



Prairie Catholic Family Handbook

(Updated June 2024)

Prairie du Chien, Wi 53821

608-326-8624

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!

Vision of Prairie Catholic School

Prairie Catholic will provide a quality Catholic education and carry out this vision by....

- Providing opportunities for prayer, liturgical services, and service projects that integrate the teaching values of Jesus and in all aspects of life.
- Maintaining an open partnership with parents through written and personal communication and by welcoming families and the parish community in the school environment.
- Employing a qualified staff that models and teaches a solid Catholic curriculum.
- Helping students reach their individual academic potential and by developing a sense of respect and responsibility for themselves and others.

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.

“So we, though many, are one body in Christ.”

Romans 12:5

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

3K-Admission Procedures (all children must be toilet trained prior to entering preschool)

Criteria for enrolling in 3K

1. Students must be 3 years old by September 1, 2023 to enroll for the upcoming school 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.
5. No student will be admitted if they do not meet the age requirement
6. Students must be potty-trained

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.
5. No student will be admitted if they do not meet the enrollment age

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.

Admissions

Prairie Catholic administration reviews the application and records of each student interested in placement within the school. Administration determines if a student is qualified for admission based on the student's demonstrated potential to succeed within our educational environment. The following factors are taken into consideration on determining if a student seeking admission to Prairie Catholic is qualified.

1. Demonstrates a sincere desire to attend Prairie Catholic
2. Successfully completed the previous grade
3. Provide evidence of ability and desire to successfully follow Prairie Catholic course of studies
4. Ability is assessed by examination of:
 - a. Scores on standardized tests
 - b. Recommendations of the previous school

- c. Grades received from previous school
5. Provide a conduct record consistent with the standards of Prairie Catholic.
 6. Any student applying to Prairie Catholic who has been expelled from their former school or school district will not be considered for admission.
 7. Full disclosure is required of any and all documents pertinent to the student's tenure at school. Failure to disclose may lead to denial of admission or withdrawal if the student has already been admitted.

Prairie Catholic admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of creed, race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school administered programs.

Every Catholic School respects the dignity of each person and therefore will not bar admission to any child because of race or nationality. Furthermore, the creed of any child will not bar admission to a Catholic School unless this would hinder the unique philosophy of the school.

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

5

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

6

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.

7

Aftercare

The purpose of Prairie Catholic aftercare program is to provide a safe environment for students to do homework and/or play until parents are able to pick them up from school. Prairie Catholic school rules and expectations are still in effect during this time.

After School Hours

Students are asked to leave school grounds after the final bell. Staff will remain outside until all students have been accounted for. The playground is now locked after school due to continuous damage.

Asbestos

Prairie Catholic school is in compliance with federal and state laws regarding asbestos. Prairie Catholic is in compliance with Diocesan policy.

Attendance

Regular attendance is required by law. The school day begins at 8:00 a.m. and ends at 3:25 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 breakfast. Morning prayer and announcements will be done in the cafeteria before students head up to their classrooms.

Students will be dismissed at 3:25. Students will come out the front doors of the school. There will be a safety patrol to get students across the road.

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

8

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.

9

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 lunchroom staff and office for modifications.

Appointments

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

Band

Students in grades 6th-8th grade have the opportunity to participate in band. We provide transportation to and from the public school in the Prairie Catholic school van for a small fee each month.

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

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.

Children are allowed to bring in simple treats to have the class help celebrate their birthday. Parents are strongly encouraged to send healthy treats and to avoid peanuts, peanut oil or related products.

10

Bus

Bus transportation is provided through the *Prairie Du Chien Public School*.

1. Children are to walk to and from the bus.
2. Children are to be seated at all times while the bus is in motion and until the door is opened.
3. Quiet conversations are permitted.
4. Loud, disruptive behavior is not tolerated.

In the event of a case of misbehavior on the bus:

1. The principal will confer with the child.
2. The principal will communicate with the parents concerning the misbehavior.
3. Should the misbehavior continue to recur, bus riding will be denied to the pupil.

Cafeteria Policy

The cafeteria is a place for students to enjoy good food and friendly conversation. Students are expected to behave in a way that promotes respect for one another and or their school.

- Cafeteria workers and staff supervisors expect mature behavior and good table manners.
- Eating is limited to the cafeteria. Food is not to be taken out of the cafeteria unless given permission by administration.
- Parents or guardians are welcome to have lunch with their child(ren).

General Rules:

*Form a single line

- *Be sure to put your lunch card into the bin at the end of the POS
- *Allow staff into the line
- *Place all garbage in the waste containers
- *Return and stack trays in the tray window
- *Clean up your individual area

11

Calendar

Prairie Catholic school follows the public school closely. We do have in-services days scheduled-please follow the school calendar.

