



**2025 - 2026**

**Family  
HANDBOOK**

St. Patrick School  
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**St. Patrick 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.**

#### **STATEMENT OF PHILOSOPHY**

Saint Patrick School is a private educational facility. It was founded and organized by the founding families of this community, whose faith was deep and committed to the Gospel of Christ, and who wished their children to receive not only the finest in secular education, but also the **guidance and fundamentals of their Christian Faith**. This is still the intent and purpose of Saint Patrick School. The Faculty, the Parish and School Administration and the Education Committee still endeavor to uphold and serve those families who wish their children to receive the best of all in education - both secular and religious.

All education is aimed at forming an authentic, well-rounded person who is prepared to be a citizen of the world. The responsibility of the school in contributing to a student's total development lies in the areas of **faith, knowledge, leadership, and values**.

**Saint Patrick School will strive to provide a loving community of faith for students to know the Lord, themselves and one another.** In the Spirit of Jesus, each member of the school community is encouraged to help each other member achieve and accept his/her highest human potential and share it with others.

The faculty will strive to develop, in each and every student, a sincere respect for truth and knowledge and a desire for self-motivation and self-actualization. It will recognize the individuality of each student and will strive to provide each with tools of knowledge, a stimulating environment, and psychological stability so as to make him/her an effective member of society.

The school will strive to **develop and maintain leadership qualities through motivation and encouragement**. This will be accomplished by convincing students of the importance of being able to influence others and to give of themselves to the needs of the Church and the community. Through their interest in the needs of the student, **teachers will create an atmosphere conducive to building leadership qualities**.

Teachers will **strive to instill Christian values in their students by the witness of their own lives, by working in harmony with one another**, and by **encouraging a healthy self-concept in each student** along with an **appreciation of the beauty of God's world**.

Though the home has the chief responsibility for the education of the child, the school will do all in its powers to help in developing the Christian person entrusted to it by the family.

The educational institutions of the Catholic Diocese of La Crosse are subject to the limitations of Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Age Discrimination and Employment Act, the Equal Pay for Equal 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

**Mission:** 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.

**Vision:** Our school vision is that we provide a foundational experience of faith, community, and knowledge that forms courageous disciples ready to serve generously.

## **ABSENCE/TARDINESS/EXCUSES**

To ensure the safety of all students, parents are expected to call the school office if a child will be home for the day. If parents do not call, the school may call home for the verification of the child's whereabouts. When your child has been absent from school, even for a day, a dated, written excuse must be submitted to the teacher, stating the reason for the absence. All homework must be made up. If it is known in advance that a child will be missing school, his/her teacher is to be informed as soon as possible. This notification should be in writing. Ordinarily, a healthy child would not be absent more than a couple of days per year.

Students are tardy if they are not in their classrooms at the time of 8:05 AM. Students coming late for school should have a written note stating the reason for being tardy. **While it is understandable that an occasional "tardy" may occur because of an unforeseen circumstance, when students are tardy on a regular basis, their instructional opportunities are impacted. The first five to ten minutes of each morning are important because school-wide announcements and prayer occur during this time. Please make every effort to get children to school on time.**

## **ABSENCES - EXTENDED**

In the case of an extended absence, the principal or teacher is to receive a written notice one week prior to the time the child will be out of school. The school discourages families from taking extended vacations during the school year. The school takes no responsibility for students falling behind in their work because of family vacations during the school year. Teachers are under no obligation to give out work ahead of time for such vacations. Teachers, however, are to give students returning from such vacations a reasonable amount of time to complete missed work. **Some school events, such as field trips experiences or the speech contest, may not be able to be "made up." These decisions will be up to the teacher's discretion and his/her knowledge of the student or situation.**

## **ADMINISTRATIVE RECOURSE**

Outline of the chain of authority to be followed 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

### **ADMISSION CONSENT**

St. Patrick remains committed to the educational access of all children in a positive learning environment that can meet the needs of all students. All students new to St. Patrick's will automatically be placed on a 30 day probationary period. After 30 days, if the student's family hears no word from administration, it can assume the probationary period has ended. If after 30 days, the school determines it is unable to meet the needs of the student, full admission will not be granted; tuition paid for the student will be refunded.

Accepted enrollment at St. Patrick's School is a partnership between the parents and school to provide a quality Catholic education to every child. As a school, we will foster a Catholic identity, maintaining high academic standards for pre-k through 8th grade students while collaborating with families of all faiths to form courageous disciples equipped to serve. As a partnership, parents are expected to support and maintain this standard. If at any point, it is deemed unmet by administration, the school may dismiss the child. Partnership may be impacted by a variety of repeat situations included but not limited to: attendance, academic support, ongoing communication, etc...

Parents must notify the school in writing, with proper documentation, if there is a change in parental custody, adult contact or changes in pick up and drop off expectations.

School reserves the right to use student names and photos unless parents notify the office in writing. The use of photos includes but is not limited to use on social media, school communication platforms, etc...

### **AGE REQUIREMENT**

Students entering kindergarten must be five years of age on or before September 1. Students enrolled in Pre-Kindergarten must be four years of age on or before September 1. For children entering school for the first time, Pre-Kindergarten, kindergarten, or any other grade, verification of age is necessary. (Baptismal certificate or birth certificate). A baptismal certificate is required for all students of all Christian faiths.

### **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 to instruct the students. A fee is required from parents for those students attending Band. It is \$100.00 per semester and must be paid at the beginning of each semester. Students are scheduled to have band two to three times each week. See the school office for specific times.

### **BICYCLES/SKATEBOARDS**

Students riding bikes to school should lock them in the bike rack located on the east side of the building. They are not allowed to ride them on school grounds during school hours. Please keep students away from the bike

rack during recesses. 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 participating in bussing are expected to follow the rules and regulations set up by the public school district as to behavior while riding the bus. St. Patrick School will cooperate 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.

