

ASSUMPTION HIGH SCHOOL

Student/Parent Handbook

Grades 9 – 12

2015 - 2016



ASSUMPTION
HIGH SCHOOL

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

**ASSUMPTION HIGH SCHOOL
STUDENT/PARENT HANDBOOK
2015 - 2016**

INSIDE THIS BOOKLET:

Contact Information: School/System	3
Assumption at a Glance	4
Practices and Procedures	5
Appendix	25

SCHOOL /SYSTEM INFORMATION:

School Phone Contacts

Assumption High School Main Office	715-422-0910
Mr. Paul Klinkhammer, Principal	715-422-0913
Rev. Mark Miller, Chaplain	715-422-0906
Mr. Brian O'Donnell, Guidance Counselor	715-422-0931
Mrs. Chris Kinzel, Registrar	715-422-0918
Mr. Joe Birkhauser, Athletic Director	715-422-0915
Mrs. Pat Hoffmann, Secretary	715-422-0910
Attendance Line	715-422-0928

General Information

School Address:
445 Chestnut Street
Wisconsin Rapids, WI 54494

System Website:
www.assumptioncatholicschools.org

System Email Addresses:
First initial last name @ assumptioncatholicschools.org
(Ex: Mrs. Joan Bond = jbond@assumptioncatholicschools.org)

System Phone Contacts

Assumption Catholic Schools Central Office	715-422-0900
Mrs. Joan Bond, President	715-422-0902
Mrs. Michele Haas, Finance Manager	715-422-0917
Mr. Mark Skibba, Director of Development	715-422-0905
Mrs. Lorna Holewinski, Development/Volunteer Coordinator	715-422-0914
Mrs. Brenda Walczak, Enrollment Manager	715-422-0901
Mrs. Cathy Goodness, Hot Lunch Coordinator	715-422-0922

ASSUMPTION HIGH SCHOOL AT A GLANCE....

Mission and Vision:

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 & Growth

AHS Graduate:

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

Profile:

Assumption High School is a co-educational school serving students in grades 9 – 12. The school is accredited through North Central Association. AHS is part of the Assumption Catholic Schools system. AHS is an educational venture of the Diocese of La Crosse, subject to the policies and procedures established by the Superintendent of Catholic Schools for the Diocese of La Crosse. The school currently enrolls 170 students from the Wisconsin Rapids area extending as far west as Pittsville, as far south as Adams-Friendship, and as far north as Rudolph. Assumption Catholic Schools elementary operate at Our Lady Queen of Heaven and St. Vincent de Paul parish sites. An Assumption Catholic School middle school operates in the same building as the high school.

Assumption High School has a longstanding reputation as a superior college preparatory school. The school continues to attract Catholics and other Christians who seek formation in the traditions of Christian culture. Though the majority of Assumption graduates attend four-year liberal arts universities, AHS students also attend Technical schools and go on to serve in the Armed Forces.

PRACTICES AND PROCEDURES

Academic Support Center

The staff of the ASC provides tutorial support for students of all abilities. The center is open before school, during school hours, and after school. Students may seek assistance in doing homework and studying for tests by requesting attendance in the ASC during study halls or after school. Students with learning deficiencies may be scheduled into ASC by the guidance department.

Administrative Recourse

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

Order of due process to be followed in resolving disputes:

1. Teacher or other school employee
2. Principal
3. Area Administrator
4. Pastoral Authority
5. Dean
6. Diocese

See DSP 1391 in Appendix

AIDS Policy

Assumption High School complies with the Diocesan Policy on personnel and students with AIDS. That policy is located in the Principal's office and is available to parents and students at any time.

Alcohol and Other Drug Abuse Program (AODA)

Assumption High/Middle School coordinate an Alcohol and Other Drug Abuse Program that serves as prevention and early intervention against alcohol and other drug abuse. (DSP 5505/5508)

The following is a list of services used at Assumption Middle School and High School.

- 8th grade Health (required course) – topics of tobacco, alcohol, illegal drugs, choices, consequences and responsibility.
- 10th grade Health (required course) – reinforcement and further discussion about topics learned in 8th grade
- Athletic Development (elective course) harmful effect of alcohol and drugs on the body including steroids, HGH, etc.
- Speaker Series – Speakers are invited to address the entire student body covering a variety of topics relating to AODA.
- WIAA Athletic Code and Assumption Student Code of Conduct enforce our AODA policies.
- Wood County Youth Initiative Program
- Ropes Course
- Teachers and Coaches reinforce the importance of being alcohol and drug free
- Guidance Office – Addresses referrals of students who may have a need for help with regards to any AODA problems.

Asbestos

The school's asbestos management plan is located in the principal's office. This document is available for review by all parents upon their request. (DSP/R 3230)

Attendance Guidelines

Regular attendance at school is vitally important as it can directly affect student progress academically and development of attitudes and habits which the student will carry into adulthood. Any student whose attendance in a class falls below the 90% attendance (10 days absent) will be notified by administration. Students and parents will be notified if a concern arises due to excessive absences. Parents will also be notified that the student has exceeded the ten day absence limit. In such cases, credit for a course may be denied. In most cases, a meeting of the parent, student and principal will be scheduled once the ten days of absence have been reached in any one class. Students may be required to appear before the Academic Committee to explain absences. It will be the decision of the Academic Committee in consultation with the principal to award or not to award credit for the course. Absence from school that is the result of a school- related event will not be counted against the student's absence record.

Students must attend a full day of classes for the day in order to participate in a school-sponsored extracurricular activity or practice with the exceptions of faith or family events that are deemed by the administration to be absolutely necessary or any other activity, event or appointment that has been approved by administration and does not remove a student from school for more than three periods (2 ½ hours). Students are expected to be in school on the day following athletic events, with the exceptions of family emergency, medical, dental, clinical appointments or school-sponsored trips.

Students who are absent unexcused from a class or school day are considered "truant". The procedure for skipping/truancy will be as follows:

Skipping Mass, homeroom, class, study hall, school day event

1st Offense: Saturday detention. Student will be referred to the Guidance Counselor and Principal. The parent or guardian will be notified.

2nd Offense: In house suspension. Parent or guardian will be notified. The student will be readmitted to class only after successful completion of an administrator, counselor, student and parent conference. An Academic/Behavior Contract will be initiated. Failure on the part of the student to abide by the terms of the contract may result in failing grades or dismissal from school.

3rd Offense: If a student continues to be truant, he/she will be called to the office for administrative review of his/her attendance and academic records. Habitually truant students will be processed under Municipal Code 866.

*****Students who skip Mass, class, study hall, or school day event, or are truant or absent unexcused from school (special circumstances may apply per administration) will not be allowed to participate in an athletic or extracurricular activity that school day. The subsequent day of school may also be affected.**

Absences and Tardiness

Daily attendance is essential to success in school: however, if it is necessary for a student to be absent or tardy, the parent or guardian must call the office between 7:15 am and 8:15 am to inform the school each day the student will be late or not in attendance. The parent should request homework at that time if the parent wishes to pick it up by 3:00 pm. The student is responsible for keeping up with homework during absences, unless illness prevents the student from completing work on time. The school reserves the right to determine whether an absence or tardy is excused or unexcused. "Overslept" will not be considered an acceptable excuse.

Absences will be considered un-excused unless there has been a prior communication from the student's parent or guardian. Unexcused absences will result in disciplinary actions which may include detentions, community service, lowering of grades, or suspension. Teachers are instructed to give an unexcused student a zero on any daily work assigned for the day of absence.

If a student is tardy to school, the student must sign in at the office and receive a pass to be admitted to class. A student who enters class after the bell has rung is tardy to class. Three tardies to class will constitute one absence and will count in the ten-day attendance cap. A tardy of ten minutes or more is considered an absence from that class for the day. **The student will be allowed no more than 5 tardies to school in a semester after which the student will receive a ½ hour detention for each tardy to school.**

Absences – Extended

In the case of an extended absence for medical reasons, the principal must receive a written note regarding this absence. Student work will be accumulated during the absence, and students will have no more than the number of days of the absence to make up the work. Families are encouraged to plan vacations around the school schedule to avoid missing valuable class time. A student who will miss school for a planned absence must submit a pre-arranged absence form. Student work will be accumulated during the absence, and students will have no more than the number of days of the absence to make up the work. Students should be attentive to the expectations of individual teachers regarding make-up work after an absence from school.

Absences – School Events

Students who are missing all or part of a school day as part of a school activity will need to have a permission slip on file. The teacher advisor for the school activity will file an Extracurricular Activities Field Trip Release Form. This absence will not count against the student absence record and the student will remain eligible for all athletic and extracurricular activities on this day. Students are responsible for homework assignments for classes missed.

Bullying

We strive to provide a safe, secure and respectful learning environment for all students. Bullying has a harmful social, physical, psychological and academic impact. We will consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process. Bullying behavior is strictly prohibited and is subject to school discipline procedures, up to and including dismissal.

Bomb Threats

The health, safety, and well-being of students should be a primary concern for school staff. If a bomb threat is received by a school, procedures shall be followed that keep the safety of the students foremost in mind. Student conveyance of bomb threats constitutes grounds for suspension and/or expulsion. DSP 6122 In the event of a bomb threat, fire drill evacuation procedure will be used immediately and the police notified of the threat. Re-entry to the building will take place only after the authorities have checked the building and found everything in order.

Bus Transportation

Lamers and Safeway bus companies provide transportation for our students. Students are obligated to follow the bus companies' rules of conduct. Students who misbehave may lose bus transportation privileges. The bus company will notify the principal of misconduct. Questions about bus service can be directed to the appropriate bus company or school office.

Calendar

All schools follow the Assumption Catholic Schools' system calendar. Please keep a copy of this calendar handy for easy reference. A monthly calendar update will be sent home via email or in the Friday Folder.

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 5112

All co-curricular and extra-curricular clubs, teams and other organizations are expected to be consistent with the teachings of the Catholic Church, both in philosophy and practice.