Cars

Parents dropping off and picking up may park over in St. Gabe's parking lot. We have a safety patrol available to get students across the street.

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.

Cell Phones

Students **may not** carry a cell phone during school hours or at school events. Middle school students will turn in their cell phones at the beginning of homeroom and be returned to the student at the end of the school day.

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.

12

Child Abuse and Neglect

As educators, all teachers are required by law to report abuse and/or neglect. The La Crosse Diocese has a policy in place to handle these situations.

Classroom Enrollment

Prairie Catholic recognizes that smaller class sizes can enhance effective teaching practices and can support building stronger relationships among staff, students and families. Prairie Catholic further recognizes that maintaining specific class sizes may have significant financial implications and, at times, result in an inefficient use of human and financial resources. Consequently, it is Prairie Catholic's policy to maintain class sizes within a reasonable range as determined through the general guidelines set forth below:

***General Guidelines**

- 3K-13
- 4K- 15
- K-1- Maximum size 18
- 2-3-Maximum size 18
- 3-4-Maximum size 20
- 5-8th Maximum size 20

**The principal may make an exception to the maximum enrollment limit if the classroom has a sufficient physical capacity to accommodate additional

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.

13

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

Prairie Catholic school sends home a communication envelope every Thursday in your child's backpack. This envelope must be returned on Friday signed by a parent or guardian. This envelope will contain information about field trips, school events, and other important dates etc.

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.

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

14

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 contacted and he is the final decision maker at this point.

Concussion Policy

The following protocol has been created to protect students' overall health and academics after a concussion has been diagnosed by a physician.

Signs of a Concussion: The signs and symptoms of a concussion can be

subtle and may not be immediately apparent. Symptoms can last for days, weeks or even longer. Common symptoms after a concussion traumatic brain injury are headache, loss of memory, and confusion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if your in a fog
- Amnesia surrounding the event
- Dizziness or “seeing stars”
- Ringing in the ears
- Nausea

15

- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue

Returning to the Learning Environment

1)The family must communicate with the principal if their son/daughter has been diagnosed with a concussion by a physician.

2)The student will not return to school until cleared by a physician. During this time, the student will not be responsible for making up any school work. All missed work will not be assigned- it will be a “no count” in the gradebook.

3)Students returning to school partial or full days may do so with the permission of a physician. Partial day or full day attendance must be communicated with the principal. Homework, daily work, quizzes, reading, projects, etc will be completed as tolerated by the student.

Code of Conduct

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the

Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends parents/guardians, staff and students work together to create a Catholic school environment. These basic components include:

- a. Teachers have a right to teach. No student will stop the teacher from teaching.
- b. Students have the right to learn. No student will stop another student from learning.

16

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

- a. Will be honest and committed to integrity
- b. Will be respectful and courteous toward all teachers and adults
- c. Will refrain from harassment of any kind
- d. Will use appropriate language
- e. Will speak respectfully to and about others
- f. Will complete all assignments and participate fully in class
- g. Will respect all school and personal property
- h. Will refrain from any deliberate disruption in the school
- i. Will adhere to the school's cell phone policy
- j. Will comply with the Electronic Resource/Internet Acceptance Use Policy
- k. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra curricular activities
- l. Will be present for all required activities unless officially excused by the administration
- m. Will adhere to the Dress Code
- n. Will not give or receive unauthorized assistance on tests, quizzes or assignments

- o. Will not leave the school grounds during the school day for any reason without permission from administration

Conferences

Parent/Teacher Conferences are scheduled twice a year. 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.

17

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.

Discipline Policy

The purpose of a disciplinary policy is to provide a safe, orderly,

educational setting in which students can succeed. The discipline policy for Prairie Catholic states: "We believe in a positive approach to discipline." Students need to feel accepted and loved. Prairie accomplishes more than punitive action."

Our goal is to encourage a sense of Christian responsibility. Our discipline policy is based on the belief that a respectful atmosphere is essential if academic, social, and spiritual growth is to take place. For this purpose, Prairie Catholic requires that all students follow the school rules and expect parents to cooperate in the implementation of those rules.

The teachers and staff have Conduct Behavior Forms which are used when inappropriate behavior warrants that use. A section is included on the conduct form to describe the plan of action determined as a consequence

18
for inappropriate behavior in an attempt to raise awareness of the problem and find a positive approach to correcting such behavior.

