

# K-5 Student/Family Handbook



2025

2026

Also available online at [www.assumptioncatholicschools.org](http://www.assumptioncatholicschools.org)

We believe the successful education of children is achieved by the partnership created between schools and parents/guardians. This handbook will familiarize you with our expectations. This is a set of policy guidelines for students, parents/guardians, teachers and staff to ensure smooth day to day operations. These policies, along with common sense, parent/guardian partnership with the school staff, and student responsibility lead to sound decisions. It is by no means meant to be an all-inclusive document. Situations not mentioned in the handbook will be handled at the discretion and best judgment of the school administration. Thank you for your support.

St. Vincent de Paul School and Our Lady Queen of Heaven Schools are Catholic Schools in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught and our policies will be informed by the teachings and policies of the Catholic Church as expressed by the Bishop of the Diocese of La Crosse. The passing on of our Catholic Faith is our number one priority.

Assumption Catholic Schools shall not discriminate in student participation in programs, standards and rules of behavior, disciplinary actions, or facility usage on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital parental status, sexual orientation or physical, mental, emotional or learning disability. Guidance on nondiscrimination within the Diocese of La Crosse is governed by the Code of Canon Law and may take precedence on civil nondiscrimination.

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## **ASSUMPTION CATHOLIC SCHOOLS PHILOSOPHY**

While reflecting Gospel teachings, Assumption Catholic Schools offer a unique education committed to excellence. We operate through the direction of the Diocese of La Crosse as part of the Roman Catholic Church. Along with the local parishes, Assumption Catholic Schools represent:

- a belief in Catholic morality, doctrine, and values; the enhancement of self-esteem and respect for others; and a Christian lifestyle;
- a belief in Catholic education which focuses on the spiritual, intellectual, and physical growth and development of the whole person;
- a belief in Catholic faith which is fostered through prayer, liturgy, service, and community experiences;
- a belief in stewardship reflected in personal commitment, responsibility, and accountability in support of the Catholic educational mission.

## **MISSION**

To inspire excellence and personal growth grounded in Catholic principles and tradition.

## **VISION**

A Community of Academic Excellence, Catholic in Spirit and Culture, Nurturing Integrity and Respect.

## **STANDARDS OF EXCELLENCE AND GROWTH**

- Demonstrates a strong faith and love of God through prayer.
- Supports the mission of the Catholic Church.
- Possesses principles of integrity including honesty, patience, fortitude, generosity, and self-control.
- Recognizes and fulfills responsibility to community, society, and the world.
- Affirms principles of loyalty, commitment, sacrifice, and trust.
- Recognizes and respects the dignity and achievement of others.
- Models Christian standards of ethical behavior in the workplace including charity toward others, respect for authority, pride in achievement, and the ability to be an effective team member.
- Demonstrates a critical appreciation of the arts and all cultures and their achievements.

- Exhibits leadership skills.
- Formulates and effectively pursues worthwhile goals founded on the discernment of personal vocation.
- Displays practical life skills, math competency, writing skills, reading comprehension, scientific reasoning, research skills, and proficiency in information technology.
- Develops habits of lifelong learning and employs critical and creative thinking as well as organizational skills.

## ABSENCES

Only the school administration can approve absences as excused. Accepted reasons include, but are not limited to:

- A. Family emergency
- B. Doctor's written excuse of at least three consecutive (3) days for the same illness or affliction
- C. School-sponsored field trips/extracurricular activities
- D. Pre-arranged absences/family vacations

\*Continued enrollment for students who have unexcused absences will be subject to administration approval.

### ABSENCES - Parent/guardian Notification and Responsibility

1. When a student is absent, parents/guardians shall notify the **school office** via email or telephone by 9:00 a.m., stating the reason for the absence. Failure to contact the school will result in communication from the school to the parent/guardian's home or workplace.
2. Parents/guardians must provide a written explanation of absences upon the student's return to school. Unexpected absences occur without prior approval or a written explanation.

**ABSENCES-EXTENDED:** For extended absences, the principal must receive written notice at least one week before the absence. The school does not take responsibility for students falling behind due to family vacations during school sessions. Teachers are not obligated to provide work in advance for such vacations. Students returning from vacations receive two days for each vacation day taken to complete assignments.

**TRUANCY POLICY:** Under Wisconsin state law, a habitual truant is absent or tardy without an acceptable excuse for part or all of five (5) or more days in a semester. Per Wisconsin State Law parents/guardians can excuse their child for a MAXIMUM of TEN (10) days for the entire school year.

1. Students are required to attend school from age 6 through 18.
2. Concern arises if a child is absent or tardy five or more times in any semester.
3. If a child is absent or tardy five or more times in any one semester, a parent contact may be made. This contact may be in person, via the phone, an email or a letter.
4. If attendance fails to improve, the parent may receive another notice. Examples of unexcused absences include, but are not limited to: missing the bus, oversleeping, staying home to watch siblings, walking too slowly, taking care of pets, unable to find clothing, homework, vehicle didn't start, traffic, etc
5. Documentation and a mandatory truancy referral form may be sent to authorities for further action if attendance does not improve, as well as the school requiring medical or professional documentation for absences over 10 days to be excused.

**TARDY POLICY:** Any child arriving after the school day's official start time is marked tardy. Arrival one hour after the start time constitutes a half-day absence. Five unexcused tardies count as one absence toward the ten-day attendance limit.

- A note from the parent/guardian explaining tardiness is expected but does not excuse the tardy.
- Administration reserves the right to excuse a tardy.
- The person accompanying the child must sign them in at the school office upon arrival.

**HOMEWORK:** When students are absent due to illness, homework will be provided upon their return to school unless alternative arrangements have been made with the school office or teacher.

**EXITING SCHOOL EARLY:** Any child leaving before the end of the official school day must have a note signed by a parent/guardian stating the reason for early departure. The parent/guardian or an authorized person

must sign the child out in the school office before the child can be released.

- Leaving less than one hour before dismissal: The child will be marked with an "Early Exit Time".
- Leaving one hour or more before dismissal: The child will be marked as half-day absent.

**EXEMPTION FROM PHYSICAL EDUCATION CLASS OR RECESS:** If a child needs to be exempted from or not participate in physical education class or recess, the following conditions apply: (1) A physician must provide documentation specifying the reason and duration of the exemption and (2) The documentation must be on official doctor's stationery.

## ACADEMIC HONESTY

Assumption Catholic School students are expected to demonstrate honesty and integrity.

This includes, but is not limited to: test taking, homework, class assignments, and the original creation of projects, papers, compositions, and research. All work submitted by students should be a true reflection of their effort and ability.

The following behaviors are examples (non-inclusive) of violations of the academic honesty policies

- Cheating on a test.
- Plagiarism - using the ideas of another as one's own without acknowledgment of the source (downloading materials from the Internet, using an author's ideas without crediting the author or the source)
- Submitting another person's work as one's own.
- Copying another student's work (test, quiz, homework, project).
- Allowing another student to copy your work.

Classroom teachers are responsible for documenting offenses in their classes and addressing the issue immediately.

*First Offense in a Class* • A conference between teacher and student. • Zero for the educational product. • The student will be given an opportunity to re-submit the educational product. • Student will notify their parents.

*Second Offense in a Class* • Zero for educational product. • The student will not be given an opportunity to make up the assignment. • Offer a conference with parents, teachers, and student. • Notification of the incident to the principal, written documentation in FACTS, and creation of an academic plan

## ACCEPTABLE USE POLICY

Assumption Catholic Schools (hereafter referred to as ACS) is committed to the effective use of technology to enhance the quality of student learning, staff efficiency and management of school operations. It also recognizes that in order to ensure the benefits of technology and prevent negative side effects, safeguards must be established to ensure the protection of staff and students as well as the school's investments in hardware and software. See the Appendix for the [ACS Acceptable Use Policy](#).

## ADMINISTRATIVE RECOURSE

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parent/guardians are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by the parent/guardian. See [Appendix DSP 1901](#).

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

1. Teacher or other school employee
2. Principal
3. President
4. Dean
5. Diocese

## ARRIVAL

Student supervision begins at 8:15 a.m. (Tuesday-Friday) and at 9:00 a.m. (Mondays) on the playground or, in the case of inclement weather, in their classrooms (OLQH) or gym (SV). Students who are dropped off at school earlier will need to schedule with the before care program. Students will have the opportunity to play on the playground until the bell rings. All playground rules must be followed. The bell rings at 8:35 a.m. (OLQH) and 8:40 a.m. (SV). Students will convene with their teachers in their class's area and be welcomed by the staff. The school family will say the Pledge of Allegiance/Prayer and promptly be dismissed to their classrooms in an orderly fashion.

## ASSIGNING STUDENTS TO HOMEROOMS

In the best interest of all students, we kindly ask families not to make requests for specific homeroom teachers. As we carefully plan each year's student classroom assignments, please understand that these decisions are made with your child's best interest at heart. The factors considered include:

- Separation of siblings/relatives/children who function best apart from each other
- Student's interaction with peers
- Balanced girl/boy ratio
- Equal distribution among classrooms
- Heterogeneous mixture of abilities and special needs
- Learning style match between teacher and student

Input in determining student rosters comes from the child's current teachers, specials teachers, and the principal. Every effort will be made to place each student appropriately. However, if you believe there are unique circumstances that warrant further consideration, please submit all relevant information to the building principal in writing via letter or email by May 1st.

While we give serious consideration to all requests, please note that we cannot guarantee we will be able to honor requests that do not align with the reasons stated above. Teacher and classroom assignments for the new school year will be communicated in the summer informational mailing.

## ATTENDANCE

**If a child is ill, please keep him/her at home.** When a child is ill, please phone the school office by 9:00 a.m. to notify of the situation.

- **Start times:** 8:35 am (Our Lady Queen of Heaven) and 8:40 am (St. Vincent's)

## BAND

Individual lessons and group band class are offered in grades 4 and 5. Band includes a wide variety of instruments for students. Musical opportunities include Christmas and spring concerts, and other special events. Band is an extra-curricular opportunity available during the school day and taught by the band/music instructor.

## BEFORE/AFTER SCHOOL CHILD CARE

Before and/or after school child care is offered at Our Lady Queen of Heaven (7:00–8:15 AM and 3:40–5:30 PM). St. Vincent de Paul offers **before school care only** (7:00–8:15 AM); after care is not available at this location, but bussing is available to the WR Boys and Girls Club from SVDP at 3:40pm. SVDP does offer Homework Club to all students from 3:30-4:30pm free of charge. Paperwork must be completed for each child attending before and/or after care. Contact your school for specific information.

## BICYCLES

There is an option of SVDP students to ride their bicycles to school. All bikes must be parked in the bike rack throughout the day. It is advisable to lock bikes when not in use. No riding is allowed during school hours.

## BIRTHDAYS

All parties/celebrations must be cleared with the classroom teacher. *No personal party or birthday invitations can be distributed in the classroom or at school when some students in the class are not invited unless:*

- For a girl's party, all girls in the homeroom are invited
- For a boy's party, all boys in the homeroom are invited

Monthly birthday celebrations will be held at school by school staff.

## BREAKFAST AT SCHOOL

Students have the option of eating a light breakfast at the beginning of each school day. There is a charge to the FACTS account for each day the student participates in the breakfast meal before school. The fee for student breakfast is determined yearly by the Food Service Director.

## BULLYING BEHAVIORS

The K-5 social-emotional educational curriculum is called Character Strong and is coordinated by the Student Services Department. Incorporated into classroom lessons include bullying prevention behaviors and strategies that are taught to all students in grades K-5. [www.characterstrong.com](http://www.characterstrong.com)

Bullying is a deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, 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. Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling)
3. Indirect (e.g. spreading rumors, intimidation through gestures, social exclusion)
4. Cyber-sending insulting messages or pictures by cell phone or using the internet

Assumption Catholic Schools strives to provide a safe, secure, and respectful learning environment for all students. Bullying behavior is prohibited in all school buildings and grounds, vehicles, and property owned, leased, or used by the school system, and at school-sponsored activities. The school system reserves the right to address bullying that occurs outside of these venues if it affects or is likely to affect the learning 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 victims of bullying or aware of bullying involving another student 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.

When bullying is observed or has been reported, the administrator retains the right to adjust the following steps in accordance with the age of the child and his or her developmental level.

