



**PRAIRIE CATHOLIC SCHOOL**  
515 N. Beaumont Rd.  
Prairie du Chien, WI 53821  
Phone (608)326-8624 Fax (608)326-8627  
*Veritas, Fides, Unitas – Truth, Faith, Unity*

August 1, 2014

Dear Parents and Guardians,

Welcome to the 2014-2015 Prairie Catholic School Year. I would like to thank you for choosing Prairie Catholic to educate your children. Choosing the individuals who will educate your children is one of the most important choices a parent will make and we understand the trust you have placed in our staff.

You have chosen Prairie Catholic Schools because you recognize the value of Catholic education. Our staff works to develop the skills and knowledge that are the basis of a strong academic program and we will work diligently to ensure your students will be surrounded by the pillars of Catholic faith.

Prairie Catholic understands that our many students are your unique children. We also understand the parent is the first and most important teacher a child will have. We want to work with you to teach Catholic morals, values and faith every day.

In addition to providing a compassionate environment, Prairie Catholic is proud of our strong academic history. In short, we have a track record of high academic success. Our schools lay the foundation that many previous students credit for their future success in high school and beyond.

This handbook is a valuable resource when you have questions regarding our education. The policies stated are meant to ensure all students are getting the most of their education, are prepared for the future, and most of all treated fairly.

Again, thank you for your trust and choosing Prairie Catholic for your child's education. We look forward to our first school day on August 26<sup>th</sup> and working with your children.

Wade Marlow  
Principal Prairie Catholic Schools



## **Philosophy of Catholic Education**

*Catholic schools make a unique contribution to today's Church and society by providing a God-centered education rooted in the Roman Catholic tradition. The school in cooperation and partnership with parents/guardians and in the context of the Catholic community, strives to assist the student to relate faith and Gospel teachings to all aspects of human knowledge and life. Development of a Catholic Christian identity in the students is a basic aim of the Catholic school community. Religious instruction and formative experiences are a primary and essential part of the school's program directed toward leading the student to deepening faith commitment to Christ. Direct catechists as well as involvement in liturgical and sacramental prayer and worship are both formative and instructional for the student.*

*The environment of the school is created primarily by the people of faith: students, parents/guardians, staff and pastor, who build the school community. It is within this setting that the fourfold dimensions of Catholic education: message, community, worship and service become a reality. The focus of the Catholic school program is not merely the attainment of knowledge but the acquisition of values. This focus includes the higher level thinking processes and critical judgment and decision-making that enhance the student's responsible use of freedom based upon Gospel values. The school program must concern itself with development of the whole child. The school's curriculum focus is student-centered with emphasis on the dignity of the student and serves the individual's developmental growth needs. Moreover, the development of Christian values as well as the principles of Church teachings on morality, justice and life issues permeates and integrates all the subject areas and experiential dimensions of the curriculum. (References: Church in the Modern World; Declaration of Christian Education; Visions and Values in the Catholic School; The Catholic School; Sharing the Light of Faith; and To Teach as Jesus Did)*

## **Philosophy of Prairie Catholic School**

All students of Prairie Catholic School should be afforded the opportunity to develop a life exemplified by the life of Jesus Christ. Prairie Catholic School strives to provide a positive atmosphere where quality education and Catholic values are emphasized. We believe each person is a unique individual created by God. Because of this uniqueness, we strive to provide a positive and nurturing atmosphere in which all people can develop Christian values. We believe in a holistic educational approach that fosters the academic, social, emotional, physical and spiritual development of all members of our Prairie Catholic School community. Catholic values are emphasized by empowering staff and students to extend Christianity beyond the school and into the community. The goal of Prairie Catholic School is to be an extension of the Catholic home, modeling healthy Christian values.

## **Vision of Prairie Catholic School**

Prairie Catholic School exists to provide spiritual development and academic excellence through:

- ◆ A dedicated Christian faculty and staff
- ◆ Instilling strong moral values
- ◆ Providing a Christian academic environment
- ◆ Fostering a positive, respectful and disciplined learning environment within our classrooms
- ◆ Participating in community service

## **Absence and Tardiness**

When a student is absent or tardy from school, parents or guardians are to contact the school office between 7:45 – 9:00 a.m. and state the reason for the absence. This may also be done on Skyward. Valid reasons for a student's absence from school are: personal illness, death or serious illness in the immediate family, suspension from school; other reasons that can be justified from an educational stand point which may be approved in advance by the principal and emergency situations. If no call is received from the parents or guardian, the school secretary will call you to verify the absence of your child(ren). Students who are absent must present a written note signed by a parent or guardian to the school office upon their return.

No student may leave the school premises at any time for any purpose without the written authorization of their parent or guardian, and the signed approval of the office staff. No student is released unless the office knows the reason for the release and the person to whom the student is released. The school accepts no responsibility for any student who leaves the premises without permission. Any student who leaves the premises without permission will be subject to disciplinary action which may include suspension from school for one school day.

The school office personnel approves the dismissal of students who are ill. Parents or guardians are notified when the illness is detected. They are expected to pick up the student or to make other suitable arrangements.

Regular doctor and dental appointments are discouraged during school hours. If such appointments are unavoidable, written notification must be submitted one day prior to the appointment. This may also be done on Skyward.

Vacations during the school year are highly discouraged. Parents must assume responsibility if students fall behind in academic achievement due to extended absences for vacation. In the event of such a vacation plan, parents should notify the school office and the homeroom teacher in writing two weeks in advance of the date. Students will be responsible for all assignments missed due to their absence from school. Assignments may be requested ahead of time but there may be some instances where homework will be given upon returning to school.

## **Truancy**

Parents/guardians have the responsibility to have their children in school attendance. A student who is absent without consent of the parents/guardians and the school is considered truant. Initial truancy may result in parent/guardian notification and disciplinary action. Repeated truancy will result in review for possible dismissal, suspension or expulsion. Students truant from a class will be referred to the school administrator for appropriate action. Truant students will not be permitted to participate in co-curricular activities for that day and any days of suspension that may result. The Wisconsin Statutes define a "habitual truant" as a student who has been absent from school without an acceptable excuse for part or all of ten (10) or more days on which school is held during a school year. Prairie Catholic Schools will contact County Social Services to report students who are habitually truant.

## **Tardiness**

Tardiness interferes with a student's progress and is a disturbance to the other students and the teacher. Every effort should be made by students to be punctual. A student who comes late to school in the morning or afternoon is to stop in the school office to inform the secretary of their arrival.

## **Administrative Recourse**

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents/guardians are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence, giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by the parent/guardian. (Diocesan Policy 1391)

### **Community and External Operations**

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

1. Teacher or other school employee
2. Principal
3. Area administrator
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/she first is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself/herself injured is not able to achieve reconciliation by conversation with the authority involved, he/she may present the grievance to the pastor or the parish 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/herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in the virtue of their membership, should be given the pastoral responsibility of solving such conflicts. The consultative body, e.g. the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies.

