



Prairie Catholic Family Handbook *2021-2022*

(Updated August 2021)

Prairie du Chien, Wi 53821
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Principal Brenda Spindler
Pastor Msgr. Charles Stoetzel

The mission of Prairie Catholic School is to nurture Christ centered students through spiritual growth, academic excellence and service to others in a safe and caring environment.

WELCOME TO PRAIRIE CATHOLIC SCHOOL
From the Administration, Faculty and Staff

Welcome to Prairie Catholic School, home of the Saints. We are looking forward to you becoming a part of our tradition that was started in 1960. This Handbook is given to you each year to guide you in our educational experience here at Prairie Catholic. We are happy that you have chosen to be part of our Prairie Catholic family. This choice gives you many opportunities, but it also gives you as many responsibilities. To assist you in these areas, we offer this handbook. It is meant to be a helpful and informative guide during your time at Prairie Catholic.

May the Lord bless you as you work your way through Kindergarten-8th grade. May He guide you as you grow in wisdom, age, and grace in your years as part of the Prairie Catholic family.

Have a great year!
Principal Spindler

Teaching of the Catholic Faith

Prairie Catholic is a Catholic School in the Diocese of LaCrosse. 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 the Catholic Doctrine will be taught. The passing on of our Catholic faith is our number one priority.

Elastic Clause

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in the handbook and/or student behavior that may arise. In all cases, rules and regulations and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matter omitted from this list should not be interpreted as limitations on the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of Prairie Catholic School and its students. The policies and regulations within this handbook apply for all school sponsored activities, including those held before and after school and those held away from Prairie Catholic School.

ADMISSIONS

4K-Kindergarten Admission Procedures

Criteria for enrolling 4 year old for 4K students

1. Students must be 4 year old by September 1 of the intended enrollment year.
2. Families that currently have students enrolled in Prairie Catholic have first priority.
3. Families that are active parish members have second priority.
4. Non-parish Catholics and non Catholics have third priority and will be accepted by the date that the registration form and payments are received.

Criteria for enrolling 5 year old Kindergarten students:

1. Students must be 5 years old by September 1 of the intended school year.
2. Families that currently have students enrolled at Prairie Catholic have first priority.
3. Families that are active parish members have second priority.

4. Non-parish Catholics and non Catholics have third priority and will be accepted by the date that the registration form and payment are received.
5. No students will be admitted if they do not meet the enrollment age.

Academic Standards

Prairie Catholic has adopted the K-12 Diocesan Curriculum, ISTE Technology standards and the Wisconsin Model Early Learning Standards.

Administrative Recourse

“Any grievance by or on behalf of the students shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and all employees, students and their parent(s) guardians are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administration Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by or on behalf of the student DSP 5901, DSP 1391

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

1. Teacher or other school employee
2. Principal
3. Pastor
4. Diocese

Procedure in the Diocese of LaCrosse

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 LaCrosse, 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 pastors of the Church within 30 calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict, and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reason for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility or resolving such conflicts. The consultative body -the parish pastoral council, has responsibility for assisting the pastor in clarifying policies in cases of conflict of interpretation. It does not, however, engage in the administration policies. The pastor is obliged to respond to the recourse within 15 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 15 calendar days from the date 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 or pastoral action and unity of Church life in his deanery. If the grievance is against the pastor and the pastor is the local dean, 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 15 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 this office of dean, then the appeal is to be made to the diocesan bishop directly. The diocesan bishop makes his own response to the person named. The diocesan bishop is obliged to respond to the recourse within 15 calendar days from the date he receives it. If the grievance is against the bishop, the legislation is the Code of Canon Law is to be followed.

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 removal of the pastor, or the transfer of a pastor unwilling to be transferred.

“The penalty for a violation of a school of 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 recourse procedure. The request can be granted or denied.

Attendance

The school day begins at 8:00 a.m. and ends at 3:17 p.m. Students are not to be dropped off before 7:30 a.m. Upon arrival, students may enter the building and go directly to the cafeteria for Homework Central and Breakfast. Morning prayer and announcements will be done in the cafeteria before students head up to their classrooms.

Students will be dismissed at 3:17. Students will come out the front doors of the school. There will be a safety patrol to get students across the road.