### **BULLYING**

St. Patrick School is committed to providing a caring, friendly school environment for all our students so they can learn in a safe and secure atmosphere. Bullying of any kind is unacceptable.

What is bullying? Bullying is the repeated, overbearing mistreatment of someone vulnerable by another person who is stronger or more powerful. Bullying can be emotional, physical, verbal, or cyber. St. Patrick School does not accept any kind of bullying. The teachers, staff and principal will work diligently to prevent bullying from occurring in school with the assistance of parents and families. This can be done by setting appropriate rules, utilizing lessons on Christian behaviors, and supervision of the classroom, hallways, play areas, etc...

If bullying does occur, all students are encouraged to speak up and know that their bullying incident will be dealt with promptly and effectively. Bullying incidents will be investigated, parents will be notified, and appropriate punishment 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. In recent years, cyber-bullying incidents have been on the rise throughout the nation. Cruelty and lies spread on email, social network sites, cell phones and other forms of technology can severely affect the cooperative spirit of the students in our school, and is definitely against the Catholic values the school tries to foster. The principal, teachers and staff will willingly work with parents and students in deterring such behaviors.

If students witness or experience bullying in school, they are encouraged to tell a trusted adult as soon as possible.

### **CATHOLIC FAITH AND MORAL STANDARDS**

As a condition of initial and continued enrollment as a student in St. Patrick School, 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 school, is grounds for disciplinary sanctions up to and including immediate expulsion.

### **CATHOLIC SCHOOLS WEEK**

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

### **CELL PHONE POLICY**

Teachers will collect cell phones at the start of the school day. They will be held in a safe location until the end of the school day. If a student is caught with a cell phone, it will be held until the end of the day. After the first offense, parents will be notified and asked to come retrieve the device.

### **CHANGE OF ADDRESS/PHONE NUMBER/FAMILY STATUS**

Parents or guardians are to notify the school office immediately when there is a change of address, phone number, or any change in parent or guardianship. Please also notify the school office when emergency numbers change due to a change of job.

### **CLASS SIZE RECOMMENDATIONS**

It is recommended that grades K-2 have a maximum class size of 18 per class and grades 3-8 have a maximum size of 22 per class. Maximum number does not necessarily mean that will be the enrollment. Factors such as room space, teacher experience, and multiple child families transferring into St. Patrick's will be taken into consideration. The principal has the flexibility to determine when enrollment is open or closed for any given class based upon these factors.

## **CLOSING OF SCHOOL**

When it is necessary to close school because of the weather we will go with the decision of the **Mauston School District**. This will be announced on the **radio station (WRJC)**, **through Sycamore (text and email)**, **as well as on the local TV stations**. 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**, St. Pat's is automatically included.

## **COLD WEATHER GUIDELINES**

Students will be kept in if

- The temperature is below 10 degrees or
- The wind chill is below 0 degrees.
- Accuweather will be the source used to determine the temperature.
- Secretary will make an announcement for each recess.

Sleds

- Only soft, roll-up sleds will be allowed in Grades PK – 4
- Grades 5 – 8 will have occasional specified sledding days when they may bring molded sleds.

## **CONFERENCES/ACADEMIC EVALUATION**

As a personal means of informing parents as to the development of their children, conferences are scheduled on a regular basis.

Parent/Teacher/Child Conferences are scheduled twice a year. The first conference is a mandatory conference and is held in November. A second conference, after the end of the second quarter of the school year, is set up for those who choose 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.

Evaluation reports (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.

## **DIGITAL CITIZENSHIP**

Digital citizenship will be required of St. Patrick's Students while online at school and on the school devices. Digital citizenship pertains to responsible use of technology and etiquette while participating in online activities. Students will be expected to conduct themselves in a respectful and guarded manner while on digital platforms on school devices or on school grounds.

## **DISCIPLINE**

Discipline is an essential element in education. 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. Since the primary responsibility for a child's behavior lies with his/her parents, the school needs the support of the parents to help the child learn self-discipline.
2. Justice demands that any disciplinary policy must protect equally 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.

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

- I. Disrespect of the learning atmosphere
  - A. Verbal disruption in the classroom
    1. Inappropriate comments, statements
    2. Screaming or shouting, especially while in conflict
  - B. Verbal disrespect for staff/volunteers/students
    1. Talking back
    2. Ridicule or harassment
    3. Rude/discourteous language
    4. Excluding peers from activities or games
    5. Violent or threatening notes, language or behaviors
  - C. Foul Language or inappropriate innuendo
  - D. Disrupting classroom routine
- II. Bodily Contact
  - A. Pushing, shoving, attacking
  - B. Male/female body contact
  - C. Hitting, kicking, spitting, biting, pinching
  - D. Fighting
- III. Disrespect for property
  - E. Vandalism
    1. Willful destruction or defacement of school or parish property
    2. Stealing or destroying another's property
  - F. Throwing food in the lunchroom
  - G. Littering on school grounds (includes school, lunchroom, church, playground)
- IV. Disobeying established school rules
  - H. Leaving of school grounds without knowledge of principal and teacher
  - I. Running on the stairs, in the halls or in the classrooms
  - J. Use of a cell phone or other electronic devices at any time during the school day
  - K. Inappropriate behavior in the bathroom
  - L. Possession of a weapon on school/parish grounds
  - M. Bringing toys that promote violent behavior such as toy guns, knives, certain action figures, etc.
  - N. Disregarding the dress code.
- V. Inappropriate behavior at Mass
  - O. Disturbing others at prayer
  - P. Displaying irreverent behavior at Mass
  - Q. Misbehavior when Mass ends

Therefore, these steps will be taken:

1. The first step in 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 second step is to have the teacher send the child to the principal. The principal will discuss the behavior with the student and consequences for the behavior. 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 third step is to have the teacher hold a conference with the child's parents, either by phone or in person. The teacher will point out what corrective measures are expected. The calls are logged and the principal is notified of the calls with discipline slips.
4. The fourth step is for the principal to call home and discuss with the parents the discipline problem and come up with a solution to the problem. This is to be documented in writing. If the child's conduct after the first four steps have been taken does not improve sufficiently, upon recommendation of the principal, the child will be suspended from school until the child and his/her parents meet with the principal. The suspension may be an in school or an out-of-school suspension depending on the severity of the problem. Again, this is to be documented in writing. The pastor will be notified of any suspensions.
5. At the recommendation of the principal and in consultation with the pastor after 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: As a final act of Christian charity, the parent will be given the opportunity to withdraw the student prior to any official expulsion taking place.

