interested in one of these areas, please call the principal at 568-3233. The safe environment forms need to be filled out and approved to be able to volunteer. There is always a job for willing workers.

III. INTELLECTUAL DEVELOPMENT



A. CONFERENCES (DSP 5205)

As a personal means of informing parents as to the development of their children, schools are to schedule conferences on a regular basis. Normally, the children should have the opportunity to be at these conferences. Conferences are to be scheduled at least twice a year, once during or shortly after the first quarter and once during or shortly after the second or third quarter.

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PARENT-TEACHER STUDENT CONFERENCES

One of the best ways for teachers to report a student's progress or achievement is through parent-teacher-student conferences. One conference will be scheduled at the close of the first quarter for all students. One day in the spring is scheduled for conferences for parents who would like to meet with teachers, or for teachers who need to speak with parents. Conferences can be initiated either by parents or teachers before or after school hours on any other day.

B. CONTESTS

Participation in contests sponsored by different groups in the area are part of the St. Paul School curriculum. Interested students can take part in contests in art, poetry, forensics, fire and conservation posters, and others, which may come up during the year. Participation in the number of contests is limited.

C. GRADUATION

Graduation ceremonies for the eighth grade will be simple, appropriate and inexpensive. A committee appointed by the homeroom teacher will plan specifics for graduation. Students are responsible for their graduation expenses.

D. HOMEWORK

Homework is the completing of work given during the day, or the periodic assignment of extra work, which helps to prepare students for the greater work requirements they will encounter the next year. Homework is the same type of work as has already been taught in school, so there is no need for parents to TEACH, but simply to see that the work is done neatly and correctly. If a student consistently seems to be having problems, parents are to contact the teacher to resolve the difficulty. If a child spends an excessive amount of time doing homework at night, he/she is not making good use of study time in school. Parents are to contact the teacher whenever there is a question of how much homework is given, or how much homework the child has to do after school hours.

E. LIBRARY, COMPUTER LAB, RESOURCE MATERIALS & SPEAKERS



The staff of St. Paul's believes 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.

The library will serve as a research and resource center for factual information, and as a reading center for classes or for those who wish. The reading resource center is used by teachers for class work and also for additional reading time for students. The center is to be supervised at all times when students are present. Some books such as encyclopedias and dictionaries are not to be drawn from the library or classroom, but are to be used there. Other kinds of books or videos can be taken on a two-week basis. Students who ruin books, magazines, or videos and do not pay fines or return items can be denied access to library materials. If a student loses a book, magazine or video, s/he has the responsibility to replace it. Teachers may check out materials from the library for an unlimited amount of time by leaving a note with the librarians. Students are to remember that the library is a place for silent study. Loud talking, etc. will not be tolerated.

The computer lab is available for scheduled computer classes as well as classroom projects. Teachers are encouraged to 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.

St. Paul's School 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.

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. Only movies rated A-I are acceptable. 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.

F. MUSIC PROGRAM

1. In addition to the regular vocal music at St. Paul's School, students may take private or group lessons on guitar or drums. Parents who are interested to give their children an opportunity to play guitar or drums should contact the school principal or Mr. Larson, the music teacher
2. Instrumental lessons may be taken at the public school as part of the band program. Contact the principal for specific details.



G. REPORT CARDS

The reporting system of the Diocese of La Crosse Catholic Schools is used. At mid-quarter a written report will inform parents of the child's progress for grades 5 – 8.

For a student who attends, but consistently does not make an effort to accomplish work equal to his/her ability and therefore does not complete the required work as outlined by St. Paul School for a grade level, there are two possibilities:

1. The grade will be repeated.
2. A certificate of attendance will be issued in place of a diploma, which simply means the child has attended the school but does not graduate.

Grading Scale

94 – 100	A
93 – 86	B
85 – 76	C
75 – 70	D

H. RETENTION/ACCELERATION (DSP 5210)

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

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A. I. TESTING PROGRAM

During the course of the school year, educational mental maturity and achievement tests are given to the students. These tests are used to study the strengths and weaknesses of individual students.