1. Teacher or staff member talks with the student who offended– verbal warning. A bullying report form is documented in the principal's office, and the parent/guardian and school social worker is notified.
2. A conference is called with staff member/s and principal to discuss the particular problem. Written documentation to changes in environment and/or supervision to be put in place immediately. A safety plan is written with the student (victim) and parents/guardian informed of the student's safety plan.
3. If the bullying continues, the principal or designee calls parent/guardian. A behavioral plan is written and signed by the student and parent/guardian/s. Compliance is expected.
4. The principal calls a conference with parent/guardian, teacher, school social worker, and, if deemed necessary, the system president on additional measures to be put in place or adjusted for the safety of all students and staff.
5. Failure to meet the behavior plan may result in suspension and/or expulsion.
  - a. In school – under supervision of school personnel but isolated from other students and school activities.
  - b. Out of school – temporary removal from school and school activities.

In either scenario, a plan for completing class work must be documented before readmission.

## BUS

Lamers and Safeway bus companies transport OLQH and SVDP students. Students are obligated to follow the bus companies' rules of conduct. Students who make unsafe choices may lose bus transportation privileges. The bus company will notify the principal of misconduct through verbal communication and in some cases video/audio footage from bus cameras. Questions about bus service can be directed to the appropriate bus company or school office.

**When a student wants to ride the bus home with another student, they must have a written note from a parent/guardian.** A bus pass will be authorized from the school office and given to the student before the end of the school day. A student who does not qualify for bus services will not be permitted to ride home on their friend's bus, per bus company rules.

[WRPS -Transportation](#)

## CALENDAR

All schools follow the Assumption Catholic Schools' school calendar. Please keep a current copy of this calendar handy for easy reference. Specific school calendars will be sent home via email or in the Friday Folder. The most current calendar can be found on [www.assumptioncatholicschools.org](http://www.assumptioncatholicschools.org).

## CELL PHONES/TABLETS/GAMING DEVICES

**Student-**are encouraged to leave personal devices at home, as they are not needed for schoolwork.

School-provided technology will be used for learning. If a device is needed after school, it must remain in the student's backpack or in the office during the day. ACS is not responsible for lost or damaged devices. If a student uses a personal or another student's device during school hours, it will be confiscated and held in the office until picked up by a parent or guardian.



**Parent/Guardian-** Please contact the school office by phone or email for all messages related to attendance, transportation, or other student matters.

## **CHANGE OF ADDRESS / EMERGENCY CONTACT**

Please notify the school office promptly if you have a change of address during the school year. It is essential that we have current contact information on file. Additionally, if the alternate emergency contact person for your child/children changes at any time, please notify us immediately. We must have an identified individual on file who can assume responsibility for your sick or injured child should you be unavailable. Please ensure that your FACTS SIS (Student Information System) information is kept up to date to facilitate effective communication and emergency response.

## **CLOSING OF SCHOOL**

(Emergency) Check local radio and TV stations. A system-wide text alert and email will be sent as soon as the cancellation is made. Cancellations will also be on the ACS Facebook page. Please be sure to have arrangements documented in FACTS SIS in the case of early emergency school closure.

## **CONCERNS/FEEDBACK**

If your child has school-related concerns, please contact the teacher directly to address the issue promptly. Building supportive relationships and partnerships between home and school is crucial. We welcome positive comments as well.

## **CONFIDENTIALITY**

Teachers, faculty and staff will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher, faculty, or staff concerns.

## **CONFERENCES**

As a personal means of informing parents/guardians regarding the academic and social development of their children, schools are to schedule conferences on a yearly basis. Normally, the children should have the opportunity to be at these conferences.

- Conferences are to be scheduled at least twice a year (fall/spring) per DSP 5205.
- If a parent/guardian wishes to confer with a teacher at other times during the school year, an appointment should be made with the teacher and/or support staff ahead of time.

## **CONTRACT, CANON, and CONSTITUTIONAL LAW**

Employment and enrollment at Assumption Catholic Schools is governed by contract and canon law. Constitutional protections do not apply. In cases where civil law and canon law conflict as a protected religious organization, canon law, church doctrine, and church teaching are primary.

## **CORRESPONDENCE**

Communication between school and home is essential. Weekly newsletters, email, FACTS SIS, and Friday Folders are all tools used to relay information to parents/guardians in a timely fashion. Please make it a priority to review all information sent home and respond promptly to permission slips that require signatures.

## **CPR/FIRST AID**

There are CPR/First Aid certified personnel in each building to immediately respond to emergency situations during school hours. AED areas are labeled in the school.

## **CURRICULUM**

The curriculum subjects taught are religion, reading, math, language, spelling, science, health, social studies, art, music, physical education, and computer skills. Curriculum can be found on our website.

## **CUSTODY**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

- All divorced, separated, or never married parents are asked to furnish the school with custody documents on file, as needed.
- If there is a change of custody for a child or children, please inform the school office promptly. (See [Proof of Guardianship](#))

## DISCIPLINE

The Assumption Catholic Schools believe that students should be kind, be safe, be respectful, and be responsible. These guidelines of good Christian behavior apply in church, in the school building, classroom, lunchroom, on the playground, on the bus, and on all school sponsored field trips and school-related activities.

- Responsive Discipline Guidelines (See [Responsive Classroom Guidelines](#))
- Playground rules ([see Playground Rules](#))
- Bus Rules (see [Bus](#) rules)
- Drug and Alcohol Rules (See Appendix [Drug and Alcohol](#))

†Our students are Assumption Catholic School students at all times. Any student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school administration.

## DISMISSAL

The school day ends at 3:35 for OLQH students and at 3:40 pm for SVDP students.

**END-OF-DAY DEPARTURE:** Adult supervision is provided after school for those students being picked up by automobiles or buses. **Bus Riders:** Supervision continues until all bus connections are made and buses depart. **Non-Bus Riders:** Supervision is provided until 4:00 p.m. If a child is not picked up by 4:00 p.m. at OLQH, they will join the after-school Child Care program. Parents/guardians are expected to sign out their child/children from the logbook located in the designated area. A minimum of one hour of child care service will be charged, depending on the time of pickup. If a child is not picked up by 4:00pm at SVDP, they will join the after-school homework club that is available until 4:30pm at no charge.

## ACS STUDENT DRESS CODE K-5

Our Assumption Catholic School (ACS) system promotes the virtues of modesty and self-respect. Modesty is an attitude of humility that seeks to please God rather than man or self. It is characterized by restraint and self-control, and dignity in dress, speech, and actions. Student dress and personal grooming not only demonstrate respect for ourselves and others, but also reflect the seriousness with which young people approach all their efforts as students. With a goal of promoting a genuine Christian learning environment, the dress code outlined here will govern student dress.

- Pants - Solid colored navy blue or khaki tan  
Must be cotton, poly-cotton, corduroy, or knit fabric  
Pants are to be worn at the waist.  
Pant hems may not touch the floor.  
Solid colored leggings, jeggings, yoga pants or solid color tights in white, navy blue, red, or khaki tan are permitted when worn under dresses, skirts, or with shirts that are mid-thigh length or longer.  
Leggings, jeggings, or yoga pants must be dress code colors and worn with shirts that are mid-thigh or longer.  
NO denim, jeans, sweats, or wind pants.
- Shirts - Solid colored navy blue, royal blue, white, or red  
Shirts must have at least a one-inch collar - polo shirt, turtleneck, mock turtleneck, or blouse.  
Shirts may be long or short-sleeved.  
NO sleeveless shirts unless shoulders are covered by school appropriate covering.  
· Logos on shirts must be smaller than a half dollar.
- Sweatshirt, hooded sweatshirt, or pullover fleece – solid colored navy blue, royal blue, red or white with ACS/ROYALS/ASSUMPTION logos  
Dress code appropriate shirts must be worn under all sweatshirts.
- Sweater - Solid colored navy blue, royal blue, red, or white, or ACS/ROYALS/ASSUMPTION logo  
A dress code appropriate shirt must be worn under all sweaters.  
Cardigan, v-neck, crewneck; long or short-sleeved are acceptable.  
Any logo other than the ACS logo must be smaller than a half dollar.
- Vests-Solid colored navy blue, royal blue, red, or white
- Skirts/Shorts/Skorts - Solid colored navy blue or khaki tan

Skirts/Shorts/Skorts are to be worn at the waist (no athletic shorts or bibbed style).  
Skirts/Shorts/Skorts must be at the knee or no more than 3 inches from the top of the kneecap.  
Shorts/Skorts may be worn in August, September, October, April, May, and June of the school year (capris are permissible only in the months stated here).

- G. Jumpers and Dresses - Solid colored navy blue or khaki tan  
Any logos on a jumper must be "smaller than a half dollar".  
A dress code appropriate shirt must be worn under all jumpers.  
Sleeveless dresses need shoulders covered by school appropriate covering  
Must be no more than 3 inches from the top of the kneecap.

H. Footwear

Dress, casual and tennis shoes must be neat and clean.  
Tie shoes must be tied at all times.  
NO cowboy boots, flip-flops, clogs, Crocs, sandals without back straps, or heels beyond 1 inch.  
Black-soled shoes that leave marks on the floor may not be worn in school or gym class.  
Tennis shoes must be worn in gym class.  
Winter-wear should be conducive to the weather.

- I. Socks - must be worn at all times

J. Accessories

Hats cannot be worn in the school building.  
Clothing, jewelry and/or grooming must not be distracting, potentially dangerous and/or disruptive to the learning environment.  
Females and males are allowed no more than one earring per ear (no clips).  
No coats or jackets may be worn during the school day.  
No make-up is to be worn before or during the school day.

**Mass Day is Dress Code or Better:** Rules of modesty and good taste must be observed. No hooded sweatshirts are to be worn during Mass.

**Every Friday is Royal Spirit Wear Day:** Students may wear an Assumption Royals top with jeans or athletic pants. Spirit wear must be official Assumption Royals apparel—not just clothing in school colors. Fridays are not a dress down day. If opting out, the regular dress code is required.

**\*\*The administrator reserves the right to interpret and enforce the dress code. Compliance with the dress code is expected.**

## EDUCATION COMMISSION

The Commission is formed by the member parishes as a consultative body to assist the president, dean, and pastors in overseeing the operation of ACS. The commission meets monthly, August through May and the minutes of these meetings are sent to all parents/guardians via the web. Commission meetings are generally open meetings, except during discussion of personnel matters, or other times when the Commission decides to go into closed session. If you have items for discussion at commission meetings, please contact your parish representative or the school principal.

## A PARENT/GUARDIAN GUIDE TO THE ASSUMPTION CATHOLIC SCHOOLS EDUCATION COMMISSION

The Commission is formed by the member parishes as a consultative body to assist the president, dean, and pastors in overseeing the operation of ACS. The commission derives its authority and responsibility from the Diocesan Bishop and the dean. The ACS Commission is a representative Christian group of parish/institution members, responsible to the dean and pastors that has delegated authority to identify and articulate ACS educational goals and objectives, by being a policy forming and consultative body.

### Membership

Regular members of the Commission include one representative of each of the following parishes/institutions:

SS. Peter and Paul, Wisconsin Rapids	Holy Rosary, Sigel
Sacred Heart, Nekoosa	St. Alexander, Port Edwards
St. James, Vesper	St. Lawrence, Wisconsin Rapids
Our Lady Queen of Heaven, Wisconsin Rapids	St. Philip, Rudolph
St. Vincent de Paul, Wisconsin Rapids	

In addition, ex-officio members include:

Dean, ACS President, ACS Controller, building principals, early childhood director, Chairperson (s) of the AMS/AHS Athletic Association, Chairperson of the Home and School organization, Pastors of the participating parishes, Assumption High School Foundation and Diocesan Director of Catholic Schools. Two faculty delegates

(K-5 and 6-12) serve a two-year school year term as non-voting ex-officio delegates.

The role of the representatives of the booster and home and school organizations is to be a communication link. They are ex-officio members and do not take part in formal policy formation procedures. Since the Commission is a consultative body to the dean and pastors, it is not necessary that the pastors attend all Commission meetings. The pastors are always welcome at the meetings and, by their presence, often show support for the work of the Commission, and their participation is encouraged.

### **Purpose and Function**

This Commission is established by the Dean to assist him and the president in the operation and governance of ACS in the following areas: long range planning, policy formation, finance and budget, development and fundraising, public relations, marketing, and recruitment, consultation, evaluation, and information sharing, transportation, busing, and attendance boundaries, and cooperation with other school systems, both private and public.

The Commission's responsibilities include the establishing, maintaining, and managing of:

- Early childhood through secondary education programs
- Adjunct programs that support the ministry of the school
- Sound personnel practices and procedures
- Remuneration programs and schedules for administrative, instructional and support personnel
- Long-range plans, goals, objectives, program designs and evaluations
- Effective student recruitment and public relations/marketing practices
- Budget and finances
- Guidelines for educational, athletic, co- and extracurricular programs, and other related programs
- Policy formation and recommendations
- Consultation to the president and the dean

All policies formulated by the Commission, and approved by the dean and the Bishop or his delegate, will be binding upon all member parishes and schools including: Parish councils/education committees; pastors/pastoral associates; school system administrators and teachers; and all paid and volunteer support staff. Formulated policies will be submitted for diocesan review and approval to ensure they comply with the law and with the policies and directives of the Diocese of La Crosse. The Commission will help implement the policies and regulations of the Diocese of La Crosse relative to educational programs and personnel.