Cell Phone Possession and Use

Cell phones may be brought to school and kept in the student's possession under the following conditions:

1. Phones must be kept in the OFF position and kept in the student's locker for the entire school day.
2. If a student is caught using a cell phone or if the phone goes off in class, the phone will be confiscated, given to Administration and must be retrieved by a parent or guardian.
3. Students may not use the phone to take pictures or make audio recordings during the school day.
4. Harassing or threatening calls are not permitted at any time.
5. Cell phones may not be used for game playing, Internet or e-mail access, or making purchases of any kind.
6. Making recordings of classroom activity without the instructor's consent will result in suspension from school.
7. Students who access or use smart phones in order to cheat on tests are subject to a range of penalties including loss of credit for the class, suspension and dismissal from school.

Students who violate these may be subject to other disciplinary consequences.

Change of Emergency Card Information

Parents or guardians must notify the school IMMEDIATELY when there is a change of address, phone number, any change in parent (s) or guardianship, or any other change the school should be aware of.

Cheating and Plagiarism

The work that students present is to be their own. Academic dishonesty such as copying another's work, cheating on quizzes and tests, and plagiarism of any kind is unacceptable. Penalties for cheating and plagiarism are assigned by the teacher and may result in loss of credit for the course. Teachers are asked to refer to the Faculty Handbook for norms regarding the assignment of penalties for cheating and plagiarism.

Class Rank

Class rank is calculated each semester for internal use with the exception of computations determining who will be valedictorian and salutatorian. With the exception of valedictorian and salutatorian class rank is only released to outside parties (e.g. colleges, scholarships) when requested by parents in writing.

Closing of School Emergency

Check local radio and TV stations, and an email will be sent through RenWeb and Nixle. Please be sure to have arrangements made with your student as to how and where he/she should go if school is canceled during the school day due to inclement weather or an emergency.

College Visits

Juniors and seniors must make arrangements for college visits through the Guidance Counselor. Students are allowed a total of two absences per year for these visits without penalty for absence.

Communication/Correspondence

Communication between school and home is essential. Daily email, weekly newsletters, Parents Web and Friday Folders are all tools used to relay information to parents in a timely fashion. Please make it a priority to review all information sent home.

Concerns

If you have a concern about your student, you should contact the teacher or guidance counselor by calling the office or emailing that person directly. If you need to meet with the teacher or principal, it is advisable to make an appointment. This is for the parent's convenience as well as that of the teacher and the principal. Anyone coming into the school for any reason must first report directly to the office. Parents are asked not to interrupt a teacher during class time, and are normally expected to remain in the front office or the lobby area when seeking to speak to a teacher or student.

Conduct Expectations and Student Responsibilities

Assumption High School students are expected to demonstrate acceptable standards of Christian behavior. It is necessary for students to exhibit courtesy in their relationships with fellow students, staff members, other school employees, and members of the community.

1. Students are expected to treat others with respect at all times. Physical or verbal abuse or harassment of another person which includes vulgar, profane, sexist, racial or other disrespectful language and/or gestures will not be tolerated.
2. Students are expected to treat the school grounds, building, and equipment with care and respect. Damage to school property resulting from carelessness, misuse or vandalism may result in fines to students or parents.
3. Students are expected to demonstrate honesty in homework, classwork, examinations, athletics, etc. Examples of dishonesty include, but are not limited to plagiarism, copying others' work, using translation services, forging parents' signatures, sharing answers to a test, use of non-authorized electronic devices during a test, stealing, lying, etc.
4. Students are expected to act in a way that positively reflects on themselves and the school in all environments including opportunities for prayer and liturgy, in the classroom, on the bus, at social and athletic events, in the community, etc.
5. Students are expected to follow all rules within the classroom, school and common areas.
6. Students are expected to be in dress code attire, report to school and class on time, and be adequately prepared for class.
7. Students are not free to disregard the sufferings of others, but should act in a way consistent with the corporal and spiritual works of mercy.
8. Students are expected to contribute to the common good.

Conduct Violations

Minor violations include, but are not limited to the following: presence in unauthorized areas or outside of the classroom without a pass; rude, discourteous or abusive behavior; class disruptions; insubordination or chronic rudeness, fighting; inappropriate display of affection; forged or invalid excuse; bullying, abusive, intimidating or other inappropriate language; use of electronic devices during the school day.

Potential consequences for minor violations include, but are not limited to the following: warning of future consequences; community/school service; detention (weekday or Saturday); in school suspension; parent/guardian notification; parent meeting; behavioral contract; confiscation of inappropriate possessions.

Major violations include, but are not limited to: violations of laws; hazing; indecency; tampering with school computers; harassment or intimidating behaviors, violations of safety and fire codes; use or possession of tobacco products, alcohol or illegal drugs; guilt by association for tobacco products, alcohol, or illegal drugs; vandalism to school property and/or equipment; gross misbehavior toward school personnel and/or school rules.

Potential consequences for major violations include, but are not limited to: parent/guardian notification; community service; parent/student meeting; behavioral contract; confiscation of inappropriate possessions; detention (weekday or Saturday); in-school suspension; out –of-school suspension, dismissal or expulsion.

Administration reserves the right to deviate from the above process in the interest of safety and the welfare of students and staff.

Confidentiality

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

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office for Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel. DSP 5310

Curriculum

The Course Description Book describes courses and outlines credit requirements for graduation. Parents can view and discuss course and unit outcomes by meeting with the Director of Instruction.

Disciplinary Procedure

Teachers are the first line of enforcing the student conduct standards. When a teacher makes a referral to Administration it will be interpreted as a transfer of responsibility for handling the situation, determining the appropriate action, and assigning consequences.

1. Notification of parents
2. Conference with administration and parties concerned
3. Possible detention, or suspension (in-school or out-of-school)
4. If appropriate, suspension or recommendation for dismissal or expulsion after consultation with the Director of Catholic Schools.
5. Referral to other agencies if judged appropriate by the Administration in consultation with the Director of Catholic Schools
6. Payment for property or restitution

Discipline

Probation:

Intended as a warning, that unless conduct is improved, suspension or dismissal is a definite possibility. Probation may be given for any of the causes listed under suspension or expulsion. Written notice is given to parents when a student is placed on probation.

Suspension:

Suspension is a disciplinary action to be used when serious or in continued infractions of the behavior code. Suspension may be either in-school or out-of-school as determined by the principal. In either case, the student is responsible to complete all work and/or tests immediately upon return to the classroom setting. Any of the following reasons, as well as others, may be cause for suspension:

1. Truancy
2. Smoking or chewing tobacco on school property.
3. Being present with a student who uses, possesses, buys, or sells drugs or alcohol in the school or on school grounds or during an off school grounds extra-curricular activity.
4. Disrespect or defiance of an adult in a position of authority. (Insubordination)
5. Obscenities: oral, written, or gestured.
6. Destruction of school property.
7. Actions seriously disruptive to class conduct.
8. Behavior that endangers other students or staff.
9. Theft
10. Possession of computer access to pornographic, violent, sacrilegious, or otherwise offensive items on school grounds, at school activities or on school busses.
11. Unauthorized and/or improper use of school computers and equipment
12. Unauthorized entry into the elevator or possession of an access key.
13. Loitering in the neighborhood before/after school or causing a disturbance for the neighbors.
14. Giving a false report to an administrator. Students who have been shown to falsify statements of fact in order to avoid a disciplinary action may receive a one-day suspension in addition to the prior consequence.
15. Disruptive behavior on school busses.
16. Fraudulent use of lunch room code.
17. Behaviors that constitute bullying or harassment of others.
18. Any of the grounds for expulsion.

Suspension may lead to permanent expulsion. A conference with parent/guardians, teacher, principal and student is a prerequisite for re-admission of a student.

Dismissal and Expulsion:

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 that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools. Parents will be notified of any action taken by a student that will be considered grounds for suspension, dismissal, or expulsion.

Dismissal: Termination of a pupil as a student from the school for an indefinite or impermanent period of time.

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

Any of the following may be, but are not limited to, cause for dismissal/expulsion:

1. Use, possession, buying, or selling drugs or alcohol in the school or on school grounds, during an off school grounds extra-curricular activity, or on school busses.
2. Possession of a weapon on school grounds
3. Bringing a weapon to school.
4. Serious destruction of school property.
5. Insubordination or failure to comply with instructions or directions given by the school staff.
6. The use of indecent or abusive language or gestures to any of the staff or students.
7. Behavior that adversely affects the status of the school.
8. Behavior that deteriorates the morals of other students or the staff.
9. Behavior that endangers the safety of other students or staff.
10. Behaviors that constitute legally defined harassment.

Dress Code 2015-16

Philosophy & Application:

1. It is the philosophy of Assumption High School that student dress and grooming reflect the following values: personal modesty, cleanliness, human dignity, and self-respect. While casual dress may be appropriate to some circumstances, employers frequently require more formal standards for dress and grooming. Assumption High School has traditionally recognized three levels of dress: formal for dress-up days, casual for dress-down days, and a middle level between casual and formal for normal days based on social standards for grooming implicit in offices, many retail stores, or other public places.
2. Students are to comply with the dress code during the school day, anywhere in the building, unless excused by the administration due to mitigating circumstances.
3. Faculty may require students to wear clothing that meets unique safety standards appropriate to specific labs, field trips or work days.
4. Any member of the faculty or staff may initiate the process for dealing with students in violation of the dress code. However, it is the responsibility of the teacher who supervises the first class period, homeroom or reading period of the day to send a student who is out of dress code to the person responsible for enforcement of dress code violations.
5. The principal is ultimately responsible for determining whether a student is compliant with the dress code. However, this responsibility will normally be delegated to a teacher of the same gender as the student.

Guidelines & Rules:

1. Clothing must reflect the virtues of modesty and respect for self and others.
 - a. Colored slacks, khakis, or cargo-pants may be worn by all students.
 - b. Sweatshirts, hoodies, fleece, sweaters, and vests may be worn.
 - c. Girls may wear skirts and dresses of a modest length no more than 3 inches above the knee.
 - d. Appropriate shorts and capris, no more than 3 inches above the knee, may be worn before November 1st and after April 1st.
 - e. Shirts (blouses, dresses, tops, etc.) must have sleeves.
 - f. On ordinary school days, boys' shirts must have a collar or hood. No T-Shirts.
 - g. Shirts must be buttoned, if appropriate.
2. Hair must be neat and clean, and styled in a manner that does not create a distraction. No facial hair is allowed.
3. Dress clothing will be worn on special days, and other liturgical celebrations as determined by the school administration.