The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

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

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office as 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 is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

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

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1749-1752)

### **Penalty Status During Administrative Recourse**

The penalty for a violation of a school or diocesan policy is to be enforced during the recourse procedure. However a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, the employee, the student, or the parent affected. The request can be granted or denied. (Diocesan Policy 1392)

### **Admission**

**Pre-kindergarten students must have attained the age of four years on or before September 1<sup>st</sup>. Students entering Kindergarten must have attained the age of five years on or before September 1<sup>st</sup>. All registrants must present an original birth certificate and a baptismal certificate of their child at registration. All health record forms must be completed in compliance with the State of Wisconsin.**

Prairie Catholic School admits students of any race, color, sex, and national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. Prairie Catholic School does not discriminate on the basis of race, color, national ethnic origin in administration of its educational policies, admission policies, athletics and other school administered programs. (Diocesan Policy 5101) If in the opinion of the school authorities, the applicant's academic or other special needs cannot be met with Prairie Catholic School's present available resources, the application can be denied.

Parents or guardians who choose to place their child(ren) in Prairie Catholic School make a decision that involves commitment and financial sacrifice. The education for their child(ren) is a partnership between the parents or guardians and Prairie Catholic School.

Students will be admitted into the Pre-kindergarten program on a space available basis using the following criteria:

- 1) Students presently in Pre-kindergarten who are not ready to enter Kindergarten
- 2) Catholic children whose families (parents/guardians) are registered, supporting members of Holy Family Parish, and (a) who already have children in school, (b) who previously had children enrolled in school, (c) who themselves attended school, and (d) whose parents or guardians serve as teachers or staff at Prairie Catholic School.
- 3) Catholic children whose families (parents/guardians) are registered, supporting members of Holy Family Parish. (Based on years of membership in the parish of the parents/guardians.)
- 4) Catholic children or registered, supporting parents/guardians of other parishes or non-Catholic children with siblings in Prairie Catholic School.
- 5) Late registrations.

Once all registrations are processed, children in the first three categories will be assigned into a morning or afternoon Pre-kindergarten class, based on the registration criteria. If the number of registrations exceeds the 34 openings available, children will be placed on a waiting list.

If the number of registrations exceeds the remaining openings in either category four or five, assignment into the remaining spaces will be determined by means of an equal probability random drawing. All remaining students will be placed on a waiting list.

Parents will be notified as soon as possible as to whether their child has been accepted into the Pre-kindergarten class or if they have been placed on the waiting list. Parents whose child has been placed on the waiting list will have their registration fee returned. Registration for Kindergarten will be held in the spring of each year. To enter Kindergarten, students must pass a kindergarten entrance test administered by the school. Kindergarten students will be evaluated at the end of the first quarter. If a student is asked to withdraw from our Kindergarten class due to academic or social concerns, he/she can return to the Pre-kindergarten class on a space available basis.

### **Arrival and Departure**

Because of liability concerns and no outside supervision until 8:00 a.m., students are asked not to arrive on the school grounds until 8:00 a.m. Safety Patrol members will be on duty at 8:00 a.m.

Students enter the building at the following times: middle school students enter the building at 7:55 a.m. and start class at the 8:10 a.m. bell. The elementary students will enter the building at the 8:10 a.m. bell.

Students are not to be on the playground or equipment before or after school.

School ends at 3:10 p.m. All students who do not take the bus home are expected to leave the school premises immediately after school. Exceptions include students who have been requested to remain in school by teachers to make up work, to get extra help or who may be serving a detention. Students who remain after school must be under the direct supervision of a teacher or parent.

Please show extra care in approaching and leaving the drop-off and pick up points along the streets near the school. **Parking in front of school is no longer permitted – please park in the church parking lot.**

### **Asbestos Management Plan**

The original EPA AHERA asbestos inspection, management plan documents and additional information pertaining to response actions activities, post-response activities and periodic surveillance for Prairie Catholic School are available for review in the principal's offices.

### **Athletics/Athletic Eligibility Policy**

Students in Grades 5-8 may participate in the inter-school Fund-80 athletic program. Students participating in the program are required to have a physical exam and a signed statement of fitness by a physician prior to participation. It is also mandatory that the families of these students have accident insurance coverage.

Eligibility for participation in any sports program is dependent upon physical fitness, appropriate Christian behavior, and academic progress as determined by the school and athletic personnel. Serious concerns in any of these areas may result in temporary or permanent suspension from participation. Students and parents will read and agree to the expectations of the Athletic Code.

**Academic eligibility will be determined with grade reviews every two weeks starting with the second Friday of the school year, continuing through the end of the school year.** Each student will be granted one grace period (two weeks) per year to raise their grades after an initial ineligible result. After the grace period, the grades will be eligible/ineligible. Each grade must be at least a C- to be deemed eligible.

A student must be present for the day's classes to be eligible to participate in the practice or game on that day. If a student has a doctor's excuse prohibiting participation in PE class, he/she will not be permitted to participate in an athletic event that day.

## **Band**

Students in Grades 6-8 are invited to participate in the Prairie du Chien Public School Band Program. The Band Program is held at Bluff View School. Parents are responsible for their child's transportation to and from Bluff View School on band days. If your child withdraws from the Band Program, please inform the school office.

## **Bicycles**

Bicycles are permitted as a mode of transportation to and from school. Students riding bicycles are asked to walk their bicycles on school grounds and park them in the designated areas. For the safety of all students, bicycles may not be ridden on the school grounds. Parents or guardians are reminded that all bicycles are brought to school at their own risk. Bicycles should be locked throughout the school day. **NO SKATEBOARDS, SCOOTERS OR ROLLER BLADES ARE ALLOWED DURING SCHOOL HOURS.**

## **Birthdays**

When a student has a birthday, they may bring a treat to share with their class. Parents and guardians are asked to discuss the birthday treat with the child's homeroom teacher so a convenient time to share this treat can be arranged. Balloons or flowers delivered to school will be kept in the school office during the course of the day and held for the student to pick up at the end of the school day.

## **Bus Service**

All students are entitled to school bus transportation provided by the Prairie du Chien Public Schools.

Students are expected to be courteous and to obey the rules and instructions of the bus driver at all times. When a student fails to conduct himself/herself properly, the bus driver shall bring such misconduct to the attention of the school principal. Where continuing or serious problems exist, the student's bus riding privileges may be suspended.

If a student misses the bus at the end of the school day, the student must report to the supervising teacher immediately. The student's parent/guardian will be contacted to discuss transportation home. If necessary, students will be held at the Day Care Center until 5:30 p.m. at the parent's/guardian's expense.

## **Calendar**

The 2014-2015 school year for students begins on Tuesday, Aug. 26, 2014 and ends on Friday, May 22, 2015. The yearly school calendar is based on 180 student contact days required by the LaCrosse Diocese and the State of Wisconsin. On a monthly basis, a detailed calendar will be distributed.