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 program prescribed by the Diocese of La Crosse. Required testing, both ability and achievement, is to be done annually, within the dates established by the Diocesan Office for Catholic Schools. (DSR 6505) Results are reported to the parents of the same year.

In addition, the test results are kept on file at St. Paul's School. A copy of the test results is sent to a new school at which the child is registered. Parents are to sign a form releasing the child's records to be sent to the school, which the child will attend.

IV. CHARACTER DEVELOPMENT

A. PLAYGROUND AND RECESS

When the weather permits, all students are to be outside at recess. If a student is too ill to go outside, then s/he should be kept at home.

PLAYGROUND RULES AND RECESS:

Be respectful

- Treat all playground supervisors with respect.
- Treat other students with respect.
- Respect school and neighboring properties.

Be safe

- No food, drinks, gum, or candy on the playground.
- Do not throw snowballs, rocks, or any non-ball items.
- Use playground equipment properly.
- No climbing, leaning on, or slamming into the garage or fences.
- Do not taunt neighboring animals.

Follow the rules

- Remain in assigned places on the playground.
- Quietly walk to your appointed line when the bell rings.

Control your actions

- Keep hands to yourself.
- No horseplay or roughhousing, including pulling, kicking, knocking, or harming of others.
- No fighting, retaliation, or intimidation.

Any student who violates these rules will be punished and will be expected to pay any damages resulting from this violation.

B. RESPECT FOR THE BUILDING AND ITS PROPERTIES

1. Roughness or yelling inside the building at any time will not be permitted. Unless students attend classes in other areas in the building, students remain on the level of the building where the homeroom is situated.
2. The lockers on the floors are to be used by the students. These are to be kept free from all unnecessary materials so that doors will not be jammed. Lockers are the property of the school. If a student jams a door, or breaks anything, damages must be paid. Any student who mars a desk or furniture in any way will be responsible for damages and the marred part will be repaired at the student's expense.
3. No gum will be allowed in school or on school grounds. This will eliminate the possibilities of it being stuck on books, desks, furniture and floors. A punishment will be given to violators. TREATS SENT BY PARENTS ARE NOT TO INCLUDE GUM.
4. Every student is responsible for the books and materials used in school. Covers are supplied so that books can be covered at all times. Books are to be carried in a book bag, not in one used for gym equipment. If books or other materials have been ruined or lost, the student will be held responsible to pay a fine or to replace whatever is ruined or lost.
5. With regard to school property, parents are asked to check the boots and shoes that students wear in the school building to make sure they will not make black streaks on the floors. Black marks must be cleaned off with special solution, which ruins the floor. Shoes or boots with black soles are not to be worn. Bare feet are not allowed. Children may not sit in school without shoes. If a child forgets to bring shoes, parents will be asked to bring them.

C. RESPECT FOR FACULTY, AIDES AND OTHER MEMBERS OF THE SCHOOL STAFF

Respect for one another and oneself is the backbone of a good school. Disrespect toward a teacher will result in an initial conference with that teacher. When disrespect is directed toward an aide, librarian, cook, etc., the conference will be held with the homeroom teacher. If the conclusion is reached that the student has been disrespectful, the student will write a letter of apology and a plan to correct the behavior during recess periods or after school. Future violations will result in a conference with parents and students so that a cooperative home-school plan to solve the problem may be made. Consistent violations will be referred to the principal for serious disciplinary action.

V. RELIGIOUS DEVELOPMENT



A. FIRST COMMUNION

The teacher and parents prepare students in the second grade. First Communion ceremonies are scheduled in early spring.

B. MASS ATTENDANCE

Special liturgies are prepared by classes and teachers, and are scheduled weekly. All students, regardless of religious affiliation, are expected to attend Mass and other liturgical services.

All students attend the class liturgies, as well as the all-school Masses. Students are encouraged to attend liturgies on weekends with parents.

C. MASS SERVERS

Boys and girls in grades 4-8 who wish to assume the responsibility of an altar server will be properly trained. They will be expected to adhere to a prescribed schedule and obtain substitutes when necessary.

