



325 Mansion St.

Mauston, WI

(608) 847-5844

Where Faith & Knowledge Meet

Parent/Student Handbook

2020 - 2021

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VISION STATEMENT

A foundational experience of faith, community, and knowledge that forms courageous disciples ready to serve generously.

MISSION STATEMENT

Our mission is to foster a Catholic identity, maintaining high academic standards for pre-k through 8th grade students while collaborating with families of all faiths by forming courageous disciples equipped to serve.

STATEMENT OF PHILOSOPHY

Saint Patrick School was organized by the community's founding fathers whose faith was committed to the Gospel of Christ and wished that their children receive the finest in secular education, but also **guidance and fundamentals of their Christian Faith**. The faculty, the parish, school administration, and education committee endeavor to serve families who wish their children to receive the best in education, secular and religious.

In the Spirit of Jesus, Saint Patrick School strives to provide a loving faith community for students to know the Lord, and themselves. Faculty helps develop in each student a respect for truth, knowledge, self-motivation, and self-actualization. Teachers help instill Christian values, harmony with others, a healthy self-concept, and **appreciation of the beauty in God's world.**

Home maintains the major responsibility in the education of the child. School does all within its powers to assist in developing the Christian person in the child.

The educational institutions of the Catholic Diocese of La Crosse are subject to the limitations of Title VII of the Civil Rights Act of 1954 as amended, Title IX of the Education Amendments of 1972, the Age Discrimination and Employment Act, the Equal Pay Work Act, the Rehabilitation Act of 1973 and the Wisconsin Fair Employment Practices Act, and do not discriminate on the basis of race, religion, color, sex, national origin, age, handicap, arrest, and/or conviction record, marital status or sexual preferences, except as permitted by law. DSP 2300

FACULTY & STAFF

Father John Potaczek	Pastor
Mrs. Karla Reinhardt	Principal
Mrs. Toni Stoughtenger	Pre-Kindergarten/Phy Ed
Mrs. Lisa Vinopal	Kindergarten
Mrs. Brittany Robinson	Grade One
Mr. Bill Tourdot	Grade Two
Ms. Karen Kohler	Grade Three
Mrs. Julie Whitney	Grade Four
Ms. Daniela Larkin	Grade Five
Mrs. Cathryn Catterson	Grade Six
Mr. David Bellows	Grade 7/8 Social Studies/Language Arts
Mrs. Amy Zenthoefer	Grade 7/8 Science/Math

Ms. Joni Cross	Music/Choir
Ms. Gretchen Smith	Computer Teacher/ Technology Coordinator
Mrs. Terrie Hollenbeck	Teacher Aide
Mrs. Tanya Onsager	Teacher Aide
Mrs. Connie Walhovd	Librarian/Religion/Teacher Aide
Mrs. Anita Czajka	Administrative Assistant
Mrs. Rhonda Ready	Head Custodian
	Custodian
Mrs. Tammy Nezda	Hot Lunch Head Cook
Mrs. Laura Fenske	Hot Lunch Cook
Mr. Derek Emery	Technology Coordinator

SCHOOL POLICIES AND PROCEDURES

ENROLLMENT

Students entering kindergarten **must** be five years of age on or before September 1st. Students enrolling in Pre-kindergarten **must** be **four** years of age on or before September 1st. Any deviation from this requirement must be approved by the principal or pastor. Age verification is required for any child enrolling at St. Patrick School for the first time. (Birth certificate and Baptismal certificate for all students of the Christian faith.)

RE-ADMISSION

If a student has left St. Patrick School voluntarily and on positive terms with staff, classmates and administration, the student will be welcome to return to St. Patrick School at a later date. While the process of leaving and returning is strongly discouraged, because it may upset the continuity of the learning process, it is understood that family or other circumstances sometimes make it necessary.

PROOF OF GUARDIANSHIP

In any situation where there is a custody agreement, the schools are to obtain the portion of that agreement that stipulates custody and any other information pertinent for the school. Parents should notify the school immediately of any change in the agreement.

ATTENDANCE

DAILY SCHEDULE

School begins at 8:00 a.m. and ends at 3:00 p.m. Students are not to be dropped off before 7:30 a.m. Upon arrival students enter the lobby until students are dismissed to the gym or to class. Morning prayer and announcements begin at 7:45. At the end of the day, students are dismissed by three bells: the first for students riding the bus, the second for students that are picked up, and the third for students to dismiss to extended care and students that walk home.

ABSENCES

Parents are expected to call the school office if their child will be home for the day. **If parents do NOT call the school office by 9:00 AM a call will be made to verify the absence.** A written excuse submitted to the teacher after the absence needs to indicate the nature of the absence (illness, personal or other). All missed homework needs to be completed in a timely manner. Students not in classrooms by the 8:00 AM bell receive a tardy. Students entering the building after 8:00 AM must check in at the school office. **While it is understandable that the occasional tardy**

occurs, students tardy on a regular basis miss prayer, school-wide announcements and instructional time. Please make every effort to avoid tardiness.

EXTENDED ABSENCES

Written notice of a multiple day absence needs to be received by the school office and teacher **ONE** week prior to the time the child(ren) will be out of school. Teachers are under no obligation to give out work ahead of a vacation or multiple day absence. Teachers will give student(s) returning from such absences a reasonable amount of time to complete missed assignments, quizzes, and tests.

SELF CARE AND ILLNESS

Every student is to come to school healthy, eager, and in good spirits so that he/she will have a successful school day. Above all, each is to develop good health habits. Sufficient sleep, three well-balanced meals and good personal habits are most important. Many illnesses, including colds are communicable. Children are to be kept home **at the start** of an illness. Likewise, pupils with temperatures, vomiting and/or diarrhea will be sent home with parents or guardians after notification. Students should be fever free and not have diarrhea or vomit for 24 hours before returning to school. If any child receives a head injury at school, parents or guardians will be notified and advised to remove the child from school for medical examination and/or observation.

EMERGENCY PLAN

St. Patrick School teachers, administration and staff reserve the right to call for emergency services to assist students and employees as they see necessary. Staff will use their best judgement of the situation at hand when calling emergency services.