### **Relationship with Other Groups**

The Commission derives its responsibility from the Bishop and the dean as his representative. All Commission actions are subject to the review and approval of the dean and the Bishop. In order to appropriately carry out its educational mission, the Commission will establish close working relationships with the Office for Catholic Schools of the diocese and the respective parish pastoral councils/finance councils. The Commission fosters close working relationships with the booster and home & school organizations in order to provide educational assistance to parents/guardians in fulfilling their role as Christian educators.

### **Membership Selection**

The parish pastor will appoint the representative for his parish. He shall also appoint a replacement representative when a vacancy occurs. New members are announced at the May meeting and begin their term in August. System employees, or family members of system employees, may not serve as representatives on the Commission.

Lay representatives from each parish will serve a 3-year term, or any unexpected part of a term, and may be reappointed to one additional 3-year term. Membership will be staggered over a 3-year period to ensure that no more than one-third of the membership leaves the commission in a given year. Lay representatives are to be active members, regularly attend commission meetings, serve as a liaison between their parish and the commission. Support for the mission of Assumption Catholic Schools is essential for membership on the commission.

The Executive Committee of the Commission is composed of the dean, the chairperson, the assistant chairperson, the controller and the president.

### **Ad-hoc Committees**

Ad-hoc Committees may be established by the Commission as necessary, or upon the recommendation of the chairperson and president. These committees will dissolve upon completion of their designed task. The dean, after consultation with the chairperson and the president, will appoint committee members. Membership is not restricted to members of the Commission.

## **Meetings**

The commission meets monthly, August through June. The chairperson may call additional meetings, after consultation with, and approval by, the dean and the president.

Commission meetings are generally open meetings, except during discussion of personnel matters, or other times when the Commission decides to go into closed session. The chairperson, in consultation with, and approval of, the dean and/or the president, will determine who may remain in attendance at closed meetings. The meetings and decisions of the Commission will be conducted on the principles of consensus rather than on parliamentary procedures.

The president will seek the counsel of the diocesan director of schools on matters involving legality or proper legal procedure.

## **EMERGENCY DRILLS**

Emergency drills will be conducted periodically throughout the school year. A copy of the ACS safety plan is available on the Assumption Catholic Schools website..

Fire drills - All students and staff must proceed silently and in an orderly manner to the designated exit as posted.. Each class should stay together and students must wait silently outside until instructed to return to the building. Intentionally giving a false fire alarm or interfering with the fire alarm system may result in legal action.

Tornado drills - All students and staff are to leave their classrooms and proceed to the assigned area. Silence must be maintained throughout the drill. Students will return to classes in an orderly manner following the all clear signal.

Code Yellow-Soft lockdown.All students and staff remain in their locked classrooms until the all-clear signal. Access to the building is restricted both from outside and further safety instructions may follow a Code Yellow. Parents/guardians will be informed following ACS safety procedures.

Code Red-Hard lockdown. All students remain in their locked classrooms, out of sight of doors and windows. Police intervention is required to end a Code Red. Additional safety procedures may follow a Code Red. Parents/guardians will be updated following ACS safety protocols.

Code Blue- Evacuation and Reunification. Students evacuate to a designated rally point where police manage emergency proceedings. Reunification venues will be communicated to parents through all available communication channels.

## **ENROLLMENT & ADMISSIONS**

Annual school enrollment begins in the winter, yet all are welcome at any point in the school year.

Parent/guardians wishing to enroll at ACS need to complete the on-line enrollment process in a timely manner.

This information is necessary to determine staffing and supplies for the upcoming school year.

ACS may decline a student who is not willing to adhere to the philosophy of the school or if it is determined that the school cannot meet the student's special needs.

Assumption Catholic Schools is dedicated to educating students of all faiths in a Catholic, Christ-centered environment. As a school community we strive to fulfill our mission, to inspire excellence and personal growth grounded in Catholic principles and tradition.

Assumption Catholic Schools is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

Assumption Catholic Schools has the following additional admissions policies and procedures:

Students are accepted without regard to race, color, or national or ethnic origins. Children of all faiths are welcomed and expected to share in religious education.

### **Order of Priority**

After reaching the early enrollment deadline, ACS will determine if there are available places for all enrolled students. If there are more enrollments than places available, the following will be considered in order of priority:

1. Kindergarten through 12th grade students who are enrolled at ACS and in good standing on tuition and fees owed to ACS.

2. Siblings of Kindergarten through 12th grade students who are currently enrolled at ACS.

*Last reviewed/updated: July 28, 2025*

3. Active members of our supporting parishes (Holy Rosary, Our Lady Queen of Heaven, Sacred Heart, St. Alexander, St. Joachim, St. James, St. Lawrence, Saints Peter and Paul, St. Philip, and St. Vincent de Paul) who are practicing Catholics.
4. Children of Assumption Catholic Schools employees.
5. Children enrolled at St. Lawrence Early Childhood Center.
7. Family home address and school district boundaries for busing considerations.
8. Transfer from another Catholic school outside of the ACS system.
9. Date of application/first to enroll.

C. Wisconsin state guidelines for age and grade level will be followed in the admissions process.

D. An age-appropriate development and/or educational assessment by the principal and/or faculty may be given to students entering the school. This assessment assists in the placement of a child. Admission requirements include but are not limited to: review of previous school records, standardized tests, a meeting with the Enrollment & Tuition Coordinator and/or member of the ACS Administrative Team, a school tour, and classroom visitation.

E. Due to the building and academic setting of mind, body, and spirit it may not be possible to accommodate the needs of all children. The admission process facilitates determining if ACS can provide a suitable educational program for the child seeking admission. We are participants in the SNSP (Special Needs Scholarship Program). If your child has academic or physical needs, please talk to the building administrator for more information on what resources may be available.

F. All transfer/new students are considered *probationary* students for the first twelve weeks after enrollment during this time, grades, attendance, and discipline are monitored, and the student may be dismissed if the student is unable to comply with school policy/ expectations or if staff is unable to meet the student's academic/behavioral needs. The probationary period may be extended if warranted.

G. Admission of students in one year does not guarantee readmission of that student in subsequent years. ACS may decide not to readmit a student in a subsequent year for any reason unless prohibited by Federal or State Civil Rights laws.

H. Class size is guided by the Enrollment and Class Offerings Policy and determined by the President. When a class is at capacity, all waiting list requests will continue to be considered by application date for future admission.

I. Students accepted into the Wisconsin Parental Choice Program (School Voucher) who are new to ACS cannot displace other currently enrolled students from a building. Accommodations will be made to make sure there is room for the new students to be in a grade-appropriate class.

## ENTERING OUR SCHOOLS

OLQH-Entrance can be gained through door A, the northwest door.

SV-Entrance can be gained by entering the church doors off of 13<sup>th</sup> street and proceeding to the school security doors. Ring the bell for school access. The gym and 12th Street doors remain locked for safety reasons. \*For the safety of our children, all visitors must check in at the respective school office. Please sign in and obtain a visitor's badge.

## EXPULSION AND DISMISSAL

The dismissal or 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 to ensure fundamental fairness throughout the expulsion process. All dismissals and expulsions must be approved by the diocesan director of the Office for Catholic Schools.

- The term "**expulsion**": Termination of a pupil's enrollment from the school permanently, with no opportunity for reinstatement.
- The term "**dismissal**": Termination of a pupil's enrollment from the school for a defined period or indefinitely, with a possibility of reinstatement. (DSP 5115)

## EXTRA CURRICULAR ACTIVITIES

For extra-curricular activities held in schools, leaders must schedule meeting dates in advance after confirming them with the building principal and parish. No ACS school building is available on Wednesday nights due to CCD/Faith Formation. All Safe Environment paperwork needs to be completed (see [Safe Environment Program](#)).

*Last reviewed/updated: July 28, 2025*

## **FACTS SIS**

Parents and guardians have the opportunity to receive emails, view grades for students in grades 1-5, review daily and weekly homework assignments, access report cards, check family financial information including hot lunch and childcare balances, and make school tuition payments online through the FACTS program. It is essential that parents and guardians promptly update the school with any changes to email or cell phone numbers, as these methods are used to communicate important information to families.

FACTS can be accessed via web browser or the ACS FACTS Family App on all types of devices. Visit <https://a3a.me/assumptioncatholicschools> for more information.

## **FAMILY ACADEMIC ENGAGEMENT**

With being primary educator to your student(s), partnered with Assumption Catholic Schools, we ask that:

- To set rules, routines, and limits so that your student(s)
    - Has/Have adequate sleep
    - Actively engage in a sacramental life of the Church, when and where applicable
    - Arrives at and is picked up at school on time
    - Is dressed according to the school dress code
    - Completes assignments
  - Attend Parent/teacher conferences
  - To notify the school office of any changes of address or important phone numbers
  - To meet all financial obligations to the school
    - Henceforth, all financial obligations must be paid in full or have a financial plan in place in order to re-enroll/enroll at Assumption Catholic schools
  - To inform the proper persons of any special situation regarding the student's well-being, safety, or health
  - To complete and return to school any requested information promptly,
  - To support the religious and educational goals of the school,
  - To support the faculty and staff with the discipline policies of the school in a collaborative spirit
  - To treat faculty and staff with respect and charity
  - To monitor the academic progress by talking to your child(ren) while reviewing schoolwork and checking FACTS
  - To speak positively about Assumption Catholic Schools, including all faculty, staff, clergy, and students.
- Questions or concerns should be addressed privately to the proper level of authority beginning with the classroom teacher
- This applies to online posts
  - Employing the principle of subsidiarity
  - To not post any student of Assumption on social media or other platforms like YouTube without the consent of the Child(ren)'s parent(s) permission. This also applies to your child posting their Assumption friends, classmates, or other Assumption students, faculty, staff, and/or clergy.

Violation by either student and/or parent of these expectations may be asked to leave Assumption Catholic Schools.

## **FIDGETS**

To minimize distractions, fidgets and toys are not permitted in classrooms, hallways, or other common areas of the school. Exceptions may be made on a case-by-case basis in collaboration with the parent, classroom teacher, student services staff, and/or principal. Please do not bring fidgets or toys to school without prior teacher approval.

## **FIELD TRIPS**

Permission slips will be sent home before all field trips and must be signed and returned. No student may participate without a signed permission slip on file. Field trips are a privilege and may be denied due to academic or behavioral concerns. (DSP 6325)

Chaperones may not bring other children, including siblings, to ensure proper supervision.

## **FIRST AID**

First aid material is located in the school office and in classrooms. All teachers/staff are required to inform the principal when they have had to administer first aid. In the event of an accident or injury, an accident report will be filled out and kept on file in the school office. The teacher and principal will determine whether the parent/guardian should be contacted. Should any child receive a head, or extensive injury at school, parents/guardians will be notified immediately and advised to remove the child from school for medical examination and/or observation.

## **FRIDAY FOLDER**

Weekly news is sent home every Friday or the last school day of the week. Please return the Friday Folder to school on the following Monday or the first school day of the new week. The information inside is a valuable source of current school news. Communications from the Friday Folder will be sent weekly via email, unless the school office is notified to send hardcopies in the folder.

## **FOOD SERVICE**

Each ACS family is assigned a system-wide hot lunch account. All lunches for students in the same family will be debited against the family account. This is a pre-pay program; money must be in your family account before your student uses the hot lunch program, or by the end of the first full week of school. Account information is available to families via FACTS SIS. For qualified families, financial assistance is available through the state's free and reduced lunch program. Necessary paperwork must be completed each year and on file with the Director of Food Service at Assumption. Families can request assistance at any time during the school year. The fee for student lunch is determined yearly by the Food Service Director. The monthly hot lunch and breakfast menu can be found on the ACS website.

## **Food Service Payment Policy ACS P4300.4**

It is the policy of Assumption Catholic Schools that parents/guardians pre-fund their lunch accounts. There is no set amount for the pre-funding but it is suggested that a minimum of \$50 per student be deposited. Monthly charges will be posted to the family lunch account for all meals served to the students during the preceding month. If the balance is below \$20 it is requested that additional funds be deposited into the lunch account. In the event a family's balance falls below \$5 during the month a statement will be sent and additional funds should be deposited.