\*At any time, the administration reserves the right to make adjustments or decisions about behavior with the consultation of the pastor. Parents will be notified of such decisions as they occur.

### **DIVIDED CLASSES**

For the sake of maintaining small class sizes, some classes may be split into two sections. When this occurs, placing students into separate sections is done by the principal, with the input of the teachers who have experience with these children in the classroom. Parents are discouraged from making placement requests. Students will be placed in sections either randomly or, in certain cases, to accommodate the most suitable academic or social fit for the child.

### **DRESS CODE**

The purpose of the dress code is:

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

The dress code is as follows:

#### **Regular days of school:**

##### **Tops:**

- Knit tops, collared shirts, blouses, dresses, etc...
- Logos or graphic must be 2x2 or less (fist or smaller)
- NO writing, NO characters, and NO advertising
- NO tank tops, NO sleeveless, NO sheer tops may be worn, NO crop tops

##### **Pants:**

- Jeans, twill pants, dress pants, or corduroy pants
- Dress pants: khaki, black, blue, etc..
- Leggings may be worn with long shirts, dress, or tunics: These may be worn with shorts, skirts, or skorts (still not to exceed 2 inches above the knee)
- NO sweatpants, NO wind pants, NO fleece pants, NO pants with words or designs larger than 2x2, NO rips, holes, or significant wear

##### **Shorts:**

- May be worn during the months of September, October, April and May. They must be uniform-style, "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:**

- 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:**

- Socks and shoes must be worn at all times. Laced shoes must be tied.
- Sandals with a back strap can be worn.
- Crocs and croc-style shoes may be worn with a back strap
- NO high heels, NO open backed shoes, NO flip flops
- Modest, age appropriate dress shoes or sandals may be worn, extra shoes may be needed for recess and physical education
- Separate, appropriate shoes will be needed for gym class

##### **Hair:**

- Natural colored hair, kept looking neat
- Facial hair is to be trimmed
- Boys must have hair above their shirt collar
- Not distracting in the classroom

**Accessories:**

- Girls→button type earrings only
- Boys→ No earrings
- Not a classroom distraction

**Mass days of school:**

- **Sunday Best**→ blouses, button up shirts, ties, dress pants,dresses, skirts, etc... Dresses and skirts should be no shorter than 2 inches above the knee.
- NO SHORTS, NO JEANS, NO T-SHIRTS, NO HOODIES

\*\*You may bring clothes to change into after mass

**Fun Fridays:**

Dress code on Fridays will allow for SHIRTS with words, graphics, or prints that are not allowed during the rest of the week. This day does NOT change anything in regards to other clothing. This is a privilege that may be revoked if not respected or abused. Clothing must still be modest and tasteful. Appropriate involves kind words or sayings, logos or pictures larger than your fist, etc... NO sleeveless or tank tops, NO inappropriate language, innuendos, or photos.

**Gym Clothing:**

- Clothes for PE must be loose fitting and modest. Shorts should be athletic-type shorts. They must be mid-thigh (fingertip length) and no spandex to allow for full range of motion while still being modest.
- T-Shirts may have writing as long as it is appropriate for school
- NO cut off or cut out tops, NO tank tops, NO spandex/lycra, NO tight fitting tops or bottoms

\*\* St. Patricks athletic practices have the same standards as PE classes

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

1. Teacher or staff member will inform the student that a piece of clothing is not appropriate and should not be worn again.
2. The student may be asked to change or get an alternate clothing item from the office. They may turn the clothing inside out if they choose to as well.
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.

**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 in 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 in 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 in 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 cooperation of the student; and
- the student's prior record.

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

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

#### 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 readmitted and continue 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 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 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 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 a given week.
5. Notification shall be received when the drug is discontinued.

### **EARLY RELEASE**

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.

### **ELECTRONICS**

As a general rule, students are prohibited from using electronic devices, such as cell phones, MP3 players or handheld video games during the school day. However, there are exceptions to this rule, as electronics can be valuable safety and educational tools as well.

CELL PHONES: See Cell Phone Policy pg 5

***Cell phones, cameras or any video recording devices are not to be used in the bathrooms or locker rooms. This is a Wisconsin Statute. Violators could face fines or more serious consequences.***

iPODS/KINDLES/iPADS: These devices should also be kept in a backpack for use AFTER SCHOOL. The exception is if the device is being used for a classroom activity or for reading a book. This is up to the discretion of the classroom teacher, or supervising teacher.

Technology use in the classroom is intended to enhance the learning environment for all, and not distract from it. If the electronic device detracts from the learning environment, the teacher or principal may remove the device from the student and return it to the parent at the end of the day.

Students who chose to bring any of these devices to school are responsible for them. St. Patrick School is not responsible for the loss, damage, misuse or theft of such devices. Also see Digital Citizenship pg 6.

### **EVACUATION OF SCHOOL**

In the event of an actual fire or any cause for the students to be evacuated from the school, the teachers will take the students to the church or an alternative location where they will remain until parents claim them. The principal will utilize an emergency contact system to notify parents of such an event.