COMMUNICATION

SYCAMORE

Sycamore is an online school community that will be used by school personnel for communication and online grading purposes. Parents have an online access code. School and athletic calendars, the Shamrock Bulletin, and other important communications are available on Sycamore. Parents are asked to check Sycamore at least weekly for updates. Please check in with the office for instructions or issues with logging into Sycamore.

CHANGE OF ADDRESS/PHONE NUMBER/FAMILY STATUS

Parents or guardians are to notify the school office immediately when there is a change of home address, email address, phone number, or any change in parent or guardianship via email directed to Mrs. Czajka at anitaczajka@stpatricksmauston.com or phone the school office. Emergency numbers need to be up to date.

EMERGENCY FORMS

These forms contain important information necessary for the school to contact the parent for any reason and also gives the school permission for medical treatment in an emergency situation. These forms are to be kept up-to-date and parents/guardians are to notify the school immediately of any details that have changed on the form.

Each family is required to complete an emergency information form and to keep all requested information current. This card will contain any medical information the parents or school considers important to insure the well-being of their child. **Please keep the information on this form up to date and notify the school office of any changes.**

Should the child become sick or injured while at school, the school will attempt to contact the parent immediately. No student is ever sent home without first contacting the parent or designated neighbor or relative. Children will not be sent home in a case where there is no one home unless the school has a statement in writing from the parent. If the school is unable to contact the parent for assistance or direction, either the principal or other school official will act in a prudent, caring manner to help your child.

HOME AND SCHOOL ASSOCIATION

Saint Patrick's Home and School Association is a medium of good parent-teacher relations and, therefore, it is recommended that all parents take an active part. The Association sponsors activities throughout the year. Parents who participate help their child greatly. The meetings of the Home and School Association often provide information for the parents in regard to the students' educational and social development; therefore, parents are expected to attend. Home and School Association dues are \$25.00 per year for each family.

MESSAGES

Parents are asked not to interrupt the activities of the classroom. Forgotten lunches, books, etc. may be brought to the school office. Parents are not to go to the classroom or wait outside the classroom or in the corridors during school hours or at dismissals. They are to wait in the school lobby.

Parents who are allowing their children to stay overnight at another home **must** write permission notes to this effect. One should be given to the teacher so he/she knows that the student is to be allowed to go home with another child and one is to be given to the bus driver who will be transporting the extra passenger, so he/she knows what is happening.

Students are not always permitted to phone home to ask for gym clothes or instruments that they may have forgotten. Children must be responsible for their own things.

Calls to stay overnight at another student's home or to arrange for rides after games are not permitted. These arrangements are to be made before they come to school in the morning. Students will be allowed to call if a game or practice is canceled.

If a parent wishes to contact a teacher, or to check on the progress of a child, the teacher is to be called and asked for an appointment. Teachers or students are not called to the phone during the school day. The secretary will take a message, the teacher will contact the parent as soon as possible.

PRESS RELEASES

All press releases are to be cleared and released through the school administrator.

REPORT CARDS

As partners in the education process, parents need to be kept actively informed of the progress their children are making. The customary method of reporting pupil progress is a quarterly report card.

KINDERGARTEN REPORT CARDS

As partners in the education process, parents need to be kept actively informed of the progress their children are making. The customary, formal method of reporting pupil progress is a quarterly report card, except for the first quarter.

Formal reporting systems for our kindergarten are simple and consistent, cognizant of the child's developmental stage. These are directed at the parents to show growth and do not replace conferences.

BEHAVIOR EXPECTATIONS

CATHOLIC FAITH AND MORAL STANDARDS

As a condition of initial and continued enrollment as a student at St. Patrick School, a student's conduct must be consistent with Catholic faith and morals. Conduct 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 school, is grounds for disciplinary sanctions up to and including immediate expulsion.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

Saint Patrick's School places a high value on respect, good behavior, and self-discipline. Self-discipline, rather than external control, is our aim. Without it, little can be accomplished for the good of the child.

The faculty believes a policy for St. Patrick School is to be based on the following principles:

1. The primary responsibility for a child's behavior lies with his/her parents, therefore the school needs the support of the parents to help the child learn self-discipline.
2. Any disciplinary policy must equally protect the rights of the child, his/her parents, other students, teachers, and the school administration.

To help students grow in personal responsibility for their behavior, make decisions relative to it, and accept the consequences of their behavior, the following disciplinary policies and guidelines have been established within the philosophy and objectives of the school. These will be reviewed with the children at the beginning of each school year and periodically throughout the year.

Students need to display respectful behaviors. All St. Patrick School students are expected to display the following behaviors at school and on school related trips:

1. Speak respectfully to all students and staff members
2. Walk carefully through the halls, using the railings on the stairs
3. Keep their hands and feet to themselves
4. Stay in designated seat if, in an emergency, the teacher needs to leave the room.
5. Enjoy outdoor recess at the designated time unless otherwise granted by their teacher
6. Use the crosswalk when leaving school, always walking bicycles off of school property
7. Obtain permission to leave the property at any time during the school day
8. Use the bathroom appropriately and efficiently
9. Follow school dress code
10. Respectfully praying at Mass and during times of prayer

The following behaviors are unacceptable in school or at school related activities:

1. Disrespect of the learning atmosphere
2. Verbal disruption in the classroom
3. Inappropriate comments, statements
4. Screaming or shouting, especially while in conflict
5. Verbal disrespect for staff/volunteers/students
6. Talking back and rude/discourteous language
7. Ridicule or harassment
8. Excluding peers from activities or games
9. Violent or threatening notes, language or behaviors
10. Foul Language or inappropriate innuendo
11. Disrupting classroom routine
12. Inappropriate bodily Contact
 - a. Pushing, shoving, attacking
 - b. Male/female body contact
 - c. Fighting, hitting, kicking, spitting, biting, pinching
 - d. Vandalism and disrespect for property
13. Stealing
14. Possession of a weapon or threatening object
15. Throwing food in the lunchroom
16. Littering on school grounds (includes school, lunchroom, church, playground)
17. Disobeying established school rules
18. Leaving school grounds without knowledge of principal and teacher
19. Running on the stairs, in the halls or in the classrooms