Regular school attendance is required by law. Students should be kept at home only in cases of sickness, serious injury, or contagious illness. Teachers will take attendance at the start of the school day. Parents should call school before 8:00 a.m. giving the reason for the absence. If no parent call is made, the school will call home or work to notify a parent of the absence. If a child becomes ill at school or is injured while at school,

parents will be contacted before the child may leave the school. A written request from parents, approved by the principal, is necessary if a child must leave school before dismissal. Without permission from the principal or his/her delegate, no child may leave the school premises during the class hours, at recess, or during the lunch period. Children that are picked up after school by someone other than a parent must have a signed note from the parent to do so. Students will have one day per each day of absence to make up work without penalty or reduction of grade. If there are extenuating circumstances additional time can be granted at the discretion of the teacher. After 3 consecutive absent days, a doctor's note is required. When dropping off/picking up outside of regular school start/end times, please ring the bell upon arrival, and the office staff will buzz the child in. The child will be signed in/out by the office staff.

According to Wisconsin state law, Act 239, "habitual truant" is a pupil who is absent from school without an acceptable excuse under sub. And 118.16 for part or all of 5 or more days on which school is held during a school semester. Under the law, guardians are responsible for their children. 118.5 states that "any person having under control a child who is between the ages of 6 and 18 years of age shall cause the child to attend school regularly during the full period and hours, religious, holidays exempted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age."

Extended Absences

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

Allergies

Parents are required to inform Prairie Catholic school of any/all student allergies. This includes medications, food and others. According to state law, a completed written doctor form must be provided to the lunch lady and office for modifications.

Appointments

Appointments with the doctor, dentist, etc. should be made after school hours-if possible.

Behavioral Expectations

Catholic Faith and Moral Standards

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

Behavior Expectations and Discipline

Prairie Catholic 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 staff believes a policy for Prairie Catholic students needs to be based on the following principles:

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

To help students grow in personal responsibility for their behavior, make decisions relative to it, and accept the consequences of their behavior, the

following disciplinary policies and guidelines have been established within the philosophy and objectives of the school. These will be reviewed with the children at the beginning of each school year and periodically throughout the year.

Students need to display respectful behaviors. All Prairie Catholic students are expected to display the following behaviors at school and on school related trips or events:

- *Speak respectfully to all students, staff members and parish members

- *Walk carefully through the halls, using the railings (This year-due to Covid-hallways are one way only, follow the arrows)

- *Keep their hands and feet to yourself

- *Stay in designated seat, all 4 legs on the floor

- *Obtain permission to leave the property at any time during the school day

- *Open the door for others

- *Take extra care of the bathroom-pick up after yourself, flush

- *Follow the dress code

- *Be in the moment during Prayer and Mass

- *No using foul language

The following steps will be followed in response to any unacceptable behaviors at Prairie Catholic:

1. Correcting misbehavior is the responsibility of the child's teacher. The teacher will work with the student in the classroom or have an individual conference with the child to outline what changes in behavior that are expected
2. If the behavior does not change, and the child's behavior is disruptive to the others in the class, the teacher can send the child to the principal's office. The principal will discuss the behavior with the student and follow up with appropriate consequences. The teacher

may or may not be involved in the discussion. Parents may be contacted depending upon the severity of the situation.

3. The teacher will communicate with the parents via email or phone call to inform the parent of the situation and discuss the corrective measures that were taken.
4. The principal may call home to discuss the discipline concerns to create a solution to the problem. If the child's conduct after the first four steps has been taken and does not improve sufficiently, upon recommendation of the principal the child may be suspended from school. The suspension may be in school or out-of-school depending on the severity of the situation. The pastor will be notified.
5. The pastor may be called to meet with the student to discuss the situation/behavior. Confession may be a way for the child to ask for forgiveness.
6. At the recommendation of the principal while in consultation with the pastor following the above attempts at remediation, after receiving approval from the diocesan director of schools, the child can be expelled from Prairie Catholic.

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

Bicycles

Students who ride bikes to school must park them in the designated areas. Students are not allowed to ride bikes on the school playground before, during or after school.

Birthday parties

Birthday treats and snacks are permitted. Please inform your child's teacher about what day and how many treats to bring. All Treats MUST be Store Bought this year and in their original packaging!!!