## **Catholic Faith and Moral Standards**

As a condition of initial and continued enrollment as a student in Prairie Catholic School and all diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety and welfare of other students and/or causes scandal, impairs or threatens to impair the reputation of the church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion. (Diocesan Policy 5112)

## **Change of Address**

Please notify the school office promptly concerning any change of address, phone number, email address or emergency information. This courtesy will keep our records current.

## **Communicable Diseases**

When your child has contracted a communicable disease, please notify the school office immediately. Such diseases include: measles, chickenpox, mumps, lice, fifth's disease, meningitis, pink eye and AIDS.

We ask that your child remain at home if he/she has vomiting, diarrhea, a sore throat, earache, a skin rash, an eye infection or an elevated temperature. Often a day at home and bed rest will prevent more serious illness, encourage more rapid recovery and diminish the opportunity of the disease spreading among your child's classmates.

## **Community Relations**

We invite you to become involved with the faculty/staff and other parents or guardians of Prairie Catholic School so that the school can continue to grow. We encourage families to attend weekly Masses, sacramental meetings and celebrations, Open Houses, Catholic Schools Week activities, concerts, athletic events, Home and School Association functions and other planned events throughout the school year.

## **Confidentiality**

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

1. Information that concerns violation of the law
2. Matters involving the health and safety of the student or any person
3. Serious moral issues
4. Any other matter that raises serious enough concern in the mind of the employee that he/she believes it is important to share the information with the school administrator. The school administration, after consultation with the Office of Schools, may choose to disclose the information to parents/guardians, legal authorities, medical personnel or other deemed necessary personnel. (Diocesan Policy 5310)

## **Contacting Teachers**

A teacher may be contacted by telephone during the school day if a message is left with the secretary to have the telephone call returned when the teacher is free.

A message may also be left with teachers on the phone system using the available extension numbers.

Requests for parent or guardian conferences may be made anytime by a parent or guardian through the office to discuss student or parent or guardian concerns. Teachers are available to meet with parents or guardians after school until 3:45 p.m.

## **Dances and Parties**

Prairie Catholic School may provide school activities which are well supervised and which are instructive in the social graces and productive of mature and wholesome relationships. (Diocesan Policy 5790)

## **Day Care Program**

The Prairie Catholic School's Day Care Program provides a safe, caring and learning environment for children four years of age or older. The Day Care Program is open during the hours of 7:30 a.m. to 5:30 p.m., Monday through Friday. The Day Care Program coincides with the school calendar. Contract days are available for days school is closed for conferences, inclement weather, or other reasons; see form at registration. When the school closes early, the day Care Program will remain open operating at its normal hours. When school is delayed, the Day Care Program will open at its regular time.

Throughout the course of the day, students will enjoy art, story time, large motor activities, short walks and playing with others in the playground area. Students will enjoy a snack and the opportunity to explore the vast selection of toys, puzzles and games that are available. Learning activities are centered around the four seasons of the year and the holidays.

The Day Care fees are as follows:

\$25.00 registration fee per family

Current hourly rates are available at Daycare of School offices.

## **Detentions/Consequences**

Teacher correction, which may involve verbal correction or assigned tasks appropriate to the age and maturity of the student, may be a consequence of a student's unacceptable behavior.

Detentions may be given for unacceptable behaviors or three unreturned/late assignments. The Parent Notification Form includes information about the unacceptable behavior and the date of the detention. The form must be signed by the student and parent/guardian and returned to the teacher who issued the form. Through this system parents are informed about late work or misconduct and can arrange for transportation after detention, if necessary. At St. John's, detentions will be served from 3:30 to 4:00, on Wednesdays. Detentions will be served in place of attending school functions or sport practices. Detentions for behavior will result in the student completing tasks assigned by the discipline officer, principal or custodial supervisor. Students with homework detentions will be instructed to work on unfinished/late assignments.

## **Discipline**

The policies and regulations of Prairie Catholic School must clearly express the priority given to the dignity of the student and the respect and reverence for the student. Discipline procedures of the school must be more than reactive. The school endeavors to be proactive in its attitude toward discipline.

Discipline in our Catholic school has the two-fold purpose of providing for the common good and the individual good. Discipline helps all students as it contributes to a climate for learning and living. Discipline helps each student as it provides the environment and guidance in which to grow in becoming a self-disciplined person and to develop a distinctive, moral lifestyle governed by Christian values. Self-discipline will enable each student to develop personal self-respect, a respect for others and to contribute to an atmosphere conducive to learning.

Students will have the freedom to express their individuality in school as long as such conduct does not intrude upon or endanger the freedom and rights of others. We believe that all students have the right to receive instruction and to learn and grow in an atmosphere within each classroom and throughout the school that is conducive to learning and the development of healthy self-concepts. We believe that all teachers have the right to teach and to establish a Christian environment within his/her classroom where each child can grow personally, spiritually and academically.

The students and staff will adopt the following Prairie Catholic School's rules so that optimal learning will take place:

- 1) Respect God, self, others and property;
- 2) Contribute in a positive way to the learning environment;
- 3) Follow all classroom and school procedures and rules.

These rules apply throughout the entire building and within each classroom. If a student chooses to make an inappropriate behavior choice, it will be dealt with by the following logical plan:

- 1) The first step in correcting misbehavior is the responsibility of the child's teacher. The teacher will have an individual conference with the child to outline what changes in behavior are expected. The teacher may send home a Discipline Slip to notify the parents of their child's behavior and/or issue an after school detention.
- 2) The second step is to have the teacher send the child to the principal. The principal will help the child outline a plan for improvement in behavior to be shared with the teacher.
- 3) The third step is to have the teacher hold a conference with the child's parent, 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 results of the conference.
- 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.
- 5) If the child's conduct after the first four steps 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.
- 6) 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 Catholic Schools, the child can be expelled from Prairie Catholic School. If this is done, the public school will be notified by the principal.

For serious matters such as destruction of property, physical injury, breaking of the civil law, the teacher is expected to send for the principal immediately.

**In the case of a severe discipline problem 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.

### **Discipline Guidelines**

Students need guidelines to help them grow in self-discipline. Students are expected to comply with school norms and regulations and to recognize and respect the authority of the teachers, principal and all other adults who work in the school building. The following behaviors are unacceptable:

- I. Disrespect to Others
  - a. Verbal Abuse
  - b. Verbal disrespect for teachers, those in authority and students. This may include talking back, name calling, and rude/discourteous language
  - c. Foul Language
  
- II. Bodily Contact
  - a. Pushing, shoving another person
  - b. Tripping, pinching, kicking
  - c. Fighting
  
- III. Disrespect/Destruction of Property
  - a. Taking/ removing/ stealing and/or destruction of items belonging to another. This may include clothing, and school supplies.
  - b. Removing/ stealing and/or destruction of school property
  - c. Vandalism
  
- IV. Disobeying classroom, school or bus rules
  
- V. Disruption of the learning atmosphere
  - a. Delay or disruption of the class due to failure to bring proper materials to class
  - b. Conduct, such as inappropriate talking, which prevents the normal conduct of the class
  
- VI. Other inappropriate behavior
  - a. Includes, but is not limited to possession, use or sale of alcohol or tobacco
  - b. Possession of any weapon or illegal item

For serious infractions of the classroom discipline cycles such as the infliction of physical/psychological danger, severe disrespect/abusive behavior, persistent violations of school regulations, possession of hazardous and dangerous items such as matches, knives, guns or illegal substances, stealing or destroying property; an in school suspension, suspension from school, dismissal from school or expulsion may be imposed.