D. PRAYER

Students will participate in periods of prayer:

1. At the beginning of the morning
2. Before and after lunch
3. At the end of the school day.

E. SACRAMENT OF RECONCILIATION

Students in the second grade receive the Sacrament of Reconciliation after the teacher and parents have instructed them. Reception of this sacrament is scheduled during the winter months. The Sacrament of Reconciliation is scheduled during the year for students in grades 2-8. The student is responsible for its reception at other times.

IV. PHYSICAL DEVELOPMENT

A. ATHLETIC PROGRAM (See code, page 44)

B. DRUG/MEDICATION ADMINISTRATION (DSP 5505)

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

Any drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the written medical instructions and completion of the Non-Prescription Authorization Form by a parent or legal guardian. Administration of a prescription drug requires written medical instructions from a physician, dentist or licensed medical professional and completion of the Prescription Authorization Form by a parent or legal guardian.

The party authorized to administer the drug and the school principal or administrator are immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." (This immunity does not apply to health care professionals.)

The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining the filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, many schools require that the medication be kept in a locked cabinet.) (s. 118.29.)

1. PRESCRIPTION MEDICATION

- a. An "Authorization to administer prescription medication by school personnel" must be completed by parent or legal guardian before administering the medication.
- b. Medicine must be in the original container with the label containing the doctor's name, the kind of medicine and the dosage.

2. NON-PRESCRIPTION MEDICATION

- a. "Authorization to administer non-prescription medication by school personnel" must be completed by parent or legal guardian before administering the medication.
- b. Medicine must be in the original container with the label.

All authorization forms will be kept on file in the school office. All medicine is stored in a locked cabinet. Students observed by school personnel self-administering unauthorized medication (including aspirin or cough drops²⁸) will be reported to the parents.

C. SCHOOL HEALTH PROGRAM

Nursing service for St. Paul is provided by the County Health Department. Special conferences with teachers or parents can be arranged on request through the school office or the County Health Department. Parents, children and teachers are invited to consult with the school nurse regarding testing or any health questions that may arise during the school year. The services of the nurse can be requested at any time, if needed.

Injuries and Illnesses: The principal will exclude children from school with suspected communicable diseases. Such diseases are to be reported to the nurse. If the school nurse recommends that a child have a medical check-up, or a dental check-up, it is wise to follow through. Many times a teacher's observations and screening tests indicate a need for diagnosis and treatment by the family physician. New students are to provide a health history and report any special health problems so that adequate provisions for the needs of the child can be made.

If a student becomes ill during the course of a school day, proper care and attention will be given to make the student comfortable. The parent(s)/guardian(s) are the first persons to be called and informed about the illness. In the event that they cannot be reached, the "emergency care information and authorization" card gives the necessary information about whom to contact. Since the principal is the person responsible for the student during regular school hours, a sick student may not be dismissed from the school premises unless a specified adult is available to care for the student.

D. SCREENING PROGRAMS

The Vision Test is given yearly to grades 2, 4, 6 & 8 with the help of volunteer parents. The nurse re-checks students who fail this test and makes referrals to an eye specialist. Individual Puretone Audiometric hearing tests are given yearly to grades K-1. The nurse re-checks students who fail the first test. The nurse does individual screening at the request of the teacher or parent.

VII. DEVELOPMENT OF A SENSE OF RESPONSIBILITY

A. EXTRACURRICULAR ACTIVITIES

One of the responsibilities of a school is to provide the opportunities for the students to put into practice what they have learned in the classroom. Also, a part of a child's education consists in learning how to work and live with others in organized society and how to participate, and even lead, in promoting smooth operation of society. To this end, St. Paul's School has a variety of extra-curricular activities in which the children are encouraged to participate. These are the safety patrol, student council Mass servers and our athletic and forensic programs.