4. Body art, including tattoos and piercings (other than ear) must be covered.
5. Appropriate undergarments must be worn at all times. For girls, tank tops, camisoles, undershirts, or T-shirts may be exposed above the 2-3 inch clavicle when worn under a dress code acceptable top. No underwear may be exposed at the waistline area during any movement or activity.
6. Shoes must be worn during school hours. Open toe shoes must have manufactured front and back straps. Closed front shoes, such as crocks or clogs can be backless.
7. No hunting, cowboy, or work boots are allowed. No "heelie" type shoes or rollerblades are to be worn in the building. The administration reserves the right to ban any footwear.
8. Royal Wear clothing is designed to promote the school, its teams, or organizations. Such clothing, allowed under the dress code, includes collared shirts, sweatshirts, and hooded sweatshirts that support our school and promote school spirit. Items that have blue, white, or gray as their primary background color will be acceptable. Black can be used as a garment's background color provided that all print (heat transfers, embroidery, etc.) is blue or white only. Any teams, organizations or individuals that want garments approved as dress code acceptable Royal Wear must have them approved by the principal in consultation with the Academic Committee.
9. Students are permitted and encouraged to wear T-Shirts designed to promote the school, its teams, or organizations on spirit and dress down days, especially as part of the build-up to athletic or academic competitions. Except on special occasions like Homecoming week, only Tuesdays are designated as spirit days and only Fridays are reserved for dress down days.
10. Athletic uniforms, when worn on a game day, must be in compliance with the dress code. Moreover, all players must wear the same garment.
11. All Mass Days will be a Dress-Up Day: No T-shirts, shorts, or immodest wearing apparel will be allowed at Mass. Students out of dress code will be required to rent an article of clothing prior to mass attendance.
12. The following apparel is not permitted for any AHS student during the school day.
 - a. Clothing advertising illegal or illicit substances, sexual content/innuendo, other inappropriate messages, athletic teams, other schools, or product endorsement.
 - b. Clothing with rips, fading, fraying, tears,, holes, slits, and personal alterations
 - c. Hoodies worn with the hoods up
 - d. Blue denim of any style
 - e. Athletic shorts
 - f. Shirts, blouses, or tops that show skin as low as 2-3 inches below the clavicle (collarbone)
 - g. Outerwear such as coats, parkas, and jackets
 - h. Hats, bandanas, and hoods
 - i. Combat, military, hunting, camouflage, and gang wear clothing
 - j. Jeggings, yoga pants, and other tight-fitting garments are not allowed. Leggings may only be worn with skirts, dresses or shorts of a modest length, no more than 3" above the knee.
13. The principal of AHS reserves the right to change, alter, or deviate from the dress code in the interest of the safety and welfare of students and staff.

Enforcement & Consequences:

1. Dress code violations are determined at the first session of each school day by the person in charge of the class and again during homeroom, mass, or reading period. (Teachers who determine that a student is out of dress code later in the day should send the student to front office.)
2. The student is informed of the violation and sent immediately to the person in charge of enforcement.
3. The person in charge of enforcement makes a decision whether the student is out of dress code.
4. If the student is determined to be out of dress code, the student will be sent to the office with a written description of the violation.
5. Violation of the code of modesty will be assigned an Assumption sweat shirt or sweat slacks as appropriate to the violation. The rent for the day on either article of clothing is \$5. Failure to return the rented article at the end of the day will result in an additional fine of \$20.
6. All other violations will be assigned a detention.
7. The dress code will go into effect on the second day of each school year.

Drop /Add Procedures

Informal:

Any student or parent request for schedule changes made during the **spring, summer, and first week of school** will follow the INFORMAL process for Drop/Add.

Informal Process:

1. Student / parent makes request for change with registrar
2. If change is requested during 1st week of school, Registrar initiates Drop/Add form
3. Student/Parent meets with registrar/ guidance to discuss options
4. Registrar seeks administrative approval of change if needed; may include administration, teachers, and/or parents
5. Parent or teacher is notified of change

Parent/ student requests for schedule changes after the first week of school will be considered on an individual basis and must follow the formal process for Drop/Add. Changes will be made at this time only for serious reason. Personality conflicts and dislike for the course are not considerations for course changes.

Formal: Parent Initiated

Parent/ student request for schedule changes **after the first week of school** will be considered on an individual basis and must follow the **FORMAL** process for Drop/Add. Changes will be made at this time only for serious reason. Personality conflicts and student preferences are not considerations for course changes at this point.

Formal Process:

1. Parent/student meets with teacher
2. If a change will be considered, the Drop/Add form is initiated.
3. If the teacher declines the request, parents may appeal the decision by contacting the guidance counselor.
4. The Registrar, Director of Instruction, Principal, and Guidance is notified.
5. Registrar provides options for change and discusses with, Guidance Counselor, Principal, student and parent.
6. Change made if appropriate
7. Parents ,affected teachers and Principal are notified of change

Formal: Teacher Initiated

If a teacher has a concern that a student may not have been properly placed in class based on available data and recommendations, the teacher may suggest a schedule change to the registrar and administration.

Process:

1. Teacher confers with student/parent
2. Teacher initiates Add/Drop form
3. The Registrar, Director of Instruction, Principal, and Guidance is notified.
4. Registrar provides options for change and discusses with Director of Instruction, Guidance Counselor, Principal, student and parent
5. Change made if appropriate
6. Parents and teachers notified of change

Drug and Alcohol Policy

Students and parent should recognize the fact that Assumption High School prohibits the use of tobacco products, alcohol and illegal drugs by members of its student body. Student use of these substances is strictly prohibited. (DSP 5508)

Drug /Medication Administration

Written permission from parents is necessary for the school to dispense prescription or non-prescription drugs to a student .Prescription medication must also have a note stating the reason for the medicine and the signature of the doctor. Any needed over-the-counter medications (including cough drops, pain reliever etc.) are to be brought from home and stored in the school office, along with instructions for dispensing.

Administration of Medication at School

Over the counter (non-prescription) medications administered to students at school.

- Must be supplied by the parent or guardian.
- Must have signed permission and written instructions from the parent or guardian.
- 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.
- This includes herbal or homeopathic medications
- Medications are stored in the AHS office.

Prescription medications administered to students at school:

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

Medication being transported from school back home should be transported by the parent unless the school has received written permission from the parent to send the medication home with the child. These changes may require the pharmacy to divide the prescribed dosage into two bottles, one for the home and one for school. (DSP 5505)

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 ACS. The commission meets monthly, August through May, and the minutes of these meetings are sent to all parents 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, please contact your parish representative or the school principal.

Electronic Devices

iPods, cd players, mp3 players, DS, or any type of electronic toy or game, are not allowed in the classroom and may not be used during the school hours. Students should NOT bring these items to school. The school is not responsible for lost or stolen items. If a student has any of these items in his/her possession during the school day, they will be confiscated and held until retrieved by a parent. Other disciplinary measures may also be taken. (See also regulations regarding cell phones).

Elevator

Students may not use the elevator unless given permission to do so due to physical impairment or for the purpose of transporting equipment or supplies.

Eligibility

A student will be declared academically ineligible if he or she failed a course or has an incomplete in a course; once an incomplete is resolved and the grade has been updated in Renweb, the student is eligible again. The ineligibility period will begin the Monday following report card issuance. Students will be ineligible to participate in athletic games and certain extracurricular activities.

A student who receives one failing grade in any hex (1,2,3,4,5,6) will be made ineligible for a minimum of two weeks. A student receiving failing grades in two or more classes during any hex (1,2,3,4,5,6) will be made ineligible for a minimum of 3 weeks. At the end of the ineligibility period for a failed Hex course, the student becomes eligible to participate once the registrar receives verification from the teacher that the student currently holds a “**passing**” status in this course. If not, the student will remain ineligible until this status is achieved.

Students receiving a failing SEMESTER grade in one or more classes will be made ineligible for a period of 3 weeks for Semester I or Semester II.

Ineligibility periods will begin on the Monday following the date of report card issuance for Hex 1,2,3,4,5 and Semester I grades. Ineligibility period will begin the first day of school in the Fall for a failing Hex 6 and/or Semester II grade(s). Students may attend practices, but may not participate in competition.

**See WIAA regulations.*

In special cases, teachers may request administration to consider an immediate period of ineligibility for a student due to serious academic or behavioral concerns. **Teachers may give a failing student an incomplete or may permit a student to go through a process of credit recovery immediately following the end of the semester. In such cases, it is up to the teacher to closely monitor the student's progress and to determine whether the student should lose eligibility.**

Emergency Forms

Each student is to have an Emergency form on file in the office. This is to be completed by the parent or guardian at the beginning of the school year. Parents are responsible for keeping this information current.

Emergency Drills

Emergency drills will be held throughout the course of the school year.

Fire Drills – All students must proceed in silence and in an orderly manner to the appropriate exit as posted. Each class should stay together and walk across the street from the building to the sidewalk. Students should wait silently outside until instructed to return to the building. Anyone who intentionally gives a false fire alarm warning or interferes with the proper functioning of the fire alarm system is subject to legal action.

Tornado drills – All students are to leave their classroom and go 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.

Enrollment

Annual school enrollment begins in January. Those enrolling need to complete and return all necessary paperwork to the school office or Central Office by the deadline to avoid a late fee. Enrollment information is necessary to determine staffing and supplies. The principal may decline the return enrollment of a student who is not willing to adhere to the philosophy of the school or if it is determined the school cannot meet the student's special needs.

Extracurricular Activities

Along with athletics, a wide variety of extracurricular activities are available for the students. Such activities include the following: Jazz band, Jazz Choir, AHS Ambassadors, Musical, Student Council, Retreat Team, Chess Club, Forensics, AcaDec, International Studies, Math League, Key Club, and Pep Club. Faculty/Staff members serve as advisors for these clubs.

Family Educational Rights and Privacy Act (FERPA)

This is a law that protects the privacy of student education records.
See Appendix

Field Trips

Permission slips will be sent home prior to all field trips; parents/guardian should sign and return them promptly. No student may participate unless a signed parental permission slip for the specific event is on file with the school. (DSR 6325) Field trips are a privilege. Schools can set minimum academic and behavioral expectations for participation in such trips. (DSP 6325)

Financial Aid

Assumption High School attempts to provide financial aid to families in need. Financial aid forms and information are available at the Assumption Catholics Schools Central office, 715-422-0900

Fundraising

Assumption High School students will participate in ACS fundraisers, as approved by administration.