In school suspension results in a student spending part/all of the school day away from peers, but within school. He/she will eat alone. Schoolwork will be sent to him/her. He/she will be supervised by the principal or another designated staff member throughout the school day. The student may not reenter the classroom until a meeting is held between the student, parents/guardians, the teacher and the principal. Out of school suspension results in a student not being allowed to attend classes or be present at school for a certain length of time. The

student will not be allowed to reenter the classroom until a meeting is held between the student, parents/guardians, the teacher and the principal.

The suspension process entails:

1. Prior to any suspension, the principal will consult with the Diocesan Director of the Office of Catholic Schools as to the facts of the case. Following this consultation, the student and parents/guardians will be advised of the reasons for the proposed out of school suspension.
2. The suspended student and parents/guardians must meet with the teacher, principal and pastor prior to his/her return to school.

Dismissal or expulsion results in a student not being allowed to continue his/her education at Prairie Catholic Schools. Dismissal is the termination of a student from the school less than permanently (indefinite or for a given term). Expulsion is termination of a student from the school permanently with no opportunity for reinstatement. Dismissal or expulsion of a student from our school is a very serious matter and will be invoked only in extreme cases. If a dismissal or expulsion is pending, the Diocesan Director of the Office of Catholic Schools is to be notified immediately. The Diocesan Director of the Office of Catholic Schools will review the case, consult with legal counsel if necessary and make recommendations back to the school. The Diocesan Director of the Office of Catholic Schools will then approve or deny the dismissal or expulsion. (Diocesan Policy 5115)

Care will be taken that fundamental fairness is offered the student in the process of dismissal and expulsion. Every consideration will be made in order to avoid expulsion of a student from Prairie Catholic School. This may include referring the student and his/her family to a local community service for counseling.

### **Dress Code**

PCS follows the dress code policy standards for all Catholic middle schools established by the Diocese of La Crosse. The purpose of the dress code is to ensure that the students have a clean, well groomed, modest and neat appearance. This contributes to a positive self-image and a more conducive learning environment. Students are to comply with the dress code all day, everywhere in the building, unless specifically excused by the administration or when apparel that does not comply is required for a class. Students are expected to be in compliance with the dress code for all field trips unless specifically excused by the administration. References on clothing that are inconsistent with Catholic faith and morals are not allowed. Items that reference drugs or alcohol, and/or songs or musical groups whose lyrics have contents inconsistent with Catholic teaching are inappropriate for school. When there is a need for special occasion clothing, such as school dances, all dress must fit within the school's local guidelines for modesty. The school administration reserves the right to disallow participation in these activities if, in the judgment of the administration, the clothing does not measure up to the school's own standards of modesty. Administration reserves the right to determine appropriateness of students' apparel.

The following expectations govern the dress of students attending Prairie Catholic School:

- 1) On Mass days, we will ask that the boys wear collared shirts, button up or polo, tucked in if they are designed to be worn that way. The polo shirts may have a minimal sports team or clothing manufacturer logo. We ask that the girls wear a similar shirt or a dressy T or blouse. The girls may wear appropriate skirts or dresses as well
- 2) All clothing worn to school should be in good condition, free of tears and holes. **(If you can see skin through the clothing, it is considered a hole and not appropriate.)**

- 3) All dresses, skirts, and shorts must be modest (no more than 3 inches above the knee) and age appropriate.
- 4) Tee shirts and polo shirts may include a civic, professional, school name, brand name, designer label, or a personal or given surname.
- 5) Shirts that can be buttoned are to be buttoned appropriately. In most cases this would mean up to the second to the top button on a normal shirt or blouse. Shirts or blouses must cover the midriff during all movement and activity.
- 6) All pants/shorts etc must be worn at the waist. If pants are not at the waist, then a belt is required. No part of your under wear should be seen.
- 7) Shorts may be worn until October 15 and after April 15 or otherwise specified. Shorts may not be worn to Mass.
- 8) The following clothing items are not allowed as a part of Prairie Catholic School's dress code: tank tops, muscle shirts, short crop tops, tops which reveal the midriff, halter tops, spaghetti strap tops that show cleavage, **sweatpants, running pants, mesh shorts**, short shorts, mini-skirts, clothing with any form of drug, alcohol, heavy metal, anti-Christian slogans or shirts with inflammatory or derogatory pictures (including skulls) or statements. No words on the back end of pants, shorts or skirts.
- 9) All students are encouraged to wear tennis shoes and leather dress shoes. For safety reasons, flip flops or any type of footwear that is considered beachwear is not permitted at both schools. Students are expected to wear sandals with a back strap and low heel. Heelys are not allowed to be worn as tennis shoes in schools or on the playground.
- 10) Leggings **are** allowed under a skirt as long as that skirt is appropriate. Leggings **are not** allowed as stand-alone leg wear.
- 11) Dress Accessories --Any accessory that draws undue attention to a student is not permitted. This includes, but is not limited to makeup, hairstyles, **including facial hair**, long looping chains, all unreasonable body jewelry, including that worn in but not limited to the tongue, nose, lips, eyebrows, excessive piercing in the ears, etc. Body art (tattoos) are not to be publicly visible. Hats, caps, bandannas or other types of head wear are not to be worn in the school building during the regular school day. Facial hair will not be permitted and will be handled as a dress code violation as discreetly as possible.
- 12) No outerwear is to be worn within the school building during the regular school day without special permission of the administration. This includes, but is not limited to jackets, wind-breakers, ponchos, **zippered hoodies** etc.

If a child is not appropriately attired, parents will be notified to bring the child another set of school clothing and a **detention** will be given to the student. Thank you in advance for taking responsibility for your child(ren)'s wearing of appropriate school clothing. Any other issues not covered in our Prairie Catholic Handbook will fall under the Diocesan guidelines adopted 1/27/02

### **Drugs and Alcohol**

"Every individual, precisely by reason of the mystery of the Word of God who has made flesh (cf John 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church's very heart; it cannot but affect her at the core of her faith in the Redemptive incarnation of the Son of God, and world and to every creature." (cf Mark 16:15, Evangelism Vitae, Introduction, Section 3, paragraph 1)

The Catholic Schools of the Diocese of La Crosse are Christ-centered educational communities, which proclaim the Gospel of life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment to 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 students in our schools. Therefore, the Diocese of La Crosse has 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 or alcohol.