### **EXPULSION (Dismissal)**

If an expulsion is pending, the diocesan director of the Office for Catholic Schools should 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

### **EXTENDED CARE INFORMATION**

St. Patrick's provides an after school program. This service is intended to give your child a safe place to stay after school in the event that you cannot be there at 3:00 to care for your child yourself.

- **HOURS:** Extended care is held on a daily basis 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 canceled.
- **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.***
- **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 a child becomes ill during Extended Care hours. All necessary steps will be taken to provide care of 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 \$5.50 for the first child for the first hour. If pick up is later than 5:30 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, whose name must appear on the enrollment form. (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:** Older children are able to change for sports requirements. If your child requires assistance to change, staffing may not allow that to happen. Please arrive early enough to help your child change, if this is required.

### **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, with the exception of previously scheduled and excused appointments, they may not attend the extra-curricular activity.

### **FOOD 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. When there is a child in the class who has a food allergy teachers will notify parents who bring snacks of the necessary mitigations to be as safe as possible.

The hot lunch program will follow DPI requirements for serving children with allergies according to their needs and offer alternative choices for those students. Students who have medical notes requiring further stipulations will be met to the best of our ability.

### **GRADE SCHOOL DANCES AND PARTIES**

Schools are not to sponsor mixed parties and dances for grade school students, when they are such as to promote premature dating, exclusive and particular boy-girl associations 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

### **GRADING SCALE**

The grading scale is as follows:

A+ = 99-100%	B = 88-90%	C- = 77-78%
A = 95-98%	B- = 86-87%	D+ = 75-76%
A- = 93-94%	C+ = 84-85%	D = 72-74%
B+ = 91-92%	C = 79-83%	D- 70-71%
		U = under 70%

### **HEALTH CARE**

Every student is to go 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. If any child receives a head injury at school, parent/guardians will be notified and advised to remove the child from school for medical examination and/or observation.

**EMERGENCY PROCEDURE CARDS MUST BE FILLED OUT FOR EACH STUDENT AND ARE DUE THE FIRST WEEK OF SCHOOL.**

These cards contain important information that is used if the school needs to contact the parent for any reason, and also gives the school permission for medical treatment in an emergency situation. These cards are to be kept up-to-date and parents/guardians are to notify the school immediately as to changes of information on the card.

### **HOME AND SCHOOL ASSOCIATION**

Saint Patrick's Home and School Association is a medium of good parent-teacher relations and, therefore, parents are encouraged to 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 encouraged to attend. Home and School Association dues are \$25.00 per year for each family.

### **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 1:	5-10 minutes per night
Grades 2 - 4:	10-20 minutes per night
Grades 5 - 6:	20-60 minutes per night
Grades 7 - 8:	30-60 minutes per night

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.

When students reach the junior high level, they will be introduced to the Junior High Homework Policy. This program is a cooperative effort between parents, teachers and students to foster good study and homework completion habits that prepare them for high school. Students and parents will be asked to sign an agreement that states incomplete homework in grades 6, 7, and 8 will result in the student attending After School Study Hall for 30 minutes. Implementation of this policy has greatly decreased incomplete work.

## **INTERNET USE AGREEMENT**

1. The use of the Internet is a privilege, not a right, and inappropriate use will result in the following:

1<sup>st</sup> Offense: Parents will be called and informed that their child was using the Internet in an inappropriate manner. The student will be suspended for one day. Internet privileges may be suspended depending on the severity of the offense.

2<sup>nd</sup> 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 school year is canceled.

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 copyright material, threatening or obscene material, or material protected by trade secrets. Use for commercial activity 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 or pictures, or use obscene language, cursing, 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 parent or guardian.
5. Students may not use others' passwords.
6. Students may not intentionally waste limited resources by excessive printing practices..
7. Students may not use their own software programs on any computer workstations in the lab or classrooms at St. Patrick's School.
8. Students **may not send or receive email**, utilize chat rooms, instant messaging, MySpace accounts, Facebook, twitter, or similar non-school-related activities unless directed by a teacher to do so for the purpose of academic pursuits.
9. Saint Patrick's School is not responsible for the content, quality, or accuracy of the information obtained from the Internet.
10. A signed Saint Patrick School Computer/Internet Use Agreement must be on file in the school office before Internet access will be provided.
11. These rules apply to all school computers at all times including the Extended Care Program and Religious Education classes.

All Catholic schools in the Diocese of La Crosse have a moral and legal commitment to abide by the copyright law. DSP 3910

## **LITURGIES**

All students will attend Mass once each week at 8:00 AM. Approximately once each month there will be an additional all school Mass, the dates of which will be decided later. Teachers, along with their students, plan and prepare these liturgies.

## **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 and a ticket issued. Lunch money must be paid in advance.

## **LUNCHROOM EXPECTATIONS**

Students should maintain relatively quiet in the lunch line. Proper etiquette at the table is expected. Students will be led in prayer prior to eating.

## **MESSAGES**

Parents are asked not to interrupt the activities of the classroom. Forgotten lunches, books, etc., may be cared for by leaving them in 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 are encouraged to be taught to 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. It might be that the teacher has some other commitment for that particular day after school. Teachers or students are not called to the phone during the school day. The secretary will take a message, or perhaps the teacher might call during a prep period.

### **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

### **OFFICE HOURS**

The school office is open from 7:30 AM until 3:30 PM on days when school is in session.

### **PARTY INVITATIONS**

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. Mailing list will be provided upon request.

### **PRESS RELEASES/PHOTO RIGHTS**

All press releases in a school are to be cleared and released through the school administrator. Teachers, coaches, and volunteers who post photos online or in newspapers about school or sporting events, on behalf of the school, should make certain they have cleared this with the school administrator, as some parents specifically request NOT to have their student's photos in the public eye.