To avoid hurt feelings, invitations to parties scheduled during non-school hours are to be mailed and are not to be given out at school unless ALL

students are invited. Students must have a signed note from their parents if they are making different transportation arrangements due to a party.

*Any balloons or flowers will be delivered to the child after 2p.m.

Bullying

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

Prairie Catholic prohibits any sort of Bullying. The teachers, staff and principal will work diligently to prevent bullying from occurring in school by setting appropriate expectations, character building lessons, and constant supervision of the classroom, hallways and play areas.

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

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

If a student displays any sort of racial bullying, law enforcement will be contacted immediately to prevent any hate crimes from occurring at our school.

Bus

Students using public school buses must follow the rules and regulations set up by the public school for behavior while riding the bus. Bus discipline will be handled by the principal.

Calendar

Prairie Catholic school follows the public school closely. We do begin school at an earlier date than the public school and parents will be expected to drop off and pick up their student(s) during that week. We do have inservices days scheduled-please follow the school calendar.

Catholic Atmosphere

The physical atmosphere of the classrooms should make clear the Catholic nature of our educational center. A crucifix, Bible, religious articles, prayer corner, and religious bulletin boards are all important parts of our Catholic atmosphere. The faculty are encouraged to show their Catholic faith through prayer at the beginning of classes and at other times when they are assembled with students.

Catholic Schools Week

Catholic School week occurs around the end of January or the beginning of February. Prairie Catholic staff plan appropriate activities and field trips to celebrate the week.

Change of Address

Parents and guardians are to notify the school office immediately when there is a change of home address, email, phone number or any other information.

Classroom Enrollment

Enrollment in each grade is limited to 16 students in a class. 3K-4K will be limited to 14. Under special circumstances, and at the discretion of the

principal, classroom enrollment in grades 5-8 may be expanded to 20 students.

Classroom Procedures

All teachers have the right to set up reasonable expectations and rules of conduct for the classroom. The teacher reserves the right to impose additional rules or penalties as may be called for by the situation. The classroom teacher sets the standards for the students.

Closing of School

Prairie Catholic will generally be closed when the public schools in the district are closed due to inclement weather. Little Saints Learning Centers will remain open unless specifically stated in the public closure announcement. Late starts or early releases due to inclement weather follow the same policy.

When a two-hour delay is announced, buses will run two hours after their normal schedule and class will begin two hours after the normal start time.

Closures are typically made by 6:30 a.m. and are announced on the local TV and radio stations. We will also send out an email, SMS text via Skylert and posts will be made on Facebook.

Communication

Skyward is an online school community that will be used by school personnel for communication and online grading purposes. Parents have online access.

Parents are asked not to interrupt the activities of the classroom. Forgotten lunches, shoes, books, etc may be brought to the office. The administrative assistant or principal will deliver the item to the room or child. (This year, due to Covid- parents are not allowed to be in the classrooms-when you enter the building you MUST have a mask on and go directly to the office)

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.

If a parent wishes to contact a teacher, or to check on the progress of their child(ren), the teacher is to be called before or after school. You may email the teacher and set up an appointment. Teachers and students are not called to the phone during the school day.

Concerns

The following procedure has been established when a parent has a concern with something within the classroom:

1. Contact the teacher-discuss the situation or concern. Try to work together to agree on a solution or make a plan to resolve the issue
2. If the situation has not been resolved, parents may contact the principal. The principal will talk first with the teacher and hold a fact finding meeting.
3. The principal will then contact the parents and set up a meeting if necessary
4. If the issue still has not been resolved the parents will then contact the pastor
5. If the issue has not been resolved-the superintendent will be contact and he is the final decision maker at this point

Conferences

Parent/Teacher Conferences are scheduled twice a year. This year-due to Covid-conferences will be completed virtually. The first conference will be scheduled for ALL students/families. The second conference will be scheduled for those parents requesting to talk to the teacher (s) or the teachers requesting a conference to discuss the progress of a student.

Frequent communication between parents and teachers result in a collaborative and supportive learning environment for the students.

If you feel there is a concern, please set up a meeting with the teacher first to resolve the situation. If you feel the situation has not been satisfactorily met, then please set up a time to meet with the principal.