Grade Book Access

An online grade book is available through RenWeb. The purpose of this feature is to help parents and students monitor progress in classes. Each family has a personal password obtained through RenWeb to access this information. If you have questions regarding your student's progress, please email the teacher.

Grade Point Average (GPA)

The semester GPA is based on grades earned in courses taken during the semester and is used for report cards and to determine honor roll status.

The cumulative GPA is based on all semester grades earned for courses taken throughout high school. Cumulative GPA is reported on transcripts.

Grades from Winter Symposium will count toward the GPA of first semester courses.

Grade Reports

Report cards will be sent home approximately one week after the end of each hex.

Grade Scales

The Assumption High School Grade Scale is designed to give a detailed view of each student's achievement. This scale mathematically reflects the student's proficiency in the subject. Teachers assign grades based on each student's demonstration of skills and mastery of content in the subject area.

In certain special cases administrative approval may be given to use Pass/Fail grading. A student assigned a "P" passes the course and receives credit but the grade does not impact the GPA. If a student is assigned an "F", he or she does not receive credit and his or her GPA will be negatively impacted.

Satisfactory/Unsatisfactory grading: student assigned an "S" has completed work to a satisfactory level, but does not receive credit and the grade point average is not affected. A student receiving a "U" did not work to a satisfactory level, and does not receive credit, but the grade point average is not affected.

Incomplete grading: student is assigned an “I” due to an illness or student has been absent from school within 2 weeks of the end of a grading period. Student has 2 weeks to turn in work and receive a letter grade for that Hex.

Standard Grade Scale

Grade	%	GPA
A	96-100	4.0
A-	94-96	3.75
AB	92-94	3.5
B+	90-92	3.25
B	88-90	3.0
B-	86-88	2.75
BC	84-86	2.5
C+	82-84	2.25
C	80-82	2.0
C-	78-80	1.75
CD	76-78	1.5
D+	74-76	1.25
D	72-74	1.0
D-	70-72	0.75
F	0-70	0

Weighted Grade Scale

Grade	%	GPA
A+	98-100	4.5
A	96-98	4.25
A-	94-96	4.0
AB	92-94	3.75
B+	90-92	3.5
B	88-90	3.25
B-	86-88	3.0
BC	84-86	2.75
C+	82-84	2.5
C	80-82	2.25
C-	78-80	2.0
CD	76-78	1.75
D+	74-76	1.5
D	72-74	1.25
D-	70-72	1.0
F	0-70	0

Weighted Grades

Accelerated upper level courses receive a weighted grade. These courses include all PACC courses, all AP courses, American Literature/Composition Honors, Chemistry Honors, Church History Honors, Calculus, Pre-Calculus, Physics and Advanced Biology. Weighted courses receive an increased numerical value of 0.25 on a 4.0 scale. Therefore, a B in an accelerated course receives a 3.25, while a B in a non-accelerated course is equivalent to a 3.0. In addition, teachers of accelerated courses may record an A+ for student with a percentage at or above a 98.0. An A+ in accelerated courses equates to a 4.25. With the 0.25 increase, the student receives a 4.5.

Grading Periods

Assumption High school has two semester grading periods in a school year. Within those semesters, there are three hex grading periods and an exam grade. Semester exams comprise between 10 and 20% of the student's semester grade. The semester grade is obtained through a mathematical formula, which configures the three hex grades and the semester exam. It is the semester grade that is used for determining student GPA (Grade Point Average). Only semester grades appear on student transcripts.

Graduation Requirements

Students who wish to earn a diploma from Assumption High School must complete 26 credits of coursework made up of required and elective courses. Please refer to the Assumption High School Course Description Book for more detailed information.

High school courses taken in eighth grade may be counted in the student's total earned credits for graduation; however, only those courses which earn credit in grades 9-12 are calculated in the student's cumulative GPA. Whenever a student's academic performance indicates that the student may not have achieved the academic expectations of the school, teacher recommendations and achievement scores on the ITED, PLAN, and ACT may be used in making a final determination regarding graduation. In all other cases, the faculty recommends student advancement in individual courses, for grade level advancement, and for graduation, by awarding passing grades.

Guardianship

In any situation where there is a custody agreement, the schools should obtain the portion of that agreement that stipulates custody and any other information pertinent for the school. The proof of guardianship will be kept as part of the student's confidential record.

Guidance

The high school guidance counselor is responsible for assisting students with personal and academic problems, career exploration, and post-secondary education planning. The counselor works with teachers to assist in handling issues with students, whether academic or behavioral.

Hall Passes

Hall passes are used when a student must leave the room during class time.

Health Concerns

Parents must notify the school in writing with any of their child's medical condition, of which the school staff should be aware of. These will be kept in the student's confidential file, along with the student's immunization records, as required by Wisconsin state statutes. The Wood County public health nurse is available to our students as needed.

Homework

Homework is an extension of the structured class period and enhances student learning by helping students gain proficiency in the subject. Students are expected to complete assignments according to the instructions given by the teacher. All work is to be turned in by the given due date. Assignments that are turned in late may receive a lower grade.

Honor Code

To accomplish our vision and mission statements, the discipline system at Assumption High School is designed to support a safe environment for our community based on faith, honesty, integrity, mutual respect and responsibility.

Statement of Philosophy

Assumption High School places great emphasis upon integrity, an essential ingredient of one's moral development, character and faith. Students are expected to uphold the Academic Honor Code by representing themselves truthfully, doing their own work, and claiming for themselves only that which is truly theirs.

The principles embodied in the Academic Honor Code are as follows:

- All students are worthy of trust.
- Being trustworthy is an essential ingredient of character.
- Personal integrity is central to one's moral development.
- Part of the mission of the school community is to foster a sense of moral responsibility in each of its students.

Honor Roll

Honor Roll and High Honor Roll will be published at the end of the first and second semesters. An AHS student is considered to be on the High Honor Roll if his/her grade point average for a semester is 3.750 or above. An AHS student is considered to be on the Honor Roll if his/her grade point average for a semester falls between 3.25 and 3.749.

Hot Lunch Account

Hot lunch accounts are assigned to a family unit. Make checks payable to **ACS Hot Lunch**. All students in a family will be debited against the family account. **The lunch program is strictly a pre-pay (pay ahead) program. If the balance in the family lunch account falls below a zero balance or a designated credit balance your child will NOT receive hot lunch and you will need to provide a lunch until payment is received. Families will automatically receive emails via RenWeb when the account reaches the predetermined level to alert them of the urgent need to bring accounts up to date.**

If you qualify for free or reduced lunch, please return the necessary paperwork to Director of Food Service at Assumption High School, 445 Chestnut St. Should your eligibility or ineligibility change or if you have other questions, please call the food Service Director at 422-0922 so the necessary changes may be processed.

Illnesses and Accidents

If a student becomes ill during the school day and needs to go home, parents will be notified. For less serious concerns, students will be allowed to rest for one school period in the office sick room. If a student is ill and cannot come to school, parents/guardians must call the office by 8:15 AM. Parents may call the office to arrange pickup of missing work. For an illness of more than five days, a statement from a doctor must accompany the student's return to school.

All accidents or injuries at school are reported to the principal and an accident report is completed. If there is a serious injury, parents will be notified. The school does not carry accident insurance for its students. All medical expenses incurred are the responsibility of the parent/guardian. Parents should obtain insurance to cover accidents if coverage is desired.

Immunization Records

Immunization records must be up to date and are kept on file in the school office.

Internet and Computer Use Policy

ACS P 6420

In providing Internet services, Assumption expects that those who use the school's information technology facilities will do so in a way that is consistent with the school's mission and philosophy.

INTERNET USE POLICY: ACS provides staff and students access to the Internet to further their educational goals. The Internet is available in a designated location at various sites. No student is allowed access or use of the Internet without a teacher's supervision. A compliance form must be signed and on file in the school before a student may use the Internet.

- Internet, email and other technology access and use in school is as privilege not a right.
- The use is always to be consistent with Catholic teaching, doctrine, morality and values.
- Users shall not use the Internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.
- Users shall not use the Internet, email or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
- Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
- Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, email, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
- Users shall not use the Internet, e-mail, or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to: school personnel names and addresses.

- The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
- Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
- The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time. DSP 6420

Acceptable Internet use must always involve research, legitimate communication, or the attempt to enlist the aid of another in answering a question or solving a problem. The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of that privilege and/or other applicable penalties as prescribed in the student handbook. By using the Assumption High School/Middle School supplied information technology facilities and resources, individuals and other entities agree to abide by all the policies and procedures adopted by Assumption High School. These include not only Diocesan policies and procedures but also local, state and federal laws prohibiting theft, copyright infringement, and insertion of viruses into computer systems, vandalism, and unlawful and prohibited intrusions. **In the event of violation of any of these policies, procedures or laws, current school or diocesan disciplinary policies and any other applicable practices and policies will be followed, including the provision of information to law enforcement authorities.**

Leaving the Premises

Students may not leave the school grounds during the school day for any reason without the written permission of a parent or legal guardian.

Library

The school library is located on the 1st floor and is shared with the middle school. Students may use the library during the school day and after school. If they wish to use the library during a class or study hall, they must request a library pass from the teacher. The library is open for one hour after school. and students are welcome to come in and study quietly.

General Library rules:

Walk quietly to and from the library

Speak quietly when in the library or remain silent

Return books at librarian's desk; students may ask the librarian for help if needed.

Students are allowed to check out books for a two week period; books may be renewed.

Replacement fees are charged for books that are not returned or damaged.

When selecting a book, any unwanted book removed from the shelf must be replaced in the proper shelf in the upright position (or ask the librarian to help).

Students may use library computers with the teacher/librarian's permission.

Disruptive students may lose library privileges.

Do not trespass on the librarian's territorial rights!

Lockers

The use of a locker is provided for each student to store school supplies and outerwear. Students are expected to keep lockers organized and LOCKED at all times. **Students should not bring valuables**

(large sums of money, electronic equipment etc.) to school. The school is not responsible for lost or stolen items. Lockers may not be switched. School officials maintain the right to periodically inspect student lockers and desks. DSP 5520

Lunch

Courtesy is always expected in the lunch room. All students are expected to follow the direction of the cafeteria staff and supervisors. Students may be told to sit in specific areas due to lack of cooperation. Only seniors are allowed to go to the front of the lunch line as part of their senior privileges. Students are allowed in the following designated areas during lunch: cafeteria, first floor bathrooms, meeting rooms, chapel, library, ASC, courtyard or gym. Second and third floor access is restricted during lunch except for students with a pass for the ASC.