Families are encouraged to apply for the USDA free and reduced meal program at the beginning of the school year or when your financial situation changes. Contact the Food Service Director for an application

No student at Assumption Catholic Schools will be denied the regular breakfast or lunch service due to account status. These students will not be allowed to have seconds or extra portions.

Families who are unable to make monthly payments into the lunch account and who do not qualify for the USDA program, may apply to the Feed My Sheep fund for temporary assistance on balances in arrears – contact the Finance Office for information.

All lunch balances must be settled in full by June 1 of the current school year or arrangements made for a payment plan.

## **FUNDRAISING**

St. Vincent de Paul School and Our Lady Queen of Heaven School students will participate in ACS fundraisers, as approved by administration. Efforts from the ACS Advancement and Royal Parents groups are supported system-wide.

## **GENDER/SEXUALITY POLICY**

The Human Person:

In keeping with the perennial teaching of the Roman Catholic Church and promulgated by His Holiness, +Pope St. John Paul II in *Veritatis Splendor* (1993) and *Evangelium Vitae* (1995), Assumption Catholic Schools desires to inculcate the Truth of Christ (cf 14:6). The late Holy Father writes well, "With the guarantee of assistance from the Spirit of truth they have contributed to a better understanding of moral demands in the area of human sexuality, the family, and social, economic and political life" (VS, 4). Assumption Catholic Schools reiterates the whole of the Church's moral teaching:

"with the precise goal of recalling certain fundamental truths of Catholic doctrine which, in the present circumstances, risk being distorted or denied. It is no longer a matter of limited and occasional dissent, but of an overall and systematic calling into question of traditional moral doctrine, on the basis of certain anthropological and ethical presuppositions. At the root of these presuppositions is the more or less



obvious influence of currents of thought which end by detaching human freedom from its essential and constitutive relationship to truth. Thus the traditional doctrine regarding the natural law, and the universality and the permanent validity of its precepts, is rejected; certain of the Church's moral teachings are found simply unacceptable; and the Magisterium itself is considered capable of intervening in matters of morality only in order to "exhort consciences" and to "propose values", in the light of which each individual will independently make his or decisions and life choices." (VS, 4).

The modus operandi at Assumption Catholic Schools will always be guided by the perennial teachings of the Church. Divine and Natural Law are seen as primordial. Additionally, in more colloquial terms relatable to the faithful, the Catechism should be consulted. In short, mankind is made in the image of God, imago Dei, and has inherent dignity therefore. Additionally, because God has created all things good, and man - very good, we do not take into consideration additional gender assignments outside what has been given by God Himself (cf Gen. 1:26-31). God cannot err.

The Second Vatican Council, forcefully condemned a number of crimes and attacks against human life in the Pastoral Constitution on the Church in the Modern Worlds, Gaudium et Spes.

"Whatever is opposed to life itself, such as any type of murder, genocide, abortion, euthanasia, or wilful self-destruction, whatever violates the integrity of the human person, such as mutilation, torments inflicted on body or mind, attempts to coerce the will itself" (Gaudium et Spes, 27).

All entities of Assumption Catholic Schools (faculty, staff, students, and parents, (where applicable) will be referred to as baptismal name that is consistent with their biological sex, dress in accord with the dress code to their biological sex, and are to treat one another with the dignity that they possess by their very essence. Students or families that have difficulty in living out this fundamental truth may be asked to reconsider Assumption as a good fit and/or may be asked to leave.

## **GRADE SCHOOL DANCES AND PARTIES**

Schools are not to sponsor mixed parties and dances for grade school students when they are such as to promote premature dating, exclusive and particular boy-girl associations and the pairing off of couples. School activities which are well supervised and which are instructive in the social graces and productive of mature and wholesome relationships are encouraged.(DSP 5790)

## **GRADING**

### **Grade Book**

Online grade book is available through FACTS SIS. Parents are encouraged to monitor student grades via Parents Web.

### **Grading Periods**

Assumption Catholic Schools use 6 week marking periods called hexes. There are three hexes in each semester and 6 hexes in each school year. Unexcused missing assignments at hex end will be graded as a zero. Report cards are given out one week after the end of each hex.

### **Grading Scale**

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
U	Below 60

These may be used as grading options for students with ISP's (**S** – Satisfactory **U** – Unsatisfactory) with administrative approval.

**I**—Incomplete may be used when an extended absence has occurred or based on a student ISP. The incomplete must be resolved within two weeks or will become a permanent part of the school record.

## **HEALTH**

Each student must have emergency documentation on file in the main office. These forms are sent home at the start of each school year for parents/guardians to complete. Under Wisconsin law (Wis. Stat. § 252.04(3) & DHS 144), parents/guardian must submit current immunization records or a signed waiver (for health, religious, or personal conviction reasons) within 30 school days of admission. Please ensure all information is kept up to date through your FACTS family login for accurate communication and compliance.

## **HOMEWORK**

Homework is assigned regularly and must be turned in on time. Students need to follow the stipulations regarding late assignments *set by the teacher*. Students are expected to adhere to the teacher's guidelines for late assignments. If absent due to illness, students will receive homework upon their return unless alternative arrangements are made with the teacher. The suggested homework time is 10 minutes per grade level (e.g., 1st grade: 10 minutes, 5th grade: 50 minutes).

## **HOMEWORK CLUB - (SVDP BUILDING ONLY)**

The purpose of the Homework Club is to work as a liaison between students, teachers, and parents/guardians to help all students achieve academic success. All SVDP students are welcome to attend the Homework Club after school from 3:40 to 4:30 pm, Monday through Friday in room 108. A certified teacher will be available to assist with homework assignments or study spelling words. Students will also have the option to read silently once all homework is completed. This is a service offered free of charge.

## **ILLNESS/INJURY**

In case of illness at school, parents/guardians will be notified and asked to make arrangements to take the student home. If illness is detected at home in the morning, we recommend that the child remain at home. A call/email to the office is then expected. If a student is absent for any reason, communication from parent/guardian stating the specific reason for the absence and the date(s) of absence, must be documented. The information is essential for re-admittance to class. For an illness of more than three consecutive days, a statement from a doctor must also accompany the note (see absence policy).

All injuries that occur in school or at school-related activities must be reported to the school office. Parents/guardians will be notified of any serious injury and will be asked to come to the school to care for the student, or to advise the school on what actions to take. If an incident results in an injury or medical situation, the school's staff is authorized to administer reasonable, basic first aid to minimize the severity of the person's condition. Reasonable, basic first aid is defined as applying ice and, when treating cuts and/or scrapes, washing with soap and water and applying antibiotic ointment, Band-Aids, or dressings as indicated. The school's staff may seek a professional diagnosis and/or treatment if such action appears to be reasonably warranted. The school's staff and officials will be held harmless from any liability, costs, or expenses associated with professional intervention (including but not limited to the cost of transportation), with such costs being the responsibility of the injured person or, if a student, the student's parents or guardians.

## **INSURANCE**

Parents and guardians are required to have their own insurance to cover student injuries at school. It is strongly recommended that all students participating in sports activities have individual insurance coverage.

## **JEAN PASSES**

Jean passes may be earned for outstanding efforts in daily or special events as determined by school staff. JEAN PASSES MAY NOT BE USED ON A MASS DAY.

## **KINDERGARTEN**

ACS has a **5-year old** program at Our Lady Queen of Heaven School that follows Wisconsin state guidelines. A child must be five years old by September 1st to enter kindergarten and six years old by September 1st to enter first grade. Procedures and guidelines for early admission should follow those of the local public school.

DSR 5105

*Last reviewed/updated: July 28, 2025*

## LEAVING SCHOOL GROUNDS

Students may not leave the school grounds (e.g., for appointments or walking home after school) without written permission. Please send a note or email to the office on or before the day of your child's appointment. Parents or guardians must come to the office to sign their child out before taking them to appointments and sign them back in upon their return. It is encouraged to schedule appointments outside of school hours whenever possible. Your cooperation in adhering to this policy is greatly appreciated.

## LIBRARY

Books may be checked out for one week at a time (OLQH) and two weeks at a time (SVDP). An additional two-week renewal is at the discretion of the librarian. Please help your child return their book(s) when they are due back to the school library. A "due date slip" can be found in the SVDP books that will help you with the return date of your child's book(s).

### Overdue/Damages/Lost Book Notice:

1. Parents/guardians/guardians will be notified either by a written note or an email alerting them of the book situation.
2. Students cannot check out any library books if they have an overdue book, lost, or damaged book until the book situation is resolved.

### Four Book Fine Options: (Book replacement & processing costs)

1. Students/parents/guardians can purchase the identical book that was lost/damaged-same title and author.
2. \$10.00 fine for a paperback book.
3. \$20.00 fine for a hard covered book
4. Specialty book fine (books that cost more than \$20.00) to be determined by the librarian.

**\*ALL BOOK REPLACEMENTS/FINES MUST BE PAID IN ORDER FOR YOUR CHILD'S REPORT CARD TO BE SENT HOME AT THE END OF EACH HEX. \***

## LOCKERS

Students have assigned lockers at school. The lockers are not locked. Students should not keep valuables or money in their lockers. The school is not responsible for lost items. Please label all personal belongings.

## LOST AND FOUND

Each school building has a designated lost and found area. Please check it regularly for lost items. All items not claimed at the end of each semester will be donated. Families are encouraged to label their children's jackets, snow pants, sweatshirts, and uniforms.

## MASSES

Students will celebrate Mass once per week at each elementary building site. Catholic Holy Days will also be observed throughout the school year. Students may wear their "Sunday best" or dress code on Mass days. Classes rotate planning and leading the Mass through various forms of participation.

OLQH	Tuesday	9:00am
SV	Thursday	9:00am

Participation in Mass is encouraged for each student according to their ability and age. Parents, guardians, and parishioners are welcome to join us in our liturgical celebrations. Students are also highly encouraged to attend Mass each weekend with their families.

## MEDICATION

### Administration of Medication at School

Over the counter (non-prescription) medications administered to your child at school (including herbal or homeopathic medications):

- Must be supplied by the parent/guardian or guardian.
- Must have signed permission and written instructions from the parent/guardian.

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- Must arrive at school in the *sealed* original bottle with the list of ingredients and recommended therapeutic dose.
- School must have a written doctor's order to exceed the package recommended dose on all over-the-counter medication.
- May not have exceeded the printed package expiration dates.

Prescription medications administered to your child at school:

- Must have a signed written order from your primary medical provider or specialist.
- Must have signed permission from the parent/guardian or guardian.
- Must be supplied in the original pharmacy-labeled package listing:
  - o The student's name
  - o The prescriber's name
  - o The name of the medication
  - o Dose and route for administration
  - o Effective dates for administration
  - o Specific directions for the medication

Medication being transported from school back home should be transported by the parent/guardian unless the school has received written permission from the parent/guardian to send the medication home with the child. These changes may require the pharmacy to divide the prescribed dosage into two bottles, one for home and one for school.

## NON-CATHOLIC STUDENT PARTICIPATION

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law. (DSP 6225)

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of these students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school.

As such:

- Students are expected to participate in the religious formation and education programs of the school;
- Students must participate in liturgies, retreats, other religious functions, and religion classes for credit;
- Students of other faiths may be exempt from formal co-curricular or extra-curricular sacramental preparation programs, however, all students are required to participate in all catechesis held during the school day;
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

\*Students participating in the Wisconsin Parent Choice Program may follow the disclosure document provided to applicants for the voucher program.

## NONDISCRIMINATION

The educational institutions of the Catholic Diocese of La Crosse are subject to the limitations of the Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Age Discrimination and Employment Act, the Equal Pay for Equal Work Act, the Rehabilitation Act of 1973, and the Wisconsin Fair Employment Practices Act and do not discriminate on the basis of race, religion, color, sex, national origin, age, handicap, arrest and/or conviction record, marital status or sexual preference, except as permitted by law. The Assumption Catholic Schools are Catholic Schools in the Diocese of La Crosse. As Catholic Schools, we shall teach and advocate our Catholic Faith. All students are welcome in our schools, and all parents/legal guardians must understand that Catholic Doctrine shall be taught. The passing on of our Catholic Faith is our number one priority. *Guidance on nondiscrimination within the Diocese of La Crosse is governed by the Code of Canon Law and may take precedence on civil nondiscrimination.*

## OFF CAMPUS LEARNING POLICY-ACS POLICY 5412.2

Purpose: This policy addresses how Assumption Catholic Schools will manage instructional hours and maintain learning continuity when schools are closed due to inclement weather or other emergency situations.

- After 5 cumulative days of inclement weather or other emergencies during the school year, any additional

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days of closure will be designated as remote learning days.