### **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.

### **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.***

### **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.

The reporting system should be:

1. Simple and consistent.
2. Should take into consideration achievement and effort, but grades should distinguish between the two.
3. Directed at the parent.
4. Should not attempt to replace conferences." DSP 4201

### **RETENTION/ACCELERATION**

"The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflection and evaluation

and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision."

DSP 5210

## **RIGHTS OF STAFF, STUDENTS, AND FAMILIES**

Constitutional protections are guaranteed by the government, St. Patrick's is a private school which is governed by contractual agreements. When employed through this private agency or enrolled in this school, you are agreeing to be governed by contractual agreements, not constitutional rights.

The school reserves the right to amend the handbook and to give parent prompt notice of such amendments, revisions or deletions.

## **SAFETY RULES**

### **PLAYGROUND**

The playground is the area below the hill to the rear of the church property. It is bounded by the Lemonweir River on 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.

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.

The students shall not:

1. Pull or tug other students while they are using the monkey bars or other playground equipment.
2. Slide down the banister along the stairs to the lower playground.
3. Trip, bump, or push other students; climbing is permitted on designated equipment only.
4. Go behind the fence to retrieve a ball without the playground supervisor's permission.
5. Throw snowballs, ice, and sticks or rocks or cause bodily injury to others due to rough play.

## **WINTERTIME ACTIVITIES**

1. 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. Each other's handiwork is to be respected.
  - c. Snow may not be put on the slide.
2. 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.
3. 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 stand on the hill.
4. see break down of rules for Pk-4 and 5-8

## **IN SCHOOL**

The students shall always:

1. Use the railings on stairways.
2. Walk in the hallways and on the stairs.
3. Keep hands off other children, especially when drinking at the fountain.
3. Stay in the designated seat if, in an emergency, the teacher needs to leave the room.
4. Spend recess and noon period outdoors, unless permission has been granted by the teacher to remain indoors.
5. Obey the rules of field trips.
6. Walk bicycles off school property.
7. Obtain permission from the principal whenever it is necessary to leave school property.
8. Use caution in every activity so that the danger of harming oneself and others will be reduced and/or eliminated.

The student shall not:

1. Throw snowballs, ice, sticks, stones, or bats. Nothing may ever be thrown inside the building.
2. Have sharp objects of any kind in their possession. Students are to carry scissors with the point facing the floor.
3. Rock chairs in the classroom or cafeteria.
4. Arrive before 7:30 AM without special permission.

### **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, but are to make arrangements with the classroom teacher and the principal beforehand. **Anyone entering the school building must stop at the school office to identify themselves and state their business at the school.**

### **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.

1. 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.
2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the diocesan director of schools.
5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith. DSP 5512

### **THE SHAMROCK BULLETIN**

The Shamrock Bulletin is the means of communication between the school and home. The Shamrock Bulletin is printed once a month on Friday. It **is then emailed and sent home with the youngest child in the family**. Information given includes items relating the school generally and to individual classes, reminders of upcoming events, changes in schedule if necessary, and other pertinent information regarding the school and parish. The bulletins are numbered for convenience and the date of the next bulletin is given.

### **SPORTS POLICY**

A student with a failing grade (U) or a grade point average less than 1.75 shall be automatically placed on probation.

If a student had D's or U's in effort on his/her report card, he/she shall be placed on probation.

A student who causes discipline problems shall be placed on probation. The principal, the teacher, and the coach will make this decision.

During the course of the sports seasons, teachers will be responsible for informing the principal of failing school performances and disciplinary problems.

A student on probation would be given a deadline (two weeks) to raise the failing grade(s) or improve behavior. The student would be able to practice with the team during the probationary period. If the student still has a failing grade, or a discipline problem arose during the probation period, the student would not be able to play in the first game. The student would have one additional week to improve the grade(s) or behavior, or he/she would be ineligible for the season.

Eligibility to play football and volleyball will be based on the student's fourth quarter report card from the previous school year. If a student's grades or behavior causes him/her to begin the season on probation, he/she would be able to practice with the team but would be given a deadline (two weeks) to improve their grade(s) or behavior. If the student still has a failing grade(s) on the deadline date, or if a discipline problem arises during the probationary period, the student would not play the first game of the season. The student would have an additional week to raise the grade(s) or improve behavior, or he/she would be ineligible for the season.

A student may go through a probationary period only one time during a particular sports season. If a student goes through a probationary period during a sports season, is taken off probation, and then because of a failing grade(s) or a discipline problem is placed back on probation, he/she would be ineligible for the remainder of that sports season.

Any student on suspension for a school related matter would neither practice nor play in any contests until the suspension has been satisfied.

An athlete is expected to attend all practices and contests unless previously excused with a written note. Failure to do so may result in disciplinary actions. The determination for actions will be made by the coaches and the administration.

An athlete must be in school the full day in order to participate in either practice or an athletic contest. If the absence occurs on a Friday, he/she will be ineligible to play in any weekend games.

Anyone staying for basketball or volleyball practice is not allowed to leave the building between school and practice. Before a game, students are not allowed to remain at school. For home games they should arrive no more than one half hour (1/2) before game time. For away games they should arrive no more than fifteen minutes before the bus departs. The student's whereabouts are the responsibility of the parents during this time.

With the assistance of the coaches, the teachers and administration, guidelines have been established for all sports programs at St. Patrick School. These programs may include boys' and girls' basketball, football, volleyball, and boys' and girls' track. St. Patrick School follows the Athletic Policies as regulated for the schools by the Diocese of La Crosse Office for Catholic Schools.

During the course of a sports season, it is requested that parents and athletes wait 24 hours after a game or event before contacting a coach about an issue or concern.