Recognizing the difficult and sometimes conflicting choices that our school faces in addressing drug and alcohol use;

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 students;

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

#### Definitions:

The phrase drugs or alcohol, includes, but is not limited to: 1) illegal drugs; 2) alcohol; 3) illicit drugs (legal drugs used for an illegal or improper purpose; 4) look alike drugs (substances represented as illicit or illegal drugs or alcohol)

The term expulsion is termination of a student from the school permanently with no opportunity for reinstatement.

The term dismissal is termination of a student from the school less than permanently for an indefinite or for a given period of time.

The term suspension is temporary removal of a student 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/conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or en route to school sponsored or approved activities, functions or events, and /or on school buses, rental vehicles or school sanctioned vehicles.
- 2) No student may possess or use drugs or alcohol on school property, at or en route to school sponsored or approved activities, functions or events, and/or on school buses, rental vehicles or school sanctioned vehicles.
- 3) No student may be under the influence of or knowingly remain in the continued presence of (except at school sanctioned adult functions) drugs or alcohol on school property, within 1000 feet of school property, at or en route to school sponsored or approved activities, functions or events and /or on school buses, rental vehicles or school sanctioned vehicles.

#### Required Minimum Sanctions:

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

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category.

In determining within each category which sanction to apply, at least the following factors shall be considered: the nature of the substance; the amount of the substance; the age of the student; the degree of risk posed to other students; the cooperation or lack of cooperation of the student and the student's prior record.

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

The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parents/guardians has the Right of Administrative Recourse.

#### Investigatory and/or Remedial Measures:

- 1) The student and parents/guardians shall meet with the school authorities.
- 2) The student suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to a 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 a licensed agency or professional approved by the school authorities without cost to the school.
- 5) The student and his/her parents/guardians shall sign a release form authorizing the school to contact, speak with and receive the results of the assessment/evaluation.
- 6) Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the students.
- 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.
  - The student must provide the school with a written statement from a licensed professional certifying that the student has and is fully cooperating with treatment and that the student presents no danger to other students.
  - The student must cooperate with any and all recommended actions and conditions of his/her treatment.
  - The student must refrain from any future drug/alcohol offense.
  - The student and his/her parents/guardians must authorize school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these compliance with these conditions.
  - 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 reasonable belief that minor students in our schools may be victims of abuse. Therefore, a Chapter 48 report may be required.

*Consultative Requirements:* 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 Diocesan Director of the Office of Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

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

*Education:* All schools are required to develop and implement a policy of parent/guardian and student drug and alcohol abuse education. This education policy is to be in place no later than January 4, 1998 and is to be reviewed annually.

*Effective Date:* This Drug and Alcohol Policy is to be implemented no later than August 15, 1997 and is to be reviewed annually. (Diocesan Policy 5108)

### **Electronic Equipment**

Certain items create a distraction for students at school. Therefore the following electronic equipment should not be brought to school: gaming systems, I pods, C.D. players, electronic games, etc.

Cell phones are allowed at the **Middle School level only** under the following conditions:

- 1) They are to be turned off during the school day.
- 2) They are to be kept in the student's locker during the school day.
- 3) Texting during the school day is prohibited.

A violation of any condition will result in a detention being issued and the cell phone being confiscated. Parents will then need to pick up the cell phone from the school office. A subsequent violation will result in another detention being issued and the cell phone confiscated until the end of the school year.

### **Electronic Resources**

To use networked resources, all students must sign Prairie Catholic School Network Use during online registration, and those under age 18 must have parental permission. The activities listed below are not permitted and all of the offenses below could lead to disciplinary actions.

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Vandalism of any part of the computer (results in revocation of all computer privileges)
- Using other's passwords
- Intentionally wasting limited resources

### **Emergency Drills**

*Fire drills* are conducted periodically during favorable weather months at unannounced and varied times. All persons must leave the school in a quick, quiet and orderly fashion. After the children have evacuated the school and have assembled at their assigned places, each teacher calls roll to account for each student in his/her classroom.

*Tornado drills* will be conducted during the school year at unannounced and varied times. If a tornado warning is in effect when school is in session, students will not be dismissed until the warning has been lifted. If disaster occurs and students are not able to return to the school buildings, students will be held at the churches for pickup by their parents.

Evacuation routes and shelter areas are posted in each classroom and room throughout the school buildings.

*Lock down drills* will be conducted during the school year at unannounced and varied times. If a lock down is being conducted, students will not be dismissed until the drill is completed and the situation is “clear”.

### **Field Trips**

Field trips are an important use of community resources to supplement the objectives taught in the curriculum. Permission of parents or guardians is required for students to take part in any field trip. If a permission slip is not returned by the due date, the student will not attend the field trip. All students are expected to be a part of a field trip, however, any student whose behavior has been routinely inappropriate will remain at school, as field trips are a privilege for our students. If your child is not invited to attend the field trip due to inappropriate behavior, you will be notified of this fact. Your child is expected to attend school on the day of the field trip and schoolwork will be provided for him/her to complete. Parents or guardians who transport students for field trips are required to complete a yearly insurance form, showing a minimum of \$300,000.00 insurance coverage. Seat belts must be provided for each child in the car or van. If the car or van has a passenger air bag, the student must sit in the back.

### **Financial Need**

Catholic education is an essential part of the Church's mission. To further this mission and ensure that no student is denied an education within a Catholic school because of finances, a financial need based program is made available for families of Prairie Catholic School students. The Share & Care Program is available to children of parishioners whose income is at or below the level that qualifies the family for free or reduced lunches. Applications are due by September 15 and will be reviewed and eligibility determined. Confidentiality will be respected as concerns information presented and the identity of those chosen for the scholarship. Application forms for the Share & Care Program are available at the parish rectories.

### **Grade Eight Graduation**

A special Graduation Mass and conferral of diplomas is celebrated at the end of the school year for our Grade Eight students. A special reception hosted by Grade Seven parents and students immediately follows the Graduation Mass.

## Grading Scale

The following grading scale is used uniformly throughout the grades at Prairie Catholic School.

| Percent | Letter Grade | Grade Point |
|---------|--------------|-------------|
| 100     | A+           | 4.00        |
| 99-95   | A            | 4.00        |
| 94-92   | A-           | 3.67        |
| 91-89   | B+           | 3.33        |
| 88-86   | B            | 3.00        |
| 85-83   | B-           | 2.67        |
| 82-80   | C+           | 2.33        |
| 79-77   | C            | 2.00        |
| 76-74   | C-           | 1.67        |
| 73-71   | D+           | 1.33        |
| 70-68   | D            | 1.00        |
| 67-65   | D-           | 0.67        |
| 64-0    | F            | 0.00        |

## Gum/Candy Chewing

Gum/candy chewing is prohibited in the classroom. The eating of candy is allowed if it is a birthday treat from a student/teacher.