- Remote learning involves assigning work that students must complete and return on the next school day. Each school will create these instructional materials, which will vary by grade level. Remote learning will not include mandatory live virtual lessons.
- During off-campus learning days, teachers will be available via Assumption email during regular school hours to answer questions from students and parents.
- Attendance will be recorded based on the submission of completed work from the remote learning day. This work will be graded. Failure to submit the work will be considered an unexcused absence and could result in a loss of grade as outlined in the student handbook.
- An off-campus learning day will be counted as an instructional day.

## OFFICE HOURS

The normal operating hours of the office during the school days are 8:00 a.m. to 4:00 p.m..

## PHOTO RELEASE/MEDIA WAIVER

ACS and the Diocese of La Crosse reserves the right to use student photos and student work for public relations purposes. A signed consent from the parent/guardian(s) is required. (See "Appendix" for policy and [Statement of Compliance](#) form in Parent/guardian/Student Handbook.)

## PHYSICAL EDUCATION

Physical education classes will be held twice a week. Medical documentation from a professional is required if your child is to be excused from physical education. Health and wellness are focal points of our physical education classes.

## PLAYGROUND

Students need to comply with the rules at each building site and stay within the boundaries of the play area. Safety first. The following playground rules will be enforced:

All children will

1. Use the restrooms **before** going outside.
2. Respect the games of others.
3. Obey the playground supervisor(s) whose top concerns are safety and fairness.
4. Play in designated areas.
5. Wear boots on snowy/slushy days.
6. Only be allowed to use balls other than hard balls (rubber, Wiffle, Nerf, etc.).
7. Refrain from the throwing of snow in any form.
8. Refrain from fighting, using foul language, or calling derogatory names.
9. Refrain from playing "tackle" football (flag football is allowed).
10. Eat snacks or special school treats on the blacktop or picnic table area
11. Show compassion to others who are hurt or need assistance- alert an adult immediately
12. Teach and play by the rules of the game to all those who want to play. Include all students.
13. Address all recess concerns with the recess staff to resolve issues immediately.

In winter, students must wear coats, caps, mittens, boots, and snow pants when going out for recess. When snow hills exist, students may climb on them or slide or roll down the hills. SVDP students may bring a labeled sled or saucer to play with at recess.

### PLAYGROUND EQUIPMENT (rules of use)

The following types of playground equipment and their respective rules are as follows:

Swings –

- Each swing is made for one student.
- Safely exit the swing when your feet can reach the ground.
- Sit on swings.
- Use the swings for their intended purpose of moving forward and back, not side to side.

Jump ropes –

- Used for jumping only
- Not for any other purpose that could cause injury to others.

Slide –

- Students line up single file to use the slide.

Sit down to slide down.

Students wishing to use the slide must wait until the person in front has gotten off the bottom before the next person starts down.

Use the ladder to climb; do not walk up the slide from the bottom.

Monkey bars –

Climbing or standing on top of the monkey bars is not allowed.

Jungle Gym-

Walking feet on bridges.

Use the jungle gym components for their intended purpose.

Weather conditions may regulate the use of the equipment.

## PROOF OF GUARDIANSHIP

In any situation where there is a custody agreement/order, the schools should obtain the portion of that agreement that stipulates custody and any other information pertinent for the school. It is indicated in the registration materials that this is a condition of enrollment. (DSP 5302)

## RECESS

All students are expected to play outdoors during recess. Students are permitted to stay inside during recess for one day only if a written request stating the reason and signed by a parent or guardian is received or a medical condition that is signed by a physician. 5th graders earn the privilege to attend the library during lunch recess for silent reading monitored by the librarian.

Generally, students who are too ill to play outside are considered too ill to be in school. Students are not allowed to play outdoors during inclement weather. Please ensure that proper seasonal clothing is worn for outdoor recess. **Indoor recess is held during inclement weather. At OLQH (K–2), students may go outside for up to 10 minutes if the wind chill is between 0°F and -10°F. At SVDP (3–5), students remain indoors when the wind chill is below 0°F.**

**0-39°F:** Winter-wear: Hats, gloves, snow pants, boots, jacket

**40-49°F:** Coats, hats/glove/snow pants/boots on the snow; shoes or boots on the dry blacktop

**50-59°F:** Long sleeves

**60°F and above:** Jackets/sweatshirts are optional

## RELIGION PROGRAM

Students will be provided with many opportunities to live the Gospel message and grow in their faith. Faith experiences will include planning and participating in regularly scheduled liturgies, Reconciliation, prayer services, retreats, classroom visits by the priest, Eucharistic adoration, and meaningful service projects. Prayer will be an integral part of the school day. Emphasis will be placed on maintaining Catholic and parish identity for our students. Teachers certified in religious education from the Diocese will teach religion classes. The Chaplain/Spiritual Advisor and principal will work with the staff to coordinate the Religion program. Programs such as Catechesis of the Good Shepherd, Studio 3:16, Virtue=Strength, and Theology of the Body programs are additional supplements to the curriculum.

## REPORT CARDS

Report cards are issued at the end of all six hexes. Supportive communication of results of academic growth creates a successful learner. Families who have not met their financial obligations (tuition, hot lunch, book fines, etc.) will be denied access to FACTS SIS features until the financial obligations have been brought up to date or the parent/guardian has contacted the ACS Administrative Office to make other arrangements.

## RESPONSIVE CLASSROOM GUIDELINES

In order to achieve the goals of a Responsive Learning Community, consistent disciplinary procedures are used throughout Our Lady Queen of Heaven School and St. Vincent de Paul School. These include the following:

Hopes and Dreams – Students' hopes and dreams provide the intrinsic motivation for them to care for themselves, others, and their environment in ways that encourage each student to stretch and grow. Students write and share their own hopes and dreams for the year with their classmates. Teachers and parents/guardians can also create and share their hopes and dreams for their children. Rules are developed directly from the collective hopes and dreams of the students and teachers.

Rules – Rules are developed collaboratively with all members of the classroom by looking at how students work

together to accomplish their hopes and dreams. Rules are positive in nature and are broad enough to address many different kinds of situations. The rules are posted in the classroom and constantly referred to throughout the day and year.

**Modeling and role-playing** – Teachers and students work together to model appropriate behaviors and methods of working together. Classroom routines and expectations are taught and modeled. Modeling and role play allows students to see situations in action and discuss potential problems in order to prevent them.

**Practice** – Students spend time practicing behaviors that will support the classroom and school rules. Students practice such things as lining up, walking in the halls, going through the lunch room, taking time away (see below), etc.

**Guided Discovery** – Classroom materials will be presented to the students through a guided discovery that involves noticing the characteristics, practicing using the materials, and planning for their care. Guided discovery will provide students the opportunity to think and problem solve in order to use the materials to increase their learning.

**Logical Consequences** – There are times when each person may break a rule. These opportunities at Our Lady Queen of Heaven School and St. Vincent de Paul School are viewed as learning opportunities. Consequences to such occurrences are consistent in that they are relevant, reasonable, and respectful to all students. The three types of consequences used include:

Reparations – “You break it – You fix it”

Loss of privilege, and/or Time away

**This approach helps students build self-control and responsibility. At OLQH and SVDP, the following steps are used:**

- **Reminder/Redirection** – After proactive strategies, a reminder is given when a rule is broken.
- **Time Away** – If behavior continues, the student takes a brief break in the classroom to regain control before rejoining the group.
- **Second Time Away** – Continued disruption leads to another break in the classroom, followed by a brief conference with the teacher to discuss expectations.
- **Time Away in Mentor Room** – If needed, the student takes time away in a neighboring classroom to refocus. The teacher will later check in and make a plan for return.
- **Refocus Form** – Time away outside the classroom is documented. A copy is sent home for parent signature. Families are encouraged to talk with their child and contact the teacher with questions.
- **Office Conference** – Ongoing disruption results in a visit to the principal. A Refocus Form is completed if not already done, and further steps may include parent meetings and restorative practices.

NOTE: Extreme safety situations may result in an immediate referral to the office.

### **Rules and Logical Consequences**

Our Lady Queen of Heaven School and St. Vincent de Paul School have been studying the Responsive Classroom philosophy. The Responsive Classroom is an approach to teaching and learning that emphasizes both social and academic skills. It is based on learning theory and developmental psychology, with the fundamental belief that all children want to learn and all children want to be good.

#### **Actions:**

1. A conference is called with the staff member(s) and principal to discuss the particular problem. This is also documented (tracker, behavior log).
2. The principal schedules a conference with parents and teachers involved. The pastor may be informed and may attend the conference. A behavioral contract will be drawn up and signed by the student. Failure to meet the contract stipulations may result in suspension.
3. Suspension: Written notice must be given by the Administrator to the parents, stating reasons, effective dates, and the manner of reentry. Suspension is not to exceed three days.
  - a. In school -- The student remains under the supervision of school personnel but is isolated from other students and school activities.
  - b. Out of school - The student is temporarily removed from school and school activities.
  - c. In either scenario, a plan for completing class work must be documented before readmission.
4. Repeated failure to follow these disciplinary guidelines and contracts could result in expulsion.

### **RETENTION/ACCELERATION**

The school is responsible for deciding whether to retain a child or accelerate them to another grade. This decision

should be made only after serious reflection, evaluation, and consultation with the teacher and parents/guardians. The school administrator is responsible for making the final decision. (DSP 5210)

### **Promotion from 3rd to 4th Grade**

In accordance with Wisconsin Act 20, students must demonstrate grade-level proficiency in reading on the Wisconsin Forward Exam to be promoted from 3rd to 4th grade.

Students who do not meet this benchmark will receive:

- Intensive reading instruction and progress monitoring;
- Written communication to families outlining support;
- A summer reading program each year until proficiency is met.

After the summer program, promotion decisions will be made collaboratively by the teacher, administrator, and parent based on the student's progress. Students promoted while still below grade level in reading will continue to receive support.

### **Exceptions (Good Cause):**

Students may still be promoted if they:

- Are English language learners;
- Have an IEP or 504 Plan exempting them from the exam or documenting intensive interventions;
- Score proficient on an alternative DPI-approved reading assessment;
- Have been retained twice in K–3 and received at least 2 years of reading interventions.

### **RIGHT TO REVISE and AMEND**

ACS reserves the right to revise and amend this handbook at any time during the year. When such revisions are made, school families will be given written or electronic updates prior to the new policy or procedure going into effect.

### **ROYAL PARENTS ASSOCIATION**

All ACS parents/guardians are members of the Royal Parent Association and are encouraged to attend monthly meetings (currently the 1st Wednesday at 6:00 pm in the Assumption High School library). The association supports busing, family events, fundraisers, teacher appreciation, and more. Your participation and ideas help make our school community strong.

### **SAFE ENVIRONMENT PROGRAM**

For the safety of your child the Diocese of La Crosse has instituted a safe environment program. The policies and procedures are outlined in the appendix section of this handbook: [\*Child Sexual Abuse Policies and Procedures \(Green Book\)\*](#) / [\*Sexual Misconduct for the Diocese of La Crosse \(Red Book\)\*](#). A video of this information is available on line by accessing the Diocese of La Crosse website.

### **SCHOOL PICTURES**

School pictures are taken in the fall. These are available for parents/guardians to purchase online.

### **SECURITY POLICIES**

In an effort to bolster security and safety for students and staff at Assumption Catholic Schools the following policies are in place.

#### **General Visitor Policy**

- All visitors to the building must enter through the main school entrance door, identify themselves on the



door speaker, and, when admitted, proceed immediately to the main office.

- In the main office, the visitor will sign in on the visitor log, providing their name, time of arrival, and the name of the person they are visiting. The visitor will be given an ID badge to wear prominently during the visit.
- At the end of the visit, the visitor will return to the main office, where they will sign out and return the ID badge.

### **Main Doors**

OLQH – the door between the rectory and playground, labeled Door A

SVDP – the glass doors closest to the church/rectory on 13th Street and then to the 1<sup>st</sup> floor security door

### **Door Locking Procedure**

- All classroom and office doors are to be kept in locked mode
- Security and all other outside doors **MUST NOT** be propped open **if unattended**.
- Outer doors will be as follows
  - SVDP – the inner and outer security doors will be unlocked from 7:00 to 8:30 and again from 3:45 to 5:30
  - OLQH – the main security door will be locked 24/7 and parents and other authorized parties will be provided a key card for before/after care access.
    - Door between the cafeteria and school shall be locked at all times
    - Door at the south end of the hallway shall be locked at all times.

Violations of this policy by any staff member including coaches or volunteers may result in removal of access privileges and possible further sanctions.