(See Appendix for specific codes for these programs)

B. NON-CATHOLIC STUDENT PARTICIPATION (DSP 6225)

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

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C. RESPONSIBILITY TOWARD OTHERS

All students are to develop a great respect and consideration for others. Therefore, students are urged to observe the following:

1. Safety patrol obligations are to be taken seriously.
2. No student is to go to another classroom during class time without the permission of his/her teacher—and then, only when necessary.
3. Thoughtfulness and consideration for others demands a certain awareness of other's needs. There are innumerable occasions for helpfulness in every school day.
4. Students are expected to practice good manners and to display common courtesy to others, e.g., saying thank you, excuse me, etc.



D. SCHOLASTIC RESPONSIBILITY

1. School Day Schedule

The school day begins with a bell signal at 7:55 a.m.

Noon hour/Lunch time extends from 11:00 A.M. – 12:00 P.M.

Classes are dismissed at 3:02 p.m. Students who walk or ride a bicycle leave before those who ride the bus. Students who ride the bus are to ride from St. Paul's to the public school. Parents who pick up children after school are to do so from the parking lot, not on the street.

2. *School Work*

Careful and thorough work is expected of every student. Prompt submission of assignments not only assures the student of immediate corrective response, but also aids in the orderly recording of grades.

3. *Make-up Work and Tests*

Make-up work is the STUDENT'S RESPONSIBILITY. After being absent, students are to make up tests or to receive make-up instruction.

E. SCOUTING PROGRAM

The Boy Scouts and the Girl Scouts are not school organizations, but are available to those who want it. The scouting movement and other clubs provide programs for boys and girls, which help them to grow up to be citizens of good character. Oftentimes boys and girls need an adult to whom they can relate other than their teachers and parents, and the leaders of the scouting program provide this kind of person. St. Paul's School encourages every boy and girl to be involved in the scouting program.

VIII. ORGANIZATIONS AND SERVICE PROGRAMS

A. BOOSTER CLUB

St. Paul's Booster Club mission is to enhance the education and athletic abilities of every child at St. Paul's in the physical education program and the after school sports program. Our program will be conducted in a way that will inspire children intellectually, physically, emotionally, and spiritually. We also help support the school in providing a safe meeting place in the morning before class, a venue for many activities and functions, such as, academic fairs, Spring and Christmas concerts, 8th grade Graduation, Spelling and Geography Bee, the Veterans Day program, inspirational speakers, and the local blood drive. St. Paul's Booster Club will conduct organized fundraisers throughout the year to support the operations and maintenance of the gymnasium, locker rooms, and concession stand. The experience of winning and losing and contributing back to the community will help children build a strong Christian character in a Christ-centered community.

B. EDUCATION COMMITTEE

Mission Statement: St. Paul's Parish Education Committee exists to assist the parish community in the operation and governance of the school and religious education programs. *Approved by St. Paul's Parish Education Committee on Nov. 4, 2008.

C. GOVERNMENT AID PROGRAMS

Title I classes are offered to eligible students. If parents do not want their eligible child(ren) to attend these classes, they are required to "sign off" the help. This is a legal requirement and the form is placed in the child's school record.

Title II, IV and VI funds are used for non-consumable teaching materials, materials for Safe and Drug-Free Schools, Staff Development, and innovative projects, according to present Wisconsin and federal law.

D. HOME AND SCHOOL ASSOCIATION

Mission Statement: The mission of St. Paul's Catholic Home & School Association is to team with parents, teachers, and school administration to enhance student development of Faith, Leadership and Excellence by providing resources for field trips, classroom materials, social gatherings, equipment and special interests in a Christian-based environment. The financial resources are provided through fundraising efforts of school families and community contributions. A subcommittee of the Home & School Committee is the Activity Committee. This committee sponsors, plans and oversees activities several times a year for students and parents. Parents are expected to participate in the planning and supervision of activities.

E. MARKETING COMMITTEE

Mission Statement: "To promote, retain, and recruit students to St. Paul's Catholic School through individual, family and community relationships. We will promote St. Paul's Catholic School, recognizing our cultural heritage as a gift from God, with emphasis on our strong Christian character in a Christ-centered community."