The following steps will be followed in response to any of the above listed behaviors:

1. Correcting misbehavior is the responsibility of the child's teacher. The teacher will work with the student in the classroom or have an individual conference with the child to outline what changes in behavior are expected.
2. The teacher can then send the child to the principal. The principal will discuss the behavior with the student and follow up with appropriate consequences. The teacher may or may not be involved in the discussion, depending on the situation. The parent may be contacted depending upon the severity of the situation.
3. The teacher will hold a conference with the child's parents, either by phone or in person. The teacher will point out what corrective measures are expected.
4. The principal may call home to discuss the discipline concerns to create a solution to the problem. If the child's conduct after the first four steps have been taken does not improve sufficiently, upon recommendation of the principal the child may be suspended from school. The suspension may be an in school or an out-of-school suspension depending on the severity of the problem. The pastor will be notified of any suspensions.
5. At the recommendation of the principal while in consultation with the pastor following the above attempts at remediation, after receiving approval from the diocesan director of schools, the child can be expelled from St. Patrick School. If this is done, the principal will notify the public school.

In the case of a severe discipline problem or a single incident of an extreme nature, some steps in the above procedure may be skipped.

NOTE: The parent will be given the opportunity to withdraw the student prior to any official expulsion taking place.

BULLYING

St. Patrick School strives to provide a caring, secure and respectful school environment for all our students. Bullying of any kind is unacceptable. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. This behavior is repeated, or has the potential to be repeated over time. Bullying can be emotional, physical, verbal, or cyber.

Bullying behavior can include:

- Physical (e.g. assault, hitting, punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing, name-calling, racist remarks)
- Indirect (e.g. spreading rumors, intimidating gestures, social exclusion, **cyber-bullying** by sending inappropriate messages or pictures by phones or internet)

St. Patrick School **prohibits** any kind of bullying. The teachers, staff and principal will work diligently to prevent bullying from occurring in school by setting appropriate rules, utilizing classroom lessons on Christian behaviors, and constant supervision of the classroom, hallways and play areas.

All students should be able to speak up and know that their bullying incident will be dealt with promptly and effectively. Bullying incidents will be investigated and appropriate consequences or resolution to the situation will be sought.

Bullying that occurs outside the scope of the school day, while not the responsibility of school personnel, is still of great concern to our Catholic values. The principal, teachers and staff will willingly work with parents and students in deterring such behavior.

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.

SEXUAL HARASSMENT

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

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical 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 deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.

No student shall be subject to sexual harassment as a Catholic school student. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures including but not limited to detention and suspension. Any student who believes that he or she is being sexually harassed shall immediately report such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the diocesan director of schools. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith. DSP 5512

EXPULSION (Dismissal)

If an 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 expulsion. DSR 5115

TRANSPORTATION

BICYCLES/SKATEBOARDS

Students riding bikes to school should lock them in the bike rack located on the east side of the building. Students are not allowed to ride bikes on school grounds during school hours. Students should not be near bike rack during school hours. Students are discouraged from riding skateboards to school as there is no place to secure them during the day. Skateboarding is not allowed on school property.

BUS TRANSPORTATION

Students using public school busing must follow the rules and regulations set up by the public school district for behavior while riding the bus. St. Patrick School cooperates with the school district and the bus company in the disciplining of students who consistently violate the established rules. Bus discipline will be handled by the principal.

SCHOOL SCHEDULE

The School Day begins at 8:00 a.m. and ends at 3:00 p.m. Please refer to the School Calendar to see set dates for closures and early release dates.

EARLY RELEASE

Occasionally the school will have early release dates. These dates will be posted on the school calendar. If a child is to be released early for any reason, the parent or person authorized by the parent to pick up the child must sign the child out in the school office before the child will be allowed to leave the school.

CLOSING OF SCHOOL

When it is necessary to close school because of the weather, announcements are made through the use of Sycamore, and the Mauston radio station (WRJC). When Mauston Area Public Schools are called off because of weather conditions, St. Pat's is automatically included. Decisions for school closing, due to bad roads or weather, are usually made by 6:30 AM. When it is necessary to close school early because of bad weather, the decision is made by

the Mauston School District and the bus company and is announced on the Mauston radio station, and through the use of Sycamore.

AFTER SCHOOL PROGRAMMING: EXTENDED CARE

St. Patrick’s provides an after school program. This service is intended to give your child a safe place to stay after school if you cannot be there at 3:00 to care for your child yourself. Each family must complete a registration form to enroll in Extended Care.

HOURS: Extended Care is held daily on those days when school is in session. The time is from 3:00 – 5:30 PM beginning on the first day of school. If school is closed early because of inclement weather, Extended Care is also cancelled.

CHECK-IN: At dismissal time, students in Extended Care should report to the Pre-Kindergarten room or other designated location with any materials they need to take home. After they are checked in, they will receive a snack. Following the snack, the children may participate in games, silent reading, art, outside or inside play, do their homework and when available, do computer work. **To maintain the security of all students, only students in school at 3:00 PM may check into Extended Care. Parents may not return to school and drop students off after 3:00 PM to check them in. Students may not leave the school grounds and then return to school and check themselves in.**

Extended care rates for 2020 - 2021

Hours	Pick up Time	1 child	2 children	3 or more children
1	4:00pm	\$5.00	\$7.50	\$9.50
1.5	4:30pm	\$7.50	\$11.25	\$14.25
2	5:00pm	\$10.00	\$15.00	\$19.00
2.5	5:30pm	\$12.50	\$18.75	\$23.75

HOMEWORK: It is the child’s responsibility to acknowledge his/her assignment and then to use the resources available. Children are expected to complete homework before engaging in play. The staff may help with questions, words, etc. but in no way will they do the assigned work.

DISCIPLINE: The discipline procedures of the school will carry over to the Extended Care program. Each school family receives a copy of the school handbook containing this information. Children may not bring toys from home.