## **SEXUAL HARASSMENT POLICY**

All students of the Catholic schools of the Diocese of La Crosse 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 or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive graphic materials which is not necessary for school purposes."
- 2.) No student shall be subject to sexual harassment as a Catholic school student.
- 3.) Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
- 4.) Any student who believes that he or she is being sexually harassed shall immediately report such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the diocesan director of schools.
- 5.) No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith. (DSP 5512)

## **SMOKING/VAPING**

All ACS offices, schools and centers are smoke-free in the building, on the grounds, and adjacent sidewalks. Smoking or vaping is not permitted on school grounds including personal vehicles in the parking lots.

## **SNACKS OR EDIBLE TREATS**

Treats and snacks may be allowed at the teacher's discretion. When permitted, healthy options are strongly encouraged, including fruit, vegetables, pretzels, crackers, yogurt, granola bars, or popcorn. Candy, soda, and gum are not allowed. Snacks should be portioned for individual consumption only. Please adhere to your building's and classroom's specific snack guidelines.

## **SPECIAL NEEDS SCHOLARSHIP PROGRAM**

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI

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## STANDARDIZED TESTING

ACS students take a standardized test as determined appropriate by the Diocese of La Crosse and ACS Administration. Results of the tests are reported to the parents/guardians. Students who are part of the WPCP (Wisconsin Parental Choice Program) and SNSP (Special Needs Scholarship Program) may be asked to take additional standardized tests, per state statute.

## STUDENT SERVICES

The school social worker:

- promotes and supports students' academic, behavioral, and social success.
- provides consultation to all students to enhance their social-emotional learning and improve their academic performance.
- meets with students in a classroom setting by teaching the Character Strong program for social emotional learning and bullying prevention at all grade levels.
- facilitates support groups for students on various topics promoting mental wellness and positive relationships
- meets individually with students assisting with problem solving process regarding student concerns
- facilitates communication between home, school, and community in providing direct as well as indirect services to students, families and school personnel
- advocates for students, families, and staff in the ACS system

## TELEPHONE

Students may use the school office telephone if they have asked the teacher or office staff for permission. Calls may be placed only if an adult is present.

## TEXTBOOK FINES

If students lose or deface a text, they will have to pay for the replacement of the book. Textbooks and workbooks are issued to students at the beginning of each year. Except for those materials that are consumable, textbooks should be returned without damage. Any lost or damaged textbook or workbook will have to be replaced at the student's expense. Parents/guardians will be denied FACTS SIS account access until all fines are paid.

## THERAPY DOGS

SVDP has two therapy dogs that are owned and handled by the 5th grade teacher. The dogs are certified and insured and are available to all students in the school. The dogs bring social emotional support to students and staff with a focus on learning and bring a positive atmosphere to the school.

## TITLE I

This is a government program which provides extra support in reading and math for children in K-5<sup>th</sup> grade. The service is provided by the local public school system. All students are evaluated with STAR Assessments at the beginning of the school year. Students who live in a Title I public school boundary and meet the required WRPS benchmark are serviced through the Title I program provided by Wisconsin Rapids Public School (WRPS).

## TOYS

**Students should not bring toys to school.** If a toy appears during class, it will be removed to prevent distractions from learning. The item will be sent home, and the parent/guardian will be notified. Exceptions include playground equipment such as basketballs, soccer balls, footballs, and jump ropes—provided they are clearly labeled with the child's name. Classroom fidgets must serve a specific purpose and be approved by the teacher before use.

Trading or selling items among students is not allowed. If a staff member determines that a student's item is disruptive to learning or poses a safety risk, the item may be confiscated. Items considered potentially dangerous will be reported to the principal. The following items are prohibited during the school day: toys, electronic game systems, iPods/iPads, cell phones, and trading cards.

## TRANSFER/WITHDRAWAL

Students transferring to an ACS site must meet academic and behavioral requirements. An application for enrollment must be completed and previous school records transferred. The parent/guardians must meet with the

site administrator and the enrollment and admissions coordinator. Parents/guardians of students withdrawing must have their tuition and other fees up to date before transcripts are sent to another school.

## TUITION AND FEES

### ACS P4300.3

- The administration of Assumption Catholic Schools will submit to the Finance Committee tuition and fee structure for the next school year, for review and approval by December. The recommended tuition and fee structure will be sent to the Diocese for final approval by the Bishop.
- A multiple student discount for members of supporting parishes should apply across the system.
- Tuition rate for non-participating members should be higher than the rate for participating. No multiple student discounts should be available to non- participating members.
- Tuition should be appropriate to grade level and proportional to other groups.
- Parents should be offered a number of methods for paying the tuition.
- Parents who refuse to meet their financial obligations to ACS may be released from the system.

### DELINQUENT TUITION AND FEES PAYMENTS POLICY

#### ACS P3120.1

The success of Assumption Catholic Schools relies upon the commitment of families to:

- Make Catholic education a financial priority.
- Be involved in their student(s) education.
- Make their tuition and fees payment(s) on a timely basis.
- Communicate with us when changing circumstances warrant

Assumption Catholic Schools encourages families to maintain open communication with the Central Office to ensure an understanding of each family's financial circumstances. A goal of Assumption Catholic Schools is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

Delinquent tuition occurs when payments are not made in the manner described by a parent/guardian's tuition agreement and there is no communication regarding the need for modification.

The following steps will take place:

#### 30 Days Past Due

- When an account becomes **30 days past due**, the family shall receive written notification that their account is past due with a copy of this commission policy.
- It is the responsibility of the family to contact the Central Office within 15 days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.

#### 60 Days Past Due

- When an account becomes **60 days past due**, the family shall receive written notification that their account is past due with a copy of this commission policy.

#### **Additionally:**

- The dean of Assumption Catholic Schools will be informed of family account balance and activity
- Report cards and transcripts will be withheld until payment arrangements have been made

#### 90 Days Past Due

- When an account becomes **90 days past due**, the family shall receive written notification that their account is past due with a copy of this commission policy.

#### **Additionally:**

- The dean of Assumption Catholic Schools will be updated of family account balance and activity

- Finance Committee will be informed of family account balance and activity
- Report cards and transcripts will be withheld until payment arrangements have been made
- In connection with tuition and fees commitment delinquencies, the finance committee with approval of the dean may instruct Assumption Catholic Schools administration to pursue legal action against, or require promissory notes from, parent/guardians for failure to honor their tuition agreement.
  - Such notes or legal action will only be sought in an amount equal to the amount of tuition and fees outstanding at that time.
- Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of La Crosse, diocesan office of Catholic schools, and diocesan attorney for review.
- If a parent/guardian refuses to act in good faith, the administration, after consultation with the commission's executive committee, may refuse to accept the children as students in the system and may turn the delinquent balance over to a collection agency.

## **SENIOR ACCOUNT AND END OF YEAR ACCOUNT BALANCE POLICY-ACS P3121.1**

### **Families with Senior (12<sup>th</sup> Grade) Students**

- By May 15<sup>th</sup> All account billing and fees for senior students must be paid or the family must have an alternate plan for payment approved by the Central Office.
- Senior students will not receive grade transcripts and diploma until the balance is paid in full or acceptable arrangements for payment are made.
- Failure to abide by the agreed upon payment plan shall result in the outstanding balance being turned over to a collection agency immediately upon default.

### **End of School Year Balances**

- By June 30<sup>th</sup> All account billing and fees must be paid or the family must have an alternate plan for payment approved by the Central Office.
- Families with account balances and unpaid fees that do not have an alternate plan for payment approved by Central Office shall receive written notification that their account is past due with a copy of this commission policy.

#### **Additionally:**

- The dean of Assumption Catholic Schools will be updated of family account balance and activity
- Finance Committee will be informed of family account balance and activity
- Report cards and transcripts will be withheld until payment arrangements have been made
- In connection with tuition and fees commitment delinquencies, the finance committee with approval of the dean may instruct Assumption Catholic Schools administration to pursue legal action against, or require promissory notes from, parent/guardians for failure to honor their tuition agreement.
  - Such notes or legal action will only be sought in an amount equal to the amount of tuition and fees outstanding at that time.
- Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of La Crosse, diocesan office of Catholic schools, and diocesan attorney for review.
- If a parent/guardian refuses to act in good faith, the administration, after consultation with the commission's executive committee, may refuse to accept the children as students in the system and may turn the delinquent balance over to a collection agency.

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

## **VACATIONS**

Students who go on a family vacation will be given the work they missed upon their return to school. Teachers are not required to have student homework prepared ahead of time, prior to the vacation. Parents/guardians are responsible for notifying all teachers who instruct their child/children of the planned absence.. (See also [Absences-Extended](#))

## VISITORS

All visitors and parents/guardians must report to the school office before proceeding to other areas of the school premises. Visitors must sign in and receive a "Visitor" pass to wear while in the building. Any unauthorized or unrecognized persons will be referred to the office, and their presence will be reported to the principal immediately. Each school should ensure that only authorized persons enter the school premises. (DSP 6350)

### Lunch Visitor Policy

We welcome parents, grandparents, and other approved family members to join their child for lunch at school. To ensure the safety and smooth operation of our lunch period, we kindly ask that all visitors follow these guidelines:

1. **Advance Notice:** Parents or guardians should notify the school office at least **24 hours in advance** if a visitor plans to join a student for lunch. This allows us to manage space and ensure a positive experience for all students.
2. **Visitor Identification:** All visitors must check in at the school office upon arrival and be prepared to present a **government-issued photo ID** for verification.
3. **Respectful Conduct:** All visitors are expected to follow school rules and demonstrate respectful behavior during their visit.

## VOLUNTEERS

This is an opportunity to assist our schools in better serving the needs and interests of all our students. Volunteers are welcomed and needed to help with tutoring, reading groups, library, lunchroom supervision, playground supervision, and more. To ensure compliance with the Diocese of La Crosse Safe Environment Policy, all volunteers are required to complete the following as a condition of their service:

- Form for Basic Criminal Background Check
- Form entitled "Confidential Employee and Volunteer Questionnaire"
- Statement of compliance indicating having reviewed "[The Revised Policy and Procedures on Sexual Misconduct for the Diocese of La Crosse](#)" (Red Book) and "[The Revised Policy and Procedures on Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse](#)" (Green Book). These manuals are online at [www.assumptioncatholicschools.org](http://www.assumptioncatholicschools.org) or [www.dioceseoflacrosse.com](http://www.dioceseoflacrosse.com)
- Statement of compliance indicating having viewed the "Safe Environment Training Video" shown at regular intervals at each of the schools or available online at [www.dioceseoflacrosse.com](http://www.dioceseoflacrosse.com).

**\*\*Because of the mandate of the charter for the protection of children and young people, we cannot permit anyone to work in our schools or to volunteer without having satisfied the requirements.**

## WELLNESS POLICY: ASSUMPTION CATHOLIC SCHOOLS

ACS P 6422

### **Healthy Lifestyles**

Assumption Catholic Schools (ACS) promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The system supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our schools contribute to the basic health status of children. Improved health optimizes student performance potential and encourages that no child will be left behind.

Healthy eating and an active lifestyle are demonstrably linked to reduced risk for early mortality and development of chronic diseases as adults. To ensure the health and well-being of all students, it is the policy of ACS to:

- Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
- Ensure that food sales/parties for students will not conflict with the system food programs.
- Support and promote proper dietary habits contributing to students' health status and academic performance. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals. Encourage all staff to focus on the "Dietary Guidelines of Americans".

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- Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school /system programs.
- Coordinate school food service with the healthy lifestyles policy to reinforce messages about healthy eating and to ensure that foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits.
- Provide school staff involved in nutrition education and in supporting a healthy school environment, with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change.
- Incorporate nutritional education into student curriculum through science, health, and physical education classes. Nutrition education should be integrated throughout the curriculum.
- Provide opportunities for physical activity for students during the school day.
- Due to the negative health impact, the consumption of energy drinks and soda is strongly discouraged.
- Encourage increased consumption of water throughout the day.
  - Staff members should be particularly sensitive to students' needs for water during periods of hot weather.
  - The principal may want to authorize students to carry water bottles during the school day using the suggested water bottle policy shown below.
  - Teachers may need to call for extra water breaks. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.
  - Water should be available during mealtimes, at least through water fountains.

#### Water Bottle Policy

- Water bottles must have secure caps.
- Students may not share water bottles.
- Empty bottles should on a regular basis be recycled (if appropriate), discarded, or taken home for sanitized reuse.
- Teachers have discretion in determining classroom use.
- Water bottles may not be used in computer labs, science labs and libraries.
- School staff have the right to inspect the contents of any water bottle

#### Food Service Nutritional Guidelines

The following nutritional guidelines apply to all students in grades Pre-K – 12:

##### ***Fat Content***

Foods from reimbursable meals shall, over the course of five days, derive no more than 30% of their total calories from fat and less than 10% of total calories from saturated fats. These recommendations are consistent with federal mandates and the DPI.