## Home and School Association

Communication and mutual support between parents or guardians and the school community is one key to a successful education program. For this reason, Prairie Catholic School has a Home and School Association. The Home and School Association provides:

- 1) Information to families that give directions, ideas and activities that positively impact family life and encourage the development of Christian values within the family;
- 2) Service by organizing parents or guardians to do needed projects at school;
- 3) Fund raising to meet the instructional needs of the school;
- 4) Support in encouraging the educational, moral, physical, mental and religious growth of the school. We encourage parents or guardians to volunteer their time when called and to attend all Home and School Association meetings and events throughout the school year.

Home and School Officers for the 2014-2015 school year are:

|               |                |              |
|---------------|----------------|--------------|
| President:    | Sheri Kennedy  | 608-326-7808 |
| Co-President: | Sarah Knapp    | 608-326-2260 |
| Secretary:    | Melissa Reilly | 608-778-3551 |
| Treasurer:    | Cassie Ricleff | 608-326-2023 |

## Homework

Because education involves study, all students are expected to spend a reasonable amount of time on school nights doing some type of homework whether it be completing assigned work, studying Math facts or Spelling words, reading a book or doing research or extra credit work. Homework is an extension of the learning process and enhances the study skills of the student, reinforces the concepts taught and provides an opportunity for independent learning.

At all times, assignments are to be done neatly and completely with the appropriate materials. Parents or guardians are encouraged to examine the homework of their child(ren) and to discuss what is being studied. Parents or guardians are encouraged to provide their child with a suitable atmosphere, specific time and regular location to study.

Minimum study time recommendations are as follows: Grades 1-2...15 to 20 minutes, Grades 3-4...20 to 40 minutes, Grades 5-6...45-60 minutes, Grades 7-8...60-90 minutes. Students in Grades 4-8 are encouraged to use the school's uniform assignment book. This assignment book provides an efficient method for students to keep track of all their assignments as well as provides space for teachers and parents/guardians to exchange information concerning student performance and effort.

If a child is absent from school, he/she is responsible for the work missed. Requests for homework for absent students should be made to the school offices. If for some legitimate reason your child did not complete his/her homework, a written note signed by the parent or guardian should be sent to school.

### Homework Guidelines for our students in Grades 4-8

Students rest on the belief that completion of homework on time is essential to sharpen skills and increase understanding. The following guidelines are used uniformly at grades 4-8:

Each written assignment will be handed in using the following format:

|                |             |
|----------------|-------------|
| Name, Homeroom | Month, Date |
| Subject        | Page#       |

- 1) Assignments are due when asked for in class. Anything after that time is late and will be assessed a penalty of 10 percentage points. This includes assignments that were forgotten at home or in a locker, etc.
- 2) Any late assignment is to be handed in to the teacher the next day at the beginning of class or it will revert to a "zero" and cannot be made up.
- 3) Any 3 late assignments in any one subject area during a quarter will result in a 30 minute Homework Detention after school. A homework detention will be sent home with the student for the parent/guardian's signature as a notification.
- 4) In case of absence, students are expected to contact their teachers to make up any assignments, quizzes, or tests. Students will have 2 school days to do make-up work for every day they were absent.
- 5) Parents may contact the school office on the morning of an absence and request that a homework sheet be made out for assignments that day. The sheet and books may be picked up at the school office at the end of the day.

## **Honor Roll**

Students in Prairie Catholic Middle School are honored quarterly for their academic achievements by being named to the honor roll. Students maintaining a 3.0 GPA will receive HONORS. Students maintaining 3.67 GPA will receive HIGH HONORS.

## **Inclement Weather**

All school closings, delays in school openings or early dismissals due to inclement weather will be carried on the local radio station, WQPC. If the Prairie du Chien Public Schools cancel classes due to weather conditions, Prairie Catholic Schools will also be closed. Athletic events, practices and other activities are canceled if school is canceled because of inclement weather.

## **Injury or Illness**

If a child has a fever, is ill or injured, a parent or guardian or a person authorized by the parent or guardian will be notified before the child is permitted to leave school. The parent, guardian or designated person must come to the school office to pick up a child.

Parents or guardians must write an excuse if they feel for some reason their child should not participate in physical education class for a day. A doctor's excuse is needed when a child cannot participate in physical education class for an extended period of time. If a child is excused from physical education class, he/she will not be permitted to participate in after school athletics on the same day.

## **Instructional Materials**

Textbooks are supplied by the school. Since these materials are the property of the school, we urge parents and guardians to instruct their child(ren) to be careful in handling them. All textbooks must be covered at all times throughout the school year. If through carelessness a student damages a book or a book is lost, a book damage fee or replacement cost will be assessed.

## **Joint Education Committee of the Pastoral Council**

The Prairie Catholic School's Joint Education Committee is a consultative committee to the pastor and to the school and parish educational administrators. Members of the Joint Education Committee are elected to serve three-year terms. Elections are held in May of the new school year. Meetings are open to the school community to attend. If you wish to present anything to the committee, please contact any of the members, one week in advance, so you can be placed on the agenda.

## **Library**

The library is an extension of the classroom with students participating in a scheduled library period each week. The library offers a variety of materials for a two-week check out period. Fines for overdue books are designated by the librarian and are expected to be paid in a timely fashion. Students will be charged a book damage fee or a replacement cost for lost books.

## **Lost and Found**

The loss of an article of value should be reported to the homeroom teacher or the school office. Lost items will be placed in the Lost and Found Box in the school foyer. Placing names on articles of clothing, boots and shoes is strongly recommended. At the end of the school year, unclaimed items will be disposed of.

## **Lunch**

Hot Lunch is available on a daily basis for all students and staff. Students and staff will receive ID cards with barcodes that will keep track of student lunches. These cards will be left in the classrooms to ensure these cards do not get misplaced. A statement will be sent home in the brown envelope notifying parents of low balance on their accounts.

Parents and guardians may apply to have their child(ren) participate in the Free and Reduced Lunch Program. Application forms are in registration packet, on Prairie Catholic School website or in the school office for the Free and Reduced Lunch Program.

Hot lunch prices for the 2014-2015 school year are as follows:

Day Care student....\$1.50 daily and \$7.50 weekly  
Kind. – Grade 8 .... \$2.50 daily and \$12.50 weekly  
Reduced student.....\$ .40 daily and \$2.00 weekly  
Adult.....\$3.00 daily

One carton of milk is included with the meal. An additional carton of milk is \$.30 per carton. Pre-Kindergarten students' milk is \$.10 as a part of a special government nutrition program. Milk can be purchased on a quarterly or yearly basis.

Table manners and courtesy are expected of all students. Students must show respect for and obey the directives of the lunchroom supervisors. Misbehavior during lunchtime will result in a student being denied the privilege of eating with his/her peers or enjoying recess time. Students are not allowed to leave the premises during lunchtime without a written note from his/her parents. Students are not allowed to go anywhere but their own home for lunch unless they are with their parent or guardian.