Crisis/Emergency/Safety Plan

The administration will implement the Prairie Catholic Crisis/Safety Plan when necessary to protect staff and students from injury or harm. In an event of a crisis, law enforcement and emergency personnel will be called.

Desks/Lockers

Desks/lockers are property of Prairie Catholic School. The school administration and/or teachers have the right to search a student's desk and/or locker. In cases when a teacher suspects a student of having in his/her possession any inappropriate or contraband materials and believes such materials are in a desk or locker, the teacher is to (1.) Ask the student (2.) Inspect the desk or locker.

Detention Slip

3 violation slips in a quarter will result in a detention. Detention will consist of 30 minutes after school from 3:30-4:00 p.m. on the following day or as arrangements are made through the principal. Written notification with unacceptable behavior or action will be given to parents. All detention slips require a parent signature and a copy returned to school the next school day. An automatic detention may be given due to the severity of the discipline.

Detention will also be given out to students after 3 missing assignments in one class or in combination of classes.

Disciplinary Probation

Students may be placed on disciplinary probation for misconduct by the principal. Probation is intended as a warning that unless conduct is sufficiently improved, suspension or expulsion is a definite possibility. Written notice of probation is given.

Drugs and Alcohol

Prairie Catholic is a drug, alcohol and tobacco free facility. Any student that is suspected of using alcohol, drugs or tobacco while at Prairie Catholic will be asked to go to the office and the Prairie Du Chien police department will be notified for further investigation.

If the student is confirmed of using drugs, alcohol or tobacco they will be suspended. The following day will also be a day of suspension.

Any offenses of this nature may result in expulsion.

Doors of the School

Doors will be open at 7:30 for students to enter. This year-due to Covid-there will be an Enter door and Exit door. Please follow the signs! Students will go directly to the cafeteria for Homework Central and Breakfast. No students are allowed to go to the classroom.

Dress Code

Appropriate dress and grooming are important parts of our school community atmosphere. The purpose of our dress code is:

*to provide the idea and belief that appropriate dress is a contributing factor to appropriate behavior and a positive self-image.

*To encourage modesty and respect for the Catholic faith.

If a child is out of compliance with the dress code parents will be contacted to bring appropriate clothing!!!

Church days are Tuesday and Thursday- students must be in dress code to attend Mass. We will contact parents to bring appropriate Church clothing if needed.

Dress Code Policy:

*Shorts-**Girls**-need to be longer, bottom of your finger tip

*Tank tops must be three fingers wide, no spaghetti straps!

***Boys**-long, no athletic shorts, cargo shorts are fine

*Leggings- **ONLY** worn under a dress

*No Yoga pants

3K-4K are allowed to wear athletic wear.

*Sweaters and sweatshirts can be worn in the classroom if you are cold-but no Hoodies in CHURCH... Please wear a coat

*No body piercings are allowed-earrings are allowed in the ears only

***Hair-**

*must be natural color and neat

*unusual styles or coloring of hair is not acceptable

***BOYS**- hair length should be short, collar length, and no longer than the middle of the ears on the sides.

*Winter clothing-students in 3K-4 must have a coat, mittens, hat, boots and snow pants

**5-8th grade must have a coat, hat and mittens

*Shoes-Tennis shoes are required for Phy ed. No flip flops or beach sandals. Sandals can be worn if they have a back on them!

CHURCH DAYS- Students may not wear athletic wear, ripped jeans or shorts

*Girls-dresses, nice blouse, dress pants, jeans with no rips or tears

*Boys-dress pants, jeans with no holes or rips, button down top, polo shirt

ATHLETIC WEAR is not allowed unless we have a “break the code” day

Electronic Devices

It is our expectation that electronic devices are prohibited from Prairie Catholic school grounds.

Cell Phones should stay at home, however, if you have a cell phone-it must be in your locker and turned off for the day.

If an adult witnesses a phone out of the locker the following consequences will take place:

*First offense-The student will be reminded to put the phone in their lockers

*Second offense-The cell phone will be taken to the office and the student will pick it up from the principal at the end of the day.

*Third offense- The parent will be contacted and requested to pick up the cell phone.