##### ***Content from Added Sugars***

No individual item served by food service as part of a traditional meal, an ala carte item or as a snack item may contain more than one third of its weight from added sugar. An exception may be made periodically for a traditional meal treat.

##### ***Milk Products***

Milk will be promoted during all meals. Milk will be available to students bringing sack lunches. No products will be served which derive more than one-third of their weight from added sugar.

Reviewed 3/2020

## APPENDIX

### ACCEPTABLE USE POLICY

Assumption Catholic Schools (hereafter referred to as ACS) is committed to the effective use of technology to enhance the quality of student learning, staff efficiency and management of school operations. It also recognizes

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that in order to ensure the benefits of technology and prevent negative side effects, safeguards must be established to ensure the protection of staff and students as well as the school's investments in hardware and software.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. As required by Federal Law (CIPA), ACS filters web sites believed to be inappropriate for students. However, no filtering system is perfect. ACS cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent/guardians must consider this risk in deciding whether to permit their children access to ACS technology resources.

In addition, the use of technology resources at ACS is to be consistent with the mission and vision of Assumption Catholic Schools. All users, faculty, staff, administrators, and students are expected to exhibit high standards of behavior at all times in line with Catholic teaching, doctrine, morality, and values when using the Internet, e-mail and other technologies. This Acceptable Use Policy is provided so that staff, students, and members of the community using ACS technology resources are aware of their responsibilities. The use of these resources is a privilege which requires a high level of personal responsibility and may be denied due to inappropriate use.

**Inappropriate use shall include but not be limited to the following activities listed in each of the four areas:**

**Access:**

- Attempting to gain access to restricted or unauthorized servers, files, or other network information
- Attempting to read, delete, copy or modify another person's files or information
- Engaging in, arranging to engage in, or advocating any illegal act
- Sending false or defamatory information about a person or organization
- While at school, connecting to any wired or wireless network outside of the school network including portable Internet hotspots
- Utilizing proxy avoidance IP numbers, sites, and programs
- Bypassing or attempting to bypass the school's filtering system
- Utilizing any method to obtain control of another person's computer through the use of their own computer
- Uploading, creating or spreading computer viruses, worms, or other malicious code
- Playing games, chatting, or instant messaging during school hours except as a part of class or professional activities
- Viewing, sending, posting or receiving inappropriate materials and messages. These materials include, but are not limited to, items of a sexual or pornographic nature, extremist or militant materials, depictions of violence, and items of an obscene, or abusive nature. If a user accidentally accessed inappropriate material, her/she is to notify a teacher, school administrator, or the Technology Coordinator as quickly as possible.
- Any intentional disruption or network services involving software or hardware (vandalism of any sort) is strictly prohibited.
- Using the network for personal or private business purposes

**Files and Software:**

- Downloading, installing or running any unauthorized files or programs on school computers. This includes, but is not limited to,
- Internet Browsers, games, file-sharing programs, and instant-messaging programs.
- Making additions, modifications, or deletions of files that you did not create, that you do not recognize, or to which you are not authorized.
- Failing to respect the resource limits of technology at ACS—using large amounts of bandwidth, failing to share a computer, failure to delete large unused files, etc.
- The school reserves the right to remove any file or program that has been loaded onto a school computer.
- ACS is not responsible for damaged or lost data transferred through its network or stored on laptops, computers or its files servers.

**Copyright and Plagiarism:**

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software.
- Illegal use, transfer, storage, or downloading of copyrighted materials. These materials include, but are not limited to, software, text, photos, images, audio files, music, movies, and videos.
- Failure to give proper credit to all Internet sources used in academic assignments and projects, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Plagiarizing works found using electronic resources. Plagiarism is taking the ideas or writings of others and presenting them as one's own.

**Privacy, Safety, and Security:** (Do not give out personal information about yourself or others and do not use the computes to go where you are not supposed to go)

ACS is not responsible for materials stored on or activities conducted on school computers or the network, or for any information a user releases over the Internet. The following actions are strictly prohibited for any user of ACS technology resources:

- Participating in an act of cyberbullying. Cyberbullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting on the Internet, social networking sites, or other digital technologies harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes.
- Giving out any personal information regarding themselves or others through electronic mail or the Internet including name, phone number, address, passwords, credit card numbers, or social security number without making reasonable accommodations for the security of such information.
- Providing email addresses or other personal information regarding other students, faculty or administration to anyone outside of the school without their permission.
- Recording, posting, or distributing audio or video without the prior permission of all parties being recorded.
- Accessing faculty, administration, and staff computers, files or e-mail, as well as school file servers for any reason without explicit permission from the user or administrator.
- Distributing any confidential information via email about students, staff or parent/guardian at ACS.

ACS cannot guarantee the privacy of electronic data. ACS also retains the option to monitor activities that take place on school-owned computers and school networks up to and including logging website access, bandwidth and network use.

ACS reserves the right, without notice or consent, to access and monitor users of ACS technology resources, including computers (hardwired, wireless or handheld), mobile devices, hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices, the Internet and e-mail, including attachments. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information.

**Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of this Acceptable Use Policy including the right to view the content of the device at any time, the right to remove content from the device, and the right to retain the device in the school's possession if there is an infraction to this Acceptable Use Policy that deserves that consequence.**

**Consequences:** Each school reserves the right to enforce appropriate consequences for the violation of any section of the ACS Acceptable Use Policy. Users are to report any known violation of this policy to the appropriate school officials. Failure to use information technology resources in accordance with this agreement will result in any or all of the following consequences:

- Loss of computer, network, and Internet privileges
- Detention
- Suspension from school
- Dismissal from school
- Expulsion from school
- Civil or criminal liability under applicable laws

## **ADMINISTRATIVE RECOURSE**

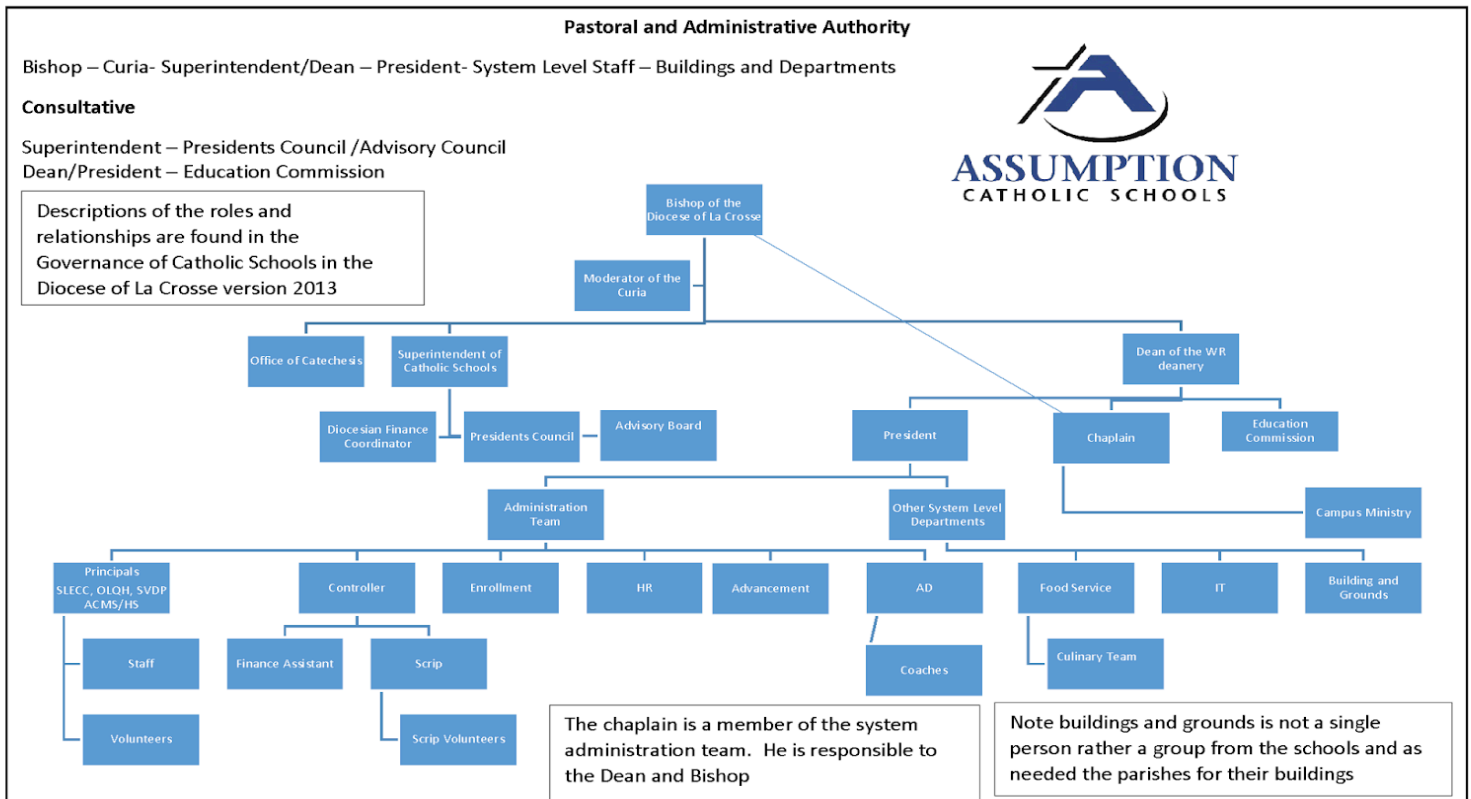
### **Procedure in the Diocese of La Crosse DSP 1901:**

- When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.
- If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within 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 reasons for the response given.
- If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or



members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

- If reconciliation is not achieved with the pastor's help, or the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10:2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.
- If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within 15 calendar days from the date he receives it.
- If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Canon 1732-1739)
- It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1749-1752)
- The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent/guardian affected. The request can be granted or denied.



## ATHLETIC PROGRAM POLICY - ELEMENTARY SCHOOL

### PHILOSOPHY

The primary purpose of the Elementary and Middle School Athletic Department, in collaboration with the Middle School Athletic Association, is to extend the Christian educational experience. The Athletic program is designed to offer enjoyable extracurricular activities for children and teach the fundamentals of sports. The program aims to develop self-worth, sportsmanship, discipline, teamwork, sound judgment, and physical well-being.

### ATHLETIC ASSOCIATION STRUCTURE

The Athletic Association consists of all parents/guardians of children participating in Assumption Catholic Schools (ACS) sports programs, coaches, and other volunteers involved in the program. The Athletic Department, along with the Governing Board of the Athletic Association has the responsibility for the administration of the various programs. The general membership provides input, suggestions and promotes the programs.

### OBJECTIVES

1. Offer a positive Christian learning experience.
2. Foster a sense of sportsmanship – how to win with grace and lose with dignity.
3. Provide an opportunity for wholesome and enjoyable use of time by children through sports activities.
4. Provide an opportunity for parents/guardians to become involved in sport programs and to set good examples for their children.
5. Foster teamwork and unity among participants.
6. Aid in physical development and well-being.

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7. Teach fundamentals of sports and develop athletic skills.
8. Raise funds to support the athletic programs.

## **PARTICIPATION REQUIREMENTS**

1. Only students enrolled in the ACS system may participate in the athletic programs. Exception: In football, we accept participants from surrounding area private schools.
2. A sports physical examination is required prior to participation every other year, with an alternate year card on file for the odd years.
3. Payment of a participation fee: \$40.00 – Elementary, Grades 3-5; \$50.00 – Middle School, Gr 6-8.

Participation in athletics and extra-curriculars is a privilege which carries responsibilities. Academics and behavior take priority. The following criteria will be used to determine academic eligibility of Assumption Middle School students:

## **ACS ATHLETIC PROGRAMS FOR BOYS AND GIRLS**

WINTER:	Basketball:	Grades:	3-8, Boys and Girls Separate
		Season:	November – February
		Team size:	Each grade – 6 players minimum for the team.

## **TEAM FORMATION**

1. Participation: All students wishing to participate will be accepted on teams. There will be no tryouts, other than those to assess abilities for the purpose of dividing teams. There will be no cuts except for disciplinary reasons.
2. There will be an annual registration date during August for fall athletes and subsequent meetings for winter and spring sports. Timely registration facilitates team formation and planning for the season.
3. Selection of coaches:
  - a. One head coach is required for each team. Each head coach may be able to select an assistant coach(es) if decision or team size warrants.
  - b. All coaches and volunteers must be approved and assigned by the ACS Athletic Department and must successfully complete a Safe Environment Background Check prior to coaching.
  - c. All head coaches must be at least 21 years old. In the absence of a head coach at a game or practice, a person at least 21 years of age (preferably an assistant coach) must assume responsibility for the team. Exceptions to age may be made at the discretion of the Athletic Director and/or Principal.
  - d. Those interested in coaching should contact the athletic director or the head coach of the high school team of the appropriate sport.
2. Team size guidelines:
  - a. Basketball
 

Grades 3-6	2 team split @ 12 players.
	3 team split @ 18 players.