## **Medication**

Medication is permitted and administered only according to the guidelines set by the State of Wisconsin 118.29 and Diocesan Policy 5505.

Whenever possible, medications should be administered at home. Notification of students requiring medication at school must be made by the parent/guardian to the school office. The regulations below apply to the administration of any medication, prescription or non-prescription.

- 1) The parents or guardians shall provide the school with the physician's orders of prescription detailing: the name of the student, the type of disease or illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the date of initiation and the date of discontinuance, the desired benefits of the medication, the side effects and an emergency number where the physician can be reached.
- 2) The student's parent or guardian shall provide to the principal a written request authorizing the administration of the prescribed medication at school.
- 3) Medication shall be brought to school in a container appropriately labeled by the pharmacy or physician. The name of the student and names of the physician, pharmacy and pharmacy phone number shall be indicated on the container.
- 4) The school shall provide a locked space for the storage of the medication.
- 5) The school personnel shall keep a written record of all drug administration, this record shall include: what medication was given; to whom it was given; when it was given (date and time); who administered the medication; the date of initiation of drug therapy in school; if and when the medication is not administered and why; and the drug discontinuance date. The information shall be placed in the student's health file.

The regulations below apply to the regulation of non-prescription medication.

- 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.
- Medication shall be brought to school in its original container along with the completed Prairie Catholic non-prescription medication form.
- The school shall provide a locked space for the storage of the medication.
- School personnel shall keep a written record of all drug administration. This record shall include: What medication was given; to whom it was given; when it was given (day and time); and who administered the medication. The information shall be placed in a daily log kept in the school office.

### **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, providing such activity is permitted by Catholic Church law. (Diocesan Policy 6225)

### **Non-Discrimination Policy**

"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." (Diocesan Policy 5101)

### **Physical Education Class**

Prairie Catholic School presumes that every child is able to participate in all activities in each Physical Education class unless he/she presents a written note signed by a doctor stating the limitations. All children are expected to wear tennis shoes for Physical Education class and in warm weather shorts may be worn. At the middle school level, students are expected to bring a change of clothing for Physical Education class.

### **Possession of Weapons**

It is a violation of the policies of Prairie Catholic School for a student to possess a weapon on the property of Prairie Catholic School or at any time in connection with Prairie Catholic School's activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or object which, in the school's discretion, may reasonably be considered to constitute a weapon. Violations of this policy may result in disciplinary action up to and including expulsion from school.

### **Proof of Guardianship**

In any situation where there is a custody agreement, it is a condition of enrollment that the parent or guardian submits to the school a copy of the portion of that agreement which stipulates custody and any other pertinent information regarding custody and visitation.

Parents are to notify the school in writing of any change in the agreement and submit verification of the change. (Diocesan Policy 5302)

### **Recess and Play**

When weather permits, all students are to be on the playground during supervised recess. Children may expect to have inappropriate toys confiscated. Trading cards and electronic toys such as Game boys, I Pods, C.D. players etc. are not allowed at school.

## **Religious Dimension**

A distinctive quality of Prairie Catholic School is its commitment to the building of a community of faith. The staff's ministry of educating our students is fostered in an atmosphere of a believing faith community that shares faith in Jesus, prayer and service to others. Time is planned throughout the year for student and staff participation in these special events.

Students and staff attend the 8:15 a.m. Mass twice a week and on Holy Days of Obligation. Students attend Mass on Tuesday and Thursday. Parents and guardians and friends are invited to attend these special celebrations. Students and staff in Grades 2-8 have the opportunity to receive the sacrament of Reconciliation during Advent and Lent.

Each year Prairie Catholic students participate in a variety of projects to help others through food and clothing collections, special project work, and special offerings for mission work.

## **Reporting Student Progress**

Reporting student progress is the result of daily evaluation of your child(ren)'s progress based on written/oral work and test results. Formal report cards are distributed to students in Grades 1-8 four times a year at the end of each quarter of study. Achievement and effort grades are recorded on the quarterly report card. Mid-term progress reports are distributed quarterly.

As a personal means of informing parents/guardians as to the development of their child(ren), parent-teacher -student conferences are held at the end of the first and third quarters. Children will have the opportunity to be present at these conferences. (Diocesan Policy 5205)

In addition to these regular conferences, arrangements for other conferences can be made by parents or guardians, teachers and students at any time during the school year.

## **Retention**

Prairie Catholic 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 is made after serious reflection, evaluation and consultation between the child's teacher, his/her parents and the principal. The principal is the individual responsible for making the final decision regarding retention. (Diocesan Policy 5210)

Retention will be recommended based on the following criteria:

Kindergarten...Lack of academic and social readiness

Grades 1-3.....Failure in Reading and/or Math

Grades 4-5.....Failure in Reading and/or Math and one other core academic subject

Grades 6-8.....Failure in two of the core academic subjects or failure in one of the core academic subjects and a specials class.

Failure = two of the four quarters

## **Sacramental Preparation**

Preparation for the reception of the sacraments of Reconciliation and Holy Eucharist will be shared with students in Grade Two. Grade 8 students will prepare for the Sacrament of Confirmation. Parents or guardians should be directly involved in this special preparation of their child through attendance at parent meetings, through discussion with their child and through the completion of special projects.

## **Safety Patrol**

The Safety Patrol is a service provided by Prairie Catholic Schools to ensure the safety of the students when crossing the street. Membership in the safety patrol is open to students in Grade Five and Eight. Members of the Safety Patrol are expected to conform to the standards set up by the Wisconsin Congress of Safety Patrols and Prairie Catholic Schools.

## **School Communication**

Family communications are sent home each Thursday through envelopes or electronic mail. These communications carry important information about school events. Please check the book bag of your family mail carrier or predetermined e-mail address every Thursday. We ask that you sign the family communication envelope as an indication of receiving all information sent home. If applicable, please have your child return your family envelope to the homeroom teacher the following day. Middle school students who fail to return their brown envelope by the following Monday will be issued a detention. Replacement cost for envelopes is \$.50

**\*\*\* Communications that require a parent signature (permission slips, etc.) need to be returned to the appropriate office with a signature.\*\*\*** Parents will either need to print, sign and return physical copy or print, sign, scan and e-mail the office.

## **School Records**

A permanent record of each student is kept on file at school. The records include the following information; scholastic ratings, results of standardized tests and attendance records. A conference to review your child(ren)'s file may be arranged by contacting the principal.

## **Security**

To keep our school buildings secure, the front doors will be locked at all times. People wishing to enter, must be buzzed in through the office personnel. If you are meeting a teacher or staff member after school hours, the person will have to meet you at the front doors. **DOORS SHOULD NOT BE PROPPED OPEN.** After entering the building, please check in at the school office.

If you need a front door key, to hold a meeting after school hours, please sign it out at the school office. We only have a few keys – it's on a first come, first serve basis. Keys will not be given out for lengthy periods of time.