**Electronic devices are never allowed in locker rooms or bathrooms!!

Emergency Drills

Fire and tornado drills are required by law and will be held throughout the school year. Students must listen carefully to the instructions given by the teacher or principal. Students must remain silent throughout these drills.

Emergency Plan

Prairie Catholic school staff and administration reserve the right to call for emergency services to assist students and employees as necessary. Staff will use their best judgement of the situation at hand when calling emergency services.

Expulsion

The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered to the students in the process of expulsion.

All expulsions are to be approved by the Diocesan Director of the Office of Catholic Schools.

*Any of the following are reasons for expulsion:

*insubordination or failure to comply with the instructions or directions given by a member or members of the school staff.

*not following the mask mandate

*The use of foul language or abusive language

*Conduct that adversely affects the status of the school that causes unfavorable criticism of the school community it serves.

*Destruction of property

*Theft

Field Trip

Teachers may schedule school-sponsored field trips in accord with the academic goals and objectives of their classes. These trips afford Prairie Catholic students a broad range of opportunities to enhance their intellectual, social, and moral development. Students in these classes are expected to participate in these field trips. In order to participate, students must give the teacher a signed parental permission form prior to the departure of the event. Students will travel on school-arranged transportation at the direction of the teacher. Student participation in the trips may be precluded by the prolonged or excessive absence or failing grades at the discretion of the instructors and administration. **Field trips are a privilege, not a right, and can be denied. Students who have behavioral issues, have been suspended or have missed 10 days of class in a semester will not be permitted to attend the field trips.**

Head Lice

Students found to have evidence of head lice will be dismissed from school immediately. The following policy is used if students are suspected of having head lice:

*a student is identified as having head lice by phone call, teacher referral or class check

*The student is then checked by the school staff. If nits or lice are found, we will call the parent or guardian for pick up of the student

*A total class check can be made in the student's class as well as siblings

*To return to class, the student must present proof of treatments

*The child is checked before returning to the classroom and then rechecked each day for 10 days

*All families within the classroom will receive notification if a classmate has head lice

You are encouraged to regularly screen your child for the presence of head lice. Should you find any evidence of lice, please call the office so we can make a thorough check.

Home and School Association

The Home and School Association has been formed for the purpose of:

*providing a means for effective communication among parents, administration, pastor and students

*promote mutual understanding between parents and teachers of educational objectives and contributing social factors significant in the learning process

*serving as a fundraising organization for the purpose of carrying out projects for the school as determined by the Administration and Pastor.

Insurance

Parents are to have their own medical insurance to cover accidents. Prairie Catholic does not have insurance to cover incidents, unless negligence is proven.

Internet Use Agreement

The use of the internet is a privilege-not a right! Inappropriate use will result in the following:

1st offense- Students will be reminded of the agreement and be asked to no longer go to the inappropriate sight(s)

2nd offense- Students will be suspended from using the computer/internet for a day and parents will be notified

3rd offense- If the student continues to visit inappropriate sights, parents will be notified and students will lose their privilege for the rest of the quarter/year (this decision will be at the discretion of the principal)

Library

There will be no library class with volunteers this year. However, teachers will take the students to the library at some point during the week to check out books. When books are returned, they will have a 72 hour quarantine period.

Lost and Found

If lost articles are found, please put them into the lost and found bin located by the office. If lost articles are not claimed by the end of the school year, they will be taken to Goodwill.

Mass

All students 1-8th grade will attend Mass Tuesday and Thursdays. 3K-K will attend Mass one day a week. Each class will be responsible for preparing the Mass on a rotating basis. During Lent, students are expected to attend Stations of the Cross.

Medical Information

“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 principal as well as any licensed school bus 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 from a

doctor, dentist, or podiatrist and written consent from the student's parent or guardian.

The party authorized to administer the drug and the school principal are immune from civil liability for their acts or omissions unless there is a high degree of negligence.”

The medication is to be kept in the office. A written dated authorization with instructions from the parents permitting the principal or secretary to dispense non-prescription medication is also required. Medication forms will be sent home with the child the first week of school.