*The availability of coaches will also be a factor when determining the final number of teams. Additional teams will not be formed if coaches are not available. All final decisions will be made through the athletic department.*

3. Policies for dividing teams:
  - a. All teams will be divided equally.
  - b. Coaches will select players for “equal teams”, equalizing the talent on each team by hosting a practice or practices. There will be provisions to place members of the same family on the same team. Assistant coaches will be assigned after the selection of players. Reassignment of players on “equal teams” will be made each year.

## **PLAYING TIME GUIDELINES**

It is the intent of the ACS Athletic Department that every player should play in every league regular season game or match. Student playing time is determined on a number of variables.

They include player safety, attendance and effort at practices, player attitude, and knowledge of the game. Every effort will be made to allow all students playing time.

## **CAGE CLUB GUIDELINES**

Cage Club teams are not a part of the ACS athletic system. They operate under separate guidelines for team size and playing time. Coaches will not be allowed to be head coaches for both ACS and cage club teams. They may, however, assist.

## **COACHES RESPONSIBILITIES**

*Last reviewed/updated: July 28, 2025*

Adults interested in coaching any sport may contact the athletic director in writing prior to or during sign-up sessions for the sport.

Parent/guardian/Guardian coaches who work with students in the elementary and middle school levels of our athletic program will be allowed to coach only one sport in an academic year. In the event that no other coach is available for a given sport, an exception may be made to this rule.

1. Support the mission of Assumption Catholic Schools by conducting themselves in a Christian manner that sets a good example for players and reflects positively on themselves, the team, the school and the program.
2. Follow the guidelines and policies of Assumption Catholic School and the Athletic Dept.
3. ALL COACHING STAFF MUST SUBMIT TO A BASIC CRIMINAL BACKGROUND CHECK AND SUBMIT ALL SAFE ENVIRONMENT PAPERWORK PRIOR TO COACHING.
4. Obtain certification and/or documentation in accordance with the ACS system.
5. Teach the fundamentals of the respective sport, good sportsmanship, and teamwork.
6. Be present and assume responsibility for players before, during and after practices and games, until all players leave or are picked up by their parent/guardians. Appoint an adult (at least 21 years of age) to assume these responsibilities when it is necessary to be absent from any practices or games.
7. Honor and enforce student academic ineligibility procedure.
8. Follow the playing time guidelines, providing players with an equal opportunity to participate in practices, develop their skills, and derive the benefits of the athletic program.
9. Hold a pre-season meeting with parents/guardians of players. This meeting should familiarize parents/guardians with practice and game schedules, conduct expected of players, responsibilities of coaches, parents/guardians and players and any applicable Athletic Department guidelines or rules.
10. Assume responsibility for all equipment issued to teams.
11. Keep attendance for practices and games, as well as all records documenting disciplinary actions and related circumstances.
12. Notify players, their parents/guardians and the athletic department of any infraction or disciplinary action taken against any player which results in a loss of playing time. These must be reviewed with the with the AD and school administration.

#### **PLAYER RESPONSIBILITIES**

1. Conduct themselves as ladies and gentlemen, in a Christian manner at all times, before, during and after practices and games. Failure to do so may result in disciplinary action up to and/or including suspension or dismissal from the team. Since players represent the ACS system, all school conduct rules apply at all times.
2. Follow principles and practices of good sportsmanship at all times, toward officials, teammates, coaches, parents/guardians, members of opposing teams, and all spectators.
3. Attend all practices and games. Players should notify coaches in advance when they cannot attend either practice or a game. Unexcused absences and academic ineligibility will affect playing time and status on the team.
4. Assume responsibility for uniforms and other equipment issued to them by coaches, and return uniforms and equipment in good condition at the assigned time. Uniforms and equipment are only for events sanctioned by the ACS Athletic Department.
5. Maintain themselves in good physical condition. Any player found using alcohol, tobacco, or illegal drugs will be dismissed from the team.
6. Respect property and facilities, and all other practice or game/meet sites. Any player found committing acts of vandalism will be dismissed from the team.

#### **PARENT/GUARDIAN RESPONSIBILITIES**

1. Support the teams on which their children participate as well as the entire ACS athletic programs. Parents/guardians are encouraged to attend games.
2. Adhere to principles of good sportsmanship. As representatives of ACS athletics, parents/guardians are expected to conduct themselves in a Christian manner at games and be respectful of all players, coaches, other parents/guardians, spectators and game officials.
3. Provide transportation for their children to and from all practices and games. Drop off players at practices and games at times designated by coaches, and pick up players promptly after practices and games.
4. Respect and cooperate with coaches.

5. Provide volunteer service to the athletic program by helping with various programs or events. The Athletic Association will establish the minimum requirement.
6. Reimburse the Athletic Department for any damaged or lost uniforms or equipment assigned to their child(ren).

## **ENFORCEMENT OF COACH, PARENT/GUARDIAN, AND PLAYER RESPONSIBILITIES**

1. Complaints regarding the conduct of coaches, parents/guardians and players will be reviewed by the athletic department and the school administration.
2. If complaints are deemed valid, action will be taken to address these issues.
3. If unacceptable conduct continues, a coach will be dismissed or a parent/guardian will be asked not to attend games for the remainder of the season for that particular sport. If a parent/guardian refuses to honor this request, the family will be dropped from the ACS athletic program for the remainder of the season for that particular sport.
4. Coaches have the primary responsibility for enforcing player conduct guidelines. Complaints received by the head coaches, the athletic department, and the administration regarding player conduct will be referred to the coaches for appropriate disciplinary action.
5. For players and coaches, a first ejection from a game or match will result in a one game or match suspension, to be served at the next game. While suspended the player or coach will not be allowed to attend that game or match. A second ejection from a game or match will result in a three game or match suspension. While suspended, the player or coach will not be allowed to attend those games or matches. A third ejection from a game or match during a three year period shall result in a suspension from all ACS athletic programs for the remainder of the year.
6. Students will not be allowed to participate unless all ACS financial obligations are met. This includes; tuition, school fees, athletic fees, and uniform and equipment fees.
7. All uniforms and/or equipment must be returned washed at the end of each season. Future participation in athletics may be denied if commitment has not been met.

## **WHAT TO DO IF YOU HAVE A CONCERN**

Parents/guardians or athletes that have any concerns with any aspect of the athletic program should do the following.

1. Open communication with the head coach is the best avenue to resolve any concerns. Discuss your concern with the coach via phone call, or in writing. Never discuss your concerns in public.
2. If your concern is not resolved, take the matter to the Athletic Director. Phone number (715) 422-0915.
3. If there is still no resolution, bring the matter to the school principal. Phone number (715) 422-0960
4. If you need to take the matter further, contact the President of ACS. Phone number (715) 422-0902
5. If all of the above avenues have failed to bring any resolution to your concern, contact the Dean of the Assumption Catholic Deanery. This will follow the Administrative Recourse Policy.

## **STUDENTS: Catholic Faith and Moral Standard**

As a condition of initial and continued enrollment as a student in the Diocesan Schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion. (DSP 5115)

Notice of expulsion should be sent to the parent/guardians and public school officials by the school principal. A copy will be filed in the permanent record, and a report will be made to the entire faculty. The school administrator will use professional discretion in reporting to any of the above-mentioned groups.

## **DRUGS AND ALCOHOL**

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

The Catholic schools of the Diocese of La Crosse are Christ-centered educational communities, which proclaim

the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety, and welfare of all pupils in our schools. Therefore, the Diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol.

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

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

RECOGNIZING the need to articulate a 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:

#### **A. DEFINITIONS:**

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

- A. Illegal drugs;
- B. Alcohol;
- C. Illicit drugs (legal drugs for an illegal or improper purpose); and
- D. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol).

The term “expulsion” is:

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

The term “dismissal” is:

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

The term “suspension” is:

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

#### **B. PROHIBITIONS AND REQUIRED MINIMUM SANCTIONS**

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 1,000 feet of school property, or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.  
Sanction: For students who have violated any Category 1 Prohibitions – dismissal or immediate expulsion and the appropriate assessment and follow-up as described in Section C.
2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.  
Sanction: For students who have violated any Category 2 Prohibitions - suspension, dismissal or expulsion and the appropriate assessment and follow-up as described in Section C.
3. No student may under the influence of, or knowingly remain in the continued presence of (except at school-sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.  
Sanction: For students who have violated any Category 3 Prohibitions - suspension or dismissal and the appropriate assessment and follow-up as described in Section C

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:

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

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

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/guardian has the right of administrative recourse.

#### **C. INVESTIGATORY AND/OR REMEDIAL MEASURES**

1. The students and parents/guardians shall meet with school authorities.
2. The student shall be suspended pending completion of the investigation and may be suspended during the assessment.
3. 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.
4. The student and his/her parents/guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
5. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
6. 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. If requested, 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/her treatment.
  - c. The student must refrain from any future drugs or alcohol offense.
  - d. The student and his/her parent/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.
7. 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, if and when deemed necessary by the diocese.

#### **D. REPORTING REQUIREMENTS**

1. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.
2. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.

#### **CONSULTATIVE REQUIREMENT**

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

#### **RELATIONSHIP TO OTHER STUDENT CONDUCT CODES**

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

#### **EDUCATION**

All schools are required to develop and implement a policy of parent/guardian and student drug/alcohol education. This education program is to be in place no later than January 14, 1998, and is to be reviewed annually.

#### **EFFECTIVE DATE**

This Drugs and Alcohol policy is to be implemented no later than August 15, 1997, and is to be reviewed annually per DSP 5508.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents/guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parent/guardian or eligible students to review the records. Schools may charge a fee for copies.

Parents/guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## PHOTO, VIDEO, AUDIO, STUDENT WORK PERMISSION AND WAIVER FOR USE POLICY:

**Adult Waiver** – As parent/guardian/s, I/we agree to permit the Assumption Catholic Schools/Diocese of La Crosse to collect video and/or audio tape and/or photos in which I/we appear or create for purposes of



producing promotional and informational material. I further permit ACS/Diocese of La Crosse to distribute this material in its normal course, in commercial form and /or documentary form and allow its showing to audiences. Signature and date on the “Statement of Compliance” form indicates that I/we waive all claims for allowing this use.

**Parent/guardian/Guardian Waiver** – As parent/guardian/s, I/we agree to permit Assumption Catholic Schools/Diocese of La Crosse to collect video tape, audio tape, or photos in which my minor child/children appear or students work for purposes of producing promotional and informational material. I/we further permit ACS/Diocese of La Crosse to distribute this material in its normal course, in commercial form and/or documentary form and allow its showing to audiences. Signature and date on the “Statement of Compliance” Form indicates that I/we waive all claims for allowing this use.

### **SAFE ENVIRONMENT POLICIES (RED/GREEN BOOKS) AND WAIVER FORMS:**

ACS follows the safe environment practices of the Diocese of LaCrosse and can be found:

<https://diolc.org/safe-environment/training>



# Grades K-5 Parent/Guardian-Student Handbook Statement of Compliance 2025-2026

We have read and agree to be governed by, uphold and abide by all policies, regulations, and procedures as stipulated in this handbook. We understand the handbook is posted online at [www.assumptioncatholicschools.org](http://www.assumptioncatholicschools.org) and available in hard copy at the school office.

<u>Document</u>	<u>Yes</u>	<u>No</u>
Parent/guardian-Student Handbook	_____	_____
<b>Documents in Appendix:</b>		
ACS Acceptable Use Policy	_____	_____
Athletic Program Policy (Elementary/Middle School)	_____	_____
Discipline	_____	_____
Drugs and Alcohol	_____	_____
Family Educational Rights and Privacy Act (FERPA) Policy	_____	_____
Photo, Video, Audio, Student Work Permission and Waiver (ACS, Diocese of La Crosse)	_____	_____
Safe Environment Policies (Red/Green Books) & Waiver	_____	_____
Safe Environment Policies (Video) & Waiver	_____	_____

Date	PRINTED NAME of Parent/Guardian
	SIGNATURE of Parent/Guardian

Date	PRINTED NAME of Parent/Guardian
	SIGNATURE of Parent/Guardian

Date	Student Signature	School
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Date	Student Signature	School
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Date	Student Signature	School
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Please return this page to school by September 4, 2025. Thank you.