



## ***Welcome to Our Lady Queen of Heaven School!***

On behalf of the staff at Our Lady Queen of Heaven School, I am happy to welcome you to the 2022-2023 school year! If this is your first year at Our Lady Queen of Heaven School, welcome to our school, and to our returning families, welcome back. We are so pleased that you are a part of the Assumption Catholic Schools family.

The mission of Assumption Catholic Schools is to promote excellence and personal growth grounded in Catholic principles and tradition. Our staff and students work daily to uphold our mission.

We believe that every child can learn and we hope to work very closely with you to develop a relationship that will enhance your child's learning. We thank you for entrusting your precious child(ren) to us and please know that we appreciate the faith you have placed in us.

Again, welcome to Assumption Catholic Schools. Your child is about to begin a great adventure as they grow in faith and knowledge!

May God bless you and your family today and always,

**Ms. Shelley Bruley**  
**Principal**

OLQH Principal- Ms. Bruley-715.422.0982 [sbruley@assumptioncatholicschools.org](mailto:sbruley@assumptioncatholicschools.org)

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*Assumption Catholic Schools reserves the right to modify this handbook at any time.*





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

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

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

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### The Vision of Assumption Catholic Schools

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

### The Mission of Assumption Catholic Schools

To Inspire excellence in personal growth grounded in Catholic principles and tradition





## *Curriculum/Course Descriptions*

### **COURSES FOR GRADES K-2**

**ELA/Reading** -English Language Arts and Reading foundational skills are taught in kindergarten through second grade. Each grade spirals its curriculum to progress from introduction to application of skills. Grammar, usage, mechanics, writing, spelling, vocabulary, phonics, handwriting, and reading comprehension are taught, practiced, and reviewed at all grade levels.

Programs intentionally chosen to increase English Language Arts success include STAR Assessments, Accelerated Reader, and other specific technology tools as needed/discovered. The Superkids Reading Program developed by Zaner-Bloser is used at all grade levels within our school.

**Math**-Students are provided the necessary mathematics tools to use as they progress to the next level of academia. These foundational tools include mastery of math facts, applied problem solving, inductive reasoning, real-life application, and an integration of modern technology. Our math curriculum also helps students view mathematics as worthwhile, interesting, and relevant.

Programs utilized to increase math success include STAR Assessments, I Know It Math and other specific technology tools as needed/discovered. Textbooks include Houghton Mifflin Harcourt and Seton Math.

**Religion**-The religion curriculum seeks to help students grow both spiritually and academically. Centered on the person of Jesus, the religion curriculum begins with age-appropriate truths of the Catholic faith. Students participate in our religion curriculum through weekly participation in the Catechesis of the Good Shepherd program, seasonal celebrations and activities, prayer services, weekly and Holy Day of Obligation Masses, and grade level retreats. Emphasis is given throughout the day on encouraging students to behave according to how Jesus might respond to personal situations in daily life. What would Jesus do if he were here?

**Science**— Our curriculum provides opportunities for students to learn science through hands-on activities in which students grow in their knowledge of physical, earth, and life science. Students participate in activities which foster development of their scientific inquiry skills.

**Social Studies**-Our curriculum incorporates many hands-on activities to strengthen the foundational understanding of our past, current status, and future at grade appropriate levels. Themes studied include Ourselves, Our Family, Our Neighborhood, Our Community, Regions of the United States, and Wisconsin History.





## *Curriculum/Course Descriptions Cont.*

### P.E.



Physical education develops desirable, physical, mental, and emotional traits that aid in the development of a well rounded child. The goal of physical education is to develop healthy habits, skill acquisition of games and sports, sportsmanship, and teamwork.

### ART



Art class provides students the opportunity to develop awareness of the elements and principles of art and design. Students are exposed to the beauty in creation and to learn the skills of artistic expression from a Christian perspective. The primary objective is to nurture expression through visual media.

### MUSIC



Participation in music (general and instrumental) provides for the deepening of musical knowledge while enjoying the art of music. Through vocal, rhythm instruments, hand bells, and dancing students learn and perform at their level.



### CATECHESIS

Catechesis of the Good Shepherd is an approach to the religious formation of students. The Bible, liturgy of the church, and educational principles of Maria Montessori are taught in a special room called the "atrium".

### COMPUTER



### APPLICATIONS

Students are introduced to keyboarding and word processing as well as computer coding through the use of code.org. They also utilize Chromebooks for Accelerated Reader, I Know It Math, and other purposefully chosen educational learning games and programs.