FOR EITHER PRESCRIPTION OR NON-PRESCRIPTION MEDICATION

1. Medication must be in properly labeled container from the doctor or pharmacy
 - a. Child's full name
 - b. Name of drug and dosage
 - c. Time to be given
 - d. Physician's name
2. Medication will be kept in a secure location
3. Only limited quantities of medication will be kept at school
4. It is the responsibility of the student (if age appropriate) to get his/her medication at the designated time
5. A record of the drug, dose and time given will be kept by the individual administering the medication.
6. All written consent forms will be on file in the office
7. School personnel will record unusual behavior of the student on medication
8. Under no circumstances will Tylenol, aspirin, be provided unless criteria is met.

Non-prescription medication-will be administered only after the following criteria are met: Cough drops are not included!!!

*The parental Medical Consent form is completed and signed by the parent/guardian

*The office has checked the medication to assure appropriate dose, medication and frequency

*School personnel are instructed in method, dosage, and time of administering the medication

Memorials-Donation

Prairie Catholic accepts donations and memorials throughout the year. If there is a specific request for funds to be used for a particular event or purchase, these directions should be included when the donation is given.

Non-Catholic Student Participation

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

Organizations

All groups and committees are advisory and consultative. The pastor has final decision making power in all groups and organizations according to Diocesan policy.

Education Committee-Meet every 3rd Wednesday of each month

Home and School Committee-This organization is made up of parents in the school. Meetings are held 5 times a year. This organization raises money through fundraisers. (This committee is in need of restarting!!)

Parent Involvement

Faculty and staff will maintain the role of professional educators, whose training and experience provide critical skills, techniques, and knowledge. Working respectfully together with the professional educators, parents, as

primary educators of their children, have an important role which includes the following:

- *support and follow through regarding all school regulations and policies

- *read and respond to all notices, including weekly newsletters

- *attend school meetings, functions and parent-teacher conferences

- *work positively with the teachers and administration in everything relating to their child's progress and performance

- *Complete the 20 volunteer hours for the year

Encourage spiritual growth at home by talking to your child about God, pray regularly, attend mass, and seek out other opportunities for faith formation.

Practice of Religion

Each student attends Mass each week Tuesday and Thursday. Students are expected to attend regardless of religious beliefs. The graces that children acquire for themselves and their families through this practice are beyond measure.

Habits formed now influence your child's entire future. Your own presence at Sunday Mass with your child will help him/her form this important habit early in life.

Confessions are held at specific times during the year. Children in grades 3 and up are encouraged to go to Reconciliation.

Press Release

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

Recess

Recess will be outside whenever the weather permits. This year-due to Covid-recess will be the responsibility of the teachers to take the students out. Students will be separated by classes and scheduled at stations around the property. The guidelines as of when this handbook was written,

playground equipment will be held to a minimum. Students must wash hands before and after they have recess.

If it is raining or it is too cold, students will be having recess in the gym, cafeteria or classrooms.

Playground Expectations:

- *the playground supervisors will be treated with respect and rules are obeyed
- *Respect of the games and others are playing is to be the norm during playtime
- *No gum on the playground
- *Snowballs are not allowed to be thrown
- *Spitting is not allowed

The consequences for unacceptable behavior on the playground will be the same as those listed under the Discipline policy.

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 student progress is a report card 4 times a year.

Safety To and From School

Children are expected to abide by all safety rules coming to and from school. This includes:

- *walking on the sidewalks and crossing only at crosswalks
- *Cooperation and obeying the Safety patrol

Safe Environment Program

The Diocese of La Crosse Safe Environment Policy mandates that all volunteers submit to a criminal background check: review the Revised Policy and Procedures on Sexual Misconduct for the Diocese of LaCrosse and the Revised Policy and Procedures on Child Sexual Abuse Policy and

Procedures of the Diocese of La Crosse(Red and Green Books), view the Safe Environment Training video, and complete the Confidential Employee and Volunteer Questionnaire. Go to the Diocese of LaCrosse website-and both policies and procedures are available. They are also attached to this handbook. The video is posted on the Diocese website as well. **The Safe Environment sign off sheet MUST be completed every year from ALL families.**

School Closure

When emergency conditions have been declared by the county, such as severe weather, school may be closed. Prairie Catholic will follow the decisions of the Prairie Public School. Please listen or watch your local news and radio stations. There will also be notifications on Skyward and Facebook.