Consequences implemented by teachers, staff and/or administrations are as follows: (NOTE: that teachers, staff and/or administration do not have to impose all of the steps for disciplinary action dependent upon the seriousness of the infraction.)

1. Teacher Correction: may include verbal correction, temporary removal from class or school activities, or assigned tasks that will be appropriate to the age of the student. The teacher and student should attempt to resolve conflict within the classroom first. If acceptable behavior does not change, a Conduct Behavior Form will be sent to the parents. Students are not to be withheld from Art/Music/Phy ed, etc, classes as a form of punishment.
2. Conference: when students receive a Conduct Behavior Form twice in a two week period, a conference will be scheduled. The conference

will include the teacher, student, and parent. The principal may be asked to be present. Plans are made to bring about a positive change in student behavior.

3. Suspension: violations of a more serious nature may lead to either in In-School or Out-of-School suspension. Involved in this process will be the teacher, student, principal, and parents.

In-School Suspension: an in-school suspension is one which the pupil serves in a specified area of the school building. The student is expected to complete all of the class work missed, due to the suspension, prior to returning to the classroom.

Out-of-School Suspension: An Out-of-School suspension is one which the student serves out of the building, away from the school building

19

and grounds. Involved in this plan will be the teacher, student, principal and parents. The student is expected to complete all of the class work missed, due to the suspension, prior to returning to the classroom.

4. Dismissal/Expulsion: (DSP 5115) “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

1. Insubordination or failure to comply with the instructions or directions given by a member or members of the school staff.
2. The use of indecent or abusive language to any staff member or school staff.
3. Behavior that deteriorates the morals of other students or school staff.

4. Conduct that adversely affects the status of the school and causes unfavorable criticism of the school by the community it serves. 5.

Destruction of school or Church property

6. Theft

Detention Policy

Detentions may be assigned for excessive tardiness, dress code violations or behavior issues. Detentions are typically served afterschool from 3:25-4:00. If you fail to serve your scheduled detention, or if you show up late for your detention, you will be given additional detention.

Divorced/Separated Parents

Prairie Catholic maintains strict neutrality between parents who are involved in an action affecting the family unless otherwise directed by Court Order. Prior to the beginning of each school year, each parent enrolling a student will be expected to provide the principal with current information

20

regarding any court order that provides specific rights to the child's parents. In the absence of a court order, neither parent will have rights over the other parent. Unless directed by a court order, both parents, custodial, and non-custodial, are entitled to all grade reports, newsletters, disciplinary action, and teacher/principal conference appointments. Delivery of all such information will be made in the same manner to both parents, which means that it will be sent with the child or distributed electronically via our student information system (Skyward). Please make the child's teacher aware of any situations at home that might affect the child's performance or behavior at school. When we know about difficult situations, we can do our best to help the student through a difficult time.

Drugs and Alcohol

The presence and abuse of drugs and alcohol presents a clear and present danger to health, safety, and welfare of all pupils in our schools. Therefore,

the Diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol.

Additionally, as Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol.

RECOGNIZING the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse;

RECOGNIZING the need to articulate strong, clear, and consistent policies and procedures in this area;

RECOGNIZING its obligation to set the moral and ethical standards we expect from our schools and pupils;

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

21

DEFINITIONS

The phrase “drugs or alcohol” includes, but is not limited to:

- A. Illegal drugs
- B. Alcohol
- C. Illicit drugs
- D. Look-Alike drugs

The term “expulsion” is:

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

The term “dismissal” is:

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

The term “suspension” is:

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

PROHIBITIONS

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

22

Required Minimum Sanctions

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

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

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

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

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

Investigatory and/or Remedial Measures

1. The students and parents/guardians shall meet with school authorities
 2. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing
 3. The student shall be suspended pending completion of the investigation and may be suspended during the assessment
- 23
4. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school
 5. The student and his/her parents or guardian shall sign a release authorizing the school to contact, speak, and receive the results of the assessment and/or evaluation
 6. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student 7. For students suspended or dismissed, before any student may be readmitted and continue as a student, the following minimum conditions must be met and consistently maintained:

- a. The student must provide the school with a written statement from a licensed professional certifying that the student has and is fully cooperating with treatment and that the student presents no danger to other students
- b. The student must cooperate with any and all recommended actions and conditions of his treatment
- c. The student must refrain from any future drugs or alcohol offense
- d. The student and his/her parent or guardian must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions
- e. The student must cooperate with local school authorities

Consultative Requirement

Drug and alcohol offenses are serious matters. They involve complicated and at times contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office of Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

24

Doors of the School

Doors will be open at 7:30 for students to enter. Students will go directly to the cafeteria breakfast. No students are allowed to go to the classroom.