## *Most Frequently Asked Questions*

### **When does the day begin and end?**

Our school day begins at 8:35 a.m. and ends at 3:35 p.m.

### **How early can I drop off my student for school?**

The doors are open at 7:00 a.m. when our before-care program begins. There is a fee for the use of our before-care child care program.

### **What if I cannot pick up my student right away at 3:35?**

Students are then placed into after-care where they enjoy the after school activities planned for that day. There is a fee for the use of the after school child care program.

### **Where do I pick up my child after school?**

Car Pick-Up: Students are dismissed and supervised by teachers to the church parking lot.

Bus: Bus pick up is on 10<sup>th</sup> Ave. South. A teacher will supervise the bus line until all buses have departed.

After-Care until 5:30: Students are dismissed to the after-care teacher in room 101. When picking your child up, look for signs near door A indicating the current location of the after-care group, if they are not in room 101.





## *Most Frequently Asked Questions*

### **What should students wear on weekly Mass days?**

Students are not required to dress up on weekly Mass days. Regular dress code applies if not opting for dress shirts, ties, etc. Rules of modesty are required.

### **Do the students have recess?**

Recess occurs daily at 8:15—8:35 a.m., during lunch, and from 2:00–2:20 p.m. Students have time to play outside (weather permitting) or do activities in their classrooms.

### **How does breakfast work?**

Every morning, breakfast is made available for the students. A breakfast bell will ring at 8:25 a.m. Students wishing to take breakfast will be directed the cafeteria where breakfast will be served.

\*Please refer to the 2022-2023 ACS K-5 Family/Student Handbook for the breakfast and hot lunch fees for the 2022-2023 school year.





## *Most Frequently Asked Questions*

### **What if my student has an appointment during the day?**

If your student has an appointment during the day, a written note, email, or phone call should be directed to the office before school starts. Your student will be reminded to leave class at the appropriate time. Upon pickup, please sign your student out in the OLQH office and sign back in upon returning.

\*All correspondence regarding attendance should be directed to the office.

### **Report cards and grades?**

Your child will receive a report card every six weeks. Each grading term is called a hex. There are six hexes per school year. If at any time you have any questions or concerns regarding grades, please reach out to your child's teacher(s). OLQH uses FACTS Family Portal to provide our families with one easy place to check grades, to make online payments for lunch accounts, check your child's attendance, as well as access to other useful information.

### **What are Friday Folders?**

Every Friday, your child will receive a folder to take home. Please look through the folder and return it to school the following Monday. If you have more than one student at our school, the folder will go home with the youngest child. Folders contain important forms such as report cards and permission slips. Additionally, you will also receive a Friday communication email with electronic attachments of similar information.







## *Most Frequently Asked Questions*

**Does Our Lady Queen of Heaven School office sell scrip?**

Yes, however, the inventory is not as vast as the main Scrip office located at Assumption High School. Those hours are:

**Monday 9am -noon Tuesday 9am -1 pm Thursday 11 am-6 pm Friday 9 am -1 pm**

**How often do OLQH students have Religion class and Mass?**

OLQH students have religion classes and a weekly Children's Mass on Tuesdays at 9:00 a.m. All are welcome to celebrate with us. We also celebrate Mass on Holy Days of Obligation, and take part in a daily prayer service before dismissal.





## *Dress Code*

### **Pants – Solid colored dark navy blue or khaki tan**

- Must be cotton, poly-cotton, corduroy, or knit fabric
- Pants are to be worn at the waist.
- Pant hems may not touch the floor.
- Solid colored leggings, jeggings, yoga pants or solid color tights in white, navy blue, red, or khaki tan may be worn with dresses, skirts, or with shirts that are mid-thigh length or longer.
- NO denim, jeans, sweats, wind pants, or bibbed, baggy, or flared styles.

### **Shirts – Solid colored dark navy blue, royal blue, white or red**

- Shirts must have at least a one-inch collar – polo shirt, turtleneck, mock turtleneck, or blouse.
- Shirts may be long or short-sleeved.
- NO sleeveless shirts.
- Any logos on a shirt must be “smaller than a half dollar”.

### **Skirts – Solid colored navy blue or khaki tan**

Skirts must be no more than 3 inches from the top of the kneecap. Tights/leggings are encouraged in cold weather months.