Alumni & Friends Sub-Committee Purpose:

"Plan, develop, and create materials and an electronic system for the recruitment and retention of students, making available opportunities to support school needs recognizing our strong cultural heritage and strong Christian character in Christ Centered Catholic Community."

F. SPECIAL EVENTS COMMITTEE

Mission Statement: The Mission of the Special Events Committee is to team with St. Paul's Catholic School families to coordinate service related events each school year that supplement educational expenses.

G. PUBLIC RELATIONS

Public relations for St. Paul School are done under the supervision of the principal.

H. OTHER ACTIVITIES DONE BY TEACHERS OR STUDENTS ARE:

1. Cards made with care for our parish shut-ins.
1. Thank-you notes from students to parents who volunteer their services as tutors, drivers, etc.
2. Thank-you notes to donors of book covers, folders and student planners.
3. Get well notes to students and parents who are ill.

I. SERVICE WITHIN THE PARISH AND COMMUNITY

Students are encouraged to develop a spirit of service in the school and parish community by:

1. Volunteering assistance at parish functions.
2. Making greeting cards for our parish shut-ins.
3. Sacrificing their own spending money for the Missionary work of the church, especially during Advent and Lent.
4. Assisting teachers of younger children as tutors, etc.

IX. STEPS TO DISCIPLINARY ACTION

A. CATHOLIC FAITH AND MORAL STANDARD (DSP 5112)

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

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1/14/97
(Signed) Bishop Raymond L. Burke

B. DISCIPLINE CODE

St. Paul's Catholic School Student Discipline Code For Grades K- 8

We believe that **all** students can behave appropriately at school.

GENERAL SCHOOL RULES

- Be Respectful*** Treat all adults and students with respect. (This includes volunteers, patrols and visitors.)
Remove your hat when entering the school or church. Treat others with kindness.
- Be Honest*** Tell the truth. Do your own work.
- Be Considerate*** Raise your hand before speaking.
Do not talk while the teacher is talking.
Pass through hallways quietly.
Do not deface or destroy property.
Do not steal.
- Be Safe*** Remain seated during class.
Keep all four-chair legs on the floor.
Walk while passing in hallways, classrooms, and on stairways.
Remain on right hand side when passing up or down stairways.
- Be Clean*** Keep bathrooms, hallways, and classrooms free of litter.
- Follow the Rules*** Follow the dress code.
No gum and/or candy. (Candy may be permitted in the classroom on special occasions with teacher approval.)
Obey all school rules: classroom, lunchroom, playground, dismissal, bussing and any other school rules that exist.
- Control your Words*** Do not use words that make another person feel bad, trapped, or confused.
No backtalk, swearing, rude, obscene, suggestive or abusive language.
Use inside voices at regular conversation level in the building.
- Control your Actions*** Do not use actions that make another person feel bad, trapped, or confused.
No rude, obscene suggestive or abusive language.
Do not fight or retaliate.
Do not intimidate others.

PLAYGROUND RULES

- Be Respectful*** Treat all playground supervisors with respect.
Treat other students with respect.
Do not tease.
Include everyone in conversations or games.
Respect neighboring properties.
- Be Safe*** No food, drinks, gum, or candy on the playground.
Do not throw snowballs, rocks, or any non-ball items.
Use playground equipment properly.
No climbing, leaning on, or slamming into the garage or fences.
Do not taunt neighboring animals.
- Follow the Rules*** Remain in assigned places on the playground.
Quietly walk to your appointed line when the bell rings.
- Control your Actions*** Keep hands to yourself.
No horseplay or roughhousing, including pulling, kicking, knocking, or harming of others.
No fighting, retaliation, or intimidation.

LUNCH RULES

- * Take coats, hats, mittens, and playground balls, jump ropes, etc. with you to the lunchroom.
- * Stand in line quietly and orderly.
- * Talk quietly at the table.
- * Do not throw food.
- * When finished eating, clean the table, return tray to designated area and go quietly outside.
- * **Stay outside until the bell rings.**

Revised 2/17/09

C. DISCIPLINE POLICY AND PROCEDURE FOR GRADES 5 - 8:

Students will follow the St. Paul School Discipline Code for grades Preschool - 8.