Dress Code

Prairie Catholic believes that following an established dress code is an integral part of the preparation of your son/daughter for life in future professional, academic, and religious environments. Faculty and students at Prairie Catholic are expected to dress in a God-pleasing manner with focus on the dignity of the human body. It is Prairie Catholic's expectation that parents will offer proper guidance to their son/daughter in matters of

dress.

DSP 5690 (Diocesan Policy 5690) states that the manner of dress helps the student grow in the virtue of modesty which is at the foundation of self-respect and respect of others. It further states that dress codes safeguard and promote the Christian learning environment and that expectations are raised positively when there is a different style of dress for school than for other more casual and relaxed venues. For additional reflection on clothing choices, refer to CCC 2522(Catechism of the Catholic Church 2522)

The dress code is enforced for grades 1-8. 3K, 4K and K are not expected to follow the dress code but are encouraged to. The dress code is in effect from the time the students enter the building and remains in effect until after their departure. Any exceptions to the dress code will be announced during morning announcements or in the newsletter. Violations are to be addressed immediately! Students in violation will be asked to change-Prairie Catholic will provide some dress code appropriate clothing. Or may be given detention (for 3 or more violations and parents will be notified via email or phone call. The faculty and administrator of Prairie Catholic have final determination on acceptability of student dress in cases where there is a difference in opinion.

25

STUDENTS MAY NOT WEAR:

- Sweatpants
- Yoga pants or other tight-fitting pants-Leggings ONLY worn under a dress or skirt
- T-shirts with vulgar language or images
- Jeans with rips or holes
- Shirts that expose the midriff or are sheer, exposing back or shoulders
- Hats or bandanas
- Slippers

- Heels above 1 inch
- Shoes with wheels
- Flip-Flops or Slides (any footwear with a strip of material between the big and first toe which lacks an ankle and/or heel strap) or athletic sandals
- No Backless sandals
- Visible undergarments
 - Exposed boxers
 - Visible bras
- Racerback or spaghetti strap tops
 - Tank tops must be 2 inches

Shorts

- Non-athletic shorts are acceptable during principal appointed dates.
- Skirts must be fingertip length

Girls

- SHIRTS
 - Button-up, blouse, polo, turtleneck, sweaters or other dress shirts (not tight), tank tops or t-shirts
- Shirts must meet modesty standards especially concerning the neckline and backline (no cleavage or necklines showing) no visible bra straps (bras cannot be visible through shirt material)
- If a top is a sheer overlay, a tank top meeting the requirements above needs to be worn underneath
- PANTS
 - Dress slacks, capris, jeans, or cargo pants worn at the natural waistline
- DRESSES/SKIRTS
 - Must have hemline that is fingertip length

- Must meet all modesty standards in regards to neckline, midriff, and tightness when worn
- SHOES
 - Dress shoes, tennis shoes, or acceptable sandals must be safe and remain on the feet
- HAIR
 - Must be well-groomed, may NOT be dyed a non-natural colored including streaks, and may not be an extreme style
- ACCESSORIES
 - No facial piercings
 - Modest and standard jewelry is acceptable.

MASS DRESS

- Dress slacks or jeans with blouse, dress shirt, or polo
- Skirt with blouse or dress shirt
- Dress
- NO "HOODIES"

BOYS

- SHIRTS
 - Button-up, other dress shirts, polo, collared shirts, or t-shirts
- PANTS
 - Dress slacks, Khakis, or cargo pants, jeans worn at the natural waistline
- SHOES
 - Dress shoes, tennis shoes, or acceptable sandals must be safe and remain on the feet
- HAIR
 - Must be well-groomed, may not be dyed a non-natural color

including streaks and may not be an extreme style

- No Mohawks
- Boys may wear ponytails if pulled back appropriately, no hair bands, or other hair ties

- EARRINGS

- Earrings are not permitted

MASS DRESS

- Tucked in button-down shirt or polos
- Dress shorts are allowed in Church
- Dress pants, docs, or khaki pants or jeans
- No Athletic shirts may be worn to Mass
- No “hoodies”

Additional Comments

All clothing should be neat, clean, fit reasonably, be *modest*, and be in good condition. Student appearance should be neat, well-groomed, and dignified.

Electronic Devices

During class hours of 7:30-3:25, students are prohibited from using electronic paging/texting, ipods, photographic, or any other electronic

device if not given teacher permission. Cell phones must be turned into their homeroom teacher at the start of the school day.

28

Prairie Catholic recognizes the importance of communication between and among family members.

- During school hours, necessary messages will be relayed to the student from the Central Office.