### **Sweatshirts, hooded sweatshirts or pullover fleece – solid colored navy blue, royal blue, red or white with WRACS, ACS or ROYALS/ASSUMPTION logos**

A dress code appropriate shirt must be worn under all sweatshirts.

### **Sweaters and Vests– Solid colored navy blue, royal blue, red, or white or WRACS/ACS logo**

- A dress code appropriate shirt must be worn under all sweaters.
- Cardigan, v-neck, crewneck; long or short-sleeved are acceptable.
- Any logo other than ACS/WRACS logo must be “smaller than a half dollar”.





## *Dress Code continued...*

### Skirts/Shorts/Skorts – Solid colored navy blue or khaki tan

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

### Jumpers – Solid colored navy blue or khaki tan

- Any logos on a jumper must be “smaller than a half dollar”.
- Collared shirt must be worn under all jumpers.
- Sleeveless dressed need shoulders covered by school appropriate covering.
- Must be no more than 3 inches from the top of the kneecap

### Mass Day is Dress Code or better

Students may wish to keep a pair of dress code bottoms in their locker or backpack.

**\*\*The administrator reserves the right to interpret and apply the dress code. Then compliance is expected**

### Footwear

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

### Socks – must be worn at all times

### Accessories

- Hats and sweatbands cannot be worn in the school building.
- Clothing, jewelry and/or grooming must not be distracting, potentially dangerous and/or disruptive to the learning environment.





## *Before School Procedures*

### If You Are Arriving at School Before 8:15 a.m.

1. Drop off area is by the island in between the two parking lots (near the church rectory).
2. Please follow the painted pathway to the area where before care is held. Parents are required to sign their child(ren) in when arriving to the before care program.
3. Child care fees will be charged until 8:15 am.

### If You Are Arriving At School After 8:15 a.m.

1. Drop off area is by the island between the two parking lots (near the church rectory).
2. Please go to the area where there is supervision (usually playground or your classroom during inclement weather).
3. When the 8:35 a.m. bell rings, please walk to your class line for the welcome and pledge.

### If You Are Arriving at school on the Bus

1. Buses will drop off students on 10<sup>th</sup> Avenue in front of the church. Walk on the sidewalk on the south side of school to the playground.
2. If inclement weather, walk on the sidewalk on the south side of school and enter the south door in front of the garden.
3. Please go to the area where there is supervision (playground or your classroom during inclement weather).
4. When the 8:35 a.m. bell rings, please walk to your class line for the welcome and pledge.

\*The breakfast bell rings at 8:25 a.m. daily. Students taking breakfast will be directed to the cafeteria.





## *After School Procedures*

All students will be dismissed from school after our end of the day school wide prayer service.

### If You Are Riding the Bus After School

1. Walk safely and respectfully down to door B and line up following the bus supervisor.
2. Follow the line safely and respectfully to the bus.
3. The bus supervisor will tell you when it is time for you to load the bus.
4. Once on the bus, find a seat and be respectful to all people there.

### If You Are Going to the Parking Lot

1. Vehicles enter the parking lot using the west entrance.
2. Pick up area is by the island between the two parking lots (near the church rectory).
3. Students are to wait safely and watch for their ride. The supervisor will give students permission to walk safely and respectfully to their vehicles.
4. Vehicles exit the driveway onto 10<sup>th</sup> Ave.
5. Any parking lot students not picked by 4:00 p.m. will be expected to report to the after-care program. All after-care program charges will apply.

### If You Are Going to After-Care

1. Please walk with the after-care supervisor to the after-care area and enjoy the rest of your day.
2. Parents must sign their child(ren) out from after-care when picked up.







## *Student Services*

### **What does the Student Services Department do?**

The school social worker is available 5 days a week between SV and OLQH schools.

- Provides services related to a student's social, emotional, and life adjustment to school, family and/or community.
- Is the link between the home, school, and community in providing direct as well as indirect services to students, families, and school personnel to promote and support students' academic, behavioral, and social success.
- Is an advocate to students, families, and staff in the ACS system.

### **Who is our student services educator?**

Mrs. Elizabeth Kuhn can be contacted by phone (715-422-0956) or email ([ekuhn@assumptioncatholicschools.org](mailto:ekuhn@assumptioncatholicschools.org)).

#### **Confidentiality**

Everything remains confidential unless a student is planning to harm him/herself or others; or a student is being abused or neglected. In these situations, we are required by law to report this information to the parents/guardian or appropriate agencies.