Students will be held accountable for their behavior. Each student's behavior will be dealt with individually and confidentially.

Misbehavior of any kind, which interferes with the atmosphere for teaching and learning in the classroom, **will be unacceptable at all times.** **The severity and recurrence of the misbehavior, age of the student, and underlying circumstances will be considered in deciding the discipline actions the teacher takes.**

Relative consequences will be given.

D. DRUGS, ALCOHOL (DSP 5508)

“Every individual, precisely by reason of the mystery of the Work of God who was made flesh (cf. Jn 1:14) is entrusted to the material 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 reinstatement).

The term “dismissal” is:

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

The term “suspension” is:

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

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, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles, or school-sanctioned vehicles.

Sanction: For students who have violated any Category 1 Prohibitions - dismissal or immediate expulsion and the appropriate assessment and follow-up as described in Section C.

2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

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

3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school-sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or in 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 equitable applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category.

In determining within each category which sanctions to apply, at least the following factors shall be considered:

the nature of the substance;
the amount of the substance;
the age of the student;
the degree of risk posed to other students;
the cooperation or lack of cooperation of the student; and
the student's prior record.

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictates.

The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

C. INVESTIGATORY AND/OR REMEDIAL MEASURES

1. The students and parents/guardians shall meet with school authorities.
2. 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.
3. The student shall be suspended pending completion of the investigation, and may be suspended during the assessment.
4. 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.
5. 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.
6. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
7. For students suspended or dismissed, before any student may be re-admitted and continued as a student, the following minimum conditions must be met and consistently maintained:
 - A. 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 drugs³⁷ 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.

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 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 for 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.

DIOCESE OF LA CROSSE

1/14/97
Revised 1/12/98
Revised 1/12/99
(Signed) Bishop Raymond L Burke

E. SERIOUS INFRACTIONS

A principal or administrator has options for treating a serious infraction.

- ***In-School Suspension:*** The student spends a decided number of days outside the classroom. During that time s/he has no contact with students in work, lunch or play.
- ***Suspension:*** The student is out of school until his/her parents come in for a conference with the principal, all teachers who teach the child, pastor, if possible, and the child. (N.B. State Law allows a maximum of three day suspension, after which the child is considered truant.)
- ***Probation:*** The student or child is warned, a period of time is given in which the student remains under supervision, and in which every effort of the school community is made to change the student's attitude and stance.
- ***Dismissal:*** Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).
- ***Expulsion:*** Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

DISMISSAL AND EXPULSION (DSP 5115)

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

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(Signed) Bishop Raymond L. Burke

Notice of expulsion, should this grave action be the final decision, will be sent to the parents and public school officials by the school principal, a copy filed in the permanent record and a report made to the entire teaching staff of the action. This does not prejudice the right of the school administrator to keep confidential the characteristics of an incident, which is not to become public.

When a situation involving grave action arises, the individual faculty member is to inform the principal.

1. Parents will be notified immediately in the presence of the student of an impending disciplinary action.
2. The pastor of the student will be informed immediately of impending disciplinary action.
3. A faculty group or committee will be consulted by the administrator before a final action is taken on the part of the principal or the administrator.
4. The student, however, can have an out-of-school temporary suspension by the principal, until there has been a conference with the parents concerning the final action to be taken.

DISMISSAL AND EXPULSION (DSR 5115)

If a dismissal or expulsion is pending, the diocesan director of the Office for Catholic Schools will be notified immediately. The diocesan director of the Office for Catholic Schools will review the case, consult legal counsel, if necessary, and make recommendations back to the school. The diocesan director of the Office for Catholic Schools will then approve or deny the dismissal or expulsion.