- Parent(s)/guardian(s) should make arrangements with their children before school for rides home, appointments, and other family matters.

Electronic devices are **NEVER** allowed in the bathroom or locker rooms.

Prairie Catholic is not responsible for any damage or loss of personal property.

Inappropriate cell phone use by students may result in the following disciplinary actions:

- *First offense-device returned to student at the end of the day
- *Second offense-parent/guardian must come in to retrieve the device
- *Third offense-device is turned in daily to the principal; and retrieved after school

Electronic Resource/Internet Acceptable Use Policy

Overview

Electronic communication provides vast, diverse, and unique resources. The educational goal in providing a technologically-rich environment to teachers, staff and students is to enhance and promote educational excellence through resource sharing, innovation and communication. Electronic resources provide an alternative mode of finding information in

greater depth and at a faster rate than traditional research and communication opportunities afford.

Electronic Resources are defined as information stored on a variety of devices including, but not limited to: computers, tablets, laptops, CD's, programmable calculators, digital cameras, video play/recording devices, audio play/recording devices, and Internet connections.

Prairie Catholic School views information gathered from the internet in the same manner as reference materials identified by the school. Specifically, the school supports resources that will enhance the learning environment, with direct guidance from the staff. Independent exploration is also encouraged. However, access to computers and people all over the world also offers the availability of material that may not be considered of educational value in the context of a school setting. The faculty of Prairie Catholic cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of our school. It is the responsibility of users and their parents or guardians to honor the use restrictions and help enforce appropriate use of electronic resources and Internet access.

Guidelines

Internet access is a privilege, not a right. If a user violates any of the acceptable use guidelines outlined in this document, future access may be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posited classroom policies is subject to loss of access privileges and other disciplinary actions.

1) Acceptable Use-

- Must be in support of education and research consistent with Prairie Catholic policy

2) Unacceptable Use-

- Students may not install any programs on any school devices 30
- Downloading media files, programs, games or music using the school's computers, videos, animation or film clips or playing music without permission; installing programs, using or storing unauthorized programs on any school computer
- Transmitting any material in violation of any local, state or federal regulation including but not limited to: copyrighted material, threatening or obscene material, or material

protected by trade secret

- Transmitting or receiving material that is porno-graphic, violent, threatening, obscene, disruptive, of sexually explicit, or that could be construed as harassment of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs
- Playing games, participating in chat rooms, connecting with other networks, such as Facebook, Snapchat, or Twitter
- Running programs from “removable media” or CDs without permission
- Plagiarizing
- Attempting to compromise, defeat, or disable any security features

Any student aware of any misuse or infraction of the regulations who does not report it to a teacher or administrator shall be subject to disciplinary actions.

3) Privacy

- Electronic information, including email, is not private

4) Privileges

- Access to the Internet is not a right-it is a privilege
- Unacceptable usage may result in cancellation of access

5) Etiquette

- Be polite and abide by the accepted rules of computer etiquette
 - Do not use vulgar or obscene language
 - Do not reveal your address or phone number
 - Do not intentionally disrupt the network or other users
-
- Volume should be mute, unless given permission by the teacher (use your headphones)

6) Security

- If passwords or account numbers are assigned, do not reveal them or use or reveal another person's password, or allow

- another person to use your account
- Attempting to log on as another user will result in cancellation of privileges
- If a security problem arises, notify the teacher or administrator immediately

7) Vandalism/Harassment

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks ● Harassment is defined as the persistent annoyance of another user, or interference in another's work. This includes, but is not limited to, the sending of unwanted mail or messages
- Vandalism/Harassment will result in the cancellation of the offending user's access
- Prairie Catholic will not tolerate cyber bullying, and students caught doing so will be subject to discipline under the school's bullying policy

8) Penalties

- Any user violating these provisions, applicable state and federal laws, or posted classroom, library, or school rules is subject to loss of privileges and any other school disciplinary options, including criminal prosecution
- The Prairie Catholic administrator will make the final determination of what constitutes unacceptable use, and their decision is final.

Prairie Catholic makes no warranties of any kind, whether expressed or implied, for the service it is providing. Prairie Catholic will not be responsible for any damages a user may suffer, including loss of data.

32

Prairie Catholic will not be responsible for the accuracy or quality of information obtained through the Internet Connections.

Computer Login Policy

Students and staff are issued a computer login upon entering Prairie

Catholic. This login only allows each person access to his/her own files.

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 judgment of the situation at hand when calling emergency services.

Fire Drills

The fire alarm is sounded to signal the immediate evacuation of the building via the nearest safest exit. When the alarm sounds: *Absolute silence is necessary during the fire drill movements and all movement by class should be single file.