ILLNESS/ACCIDENTS: For the safety and health of all the children in the Extended Care program, no ill child will be accepted into the program. No medicines will be given to a child while in the Extended Care program. Parents or people listed on the family information form filed with the school office will be contacted in the event the child becomes ill during Extended Care hours. All necessary steps will be taken while caring for an injured child. An accident report will be filled out on any accident that results in injury to a child.

STAFF: Selected St. Patrick School teachers are the staff members who will supervise the children in the Extended Care program.

FEES/PAYMENTS: Extended Care is supported by fees and not subsidized by the school or parish. Prompt payment of the fees is expected. The fee schedule is based on one-half hour increments and multiple children discounts. The base fee is \$5.00 for the first child for the first hour. If pick up is later than 5:35 PM, add \$3.00 for every ten-minute period or portion thereof.

Payment may be made daily, weekly and semi-monthly only. You will be billed monthly. We reserve the right to refuse care for failure to make regular payments.

CHECK-OUT: Students must be signed out of the Extended Care area. No child will be permitted to leave unless signed out by a parent or other authorized person on the family information form filed with the school office. If we are unfamiliar with the identity of the person who comes to pick up your child, we ask for an ID, or deny the person the right to take the child.

CHANGING CLOTHES: *It is often requested that students be allowed to change into other clothing for sports or dance while they are at Extended Care. Some of the younger students cannot do this without assistance from an adult, and when some of the older students have changed and returned to the room, problems of unfairness have arisen. Therefore, students must remain in school clothing until parents arrive.*

MASS

All students will attend Mass once each week at 8:00 AM. Approximately four times a year, students will participate in a Sunday Children's Mass, the dates of which will be decided at the start of the school year. Teachers, along with their students, plan and prepare these liturgies.

CATHOLIC SCHOOLS WEEK

Catholic Schools Week occurs around the end of January or the beginning of February. Saint Patrick School staff plan appropriate activities for students and parents to celebrate this week. Catholic Schools Week is a time to celebrate service, faith and fun.

BAND

Band is offered at Olson Middle School for students in Grades 6, 7, & 8. Students are either transported to/from Olson Middle School to attend band or an instructor is brought to St. Pat's. The Band Fee is **\$165.00** per year and must be paid at the beginning of the year. Students are scheduled to have band two to three times each week. See the school office for specific times.

SCHOOL POLICIES AND PROCEDURES

TUITION

Tuition pays only a portion of the total cost of educating a child at St. Patrick School. However, because it is part of the mission of our Catholic faith to spread the good news of the gospels, the parish willingly supports the financial requirements of the school. It is also the tradition of St. Patrick School and Parish that no child should be denied a Catholic education because of a parent's inability to pay tuition, if there is a significant effort to participate in the areas of ministry of the parish on the part of the parent and child.

There must, however, be a partnership between the school and the parish for the financial aspects of operations to work smoothly. Therefore, parents who enroll their children in St. Patrick School must accept the terms of the tuition policy outlined below.

When parents sign a tuition agreement upon enrolling their children at St. Patrick School, they accept financial responsibility for all tuition, fees and charges on behalf of their students. Report cards and transcripts may be withheld if the agreement is not kept. St. Patrick School does not discriminate on the basis of race, ethnic origin, religion, or ability to meet tuition payments. **Children of all faiths are welcome at St. Patrick School.** Families who are active parish members, however, have a different tuition rate because they are expected to contribute to the parish in a variety of ways.

PARISHIONER STATUS

It is a goal of the St. Patrick's community to create an environment that focuses on the growth of Catholic faith, of attending Mass on a regular basis and of supporting the parish with your time, talent, prayer, and offering. Toward that end, we have defined the standard for granting in-parish status to families for tuition rate for their children attending St. Patrick School.

Only those families who are deemed to be **registered, active** and **contributing** parishioners will receive the in-parish tuition rate for their Catholic children. These three criteria are defined as follows:

1. **Registered:** A family must be formally registered with St. Patrick Parish.
2. **Active:** The standard for this criterion is regular Sunday Mass attendance and active participation in the life of the Parish. All families are encouraged to become involved in one or more of the many ministries offered through the school and the church.
3. **Contributing:** The Parish provides a substantial amount of financial support to the school on an annual basis. Without that support, the tuition rates would be much higher and the programs offered would be severely limited.

TUITION AGREEMENT

Paying for a Catholic education is a shared investment in your child’s future. Tuition pays for only a fraction of the true cost of educating a child. Every student attending St. Patrick School receives financial assistance for the remaining portion of actual costs through the generous contributions of parishioners, fundraising done by our school and parish families, and contributions from individual benefactors.

We recognize that even these significantly reduced tuition levels may be a strain on some family’s finances. Therefore, St. Patrick School awards scholarships and grants to help qualifying families with financing their child’s education, including the Thomas Reardon Tuition Scholarships, Dan Kelley Tuition Scholarships, Bishop John Paul Endowment Scholarships, and more. It is our belief that no student should be denied a Catholic education because of inability to pay tuition if the child’s family has shown complete devotion to raising their children according to the practices of the Catholic faith.

2020 - 2021 TUITION RATES

	Reduced Rate for Parish Members	Tuition Rate
Pre- K – Full or half day	\$,1646	\$1,938
Kindergarten	\$1,807	\$2,127
Grades 1-8		
First Child	\$2,400	\$2,820
Second Child	\$2,069	\$2,582
Third Child	\$1,960	\$2,390
Fourth Child	\$1,425	\$1,629

Tuition Deposit: \$100 tuition deposit per family is required at the time of registration. This deposit is non- refundable.

RETURNING FAMILIES: An early re-enrollment discount will apply before April 12, 2020. Families who complete the registration process by this date will have the fee credited toward their tuition bill in the fall. For re-enrollments received after April 12, 2020 the deposit will not be credited toward tuition.

NEW FAMILIES: The tuition deposit will be credited toward fall tuition, regardless of the date of registration.

FINANCIAL AID: Families must submit the registration form and fee before an application for financial aid can be considered.