Non-Catholic Student Participation

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

Nondiscrimination

Every Catholic school in the La Crosse Diocese respects the dignity of each individual and therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. The Diocese of La Crosse has the obligation to publicize its nondiscrimination policies. DSP 5101

Office Hours

The normal operating hours of the office during school days are 7:30 am to 3:30 pm.

Parent Involvement

Parents are strongly encouraged to attend school functions such as concerts, open house, Royal Parent meetings, athletic events, parent/teacher conferences, parent education programs and so on. Parents are also welcome to visit the classroom at any time; you may do so by making arrangements with the principal prior to the visit.

Parent-Teacher Conferences

Conferences are to be scheduled at least twice a year, once in the fall and again in the spring. Parents are encouraged and students are welcome to attend these conferences. Parents wishing to confer with a teacher at other times should make an appointment with the teacher.

Photo, Video, Audio, Student work permission and waiver for use policy:

Adult Waiver

As parent/s or guardian/s, I/we agree to permit the Assumption Catholic Schools to collect video and/or Photos in which I/we appear or create for purposes of producing promotional and informational material. I further permit ACS 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 Waiver

As parent/s or guardian/s, I/we agree to permit Assumption Catholic Schools 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 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.

*****Signing of the compliance form in this handbook signifies your agreement to the above policy.**

Physical Education

Physical Education is a required class. To be excused from participation, the student must present a written note from the parent indicating the reason. **To be excused from class for any extended period of time, a written statement from a physician indicating the cause for non-participation will be required.** Alternative assignments may be given. To return to class after an extended period of time, a written note from the doctor indicating extent of participation will be required.

Physical Examinations

Physicals are required of all students involved in athletics every two years. Physical cards must be signed by a licensed physician. All students must have an alternate year card signed by a parent/guardian if a physical card is on file from the previous year. All physical and alternate year cards are kept on file in the **athletic office**.

Registration

1. Students/parents will be given a course description book to review prior to registration.
2. The Guidance Counselor and Registrar will meet with students to discuss and advise course selection for the new school year.
3. Students will register for classes in February for the next school year by submitting a completed course registration form. Families must also submit an enrollment form
4. Class registration is based on grade levels, teacher recommendation, prerequisites, and availability of classes.
5. Students who seek advanced placement in courses for which they do not meet the pre-requisites must pass a proficiency exam in the content area and receive administrative approval to take the class.

Religion Program

Assumption High School students will be provided with many opportunities to live the Gospel message and to grow in their faith. Faith experiences will include planning and participating in regularly scheduled liturgies, reconciliation, prayer services, retreats, and meaningful service projects. Prayer will be an integral part of the school day. Emphasis will be placed on maintaining 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.

Retention and Acceleration

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate a student should be made only after serious reflection and evaluation and consultation with teachers and parents. The school administrator is the individual responsible for making the final decision. DSP 5210

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 online by accessing the Diocese of La Crosse website.

School Security

For the safety of our students all doors entering the Assumption building are locked during the school day 8:00am-2:45 pm. To gain entrance to the building during these hours, visitors must ring the doorbell to the right of the entrance door, state their name and purpose. After visitors have identified themselves, the Security Administrator will unlock the door, additionally, it should be noted that security cameras monitor all activity in the schools entrances and hallways.

The main entrance to the Assumption building located on Chestnut Street will be unlocked from 2:45-8:00 pm each weekday night. Visitors wishing to gain access to the building after school hours should use this entrance.

School Pictures

School pictures are taken in the fall.

Semester Exams

Students are required to take semester exams according to the established semester exam schedule. Semester exams comprise between 10 and 20% of the student's semester grade.

Sexual Harassment

All students of the Catholic schools of the Diocese of La Crosse are entitled to learn in an atmosphere free from sexual harassment.

Provisions:

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact or a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but not limited to, "the deliberate, making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measure.

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

Socials and Dances

Several times throughout the year socials and dances are planned by the students. The following rules apply:

1. Once the student has entered an event, he/she may NOT leave the building and return to the event or dance.
2. All students entering the event must remove coats and hang them on the rack provided.
3. Guests (students other than Assumption High School students) must have a completed guest pass.
4. Any student suspected of drinking or violating any of the school regulations must be told of the violation and dismissed. Parents and principal will be notified.
5. Behavior deemed unsafe or morally inappropriate is not allowed.
6. Clothing, dance, and music should positively reflect Christian values.

Standardized Testing

The following standardized tests are taken by Assumption High School students:

Freshman – ACT Aspire

Sophomore – Iowa Assessment

Juniors – ACT, Diocesan Faith Literacy Assessment, PSAT

Seniors – ACT

Student Parking

Students driving cars to school must register the vehicle in the main office. Student cars must be parked in the parking lot east of the school. Students are not allowed to park in the faculty parking lot until after 5:00 pm. Students with vehicles parked in restricted areas will be subject to disciplinary consequences, which may include vehicles being towed at the owner's expense.

Telephone

Students may use the telephone in the office with the permission of the secretary. Students or teachers will not be called to the phone during class hours unless it is an emergency. Parents may leave messages to be delivered to their students.

Messages should be called in for your student no later than 2:15 p.m. to guarantee that the message reaches the student before the end of the day

Textbooks

The school issues textbooks for student use during the school year. Books must be returned to each teacher in the same condition in which they were received. The replacement cost for the book will be charged for books that are damaged or lost.

Tuition

The school relies upon the tuition for a substantial portion of the budget to operate an excellent spiritual and educational program. Tuition assistance is available through Central Office at 422-0904. Delinquent accounts may require holding of student records. See appendix.

Truancy

Truancy is any unexcused absence. A student who is truant from school violates not only school regulations, but also Section 40.77 of the Wisconsin State Statutes. Students who are truant from all or any part of the school day will forfeit the right to submit all work due for or to make up any work (including tests/quizzes) done in the class(es) missed.

Visitors

All visitors must first report to the Assumption High School Office to receive a pass. Students who wish to bring a visitor for the day must receive prior approval from the principal.

Volunteers

To ensure compliance with the Diocese of La Crosse Safe Environment Policy, all volunteers are required to complete, as a condition of their service, the following:

- 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 included in the appendix of this handbook and online at www.assumptioncatholicschools.org or 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.

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 ACS P 6422

Assumption Catholic Schools (ACS) promotes a healthy school 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.

This policy handbook is a guideline for student, parents, teachers and staff to insure smooth day to day operations of Assumption High School. These policies along with common sense, parental support, and student responsibility lead to sound decisions with students being held accountable for their actions. Please note that this is by no means meant to be an all-inclusive document. Situations not mentioned in this handbook will be handled by the discretion and best judgment of the school administration.

The educational institutions of the Catholic Diocese of La Crosse are subject to the limitations of Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Age Discrimination and Employment Act, the Equal Pay for Equal Work Act, the Rehabilitation Act of 1973, and the Wisconsin Fair Employment Practices Act, and do not discriminate on the basis of race, religion, color, sex, national origin, age, handicap, arrest and/or conviction record, marital status or sexual preference, except as permitted by law.

APPENDIX

Action Plan for Handling Bullying

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, parent, or staff member talks to student—verbal warning. This is also documented in the principal's office.
2. A conference is called with staff member/s and principal to discuss the particular problem. This is also documented.
3. If the bullying continues, the principal or designee calls parents. The system president and counselor are informed. This is documented.
4. The principal calls a conference with parents, teacher, counselor, and, if deemed necessary, the system president. A behavioral contract will be drawn up, and then signed by the student and parent/s. Compliance is expected. This is documented.
5. Failure to meet the contract stipulations may result in suspension and/or expulsion.
 - * In school—under supervision of school personnel but isolated from other students and school activities
 - * Out of school—temporary removal from school and school activities
 - * In either case, all class work assigned must be completed before readmission

Administrative Recourse DSP 1391

Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents 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. DSP 1391

Order of due process to be followed in resolving disputes:

1. Teacher or other school employee
2. Principal
3. Area Administrator (if there is one)
4. Pastoral authority
5. Dean
6. Diocese

Procedure in the Diocese of La Crosse:

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within 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) DSR 1391

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 affected. The request can be granted or denied. DSP 1392

Athletic Code

PARTICIPATION GUIDELINES

This handbook has been prepared for the benefit of the participants, the parents, and the coaches in an effort to make athletics a contributing and worthwhile part of the overall school program. It is the desire of all members of the athletic department that athletics should be an enriching and healthful experience in which physical, mental, and social growth shall be stimulated through interscholastic competition. A genuine understanding of the aims and objectives of the school sports program and of the training rules will be realized by careful reading and discussion of this handbook by his/her parents.

GENERAL ELIGIBILITY RULES

Every student who desires to participate in the Assumption athletic program must:

1. Meet all WIAA and Assumption High School eligibility standards in the Student Handbook.
2. Have on file a physical examination card before first day of practice.
3. Have on file an emergency form, cautionary statement, and athletic code signed by participating students and parents/guardians.
4. Be in compliance with all aspects of this Code for Athletes.

CODE OF CONDUCT

It is extremely rare to have a winner who is not disciplined. The development of talent and the nature of both the practice and game require a high degree of control. With that in mind, an attempt is made to ensure that all rules are relevant, fair, and applicable to everyone. Any penalties invoked for violation of rules will be commensurate with the offense and will be imposed immediately.

The use of tobacco, alcohol, or other drugs is prohibited for several reasons, but most importantly because they are harmful to good health and physical conditioning. Sanctions for violation will be arranged by the Athletic Director and the head coach of the respective sport in consultation with the Principal, and may include guilt by association. The cooperation and honesty of the athlete will be a significant factor in determining consequences. The code is enforced 12 months of the year including seasons in which the athlete may not be competing. Second and subsequent offenses are measured within a span of 12 months from the date of the first offense. Lengths of suspensions are carried over to the next sport season if necessary to fulfill the suspension requirements. During the time of athletic suspension, the athlete may not participate in any team contests, and may only attend the athletic event(s) as a spectator.