At the middle school level, students are not allowed to participate in two school sports in one season or to "dual-sport" because the risk of not being well-trained and the risk of injury on one sport would be too great.

The following standards are expected from those who participate in sports:

The athlete is expected to maintain the class work he or she is capable of doing.

Assignments will be completed and handed in on time.

He/She is expected to follow school policy as well as maintain an attitude of respect to schoolmates and those in authority.

Each student who participates in sports is required to have a physical every-other year.

### **STUDENT CONDUCT/LOCKERS/DESKS**

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.

### **TESTING**

i-Ready testing will take place in the fall, winter, and spring at designated times for students 1-8. Parents and guardians will receive a report on the results of their child(ren)'s tests. Promptly after teacher analysis and all tests are complete.

## TUITION & FEES

It was the philosophy of the founders of St. Patrick School to make the experience of St. Patrick's School available to as many students as possible, regardless of income. The parishioners, parents, benefactors and supporters continue to support this philosophy. It is always the intent to work, conscientiously, in keeping tuition at an affordable level. Firmly rooted in the tradition of St. Patrick's School and Parish, is the fundamental belief that the school will not deny any child the opportunity to receive a Catholic education because of a parent's inability to pay tuition.

Securing a Catholic education is a shared investment in your child's future. Tuition fees account for only a portion of the total cost of educating a child at St. Patrick's School. The difference between the actual cost and tuition fees occurs through continual development efforts, fundraising, scholarship opportunities, and parish subsidies. To the extent it is financially able; St. Patrick's School does not wish to deny any student 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.

Since it is part of the mission of our Catholic faith to spread the good news of the gospels, the parish willingly supplements the financial requirements of the school. 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. However, the expectation exists that the parent(s) and child(ren) establish and sustain a significant effort to effectively participate in the areas of ministry established in the parish.

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. Qualifying families may apply for financial assistance consideration from a wide variety of resources. Please see [Tuition Scholarships](#) for more information.

To ensure success, there is a need for a [partnership](#) to exist between the school and the parish for the financial aspects of operations to work smoothly. Therefore, parents enrolling their children in St. Patrick's School must acknowledge and accept the terms of the tuition policy as outlined below.

*When parents sign the tuition agreement, upon enrollment of their children at St. Patrick's School, they acknowledge and accept the accompanying [financial obligation](#) for all tuition, fees, and charges accrued on behalf of their students. Failure to comply with this tuition agreement may result in the withholding of student report cards and transcripts.*

St. Patrick's School does not discriminate because of race, ethnic origin, religion, or ability to meet tuition payments. Children of all faith denominations are welcome at St. Patrick's School. Families that are active parish members, however, will realize a decreased tuition rate because of the implied expectation of contributing to St. Patrick's Parish through a variety of available means.

### PARISHIONER STATUS

A primary goal of the St. Patrick's community is 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 offerings. Toward that end, the standard for granting in-parish status to families for the purpose of tuition rate for their children attending St. Patrick's School is per the following:

Only those families meeting the criteria of **registered**, **active**, and **contributing** parishioners will receive consideration for the in-parish tuition rate for their Catholic children. The following definitions address these three criteria in further detail:

1. **Registered:** Formal registration through administrative enrollment of a family with St. Patrick's Parish.
2. **Active:** The standard for this criterion is regular Sunday Mass attendance and active participation in the life of the Parish. St. Patrick's Parish encourages all families to become involved in one or more of the many ministries offered through the school and the church.
3. **Contributing:** St. Patrick's Parish provides a substantial amount of financial support to the school on an annual basis. Without this support, the tuition rates would be significantly higher and result in constraining the ability of the school to sustain the types and quality of programs offered.

To distribute, reasonably and fairly, the responsibilities of operating St. Patrick’s School, the parish encourages each family, receiving in-parish tuition status, to establish and sustain a financial commitment to the church. St. Patrick’s Parish prefers parishioners contribute in a regular and consistent manner, utilizing the offertory envelopes specifically furnished for this stated purpose.

**TUITION PAYMENT**

There are several payment options for paying tuition. The school accepts direct payments or families may arrange to coordinate payment options through the St Patrick's: Online Giving & School Tuition Payment available on the St. Patrick Website at the following link: <https://www.myowngiving.com/Default.aspx?cid=946>. Provided as follows are the details for each payment plan, with accompanying due dates. Families should select the plan that best accommodates their respective needs when completing the Tuition Agreement form at the time of enrollment.

Payment 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 checking / savings account on a recurring (e.g. weekly / monthly) basis. (Register on school/parish website <a href="https://www.myowngiving.com/Default.aspx?cid=946">https://www.myowngiving.com/Default.aspx?cid=946</a> , please contact the school or parish office for any assistance required.)
Individualized Payment Plan	Other –Contact the rectory or office by May 1 to arrange a payment plan that will be outlined in writing and kept on file in the school office.

The school will furnish 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 other than the Ten Payments Plan will receive a quarterly tuition statement.)

In all payment plan choices, St. Patrick’s Parish and School respectfully request payment in full for the respective tuition balance no later than **May 1**. St. Patrick’s School Principal and Pastoral Authority will consider delinquent all accounts not paid in full by this date.

**TUITION AND FEE PAYMENT DELINQUENCY**

*The intent of this policy is optimally to resolve all instances of payment delinquency through encouragement of open dialogue to discuss available options favorable to all concerned, rather than imposition of penalty actions.*

**Non-Payment of Tuition**

Saint Patrick’s Catholic Parish and School rely on the timely collection of tuition and fees in order to provide quality Catholic education to our students. Failure to collect all anticipated tuition places an enormous burden on our budget and risks the potential reduction or elimination of programs and services. Consequently, we must rely on all sources of income, including our families, to meet, faithfully, their contractual obligations as partners in this educational enterprise. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the principal or pastoral authority as soon as possible to discuss and coordinate suitable alternative payment arrangements.