REGISTRATION FOR ADDITIONAL PROGRAMS

Program	Who is involved	Expectations	Check if applicable	Notes
*Scrip	Each family	Purchase \$1500 in Scrip (approximately \$75.00 in profit)	Purchase between (5/1/19 – 4/30/20)	Can be purchased in school office & at weekend masses.
Home & School dues	Each family	\$25 dues annually	\$25	Included on tuition statement
Band Transportation (Optional)	6 th , 7 th , 8 th graders involved in the OMS band program	\$165 (\$82.50 semester) Subject to updated information	_____ Yes, my child is in band \$165	Included on tuition statement
Extended Care (Optional)	Service for children needing additional care extending beyond the school day.	Please mark box on how often you expect you will use the Extended Care Program.	_____ Will not use _____ Drop in only _____ 2-3 days/wk _____ 3-5 days/wk	Billed monthly

*A family that does not purchase \$1,500 in Scrip will have \$75 added to their tuition.

PAYMENT OPTIONS

Pay in full	Full payment due July 1
Payment Plan	Two payments due on July 1, Nov 1
Payment Plan	Four quarterly payments due on July 1, Sept 1, Nov 1, and Feb 1
Payment Plan	Ten Payments beginning July 1 and ending April 1
ACH Debit payments	Payments withdrawn directly from my checking account on a weekly or monthly basis. (Register on school/parish website. Contact school or parish office for assistance.)
Individualized Payment Plan	Other – I will contact Principal or Parish Priest by May 18, 2020 to arrange a payment plan that will be outlined in writing and kept on file in the school office.

St. Patrick School Parents and/or guardians accept financial responsibility for all tuition, fees, and charges on behalf of the named students. It is the parents' obligation to make timely payments. Late charges may be assessed to accounts in arrears. If a student account becomes severely delinquent, the school may withhold report cards, transcripts, and/or school records, and children may not be permitted to register for subsequent years. The school shall have the right to legal action for non-payment of tuition and fees.

TUITION PAYMENT

There are several payment options for paying tuition. Each plan, with accompanying dates, is outlined below. Families are asked to select the plan that best fits their needs when completing the Tuition Agreement form at the time of enrollment.

- One payment due on July 1
- Two payments due on July 1, 2011 and Nov. 1
- Four quarterly payments due July 1, Sept. 1, Nov. 1, and Feb. 1
- Ten equal payments beginning July 1 and ending April 1

The school will send out a tuition statement according to the plan selected. (Parents who select to pay in ten installments will receive a tuition statement ten times a year, parents who select quarterly payments will receive a tuition statement quarterly, etc.) In all payment plan choices, tuition balances should be paid in full by **May 1**. Accounts not paid in full by this date will be considered delinquent.

Scrip Usage and Tuition Credit

Scrip is a fundraiser for our school to help keep tuition rates low. Each family is required to purchase \$1,500 per year in Scrip. If your family opts to not purchase Scrip, your family will be issued a \$75.00 "Scrip Non-Usage Fee" on May 1. This is the average amount of profit that the school would earn by selling \$1,500 of Scrip. Your Scrip is calculated from May 1 through April 30.

For Scrip purchases above \$1,500, 65% of the profit will be credited toward your families' tuition balance. The credit is calculated and credited three times per school year.

SCHOLARSHIPS AND TUITION ASSISTANCE

Families who struggle to meet the cost of tuition are encouraged to apply for tuition assistance. There are several programs in place to assist families whose income justifies tuition assistance. In addition, there are also scholarships that are awarded to help offset the cost of tuition.

LATE TUITION PAYMENT

While there are circumstances that may prohibit a family from paying tuition according to their selected plan, it is the responsibility of each school family to keep the parish informed of their need to make any changes in their preferred tuition payment plan as they occur. Without such information, payments not made according to the selected plan will be considered delinquent.

TUITION DELINQUENCY

School families be informed that their tuition account is delinquent when the family fails to pay tuition according to the agreement made with the school, or when families have been unwilling to make suitable alternative arrangements with the pastor or principal. It is the responsibility of the parent to contact the parish office to make arrangements for partial payment or other arrangements concerning tuition credit. An agreement between the parent and pastor must be made in writing. Parents who do not meet the agreed upon obligations by August 1 may be informed that their child/children will not be allowed to return to St. Patrick School. All families must be current in their payment of tuition.

DELINQUENT TUITION FROM PREVIOUS YEAR(S)

All previously unpaid tuition must be paid by August 1, if a student is to be readmitted on the first day of class for a new school year. Payments are made directly to the parish office. If payment is not possible, suitable arrangements must be made in writing with the pastor.

VOLUNTEERS

The Diocese of La Crosse encourages the use of volunteers in our schools. Schools need to make sure that volunteers are people who in no way pose a danger to students or staff. Regular volunteers are to fill out a Confidential Employee and Volunteer Questionnaire and an Indemnity Form. When working at school, volunteers should check in and out of the office when coming and leaving. Volunteers are required to follow school regulations and guidelines. The school can establish, with diocesan approval, specific regulations and procedures for volunteers. DSP 4180

STUDENT CONDUCT

Students are expected to conduct themselves as young members of the Christian community to which they belong. Courtesy and respect are to be shown to all school members, staff, and students. All school materials, whether personal or belonging to the school are to be maintained in good condition. Careless use of school property, such as library materials and textbooks, will be the responsibility of the student, and therefore, must be replaced at their expense. Student lockers and desks are provided by the school for the convenience of the students. School officials maintain the right to inspect student lockers and desks.

RECESS

Recess shall be outdoors on the playground. The playground is the area below the hill to the rear of the church property. It is bounded by the Lemonweir River in the north, Mauston Plumbing and Union Street on the east, the driveway and bottom of the hill on the south, and the City Hall property on the west.

Students will be kept in if

- The temperature is below 10 degrees or
- The wind chill is below 0 degrees.

Sleds and Winter Activities

1. Only soft, roll-up sleds will be allowed in Grades PK – 4
2. Grades 5 – 8 will have occasional specified sledding days when they may bring molded sleds.
3. Snow is to be kept on the ground unless it is used for building something.
 - a. Making and throwing snowballs is not permitted.
 - b. Forts are to be built below the hill only. Respect other students' creations.
 - c. Snow may not be put on the slide.
4. Students are to stay on their feet. They are to brush off as much snow from their clothes as possible before coming into the building.
5. Students are to be dressed appropriately for the weather. If they are not properly attired for the snow, with boots and snow pants when necessary, they will have to remain indoors for recess.