A student competing for Assumption voluntarily chooses to represent more than just him/her. For that reason a greater degree of attention to personal behavior and appearance is expected of the athletes than of non-participating students. In this regard the athlete is expected to be well-groomed and present a neat appearance. Assumption athletes are to “dress up” on game day, especially when traveling to away contests. Extremes in appearance as determined by the Athletic Department are prohibited. Conduct determined detrimental to the school or team may result in probation or suspension for a specified period of time, depending on the nature of the infraction. This includes the use of profanity and other forms of unsportsmanlike behavior, attendance at out-of-school activities

Where alcohol or other drugs are present (by anyone in attendance, not necessarily the student-athlete), vandalism or theft, or activities at which the police or school administration are called. Student athletes have privileges and responsibilities greater than the “average” student; therefore, improper conduct in or out of school will be subject to disciplinary action, as outlined in the student/parent handbook. Any athlete who is assigned detentions or suspended from school will not participate until the detention or suspension is fulfilled. Any athlete who knowingly attends practice and misses detention will not participate in the next scheduled event.

CODE OF ACADEMICS

Academic Eligibility:

1. Eligibility forms for extra-curricular activities will be processed after each grading period.
2. A student may be declared academically ineligible if he/she is failing a course. It is strongly recommended that a student already ineligible should not be absent for reasons other than illness. Such students, when applying for an Anticipated Absence for other reasons, are jeopardizing their academic progress.
3. Students may request grade updates from teachers Mondays - Thursdays from 2:45 p.m. - 3:30 p.m. or by appointment.
4. Each ineligibility period will begin on date of report card issuance.
5. Administration reserves the right to make a student ineligible at any point throughout the school year based upon failing grades, missing work, and/or extreme behavior.
6. Criteria for Assumption High School Academic Eligibility is in the Student Handbook.

ATTENDANCE POLICY

Students must attend a full day of classes for the day in order to participate in a school-sponsored extracurricular activity or practice with the exceptions of faith or family events that are deemed by the administration to be absolutely necessary or any other activity, event or appointment that has been approved by administration and does not remove a student from school for more than three periods (2½ hours). Students are expected to be in school on the day following athletic events, with the exceptions of family emergency, medical, dental, clinical appointments or school-sponsored trips.

GENERAL TRAINING RULES

The use or possession of tobacco, alcohol, and illegal drugs will not be tolerated. If student-athletes arrive at a gathering where alcohol or illegal drugs are present, either the student-athlete or the illegal substances must leave immediately. Student-athletes may attend weddings, family gatherings, restaurants, etc. but the use of tobacco, alcohol, or illegal drugs is still prohibited. These rules apply to all athletes during the entire 12 months of the year.

CONSEQUENCES FOR VIOLATIONS OF TRAINING RULES

First offense: Athlete is suspended from a maximum of 33% of the season's contests. However, with honesty and cooperation, the penalty may be reduced to 25% of the season's contests. The student must submit a letter of commitment and pledge of loyalty, apologize to the team verbally, and undergo counseling as arranged by the Athletic Director.

Second offense: The Athlete is suspended from a minimum of 50% or a maximum of 69% of the season's contests, and mandatory assessment and follow-through at the expense of the athlete is required. Game suspension continues until an assessment has been conducted and the athlete has fulfilled any and all treatment requirements.

Third offense: A third offense occurring within 12 months of the first incident results in a 12-month suspension from competition. The athlete may only be reinstated by permission of the Administration, Athletic Director, and the coach based on progress made in dealing with his/her problem.

UNEXCUSED ABSENCES

Any student who is truant, or who skips Mass, homeroom, class, or study hall will not be allowed to participate in an athletic event or practice that school day. This may also affect the adjoining days off of school. An unexcused absence from practice will be disciplined by the coach of their respective sport. If it is necessary to miss a practice, the athlete is responsible for informing his/her coach prior to the absence.

ILLNESS

Students who miss school during the day because of illness may not participate in athletic competition or practice later that day or in the evening. The student may participate in athletic competition on a Saturday or other non-school day if he/she has been absent from school due to illness the previous day.

TRIPS TO OTHER SCHOOLS FOR ATHLETIC CONTESTS

Transportation to and from all events will be in school-approved vehicles. A student athlete may return from competition with only his/her parent upon prior written notification. All student/athletes must ride the bus to the competition to be eligible to play.

MAJOR/MINOR SPORT

Student athletes are allowed to play two different sports in the same season (fall, winter, spring). The student/athlete must, however, determine which sport he/she will pick to be their major sport. For example, if a student athlete picks softball for a major sport and golf for their minor sport, the student athlete must adhere to all regulations set by the head coach of the major sport.

AWARDS

If a student athlete is to be awarded a varsity letter in any sport, that student athlete must participate in a minimum of 60% of the season's contests played. In the case of any discrepancy, the Head Coach of that sport, along with the Athletic Director, will determine the award.

MARAWOOD CONFERENCE

Individual Awards – To be nominated for an All-Conference honor (1st Team or 2nd Team, Honorable or Special Mention) to be voted on by coaches, athletes must satisfy their school's eligibility requirements concerning grades and code of conduct for all games, conference and non-conference, of the entire season involved. Nominees need not play, but must be eligible to play in each game. Excused absences do not disqualify athletes from nomination. Athletes involved in an ineligibility period, which overlaps two seasons, may be considered for nomination in the second season.

STATE TOURNAMENT POLICY

In the case of any team advancing to the State Tournament level these rules will apply:

Overnight stay – When a team advances and the contest is before 1:00 pm, overnight accommodations will be made if the trip is over 100 miles. All money that is assigned by the WIAA does not directly mean the money will be used for that tournament series. A parent meeting will be held on the following Monday after the sectional final game. All concerns will be voiced at this meeting on the upcoming state tournament series.

Athletic Eligibility Information Bulletin- WIAA

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at www.wiaawi.org.

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

Student-athletes, as well as parents are asked to read this bulletin, then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.

These are WIAA eligibility rules, which are **current for the 2014-2015 school years:**

AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

ACADEMICS

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances the schools requirements prevail and must be applied as written.

ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.

A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

- A. Board of Education approved full-time student paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school

year.’ Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.

D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.

E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.

F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school’s attendance boundaries, provided enrollment is continuous (unbroken in that school).

G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.

H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.

I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association’s provision retains that ineligibility status if he/she transfers to another school.

J. Except in situations involving transfer after a student’s fourth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for no varsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

A. In the event of a divorce or legal separation, whether pending or final, a student’s residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student’s fourth consecutive semester. For the purpose of this rule, attendance at one day of

School and/or attendance at one athletic practice shall determine ‘beginning of school year’. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.

B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents

are living does not by itself make a student eligible.

C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).

D. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.

E. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the fourth consecutive semester following entry into Grade 9 shall be ineligible for practice and competition for one calendar year, unless the transfer is made necessary by a total change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- C. Open enrolled and/or tuition paying students entering 11th and/or 12th grade as transfer students are ineligible to practice and/or compete for one calendar year.
- D. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved may be provided nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- E. 10th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved may be provided nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- F. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the fourth consecutive semester following entry into grade 9 the student is ineligible to practice and compete for one calendar year.
- G. District policies with respect to intra-district transfer do not supersede WIAA transfer rules in situations involving post-4th semester transfers. Intra-district transfers occurring after the fourth consecutive semester following entry into grade 9 result in the student being ineligible for practice and competition for one calendar year (365 days beginning with first day of attendance at the new school).
- H. Unless transfer, including an accompanying change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of

such transfer.

- I. If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. In situations involving transfer after the fourth consecutive semester following entry into grade 9 the student is ineligible to practice and compete for one calendar year.
- J. A student may not have eligibility in more than one member school at the same time. A parent or parents, who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total move.
- K. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school.
- L. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

PHYSICAL EXAMINATION and PARENT'S PERMISSION

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics, an emergency information form, and he/she must have a physical examination (signed by a licensed physician or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

TRAINING and CONDUCT

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.
- C. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- D. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete

may not suit up.

E. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.

F. Any player who spits on, strikes, slaps, kicks, pushes or intentionally and aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.

G. A school must provide an opportunity for the student to be heard prior to a penalty being enforced. If a student appeals a suspension, according to the schools appeal procedure, the student is ineligible during the appeal process.

AMATEUR STATUS

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of cash or merchandise such as shirts, jackets, sweaters, sweatshirts, jerseys, warm-ups, equipment, balls, duffel bags, backpacks, watches, rings, billfolds, coupons, gift certificates, regardless of their value for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.

B. A student-athlete may receive awards for school achievement which are symbolic (non utilitarian) in nature – badges, certificates, trophies, medals, banners, ribbons, pictures, plaques, event T-shirts, event hats, game balls, unattached emblems, letters, season highlight DVD or video, e.g.

C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for all other participants.

D. A student-athlete may not be identified as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.

E. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

SPORTS ACTIVITIES OUTSIDE OF SCHOOL

A student-athlete in a given sport may not compete in that same sport outside of school either as a team member or an individual or independent entry during the same time he/she is participating with the school team. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series).

A. WIAA rules do not prevent athletes from practicing with non-school teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including “banditing”) in any non-school competitions or races, including scrimmages against other teams.

(1) This restriction applies to normal non-school games as well as “gimmicks,” such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.

(2) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school’s official opening day of practice in order to

continue non-school training and/or competition.

B. During the school year before and/or after the school season of a sport, a student-athlete may participate in sport activities outside of school with these restrictions:

(1) A student-athlete must not participate in non-school programs, activities, camps, clinics and/or competition that is limited to individuals who are likely to be candidates for the school team in that sport in the following season.

(2) Non-school activities in which students are engaged may not resemble in any way a school team practicing or competing out-of-season.

C. In the summer non-school roster restrictions are not in effect and members of a schools team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.

D. A student-athlete or his/her parents must pay the fee for specialized training or instruction such as camps, clinics, and similar programs.

E. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. The sports of baseball, cross country, golf, gymnastics, softball, swimming, tennis, track & field, and wrestling are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.

F. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.

USE OF STUDENT IMAGE

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator

Delinquent Tuition and Fees Payment Policy ACS P 3120.1

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; and
- Make their tuition and fees payment(s) on a timely basis

The school relies upon the tuition and fees for a substantial portion of the budget to operate an excellent spiritual and educational program. Therefore, when tuition and fees payments become delinquent it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the administration as soon as possible. Typically, this occurs when there is a family emergency such as illness or unemployment.