## **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 the 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 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. (Diocesan Policy 5512)

## **Snowballing**

Snowballing is not permitted on the school premises. The bodily dangers involved and risks of permanent injury are too great. A detention will be imposed if snowballs are thrown.

## **Special Needs Testing**

Students suspected of having an emotional disability or a learning disability can be referred by either a teacher, parent/guardian or principal. A signed referral and documentation of learning interventions is necessary for individual testing to take place. At the conclusion of testing, a staffing is arranged between the child's parents or guardians and the testing team. At this time results are shared and recommendations are made for the educational environment which can best meet the child's needs.

## **Student Health**

The physical, emotional and psychological health of our students is a top priority. As an institution where many people can infect each other, certain precautions are necessary to protect everyone's health, especially your child. Children who have definite signs of illness should not be sent to school. We do not have the services of a school nurse. If a child becomes ill or is injured at school, he/she will be cared for temporarily and parents/guardians will be notified. It is the responsibility of parents to provide proper transportation in case illness or injury requires a student to be dismissed early.

Prairie Catholic School will follow the School Code of Wisconsin Section 252.04 and 120.12. All students in private, public or parochial schools **MUST** have a physical prior to entrance into Pre-Kindergarten/Kindergarten. Students transferring from another state must also have a physical. We must also have on file a record of immunizations. **EVERY** child must be immunized against measles, tetanus, diphtheria, polio, pertussis, rubella, mumps, chickenpox, and hepatitis B. The school also encourages a dental and vision exam.

Proof of immunity shall be documented evidence of having received a vaccine or proof of disease verified by a health care provider. These reports are to be in the school office by the **FIRST DAY OF SCHOOL**. Failure to comply will necessitate exclusion from school.

A vision screening for all students is conducted each year. A hearing screening is conducted for students in grades Pre-Kindergarten through Grade Three. A notice will be sent home to parents if the results are questionable. A scoliosis test will be held for Grades 6-8 girls and Grade 8 boys each year.

## **Telephone Use**

**Parents or guardians are requested not to call for the delivery of messages to their child(ren) except in the case of an emergency.** Also, except in the case of an emergency, a student will not be called to the telephone or be allowed to use the telephone during school hours. The telephone is not intended for the general use of the students.

## **Testing**

The Iowa Basic Skills Test and the Test of Cognitive Skills is administered to students in Grades 1-8 each year.

## **Tuition**

Tuition payments must be made around the 15<sup>th</sup> of each month, August through May. There are four approved methods of payment;

- 1) One payment at the beginning of the school year during registration (Aug. 4<sup>th</sup> or Aug. 13<sup>th</sup>)
- 2) Two payments: August 4<sup>th</sup> or the 13<sup>th</sup> and January 16<sup>th</sup>
- 3) Four payments: the 4<sup>th</sup> or the 13<sup>th</sup> of August; October 14<sup>th</sup>, January 16<sup>th</sup> and April 16<sup>th</sup>
- 4) Ten payments on the 15<sup>th</sup> of each month from August through May
- 5) Any other method of payment requires the pastor's approval

Report cards and transfer of records will not be distributed for students of families whose accounts are not paid in full by the last day of the school year. In addition, students will not be allowed to register for or begin school in the fall until the previous year's account has been paid in full. (See the Appendix for Registration, Tuition and Fees.

A policy was passed in January of 2007, that all students going on the Washington, D.C. **must** pay all tuition, trip, or/and fees prior to the trip. If this causes a hardship, a written timeline for paying must be submitted before the trip to the principal.

## **Visitors**

Parents or guardians are welcome to visit Prairie Catholic School at any time. Please call the school office to make arrangements prior to your visitation. In order to keep the school secure, parents and guardians must check into the school office **BEFORE** going to your child's classroom.

Students may, with the permission of the principal and homeroom teacher, bring guests to school. Approval must be obtained from the principal after consultation with the homeroom teacher.

## **Winter Attire**

During the winter months, we encourage students to wear mittens, hats, snow pants and heavy coats. For the health of each student, boots and an extra pair of socks and shoes are encouraged in wet and snowy weather.

## **Withdrawals**

The following applies to students who transfer from Prairie Catholic School:

- 1) The school office should be notified in advance if parents or guardians are planning to move or planning to transfer their child(ren) to a different school.
- 2) Official school records are not given to parents, but, after the completion of a Transfer of Records Form, will be forwarded directly to the receiving school, after all bills are paid.
- 3) There will be no refund of student fees. If tuition has been paid in full and the child transfers a prorated refund will be given.

# APPENDIX

## **A Parent's Pledge**

**I know that children learn best when families and schools work together.**

**As a parent, I pledge to:**

**Spend some time talking and listening to my child every day.**

**Praise my child for good work in school and good behavior at home.**

**Help my child develop self-confidence and self-discipline.**

**Talk with my child's teacher about how my child is doing in school.**

**Talk with my child about schoolwork. Set a regular time and place for schoolwork. During this time, there will be no television, no radio, no phone calls, no Nintendo, etc.**

**Encourage reading. I will read to my child and I will listen as my child reads to me.**

**Make sure my child gets healthy meals, enough sleep and good exercise every day.**

**Love my child enough to say "No" when necessary.**

**Help my child discover the joy that learning and thinking can bring at any age.**

**Take my child to Mass every weekend.**

**Pray with my child on a regular basis.**

Dear Parents, Guardians, and Students,

I would like to thank you for taking the time to read through this handbook together. It is important that we all have the same goals, objectives, and expectations in mind. The primary purpose of this handbook is to communicate to the parents, students, and staff what our goals and expectations are. However, I do not want to discourage you from visiting or calling me if you have any questions and/or concerns in regards to the content within this handbook.

Parents and guardians, I encourage you to schedule a time daily with your child where you view this planner. This will allow you to see what your child is doing in the classroom. It will allow you to monitor homework assignments, notes from the teachers, and projects, events, etc. that will be happening in weeks to come.

Sincerely,  
Fr James Weighner

## Prairie Catholic Schools

### Statement of Compliance

**I have read and agree to uphold and abide by all policies, regulations and procedures as stipulated in the Prairie Catholic School Handbook.**

**Please sign this statement of compliance and return it to the school office no later than September 2, 2014. (Signatures of all students.)**

|   |                       |
|---|-----------------------|
| _____<br><b>Parent/Guardian Signature</b> | _____<br><b>Date</b>  |
| _____<br><b>Student Signature</b>         | _____<br><b>Grade</b> |

# Verification of Parent Safe Environment Training

Handbooks:

In addition I acknowledge that I have reviewed the (red book), *On Sexual Misconduct for the Diocese of LaCrosse* and (green book), *Child Sexual Abuse Policy and Procedures of the Diocese of LaCrosse*, 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

Your child will also receive age appropriate education designed by the Diocese of LaCrosse regarding misconduct. Our training will be completed between September 23<sup>rd</sup> and October 4<sup>th</sup>. If you would like your student to be excused from training please sign and date below.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please return to the school office.**