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Revised 1/12/99

(Signed) Bishop Raymond L. Burke

ADMINISTRATIVE RECOURSE (DSP 1391)

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

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ADMINISTRATIVE RECOURSE (DSR 1391)

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

1. Teacher or other school employee
2. Principal
3. Area Administrator (if there is one)
4. Pastoral Authority
5. Dean
6. Diocese

Procedure in the Diocese of La Crosse

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with this person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

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

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

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

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

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1849-1752)

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PROCEDURE (DSP 1392)

The penalty for a violation of a school or diocesan policy or regulation is to be entered during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.

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F. 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:

- No student shall be subject to sexual abuse or sexual harassment as a student in the Catholic Schools of the Diocese of La Crosse.
- 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.
- 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."
- No student shall be subject to sexual harassment or other sexual misconduct, as a Catholic school student.
- 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.
- 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.
- 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.
- 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.
- No student shall receive retaliation or disciplinary action for reports of sexual harassment, made in good faith.

(DSP 5512)

G. WEAPONS

Items, which could be used as weapons, which includes but is not limited to, guns, blades, and knives, are not to be brought to school.

H. 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.

APPENDIX

ST. PAUL'S CATHOLIC SCHOOL ATHLETIC CODE

To participate in an athletic program at school is a privilege. Competition in an athletic program demands a great amount of discipline from the person who desires and chooses to become a participant.

The success of any team or organization depends upon the students who are part of that team or organization. Probably the most significant factor, which makes a successful participant, is his/her mental attitude. As a result, a person who desires to participate in an athletic program is going to have to make certain commitments over and above other students.

1. A participant shall strive to be successful in all classes in school, in specific, classroom preparation and classroom behavior.

When a participant receives a cumulative failing grade or any missing assignment in any one subject, the athlete will be ineligible to participate in any sporting event until that cumulative grade is raised to a "D" or higher, or until the incomplete assignment is turned in. Grades will be reviewed on a weekly basis. The week is defined as beginning on a Friday and ending on the following Thursday.

The Athletic Director will then notify coaches and/or parents of any ineligible participants by Thursday evening.

Ineligible participants are expected to practice during any game suspension period, but are not allowed to practice until missing assignments are turned in.

2. In order to participate in a game or practice, the participant must be in school the entire day of the scheduled game or practice. Exceptions are pre-approved scheduled appointments.
 3. All participants are expected to attend all scheduled practices. Without exception, only illness or injury will excuse the participant from practice. All other absences will require approval from the head coach/director.
 4. Haircuts and grooming are the responsibility of the coach/director during his/her sport season. Participants should remember that they are representing St. Paul's school and their hair and grooming reflect on our school and community.
1. The use of alcohol, tobacco, and drugs is strictly prohibited at all times.
 2. Insurance coverage and proof, thereof, as well as a physical exam report shall be on file for every participating athlete for each year of participation. Both reports are presented to coaches before participation in actual practices is allowed. The reports are then given to the principal for the school file.

Each individual who reports to a coach/director of a sport indicating his/her desire to participate will automatically be under the Athletic Code. When an individual violates the code, punishment will be automatic.

ST. PAUL'S CATHOLIC SCHOOL FORENSICS ACTIVITY CODE

Forensics is an extra-curricular activity with the goal of developing communication skills through opportunities for participation in a variety of speaking experiences. Forensics participants prepare an oral presentation with the assistance of a Forensics teacher, coach and parent volunteers. At Forensics meets, students perform with other students who have prepared for the same category of presentation. Students are evaluated by trained judges, according to a set of criteria for each category. Any student in Grades 6-7-8th is eligible to participate as long as they meet or exceed the following qualifications:

1. **Academic Requirements:** A participant shall strive to be successful in all classes in school. Students must maintain a cumulative grade of D- or higher, and have no missing assignments in all classes or they will be ineligible to participate in any Forensics event until the grade is raised to that level or until the incomplete assignment (s) is (are) turned in. Grades will be reviewed on a weekly basis. The week is defined as beginning on a Friday and ending on the following Thursday. Ineligible participants are expected to practice during any event suspension period.
2. **Behavioral Requirements:** A participant shall behave in a way that is consistent with the St. Paul's School Discipline Code. When a participant receives a detention, (refer to the discipline code), the participants will be ineligible to participate in the next scheduled Forensics event. Ineligible participants are expected to practice during any event suspension period.
3. **Attendance Requirements:** A participant in a Forensics event or practice must be in school the entire day of the scheduled event or practice. Exceptions would be events, which fall on days other than when classes are in session and pre-approved scheduled appointments. All participants are expected to attend all of their scheduled practices. Without exception, only illness or injury will excuse the participant from practice. All other absences will require approval from the Forensics coach. Two unexcused absences will result in dismissal from Forensics for that academic year.
4. **Appearance:** A participant's appearance shall be consistent with the St. Paul's School Dress Code. Exceptions would be that uniforms are optional for Forensics events. Students are reminded that they are representing St. Paul's School during these events. Dress clothes are the only acceptable option to the uniform. Dress and skirt length may not exceed two inches above the knee. No blue jean apparel is acceptable.

We agree to abide by this Forensics Activity Code.

Student Signature _____

Parent Signature _____ Date _____

St. Paul's Catholic School Safety Patrol Guidelines

There are some guidelines and expectations for the 8th graders to follow while they are on patrols. Each student will be charted on the following guidelines concerning patrol etiquette. Any three infractions of these guidelines will result in dismissal from patrols. The guidelines are as follows:

- Be in proper school and patrol uniform.
- Follow all safety rules.
- Be role models for younger students.
- Know and follow flag etiquette.
- No food – gum or candy on duty.
- No profanity.
- Must maintain a 76% in all classes for the school year.
- In the winter, a coat, pants, hat and gloves are required.
- Coat or sweatshirts are required until the temperature is 50°.
- Students must find their own replacement if they are unable to fulfill their time as assigned. The Captain and teacher in charge should be notified of the change in a timely fashion. The teacher in charge will be checking students on patrol daily.

We have gone over these guidelines in class but please review with your child. **These are the times during the school year that they will be on duty: A.M. shift – 7:35-7:50 and P.M. shift – 3:00 – 3:10.** The students need to be on time for their shift. Not everyone is required to do both shifts. Only the students who are able to be at school by 7:35 will be required to do the A.M. shift.

There will be two officers who are the Captain and Lieutenant. The students will have the opportunity to run for these offices. The only exception is they cannot be on Student Council also. They also need to maintain good grades. The students who would like to run for this position will fill out a nomination form and evaluations from teachers. The class will then vote for who they think will do the best. The vote will be done anonymously. The vote of the students and the teacher evaluations will then determine who takes these positions.

If there are any questions or concerns, please notify the teacher in charge.

St. Paul's Catholic School Student Council

Mission: The mission of Student Council is to promote good citizenship, to encourage a high standard of scholarship, to provide a spirit of pride and unity within the St. Paul's School, to demonstrate the practical application of democracy, and to contribute to the general welfare of the school and community.

Qualifications:

- Each grade will have 2 Student Council representatives.
- Student representatives will follow our athletic code. Grades need to be passing at all times. If a student drops below a 70% in any class, they will not be able to participate in any Student Council activities until grades are brought up.
- Student must also have all work completed. If a student is missing assignments, they need to turn those in before they can participate in Student Council activities.
- All Student Council members will demonstrate good behavior. Any two major infractions due to behavior will result in dismissal from Student Council. Infractions include any behaviors that result in a meeting with the Principal.

Officer Qualifications:

- There are 5 officer positions – President, Vice President, Secretary, Treasurer and Historian.
- Officers must maintain high academic standards. Officers need to keep grades about a 76% (C-). If they drop below a 76% in any class, they will not be able to participate in any Student Council activities until the grades are brought up.
- Students must also have all work completed. If a student is missing assignments, they need to turn those in before they can participate in Student Council activities.
- All officers will demonstrate the high standards of our mission goal and of our Discipline Code and Dress Code. Any 2 infractions of these codes will result in dismissal from Student Council.