When payments are not made in the manner described by a parent/guardian's tuition agreement form, the following steps will take place:

1. 30 Days Past Due

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

2. 60 Days Past Due

- a. When an account becomes **60 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with copy of this commission policy.

Additionally:

- i. Pastoral leader will be informed of family account balance and activity
 - ii. Report cards and transcripts will be withheld
 - iii. Students will not be permitted to participate in athletic activities
 - iv. Students will not be permitted to participate in extra-curricular activities
 - v. Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangements
 - vi. Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place
- b. A \$25.00 late fee will be added to the family Misc. Fees account balance

3. 90 Days Past Due

- a. When an account becomes **90 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with copy of this commission policy.

Additionally:

- i. Pastoral leader will be informed of family account balance and activity
 - ii. Finance Committee will be informed of family account balance and activity
 - iii. Students will be withdrawn from ACS
 - iv. Report cards and transcripts will be withheld until payment in full is received
- b. In connection with tuition and fees commitment delinquencies, the education commission may pursue legal action against, or require promissory notes from, parent/guardians for failure to honor their tuition agreement equal to the fair market value of the educational goods and services provided as established annually by the commission of education, or the parent/guardian's unpaid tuition and fees commitment, whichever is less.
 - ii. 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.
- c. 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.

4. Families with Senior (12th Grade) Students

- a. All account billing and fees for senior students must be paid by May 15th or the family must have an alternate plan for payment approved by Central Office.
- b. Senior students will not be permitted to participate in graduation ceremony or receive grade transcripts until the balance is paid in full or acceptable arrangements for payment are made

5. End of School Year Balances

- a. All account billing and fees must be paid by May 31st or the family must have an alternate plan for payment approved by Central Office.
- b. 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 copy of this commission policy.

Additionally:

- i. Pastoral leader will be informed of family account balance and activity
- ii. Finance Committee will be informed of family account balance and activity
- iii. Report cards and transcripts will be withheld
- iv. Students will not be permitted to participate in athletic activities
- v. Students will not be permitted to participate in extra-curricular activities
- vi. Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangements
- vii. Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place

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)

Assumption Catholic Schools encourages families to maintain open communication with 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.

Drug and Alcohol Policy DSP 5505

Drug/Medication ministration DSP 5505

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by means other than ingestion.

Any drug, which may lawfully be sold over the counter without a prescription may be administered in compliance with the instructions and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian.

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

negligence” is defined as “conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another.” (This immunity does not apply to health care professionals.)

The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining the filing in the school or other appropriate facility, the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instructions of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, many schools require that the medication be kept in a locked cabinet.) (s. 118.29.) DSP 5505 (state law can be found in the WANS Legal Handbook.)

Drug and Alcohol Policy DSP 5508

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

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

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

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

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

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

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

- a. Illegal drugs;
- b. Alcohol;
- c. Illicit drugs (legal drugs used for illegal or improper purpose); and
- d. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol).

The term “expulsion” is: Termination of a pupil as a student from the school permanently (No opportunity for reinstatement)

The term “dismissal” is: Termination of a pupil as a student from the school less than permanently (indefinite/for a given term).

The term “suspension” is: Temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

Prohibitions

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions,

- or events, and/or on school buses, rental vehicles of school-sanctioned vehicles.
2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles of school-sanctioned vehicles.
 3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles, or school-sanctioned vehicles.

Required minimum sanctions

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

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

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

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

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

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

Investigatory and/or Remedial Measure

The students and parents/guardians shall meet with school authorities.

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.

The student shall be suspended pending completion of the investigations and may be suspended during the assessment.

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.

The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.

Following the receipt of the results of the assessment/ evaluation, the minimum required sanctions shall be imposed on the student.

For students suspended or dismissed, before any student may be re-admitted and continue as a student, the following minimum conditions must be met and consistently maintained:

- A. The student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.

- B. The students must cooperate with any and all recommended actions and conditions of his/her treatment.
- C. The student must refrain from any future drugs or alcohol offense.
- D. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
- E. The student must cooperate with local school authorities.

Reporting Requirements

1. The conduct prohibited by these policies may 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.
2. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.

Consultation

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

Relationship to Other Student Conduct Codes

This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or 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 on parent/guardian and student drug/alcohol abuse education. This education program is to be in place no later than January 14, 1998, and is to be reviewed annually.

Effective Date

This drugs and Alcohol Policy is to be implemented no later than August 15, 1997, and is to be reviewed annually.

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 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 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 parents or eligible students to review the records. Schools may charge a fee for copies.

Parents 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 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 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 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 and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents 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.

Photo, Video, Audio, Student Work Permission and Waiver for Use Policy

Adult Waiver –

As parent/s or guardian/s, I/we agree to permit the Assumption Catholic Schools 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 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 Waiver –

As parent/s or guardian/s, I/we agree to permit Assumption Catholic Schools 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 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

Sexual Misconduct Procedures (Red Book)

A Pastoral Letter to Christ's Faithful
of The Diocese of La Crosse
The Most Reverend Raymond L. Burke
Bishop of La Crosse
October 18, 1997
Feast of Saint Luke, Evangelist
On the Promulgation of
The Revised Sexual Misconduct Policy and Procedures
For the Diocese of La Crosse

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

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

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

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

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

I take the occasion of the promulgation of the revised Sexual Misconduct Policy and Procedures to

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

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

Invoking God’s blessing upon you and your homes, I remain

Yours sincerely in Christ

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

DECREE

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

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

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

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

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

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

Sexual Misconduct Policy

Sexual misconduct by any Diocesan agent, while performing the work of the Diocese, is contrary to Catholic faith and morals, is outside of the scope of his or her duties and responsibilities, and is absolutely prohibited.

No person shall be subjected to sexual misconduct by any Diocesan agent, including clergy, consecrated persons, employees or volunteers of the Diocese of La Crosse.

All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual misconduct; all laws requiring the reporting of known or suspected instances of sexual misconduct; and all requirements, procedural and substantive, set forth in this policy.

Sexual Misconduct Procedures

PURPOSE

1. To convey the message by word and deed that sexual misconduct is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just, pastoral response to all involved.
2. To provide a prompt, compassionate and appropriate response to reporters of sexual misconduct.

3. To respect the canonical and civil rights of the parties involved.
4. To provide a confidential procedure to gather all relevant facts, which respects the privacy of the reporter and of the accused.
5. To provide a mechanism, when appropriate, to make available competent and supportive professional resources to victims, perpetrators, and the accused.
6. To provide and develop a climate and opportunities for remediation, reconciliation and forgiveness.
7. To provide a process which seeks to restore trust.

PROCEDURE

1. All allegations of sexual misconduct against Diocesan agents (clergy, consecrated persons and/or lay persons) shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and appropriate response to the allegations. This initial assessment will address the issues of possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter acknowledging the allegations and providing the accuser/reporter a copy of the Diocesan Sexual Misconduct Procedures.
4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused with a copy of the Diocesan Sexual Misconduct Procedures. If the accused is a cleric of another Diocese or a consecrated person, the ecclesiastical superior of the accused shall also be notified.
5. When necessary, the Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
6. The investigative protocol shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communication with the accuser and to the Diocesan Bishop shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including a written statement from the accused, documents, witness statements and records (releases);

to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communications with the accused and to the Diocesan Bishop shall be confidential.

9. When appropriate, the Diocesan Bishop may request a third-party assessment of the accuser and/or accused, including independent medical, psychological or other examinations at Diocesan expense. All documents and/or reports are confidential.

10. After the investigative protocol is completed, the Diocesan Bishop shall make a determination whether or not the accusation is sufficiently confirmed.

11. If the accusation is not sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, placed and recorded in the confidential records of the Diocese.

12. The following will apply if the accusation is sufficiently confirmed:

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

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

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

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

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

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

Sexual Misconduct Policy and Procedures

SCOPE

1. These Sexual Misconduct Policy and Procedures govern all Diocesan agents, including clergy, consecrated persons, employees and volunteers, while they are performing the work of the Diocese.
2. The Sexual Misconduct Policy and Procedures are not intended to cover other moral transgressions or matters involving violations of the Code of Canon Law.

(Green Book) Revised 8-29-2012

DECREE

PROMULGATING THE POLICY AND PROCEDURES OF THE DIOCESE OF LA CROSSE REGARDING THE SEXUAL ABUSE OF MINORS BY CLERGY

From the time my appointment as Bishop of La Crosse was announced, one of my stated priorities has been to learn more about the issue of child sexual abuse and to ensure a safe environment for all minors and vulnerable person in the Diocese. With this in mind it is my duty to see to the full implementation of the United States Conference of Catholic Bishops' Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons. Happily the Diocese of La Crosse has been found to be in compliance with the aforementioned Charter through the audits conducted by the USCCB Secretariat of Child and Youth Protection. However both of these documents have been revised since the promulgation of the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse by my predecessor then Bishop Raymond L. Burke on February 5, 2003, and have been in effect since May 15, 2006. Furthermore our Holy Father Pope Benedict XVI, on May 21, 2010, revised the Normae de gravioribus delictis reserved to the Congregation for the Doctrine of the Faith. In light of these more recently documents, I have undertaken a review of our diocesan policies and procedures. Having completed this review with the help of the Diocesan Clergy Child Sexual Abuse Review Board at its meeting on August 3, 2011, hereby promulgate the revised Policy and Procedures of the Diocese of La Crosse Regarding the Sexual Abuse of Minors by Clergy, including the "Norms Governing the Diocese of La Crosse Clergy Child Sexual Abuse Review Board." These revised policies and procedures are to take effect immediately, and are to be published and disseminated as quickly as possible.

*Given at La Crosse, on the fourth day of November in the year of Our Lord 2011, the memorial of Saint Charles Borromeo, Bishop.
Bishop William Patrick Callahan*

POLICY AND PROCEDURES OF THE DIOCESE OF LA CROSSE REGARDING THE SEXUAL ABUSE OF MINORS BY CLERGY

SCOPE

1. The *Policy and Procedures of the Diocese of La Crosse Regarding the Sexual Abuse of Minors by Clergy* govern priests and deacons while they are performing the work of the Diocese with the permission of the Diocesan Bishop.
2. The policy and procedures are not intended to cover other moral transgressions or matters involving other violations of the Code of Canon Law.