- *Follow instructions posted in each classroom

- *Fire Drills are of utmost seriousness since not only are the good order and discipline of the school involved, but also human lives are at stake.

- *Teachers are to see that the windows are closed, lights turned off and the door closed.

- *The teacher is to take his/her attendance, gradebook, and red folder

Flag

Private schools are required to display a United States flag in the school rooms or from a flagstaff on the school grounds during school hours on each school day (s.118.06) Every private school must offer the Pledge of Allegiance in grades 1-8 at the beginning of the school at least once a week, but no student can be required to recite the pledge. (s.118.06) (Religious beliefs in the Catholic school require students to recite the pledge)

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.**

Grading Scale

Prairie Catholic has a uniform grading scale for Grades 3-8. Grades 4K-2 will use a modified grading scale.

A+ 100 B+ 91 C+ 80 D+ 69 F 59 and under A 93-99 B 82-90 C 71-79 D 61-68 A- 92 B- 81 C- 70 D- 60

Guest Speakers, Programs and Movies (DSP 6410)

All outside speakers, programs, AV materials and literature used in the school are to have prior approval of the school administrator. Care should be taken to see that movies, videos and literature are appropriate for the grade level and age of the student and the values of Catholic schools. The USCC movie rating guide is to be followed for all movies and videos shown in schools or reviewed by students in another location on those recommended by school personnel. If the rating of a movie or video cannot be found, the Diocesan Office for Catholic Schools should be called to find

out the rating. For purposes of classification, an adult is considered to be 18 or older.

Prairie Catholic school will also use the standard rating scale. PG-13 movies will not be shown without written approval from a parent/guardian.

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.

Health Issues

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring any other illness while his/her resistance is lowered.

Parents/Guardians MUST keep a child home when the child has any one (or more) of the following obvious symptoms of illness; OR if one (or more)

of the following obvious symptoms of illness occur while the child is at school; the student will be sent home:

- Fever (Temperature of 100 degrees or greater)
- Stomach ailments
- Severe runny nose
- Difficult breathing
- Headaches
- Sore/irritated throat
- Diarrhea (2 or more times)
- Vomiting
- Strep Throat
- Flu
- Pink eye
- Head Lice

If your child requires medicine for their symptoms DO NOT send them to school. **Your child should be symptom free WITHOUT medicine for 24 hours prior to their return to school.**

Also- you are to keep your child (ren) home for 24 hours after the last vomiting episode.

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.

Immunizations

Wisconsin's Immunization Law: The immunization Law, s.252.04 Wis Stats., is intended to protect students and children in daycare and schools from vaccine preventable diseases-measles, mumps, rubella, polio, diphtheria, tetanus, varicella and whooping cough. Often more dangerous than the diseases themselves are the damaging complications which can result in blindness, hearing loss or deafness, mental retardation and even death.

The Wisconsin Immunization Law requires students through 12 grade and children in licensed daycares to be immunized according to their age/grade level by the beginning of the school year. Students must present written evidence of completed basic and booster immunization, including the day, month and year. Student immunizations are required to be in compliance within 30 school days of admittance or exclusion is mandatory.

Students must meet these immunization deadlines, and notify their school regarding any additional vaccines they receive. Exemptions may be obtained for medical, religious and/or personal convictions must be signed by a parent, guardian or adult student. In the event of an outbreak of a vaccine-preventable disease, the Department of Health and Family Services may direct schools to exclude un-immunized students and those who have waivers on file. Students may remain excluded until the outbreak subsides.

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.

Students are encouraged to use classroom and school library materials for educational projects and recreational reading.

The purpose of the Prairie Catholic library is to provide a quiet atmosphere in which students may study, read or complete research for a class assignment. The library is not a place to visit with friends, play games or sleep. Students failing to observe these guidelines will be asked to leave the library.

Please treat all library equipment, furniture and resources with respect. Many books, magazines and reference materials have been made available to students through the generous donations of time and money by parents, administrators, teachers, and community members. The best way to show your appreciation for this generosity is to use the library and its resources with care. Food and drink are not allowed in the library!

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 (DSP 5505)

“The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school 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.

Non-Discrimination (DSP 6225)

“Every Catholic school in the LaCrosse diocese respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality or sex in regard to enrollment. The Diocese of LaCrosse has the obligation to publicize its non-discrimination policies.”

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.

Home and School Committee-The parent association exists to provide opportunities to build a faith community among parents, students and school personnel, and to provide a setting in which parents may be of service to the school. It is essentially an educational/information body for the school. It does not directly involve itself in the administration of the school. This committee does not recommend policy.