The students shall always:

1. Use the playground equipment in a manner that is safe and proper.
2. Sit on swings and slides.
3. Use the stairs to the lower playground.
4. Keep hands and feet to themselves at all times.
5. Use the banister for balance on the stairs.
6. Climb only on playground equipment.
7. Ask a staff member for permission to get balls thrown from the playground.

ELECTRONIC DEVICES

As a rule, students are prohibited from using electronic devices, such as cell phones, MP3 players or handheld video games during the school day.

CELL PHONE POLICY

Students need to turn off their devices or cell phones and hand them to their teacher at 8:00 a.m. or when class begins.

- The teacher will have a designated safe place in the classroom for all devices.
- Students may pick them up at the end of the school day.

If students are not following the Cell Phone Policy they will need to adhere to the following consequences:

First Offense: The cell phone is taken to the office. Student may pick up the cell phone/device at the end of the school day. He /she will sign a form indicating that he/she understands future consequences.

Second Offense: Student's parent/guardian will be contacted and requested to either pick up the cell phone/device or allow permission for the student to pick it up at the end of the day. The student and the parent will sign a form indicating that he/she understands future consequences.

Third Offense: Parent/guardian conference with Principal to determine future consequences. Student may lose all cell phone/electronic device privileges at school for an extended period of time.

During lunch and recess times students will not be allowed to be on cell phones or devices brought from home.

INTERNET USE AGREEMENT

1. The use of the Internet is a privilege, not a right, and access entails responsibility. Inappropriate use will result in the following:

1st Offense: Parents will be called and informed that their child was using the Internet in an inappropriate manner. Student may be suspended for one day along with a suspension of internet privileges.

2nd Offense: Parents will be called and informed that their child was using the Internet again in an inappropriate manner and that the student will be suspended for another day. The student's Internet privileges for the remainder of the current school year are cancelled.

2. Use of the Internet must be in support of education and research. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material protected by trade secret. Use for commercial activities is prohibited. Use for product advertisement or political lobbying is also prohibited.
3. Students will not attempt to modify, alter, or damage software and equipment. Students may not display offensive messages, pictures or use obscene language, swearing, vulgarities or other abusive language.
4. Students may not give personal information when using the system, such as complete name, address, phone number and identifiable photo without permission from a parent or guardian.
5. Students may not use other people's accounts and/or passwords..
6. Students may not intentionally waste resources. Academic dishonesty (plagiarism, cheating, and copyright violations) is not allowed
7. Students may not use their own software programs on any computer workstations in the lab or classrooms at St. Patrick's school. If a program is needed please contact your system administrator to have it added.

8. Students may not send or receive non-school related emails, utilize chat rooms, instant messaging, Snapchat accounts, Facebook, Twitter, or similar non-school-related activities unless directed by a teacher to do so for the purpose of academic pursuits.
9. St. Patrick's School is not responsible for the content, quality, or accuracy of the information obtained from the Internet.
10. Permission must be obtained from the regular classroom teacher before printing any materials.
11. A signed "St. Patrick's School Computer/Internet Use Contract" must be on file before Internet access will be provided.
12. These rules apply to all school computers at all times including but not limited to Extended Care Program and Religious Education classes.
13. All Catholic schools in the Diocese of La Crosse have a moral and legal commitment to abide by the copyright law. DSP 3910

CONFERENCES/ACADEMIC EVALUATION

Parent/Teacher/Child Conferences are scheduled twice a year. The first conference is scheduled for ALL parents and is held in November. A second conference, after the end of the second quarter of the school year, is set up for those choosing to take advantage of this opportunity to meet with the teacher. It is highly recommended that both parents attend conferences. When necessary, frequent contacts with teachers are encouraged via phone, email or in person.

If you feel there is a problem at school, make an appointment with the teacher, and if there seems to be no solution to the problem, then consult the principal.

Grades will be issued four times a year. Teachers will also issue age-appropriate parent contact at other times during the year. In the lower grades, parent notebooks, progress grades, or personal contact are used. In the upper grades, mid-quarter reports or personal contact is used. Grades can be checked on Sycamore throughout the year.

ASSESSMENTS

The iReady standardized tests are administered to students in grades K through 8 each fall, winter and spring. St. Patrick's retains the option to test all grades if they so desire. Parents and guardians will receive a report on the results of their child(ren)'s tests after the testing window has closed for all classrooms. Parents will receive these reports during conferences and/or via mail or email.

DRESS CODE

STUDENTS

The purpose of the dress code is:

1. To provide for the health, safety, and well-being of the students.
2. To follow the belief that appropriate dress is a contributing factor to appropriate behavior and a positive self-image.
3. To encourage modesty as a form of self-expression.

GRADES PK-8

All clothes must be in good repair.

SHIRTS

- All students must wear collared or knit shirts void of advertising. Shirts that are longer than the back pockets of pants must be tucked in. A company logo is acceptable if it does not exceed two inches square. Screen-printing, lettering that goes across the front of the shirt, and pictures are NOT allowed.
- No tank tops or sleeveless shirts are allowed. Sheer or see-through shirts that are immodest or shirts with open backs are not allowed.

PANTS

All Students	PK-4	5-8
<ul style="list-style-type: none"> ● Jeans without holes and excessive wear, twill pants, corduroys, dress pants are acceptable ● Capri pants are allowed if the hem falls halfway between the knee and ankle or longer ● Sweatpants, wind pants, fleece pants, denim jeans with “fashionable wear and tear,” wording or designs down the legs or across the back are not allowed 	<p>PK – 4: Leggings are allowed as pants, with a LONG-SHIRT or tunic over them</p>	<p>Grades 5-8: Leggings, jeggings and other tight-fitting garments are not allowed as pants, unless worn with a skirt that comes to the appropriate length (2 inches above the knee or longer) or with a tunic that comes to the same length.</p>

SHORTS

- During the months of September, May and June, students are allowed to wear uniform-style, khaki knee length shorts. Shorts may be pleated or flat front. Length should be no shorter than two inches above the knee. Shorts may not be worn for Mass.