DEFINITIONS

Minor: A person below the age of 18 years. A person who habitually lacks the use of reason¹ is to be considered equivalent to a minor.

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

Sexual Abuse of a Minor: Sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. Also to be considered as serious is the acquisition, possession or distribution by a cleric of pornographic images of minors for purposes of sexual gratification, by any means or technology. Any conduct of a sexual nature involving persons under the age of 18 which violates any federal or state statute also constitutes sexual abuse of a minor under these policies. This includes, but is not limited to:

1. Sexual assault of a child
2. Repeated acts of sexual abuse of a child
3. Sexual exploitation of a child
4. Causing a child to view or listen to sexual activity
5. Child enticement

1 Canon 99 of the *Code of Canon Law* states: "Whoever habitually lacks the use of reason is considered not

responsible for oneself (*non sui compos*) and is equated with infants."

2 Pope Benedict XVI, Revised *Normæ de gravioribus delictis* Reserved to the Congregation for the Doctrine of the Faith, Art. 6, §1, 1° (May 21, 2010).

3 Cf. *Ibid.*, 2°.

4 Sec. 948.02 Wis. Stats.

5 Sec. 948.025 Wis. Stats.

6 Sec. 948.05 Wis. Stats.

7 Sec. 948.055 Wis. Stats.

8 Sec. 948.07 Wis. Stats.

6. Exposing a child to harmful materials⁹;

7. Possession of child pornography¹⁰;

8. Sexual gratification involving children¹¹;

9. Sexual intercourse with a child 16 years or older¹²;

10. Possession or use of Internet child pornography¹³;

11. Invasion of privacy by video surveillance ¹⁴;

12. Sexual exploitation of children by manufacturing pornography¹⁵;

13. Taking, possessing or distributing nude pictures in locker rooms¹⁶;

14. Sending obscene or sexually explicit electric/electronic messages¹⁷;

15. Use of a computer to facilitate a child sex crime.¹⁸

POLICY

1. Sexual abuse of a minor is a crime and “an appalling sin in the eyes of God.”¹⁹
2. Sexual abuse of a minor by any Diocesan priest or deacon is contrary to Catholic faith and morals, is outside the scope of his duties and responsibilities, and is absolutely prohibited.
3. No minor shall be subjected to sexual abuse by any Diocesan priest or deacon.
4. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws prohibiting sexual abuse of minors; all laws requiring the reporting of known or suspected instances of sexual abuse of minors; and all requirements, procedural and substantive, set forth in this policy.

PROCEDURES

1. All allegations of sexual abuse of a minor against a Diocesan priest or deacon shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and the appropriate response to the allegations. This initial assessment will address issues of the possible risks to the accuser and potential

9 Sec. 948.11 Wis. Stats.

10 Sec. 948.12 Wis. Stats.

11 Sec. 948.10 Wis. Stats.

12 Sec. 938.09 Wis. Stats.

13 Sec. 948.012 Wis. Stat. and 18 USC Sec. 2252.

14 Sec. 942.08 Wis. Stats.

15 18 USC Sec. 2251 Wis. Stats.

16 Sec. 942.09 Wis. Stats.

17 Sec. 944.25 Wis. Stats.

18 Sec. 948.075 Wis. Stats.

19 Address of Pope John Paul II to the Cardinals of the United States (April 23, 2002).

20 Except for paragraphs 1 and 2, these procedures are not necessarily listed in the order followed in each case. The safety of minors is the paramount concern. victims; reporting requirements; possible risks to the accused; the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below); and the investigative protocol.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NORMS GOVERNING THE DIOCESE OF LA CROSSE CLERGY CHILD SEXUAL ABUSE REVIEW BOARD

1. Composition and Appointment.

The Diocese of La Crosse Clergy Child Sexual Abuse Review Board shall consist of at least six (6) persons appointed by the Diocesan Bishop and who serve at the pleasure of the Diocesan Bishop. All persons must be of outstanding integrity and good judgment. At least five (5) of the persons must be in full communion with the Catholic Church.

2. Qualifications.

No less than four (4) of the members shall be adult lay persons not in the employ of the Diocese of La Crosse, one of which, at least, shall have particular expertise in the treatment of the sexual abuse of children. In addition one experienced and respected pastor of the Diocese shall be appointed to advise and consult with the Board. Three (3) *ex officio* nonvoting members shall be appointed by the Diocesan Bishop: the Vicar for Clergy, a knowledgeable canon lawyer and the Diocesan Attorney.

3. Term.

The term for each Review Board member shall be five (5) years, which can be renewed.

4. Purpose.

The purpose of the Diocese of La Crosse Clergy Child Sexual Abuse Review Board shall be:

- A. To assist the Diocesan Bishop, at his request, in assessing specific allegations of sexual abuse of minors by a priest or deacon, when the allegations have not been admitted.
- B. To review regularly the Diocesan policy and procedures for dealing with sexual abuse of minors by a priest or deacon, and to recommend to the Diocesan Bishop any modifications; and
- C. To render such other advice and counsel regarding sexual abuse of minors when requested by the Diocesan Bishop.

5. Confidentiality.

All matters submitted to and all proceedings of the Diocese of La Crosse Clergy Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and the assignment of clergy. The process is therefore privileged under the First Amendment. The procedures may require the examination of documents and records which are privileged. That may require seeking and hearing legal advice which is privileged, and may require review of privileged communications between priests, doctors, psychologists, social workers and lawyers. By its very nature the Diocese of La Crosse Clergy Child Sexual Abuse Review Board's proceedings involve matters of a highly personal nature, protected by the Wisconsin Privacy Law. Therefore all of its communications, proceedings and records are confidential and may not be disclosed or made public.

6. Norms Governing the Assessment of Allegations.

- A. Issue: "Is the allegation sufficiently credible to recommend to the Diocesan Bishop that the case be advanced?"
- B. Burden of proof: the accuser carries the burden of proof, consistent with concepts of fundamental fairness.
- C. Standard of proof: corroborating evidence from witnesses, documents or other sources.
- D. Representation:
 - (1) The accuser may be represented by a civil and/or canon lawyer at his or her own expense.
 - (2) The accused may be represented by a civil and/or canon lawyer at his own expense.
 - (3) When necessary the Diocese will supply canonical counsel to a priest or deacon.
 - (4) The Diocese of La Crosse Clergy Child Sexual Abuse Review Board shall be represented by the Diocesan Attorney.

7. Record.

There shall be no record made of the proceedings of the Diocese of La Crosse Clergy Child Sexual Abuse Review Board.

8. Rules of Evidence.

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

9. Discovery.

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

10. Nature of the Proceeding.

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

Safe Environment Policies and Video Waiver Forms:**Policies of red and green books:**

I/we have been given a copy of "The Revised Policy and Procedures on Sexual Misconduct for The Diocese of La Crosse", A Pastoral Letter to Christ's faithful of the Diocese of La Crosse, by the Most Reverend Raymond Burke, former Bishop of La Crosse, and "The Revised Policy and Procedures Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse". These items are contained within this appendix or available online at www.assumptioncatholicschools.org or www.dioceseoflacrosse.com.

My signature/s indicate that I/we have read the above documents and that I/we understand "The Revised Policy and Procedures on Sexual Misconduct for The Diocese of La Crosse" (Red Book) and "The Revised Policy and Procedures Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse" (Green Book).

I/we are not currently, nor ever have been, in violation of this policy.

Parents and legal guardians are required to review these policies annually. Signatures and dates on the "Statement of Compliance" form at the end of the handbook indicate that this has been done.

Video waiver:

Viewing of video entitled *Providing a Safe Environment – Diocese of La Crosse*, Copyright September, 2005 Diocese of La Crosse (Length – 25 minutes):

I/we have viewed the twenty-five minute video entitled *Providing a Safe Environment – Diocese of La Crosse*. The video is available for viewing in each of the schools in the case of no Internet access, or online at www.dioceseoflacrosse.com.

My signature/s on the "Statement of Compliance" form indicates that I/we have viewed the above video that is part of the Diocese of La Crosse Safe Environment Program.

I/we are not currently, nor ever have been, in violation of this policy.

Parents and legal guardians are required to review this video annually. Signatures and dates on the "Statement of Compliance" form at the end of the handbook indicate that this has been done

Whom Should I Contact?

Many times students and parents/guardians have questions or concerns and are unsure as to whom they should contact at Assumption High School. Please know that everyone is willing to be of help to you, but if you want to know specifically who to go to, the following information may be of help. We encourage you to contact us whenever you have a question or concern. If after making the initial contact, you feel you need more clarification or discussion, contact the next person listed. The main number for Assumption High School is 422-0910. Also, any AHS faculty/staff person may be reached via email by using FirstinitialLastname@assumptioncatholicschools.org. If there are other questions or concerns not listed below, ask the main office secretary to direct you to the appropriate person(s).

Academics Progress in a Particular Class Grading Questions <ol style="list-style-type: none">1. Teacher of the class2. Guidance Counselor3. Registrar4. Principal	Administrative Recourse <ol style="list-style-type: none">1. Faculty or Staff2. Principal3. President of ACS4. Wis. Rapids Dean	Athletics Individual Sport Program <ol style="list-style-type: none">1. Coach of Team2. Head Coach of Sport3. Athletic Director4. Principal
Calendar <ol style="list-style-type: none">1. Secretary2. Principal	College Placement Test/Results Post-Secondary Plans Scholarships <ol style="list-style-type: none">1. Guidance Counselor2. Principal	Course Selection or Class Schedule <ol style="list-style-type: none">1. Guidance Counselor2. Registrar3. Principal
Discipline <ol style="list-style-type: none">1. Teacher of the Class2. Principal	Extracurricular <ol style="list-style-type: none">1. Activity Advisor2. Principal	Financial Fees and Tuition Financial Aid/Scholarships <ol style="list-style-type: none">1. Finance Manager2. Controller3. Principal
Personal Issues Alcohol/Drug Abuse Mental Health Safety <ol style="list-style-type: none">1. Guidance Counselor2. Chaplain3. Area Religious4. Principal	Records Credit Check Report Cards Transcripts <ol style="list-style-type: none">1. Guidance Counselor2. Registrar3. Principal	Spiritual <ol style="list-style-type: none">1. Chaplain2. Area Religious3. Principal