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 by parents.

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

Playground Area, Supervision and Rules

Assigned teachers and staff are directly responsible for playground supervision.

Student Conduct on the Playground

1. Show courtesy and respect to others at all times
2. Exhibit safe conduct at all times. There is to be no fighting, rough

- play, pushing or hitting
3. Follow general playground rules

41

General Playground Rules

1. Playground equipment is to be used properly. Use slide correctly-feet first, sitting down. Use of the play structure at recess time is managed by the supervisor.
2. Students are not allowed outside the fenced in playground area. 3. Rubber balls, Nerf balls and jump ropes are allowed at recess. Gloves/balls are not allowed for elementary. Toys and/or play equipment from home must be approved by the classroom teacher before recess.
4. No electronic games or Frisbees will be approved.
5. Group/grade level games and activities are strongly encouraged. Tackle games and those involving rough-housing are not allowed. Pretend fighting, kicking, punching, or chasing is not allowed.
6. Skateboards, scooters, and roller blades are not allowed on the playground.
7. No food is allowed on the playground.
8. The throwing of sand, sticks, rocks, ice, snowballs, or bark chips is not acceptable.
9. When snow is on the ground students must wear snow pants in order to play on the snow hills.
10. Students without boots will remain in a designated area, on the playground, for recess during winter months.
11. Students should report any playground problems directly to the teacher or staff person supervising the playground.
12. Any injury is to be reported to the teacher or staff person supervising the playground. Students must ask permission to re-enter the school building during recess.
13. Students should not visit with any strangers passing by the playground during recess time. Students are to report to the teacher or staff person supervising any attempt by a stranger to talk to them

or ask them to leave the playground.

42

14. When the bell rings at the end of recess, students are to line up quietly and quickly by individual classrooms in their designated class area on the playground.
15. Students are not allowed to play on the playground or school grounds before school. After school, students may not play on the playground or equipment unless supervised by their parents or Little Saints Learning Center staff. Liability requires that students leave the school grounds after dismissal and return with permission of their parents. Due to after school daycare, the playground may not always be available for parents and students until after 5:30.

Consequences

Immediate consequences to unacceptable playground behavior will be:

1. A verbal warning from a playground supervisor that the activity or behavior is not acceptable

2. An immediate timeout from recess and playground activity in a designated area

3. Walking recess may be implemented

4. Contacting parents by teacher or principal in cases of repeated infractions of playground rules

5. Consequence options are not intended to be sequential and are dependent on the seriousness of the behavior or infraction

6. Further disciplinary action for playground infractions will follow in consultation with the administrator, parents and playground supervisors

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.

43

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.

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.

Retention (DSP 5210)

The school is responsible for making the decision to retain a child. The process of retention will follow the proceeding schedule:

1. Letter sent to parents or guardians in January, notifying of possible retention
2. Conference in January with parents or guardians to discuss student progress, possible retention and guidance
3. Conference in March or Early April with parents and guardians to discuss student progress and again possible retention
4. Conference in May with parents or guardians discussing the decision to retain or not
5. Final letter sent in May with official notification to parents or guardians of decision to retain or not

The decision to retain is made with the best interest of the student in mind. The decision to retain should be made only after serious reflection and evaluation and consultation with the teacher and parents. In collaboration with the family and administrator, will the final decision be made.

44

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.

School Pictures

School pictures for all students in grades 3K-8th grade are taken in the fall of each school year. Parents have the opportunity to purchase a package of portraits. All students are photographed for the files and the school year book. A picture re-take day is scheduled to accommodate students that were absent on picture day or need a different photo taken.

45

School Records

Educational records are defined as those which are 1) directly related to a student; and 2) maintained by an educational agency. Student educational records means all records relating to individual students maintained by the school.

Progress/Testing records shall consist of the student's courses, grades, attendance records, and standardized test results and immunization records.

Behavioral Records means those records which include records of conversations, and written statements relating specifically to an individual student's behavior, and any other reports which are not Progress Records or Health Records.

Health Records are those pertaining to the physical and mental health of the child. All health records shall be maintained.

Access to School Records

Parents or guardians of a minor student will upon request be shown and provided with a copy of the student's Progress Records. The school will comply with this request after a minimum twenty-four hour period of receiving such a request in writing, but in no case more than 45 days after the request is made.

Sexual Harassment (DSP 5512)

All students of the Catholic schools of the Diocese of LaCrosse are entitled

to learn in an atmosphere free from sexual harassment.

Provisions:

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal

46

or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "deliberate repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school progress.