In consideration of past delinquencies, the Saint Patrick’s School Catholic Education Committee (CEC), made the determination to implement a **Financial Outreach and Assistance Committee**. This committee, comprised of three members, will be in consultation with the School Administration to address specific instances of tuition payment delinquencies **effective September 1**:

When payment obligations do not happen according to selected and agreed upon payment plan options, the following measures will occur:

- 1. 30 days past due (30 calendar days from commencement of the school year)**

The family account is past due when the account is not in good standing at 30 days from commencement of the current school year. The following administrative action will occur:

- The family will receive notification from the principal informing the parent/guardian of the missed payment.
- It is the responsibility of the family to contact the principal or pastoral authority to correct the situation or establish an acceptable alternate plan for payment in writing.

## **2. 60 days past due**

When the family tuition account becomes 60 days past due, and in the absence of written agreement between all concerned parties satisfactory to the principal, pastoral authority, or the Financial Outreach and Assistance Committee, the following assessment and associated actions will occur:

- The family will receive notification from the principal. The notification will reflect the assessment of a \$25 late payment fee, request family response within ten calendar days, and address the potential for referral of the matter to the Financial Outreach and Assistance Committee.
- In the absence of open and productive dialogue with the family, the principal will convene with the Financial Outreach and Assistance Committee.
- The family will receive a written notification, by certified mail, from the Financial Outreach and Assistance Committee along with a signed copy of this agreement. The notification will request the family to respond within ten calendar days. The intent of this involvement is to foster open discussions in obtaining favorable resolution for all concerned parties.
- It is the responsibility of the family to establish an acceptable alternate plan for payment in writing.
- The Financial Outreach and Assistance Committee will inform the principal and pastoral authority regarding the status of all associated discussions / activities.

## **3. 90 days past due**

When the family tuition account becomes 90 days past due, and in the absence of written agreement between all concerned parties satisfactory to the principal, pastoral authority, or the Financial Outreach and Assistance Committee, the following assessment and associated actions will occur:

- The family will receive notification from the principal. The notification will reflect the assessment of an additional \$25 late payment fee, request family response within 10 calendar days, and address the referral of the matter to the Financial Outreach and Assistance Committee.
- In the absence of open and productive dialogue with the family, the principal will convene with the Financial Outreach and Assistance Committee.
- The family will receive a written notification, by certified mail, from the Financial Outreach and Assistance Committee along with a signed copy of this policy. The notification will request the family to respond within ten calendar days. The intent of this involvement is to foster open discussions in obtaining favorable resolution for all concerned parties.
- It is the responsibility of the family to establish an acceptable alternate plan for payment in writing.
- The Financial Outreach and Assistance Committee will inform the principal and pastoral authority regarding the status of all associated discussions / activities.
- Affected students will be withdrawn from St. Patrick's School. This restriction will remain in effect for the duration of the academic school year or until the account is brought into good standing or establishment of an acceptable alternate payment plan in writing.
- The principal will withhold report cards and transcripts until payment of the balance in full or establishment of an acceptable alternate payment plan in writing. The principal will prohibit school office personnel from releasing these associated records.

### **Families with Grade 8 Students:**

The tuition and fees for 8<sup>th</sup> grade students must be current as of May 1. The principal will prohibit 8<sup>th</sup> grade students with past due balances from receiving a diploma or transcripts until payment of the balance in full or establishment of an acceptable alternate payment plan in writing.

### **End of school year balances:**

It is the expectation of Saint Patrick's Catholic Parish and School to have all tuition and fees paid in full no later than May 1. The Financial Outreach and Assistance Committee members recommend implementation of the following measures for those families with unpaid balances and without an acceptable alternate payment plan on file:

- Families will receive written notification that their account is past due, along with a copy of this policy.

- The principal will withhold report cards and transcripts until payment of the balance in full or establishment of an acceptable alternate payment plan in writing. The principal will prohibit school office personnel from releasing these associated records.
- Students will not be eligible to participate in any school-sponsored activities or attend class for the fall session.
- Families with delinquent accounts that choose not to return their students to Saint Patrick's Catholic School for the next academic school year will have their account turned over to a collection agency. This will also be in effect for families with delinquent accounts choosing to remove their children from enrollment during the academic school year.
- The school shall have the right to legal action for non-payment of tuition and fees; and recoupment of any associated litigation fees.

**Grievance Consideration:**

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

**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 in schools, 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



**Revised**  
**Child Sexual Abuse Policy and Procedures of the**  
II. Diocese of La Crosse  
(Green Book)

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

On the Promulgation of the  
Revised Child Sexual Abuse Policy and Procedures  
of the Diocese of La Crosse

To Christ's Faithful of the Diocese of La Crosse:  
Dear brothers and sisters in Christ,

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

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

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

Now that the revised *Charter* and the *Essential Norms* have been promulgated and published, I, once again with the help of a special committee, have prepared a revision of the policy and procedures which I promulgated on August 6, 2002. Today I am happy to promulgate and publish the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. Cases of child sexual abuse by other Church personnel will continue to be handled according to the *Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse*.

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

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

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

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

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

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

I invoke God's blessings upon you and your homes.

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

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

Benedict T. Nguyen  
*Chancellor*

#### DECREE

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

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

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

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

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

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

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

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

Benedict T. Nguyen  
*Chancellor*

## **Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse**

- SCOPE

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

- DEFINITIONS

Child: A person under the age of 18 years.

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

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

- POLICY

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

- PROCEDURES

1. All allegations of sexual abuse of a child against a priest or deacon of the Diocese shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and the appropriate response to the allegations.