COATS/SWEATSHIRTS

- Coats are not to be worn in the classroom or in church.
- **It is recommended that students have a sweatshirt, sweater or fleece at school available for classrooms that can become cold during the winter months. It is not recommended that students wear sweatshirts as their everyday apparel.**

FOOTWEAR

All Students	PK-4	5-8
<ul style="list-style-type: none"> ● Shoes and socks must always be worn, laced shoes must be tied ● If girls wear modest, age-appropriate dress shoes or sandals for dress up occasions or Mass, extra shoes should be brought along to wear for recess and phy ed. ● Socks, stockings or, “no show slippers” must be worn with all footwear ● Flip-flops are not allowed ● Appropriate shoes for gym classes must be available 	<ul style="list-style-type: none"> ● Sandals with a back strap can be worn ● High heels, clogs, or sandals with open backs are not allowed ● Croc style shoes are allowed with a back strap 	<ul style="list-style-type: none"> ● Sandals may be worn without socks during the months of September and May ● Sandals must have back- straps

DRESS FOR MASS

- **Clothes say something about what we think, what we value. They also influence how we behave and feel. Mass day is special, and God's House is special, so we ask the students to take extra care in selecting clothing for school Masses by wearing dress pants and polo, a dress or skirt. Most school Masses are on Wednesdays. Shorts may not be worn for Mass.**

GYM CLOTHES

- Clothes for phy. ed must be loose fitting and modest. Shorts should be athletic-type shorts and should be full-coverage shorts to allow full range of motion while still being modest.
- T-shirts may have writing if it is appropriate. No cut-off or cut-out t-shirts are allowed for boys or girls. No tank tops of any sort are allowed.
- Spandex/lycra or tight-fitting tops or bottoms are not allowed in the co-ed PE setting or in co-ed sports.
- St. Pat's athletic practices have the same standards as PE classes.

The following steps will be taken if the Dress Code is not adhered to:

1. Teacher will inform the student that a piece of clothing is not appropriate and should not be worn again.
2. If the piece of clothing is immodest, the student will be sent to the office to pick up a white polo that is to be worn for the rest of the day. The students must wash and return the polo to the office the next day.
3. The parents may be called at home or work to bring in appropriate clothing for their child. The child will not return to class until correct clothing has arrived at school.

The classroom teacher reserves the right to prohibit any item of clothing or accessory that is not safe, is immodest, inappropriate or is a distraction in the classroom.

FOOD AND ALLERGIES

Food allergies are quite prevalent, affecting 4-8% of children. St. Patrick School will be proactive in addressing the need for safety and awareness in dealing with all food allergies. Most food allergies are not as dangerous as a peanut allergy, which is why **St. Patrick's has *peanut-free classrooms*** when there is a child with peanut allergies. This means that **snacks and treats sent from home should not contain peanuts or have products that were produced in a factory that processes peanuts.**

The common areas that children share, such as the lunchroom and the Extended Care room, are also **peanut free.** **The hot lunch program will not serve any food containing peanuts or peanut by-products.** Students who bring cold lunch *may* bring peanut products, but safety measures will be taken so students with allergies are not exposed to cross-contamination.

LUNCH

Lunch money should be sent to school clearly labeled as such. It should be placed in an envelope with the child's name on it. Teachers will collect the envelopes and send them to the office where it will be recorded. Lunch money must be paid in advance. Pre-K will begin lunch at 11:00. Grades K – 4 will have recess from 11:25 – 12:00. Grades 5 – 8 will have lunch from 12:00 – 12:25 followed by recess until 12:45. Students should maintain relative quiet in the lunch line. Proper etiquette at the table is expected. Students will be led in prayer prior to and after eating.

Students may bring a cold lunch and purchase milk here at school. Lunches may NOT be brought in from fast-food restaurants due to our participation in the federal and state lunch programs. If a parent chooses to bring lunch for their student(s) and eat food from a fast-food restaurant, prior authorization is needed from the office to make arrangements to eat in an alternate location.

Lunch prices for the school year are as follows:

Grades PK - 4	\$2.90
Grades 5 - 8	\$3.05
Extra Milk	\$.45

EXTRA-CURRICULAR ACTIVITIES

Students who wish to participate in extracurricular activities after school hours must be present in school the entire day of the activity. If the student is absent from school for any reason, except for previously scheduled and excused appointments, they may not attend the extra-curricular activity.

SCHOOL DANCES AND PARTIES

School dances and parties should not 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. DSP 5790

Birthdays may be celebrated in class with a treat that takes no more than ten minutes, and must be scheduled with the classroom teacher. Treats are not to be meals, i.e. pizza. Students who bring treats should only bring enough for his/her class and teacher. Special award parties will be allowed with the Principal's approval only. While it is perfectly acceptable for families to host birthday parties and invite whomever they want, handing out invitations within the classroom setting can create hurt feelings among classmates. Therefore, birthday party invitations may be handed out in school only if the entire class or all the boys or all the girls are invited. The Home & School provides a directory with mailing addresses for your convenience.

DRUGS AND ALCOHOL

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 Diocesan schools.

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

- A. Illegal drugs;
- B. Alcohol;
- C. Illicit drugs (legal drugs used for illegal or improper purpose; and

D. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol).

The term "**expulsion**" is:

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

The term "**dismissal**" is:

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

The term "**suspension**" is:

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

PROHIBITIONS

1. No student may **distribute, offer, and/or conduct any transactions** leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
2. No student may **possess or use** drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
3. No student may 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 en route to school sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school sanctioned vehicles.

REQUIRED MINIMUM SANCTIONS

1. For students who have violated Category 1 Prohibitions - dismissal or immediate expulsion.
2. For students who have violated Category 2 Prohibitions - suspension, dismissal or expulsion.
3. For students who have violated Category 3 Prohibitions - suspension or dismissal.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanction within each category. However, they may not fail to apply the required minimum sanctions 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 by 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 authorities, the student and/or parent has the right of administrative recourse.