2. No student shall be subject to sexual harassment as a Catholic School student
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report the offense immediately to the school principal.
5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith

Verbal Harassment

Verbal harassment is defined as any unwanted oral or written comments, which make a person feel bad or unsafe. Examples: teasing to cause embarrassment, threatening to cause harm to the person, teasing about an individual's clothing, hairstyle or appearance, etc.

Physical Harassment

Physical harassment is defined as any unwanted behavior of a physical nature. Physical harassment often is a legal issue and is defined as battery, assault, or disorderly conduct. Examples: pushing, striking another student, or any action causing physical harm.

Intimidation

Intimidation is defined as any unwanted threats to cause harm. Examples: telling someone to “watch your back”, warning that someone else is going to “beat you up”, etc.

47

Racial or Ethnic Harassment

Racial or Ethnic harassment is defined as any unwanted comments regarding a person’s ethnic or racial makeup. Examples: Ethnic or Racial slurs, name calling, etc.

Disability Harassment

Disability harassment is defined as any unwanted comments or actions regarding a person’s disability, be it physical, learning, mental, etc.

Bullying

Prairie Catholic school strives to provide a safe, secure and respectful learning environment for all students. Bullying is unchristian behavior and will not be tolerated. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders. We define bullying as an act which: **repeatedly** hurts another individual through physical, verbal, indirect, direct and/or use of technological means. This act is deliberate and sustained, is intended to isolate, hurt or humiliate another individual, and is unprovoked. The behavior may be motivated by an actual or perceived distinguishing characteristics, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, physical attributes, physical or mental ability or disability, and social, economic or family status.

Repeated Bullying Behavior

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name

calling, racist remarks)

3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet-also known as cyber-bullying.

Bullying behavior is prohibited in the school building and grounds and at all school-sponsored activities. Prairie Catholic reserves the right to address bullying that occurs outside of these venues if it affects the learning

48

environment. Any school staff member or individual who observes or becomes aware of acts of bullying shall report these acts to the principal. Students who are either a victim of bullying or are aware of bullying involving other students are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated. If it is determined that students participated in bullying behavior or retaliated against anyone due to reporting of bullying behavior, the principal may take disciplinary action, including, but not limited to: detention, suspension, expulsion, and/or referral to law enforcement officials.

The goal of Prairie Catholic School's anti-bullying policy is to ensure that all students experience a safe, Catholic environment that is conducive to learning.

Student Reporting of Harassment

Any student who believes that s/he is the subject of harassment or bullying should immediately notify their teacher and/or the Principal. All teachers and staff who receive a report from a student of harassment or bullying must notify the School Principal who will investigate all claims of harassment thoroughly. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith. The school can initiate an investigation with or without a complaint or

complaining party in any case in which a staff member observes or becomes aware of any potentially harassing behavior.

Consequences

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 incident 49

- Parents will be informed 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:

1. Official warning
2. Conference with parents
3. Exclusion from certain activities or privileges
4. Detention out of classroom
5. In-School suspension
6. Out-of-school suspension
7. 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.

Tardy

Students will be marked tardy if they arrive after 8:00. Five or more tardy days in a semester is considered truant. City and county officials could become involved in truancy situations.

Teacher in Charge (DSP 2310)

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

The TIC becomes responsible to the pastor in the following cases:

*prolonged absence of the principal

*the ability of the parish school to hire a principal due to the lack of acceptable candidates

*a period between the resignation of a principal and the hiring of a new one

50

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.

Tornado Drills

The U.S. Weather service is responsible for issuing tornado and severe weather watches. They have asked all schools to establish a policy to deal with this matter. The following is Prairie Catholic's Tornado policy.

- All personnel and students should be familiar with the tornado safety procedures as posted in classrooms
- School authorities would be notified of the potential situation

through radio/TV forecasts

- The signal to move would follow notification through the City of Prairie Du Chien emergency siren system

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

51

allowed to return to Prairie Catholic. All families are expected to be up to date on their account.

Visitors

All visitors are required to report to the office and sign in. No teacher is to be interrupted during a class period or immediately before a class period. Communication between a parent and a teacher is not to be conducted in the presence of students. An appointment should be made in advance.

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 judgment 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

52

from Prairie Catholic School. Students are to report any threats to a teacher or other school personnel.

Wisconsin Parental Choice Program

Prairie Catholic participates in the Wisconsin Parental Choice Program. This program offers full-tuition vouchers for eligible students in 4K through 8th grade. For more information on the program, including income eligibility, other qualification factors, and a link to the online application, go to: <https://dpi.wi.gov/sms/choice-programs>. Typically, the online application period is from February 1st to April 20th each year.