Sexual Harassment/Harassment of Any Kind

All students of the Catholic Schools of the Diocese of LaCrosse are entitled to learn in an atmosphere free from sexual harassment.

“Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal and physical conduct of a sexual nature.”

Unwelcome verbal or physical contact of a sexual nature-including but not limited to “the deliberate repeated making of unsolicited gestures or comment, or the deliberate repeated display of offensive, sexually graphic materials which is not necessary for school purposes.”

Any student or employee who engages in sexual harassment shall be subject to severe disciplinary actions

**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 shall be thoroughly investigated by the principal and pastor.

No student shall receive retaliation for reports of sexual harassment as long as it is made in good faith.

Consequences for harassment

The following steps will be taken, as appropriate to the reported incident, when dealing with incidents that involve harassment to any degree:

- *a clear account of the incident will be recorded and given to the Principal

- *The Principal will interview all concerned and record the stated events of the incident

- *Parents will be notified through a phone call and or letter

- *If the Principal determines that a violation of the school's harassment or bullying policy has occurred, punitive measures will be used as appropriate and in consultation with teachers and parents but not limited to:

- **official warning

- **conference with parents

- **Exclusion from activities

- **Detention

- **In school suspension

- **out of school suspension

- **Expulsion

Supervision: Before and After School Hours

The school authorities are not responsible for children left on the school property before 7:30 a.m. or after 3:45 p.m.

Suspension

Suspension is a temporary removal, which must include notice given by the administrator to the parent stating reasons, effective dates and manner of re-entry. A parent conference with the principal is a prerequisite to the readmission of a suspended student. Suspension will not exceed 5 days. Suspension is a disciplinary action to be used in more serious or in

continued infractions of the behavior code. In either case, all class work assigned must be completed in a timely manner.

Tardy

Students will be marked tardy if they arrive after 8:00a.m. Five or more tardies in a semester is considered truant. City and County officials will be notified of the student's truancy.

Teacher in Charge

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

Textbooks

Textbooks are supplied by the school on a loan basis. Since the books are the property of the school, children should be careful in handling them and they should be covered. If a book is lost or damaged beyond repair, proper payment for the book is expected. Replacement fees will be assessed for damaged books at the end of the school year.

Students are permitted the use of supplementary books, music books, library materials and equipment. Likewise, they will be held responsible for any of these materials which are lost or damaged through careless use.

Truancy

Unexcused absences/tardies begin after 5 unexcused absences/tardies. The principal will contact law enforcement or other Crawford County services.

*3 unexcused absences/tardies will result in a phone call from the principal

*5 unexcused absences/tardies will result in written notification from the principal

*Additional unexcused/tardies will result in a conference held with parents and principal

*If the truancy issue is not resolved within the school, your case will be referred to county authorities.

Tuition Delinquency

School families will be informed of their tuition account throughout the year, if changes occur within your family and your account becomes delinquent, you will need to notify the principal or pastor immediately and make arrangements for payments. Parents who do not meet the agreed upon obligations by August 1 may be informed that their child/children will not be allowed to return to Prairie Catholic. All families are expected to be up to date on their account.

Violation Slips

A violation slip may be given for any stated reason. All violation slips require a parent signature-you must enter the behavior infraction onto Skyward.

Volunteering

Volunteers, who are directly involved with students, must complete a Diocesan Volunteer participation agreement and release form, sign the Pastoral Code of Conduct and be fingerprinted and screened for background check.

*Confidentiality- in the course of volunteer work, confidential information about students and teachers may be learned. This information must remain confidential in any setting inside or outside the school, just as one would wish his/her own privacy rights to be respected. At times, the volunteer may come into possession of information about students that may need to be conveyed to the volunteer's supervisor. If appropriate in the judgement of the Administrator, other persons on a "need to know" basis may be advised by the Administrator to include, but not limited to parents, guardians and pastors.

Weapons

The possession or use of weapons, explosives, look-alike weapons such as cap guns, or any other object, that can reasonably be considered to be weapons, during the school day, on school premises or during school-sponsored activities will result in immediate suspension. The parents and other proper authorities will be notified. Upon completion of an investigation, a decision will be made regarding consequences that may include but are not limited to further suspension, dismissal, or expulsion from Prairie Catholic School. Students are to report any threats to a teacher or other school personnel.