INVESTIGATORY 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 readmitted and continue as a student, the following minimum conditions must be met and consistently maintained

(REMEDIAL MEASURES)

- 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 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.

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 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 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.

EFFECTIVE DATE

This Drugs and Alcohol Policy is to be implemented no later than August 15, 1997, 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 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 healthcare 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 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 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 medication be kept in a locked cabinet.) (s. 118.29) DSP 5505

If a child is on medication and the parent wishes to come to the school to administer the medication, they may do so. If, however, they wish the school personnel to supervise the child taking any medicine, the rules below must be followed. The school will provide a safe storage for the prescribed medicines and will keep a basic record in any drug administration. NO medication is to be kept in the student's possession while at school.

1. Medication will be delivered to the school in a container appropriately labeled by the pharmacist or physician.
2. Written orders shall be received from the physician.
3. **Written permission** shall be received from the parent or guardian.
4. Only enough medication shall be sent to school in a container appropriately labeled for that week. The container is to be taken home on Friday or the last day of school in each week.
5. Notification shall be received when the drug is discontinued.

GRADING SCALE

St. Pat's Grading Scale 1-2	
A+	97 +
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69

St. Pat's Grading Scale 3-8	
A+	99+
A	95-98
A-	93-94
B+	91-92
B	88-90
B-	86-87
C+	84-85
C	79-83
C-	77-78
D+	75-76

HOMEWORK

Homework has a threefold purpose:

- to complete work that was not finished during the school day

- to provide an opportunity for independent learning or activity
- to provide an opportunity for parents to participate in the education of their children

Homework that is excessively lengthy, complicated, or interferes unreasonably with family living does not accomplish the purpose. Therefore, some guidelines for homework are as follows:

Grade	Maximum minutes per night
1	10 - 20
2-4	20-40
5-6	50-60
7-8	60-90

If a child consistently has homework that exceeds these guidelines, parents should contact the classroom teacher to discuss factors that may be causing this to occur.

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 principal is the individual responsible for making the final decision. DSP 5210

SCHOOL RECORDS

School records are the property of the school. If a student transfers from St. Patrick to another school, his/her records are sent to the receiving school upon receipt of a request for records signed by the parent/guardian and sent by the receiving school. Transferred records are not given to parent/guardian, but are always mailed to the receiving school. Student records will not be forwarded to another school until all fees (tuition, lunch, etc.) have been paid.

SCHOOL VISITORS

Parents/guardians are always welcome to visit the school. Prior to visiting, arrangements should be made with the classroom teacher and the principal beforehand. Anyone entering the school building must stop at the school office to identify themselves, state their business at the school, and sign in.

EVACUATION

In the event of a fire or tornado, students and staff will report to the designated areas listed in each room of the school. For any situation in which students would need to be evacuated from the school, the teachers will take the students to the Hatch Public Library in Mauston where they will remain until parents claim them. The principal will utilize an emergency contact system to notify parents of such an event.

DIOCESAN POLICIES

ADMINISTRATIVE RECOURSE: CONFLICT RESOLUTION

Outline of chain of authority in resolving disputes:

1. Teacher or other school employee
2. Principal
3. President (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 the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself to be injured. The response to the recourse 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 board as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility for 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 of interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen days from the date the parties in conflict receive 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. Canon 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 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 special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1849-1752) DSR 1901

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE PROCEDURE

The penalty for a violation of 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 1392

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

NONDISCRIMINATION

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. DSP 5101

REVISED SEXUAL ABUSE POLICY AND PROCEDURES OF THE DIOCESE OF LACROSSE

The Diocese of LaCrosse is committed to protecting our children from abuse. The Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse can be found in the main school lobby, in the school office, and at this website:

<https://www.dioc.org/files/safe-environment/GreenBook.pdf>

APPLICATION FOR TUITION SCHOLARSHIPS

A. PARENT/GUARDIAN INFORMATION (Required)

Father/Guardian:

Mother/Guardian:

Mr./Dr. _____
Last First

Mrs./Ms./Dr. _____
Last First

Address: _____

Address: _____

City/State/Zip _____

City/State/Zip _____

Home Phone: (____) _____ - _____

Home Phone: (____) _____ - _____

Cell Phone (____) _____ - _____

Cell Phone: (____) _____ - _____

E-mail Address: _____

E-mail Address: _____

Religion: _____

Religion: _____

Registered Parish/Church: _____

Registered

Parish/Church: _____

B. STUDENT INFORMATION List all students, grades, and tuition for the school year for which this application is made. Do not include scholarships earned.

Student Name _____ Grade ____ Tuition _____

Student Name _____ Grade ____ Tuition _____

Student Name _____ Grade ____ Tuition _____

Student Name _____ Grade ____ Tuition _____

Total amount of tuition for the school year: \$ _____

C. DEPENDENTS TOTAL number of dependents (including parent/guardian) in family household: _____

D. HOUSEHOLD INCOME TOTAL household income BEFORE deductions: Include income of all working household members, government assistance, pension income, child support, Social Security and any other income.

Yearly Income: \$ _____ Monthly Income: \$ _____

The first two pages of THE MOST RECENT Income Tax Return, a copy of your W-2's or other proof of income MUST BE INCLUDED with this application. Incomplete applications will not be considered. Please use the back side of this paper for any additional information you feel may be important in considering your application.

E. Amount of tuition your family can afford to pay per month: \$ _____

F. Amount of tuition assistance your family is requesting: \$ _____

Signature _____

Date _____

ST. PATRICK CATHOLIC SCHOOL

Mauston, WI 53948

(608) 847-5844

STATEMENT OF COMPLIANCE

2020/2021

I have read and agree to uphold and abide by all policies, regulations, and procedures as stipulated in this handbook. In addition, I acknowledge that I have reviewed the (red book), *On Sexual Misconduct for the Diocese of La Crosse* and (green book), *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*, included in this handbook or viewed on the Diocesan website: www.dioceseoflacrosse.com.

I have also had a chance to view the safe environment training video on the Diocesan website: www.dioceseoflacrosse.com.

PARENT SIGNATURE

DATE

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

CHILD'S NAME _____