The initial assessment will address issues of the possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

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

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

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

Norms  
Governing the Diocese of La Crosse  
Child Sexual Abuse and Review Board

1. **Composition and Appointment.**  
The Diocese of La Crosse Child Sexual Abuse Review Board shall consist of six persons appointed by the Diocesan Bishop and who serve at the pleasure of the Diocesan Bishop. All persons must be of outstanding integrity and good judgment. At least five of the persons must be in full communion with the Church.
2. **Qualifications.**  
No less than four (4) of the members shall be adult lay persons not in the employ of the Diocese of La Crosse, one of which, at least, shall have particular expertise in the treatment of the sexual abuse of children. In addition, one experienced and respected pastor of the Diocese and the Diocesan Attorney shall also serve on the Board.
3. **Term.**  
The term for each Review Board member shall be five (5) years, which can be renewed.
4. **Purpose.**  
The purpose of the Diocese of La Crosse Child Sexual Abuse Review Board shall be:
  - A. To assist the Diocesan Bishop, at his request, in assessing specific allegations of child sexual abuse by a priest or deacon, when the allegations have not been admitted;
  - B. To review regularly the Diocesan policy and procedures for dealing with child sexual abuse by a priest or deacon and to recommend to the Diocesan Bishop any modifications; and
  - C. To render such other advice and counsel regarding child sexual abuse, when requested by the Diocesan Bishop.
5. **Confidentiality.**  
All matters submitted to and proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and the assignment of clergy. The process is therefore privileged under the First Amendment. The procedures may require the examination of documents and records which are privileged.  
  
They may require seeking and hearing legal advice which is privileged, and may require the review of privileged communications between priests, doctors, psychologists, social workers, and lawyers. By its very nature, the Diocese of La Crosse Child Sexual Abuse Review Board's proceedings involve matters of a highly personal nature, protected by the Wisconsin Privacy Law. Therefore, all of its communications, proceedings and records are confidential and may not be disclosed or made public.
6. **Norms Governing the Assessment of Allegations.**
  - A. Issue: "Is the allegation true?"
  - B. Burden of proof: the accuser carries the burden of proof, consistent with concepts of fundamental fairness.

- C. Standard of proof: moral certitude which excludes every prudent doubt or every doubt founded on positive reasons.
- D. Representation:
  - (1) The accuser may be represented by a civil and/or canon lawyer at his or her own expense.
  - (2) The accused may be represented by a civil and/or canon lawyer at his own expense.
  - (3) When necessary, the Diocese will supply canonical counsel to a priest or deacon.
  - (4) The Diocese of La Crosse Child Sexual Abuse Review Board shall be represented by the Diocesan Attorney.
  
- 7. Record.

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

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

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

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

**Sexual Misconduct Procedures**  
(Red book)

A Pastoral Letter to Christ's Faithful  
of  
The Diocese of La Crosse  
The Most Reverend Raymond L. Burke  
Bishop of La Crosse

October 18, 1997  
Feast of Saint Luke, Evangelist

**On the Promulgation of  
The Revised Sexual Misconduct Policy and Procedures  
For the Diocese of La Crosse**

To Christ's Faithful of the Diocese of La Crosse:  
Dear brothers and sisters in Christ,

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

Those who serve us in the Church represent, in one way or another, our Lord Jesus Christ as He shares His divine life with us in the Church. Priests and deacons, consecrated persons and laity who serve us in the Church, also as volunteers, are therefore held to the highest standard of moral conduct. Any breach of moral conduct on their part carries an additional burden of responsibility, for it betrays the trust which the Church places in them.

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

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

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

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

Invoking God's blessing upon you and your homes, I remain.  
Yours sincerely in Christ,

(Most Rev.) Raymond L. Burke

**Decree**

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

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

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

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

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

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

**Sexual Misconduct Policy**

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

**Sexual Misconduct Procedures**

● PURPOSE

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

● PROCEDURE



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

offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

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

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

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

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

- SCOPE

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

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

## 2025/2026 FACULTY & STAFF

Father Cruz.....Pastor/Administrator  
 Mrs. Toni Ross.....Principal  
 Mrs. Anita Czajka.....Secretary  
 Mrs. Jennifer Laursen .....Parish Secretary

Ms. Bailey Hammon.....3K  
 Mrs. Toni Stoughtenger.....Pre-Kindergarten  
 Mrs. Lisa Vinopal.....Kindergarten  
 Mrs. Amber Czys.....Grade One  
 Ms. Bridget Gunther.....Grade Two  
 Mrs. Gina Boppart.....Grade Three  
 Mrs. Lacey Stark.....Grade Four  
 Ms. Daniela Jones.....Grade Five  
 Mrs. Cathryn Catterson.....Grade Six  
 Mr. Thomas Dorsch.....Grade Seven  
 Mrs. Julie Whitney.....Grade Eight

Mr. Rob Demeuse.....Technology Coordinator/ Teacher  
 Mrs. Patrice Minick.....Music Education  
 Mrs. Cecilia Steen.....Physical Education

Mr. John Hersil.....Van Driver/Teacher Aide/Extended Care  
 Mrs. Annette Heitman.....Teacher Aide/PK  
 Mrs. Terrie Hollenbeck.....Teacher Aide/Interventionist  
 Ms. Cailey Simons.....Teacher Aide/Library  
 Mrs. Patty Wilke .....Teacher Aide/PK

Mr. Larry Moore.....Custodian  
 Mr. Roger Onsager.....Custodian  
 Mrs. Jessica Stevens.....Custodian

Ms. Cindy Bollig.....Cook  
 Ms. Kristine Kolba .....Cook

SAINT PATRICK GRADE SCHOOL  
325 Mansion Street  
Mauston, WI 53948  
608-847-5844

STATEMENT OF COMPLIANCE  
2025/2026

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](http://www.dioceseoflacrosse.com).

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

FAMILY NAME (please print) \_\_\_\_\_

Please sign and return no later than Monday, September 30, 2025.