

**ASSUMPTION HIGH SCHOOL**

**Student/Parent Handbook**

**Grades 9 – 12**

**2022 - 2023**



**ASSUMPTION  
HIGH SCHOOL**

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

**ASSUMPTION HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2020 - 2021**

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## **SCHOOL /SYSTEM INFORMATION:**

<u>School Phone Contacts</u>	Assumption High School Main Office	715-422-0910
	Mr. Jimmy Lynch, Principal	715-422-0913
	Father Steven Weller, Chaplain	715-422-0906
	Mrs. Jenna Lynch, Campus Ministry	715-422-0952
	Ms. Holly Ahrens, Guidance Counselor	715-422-0931
	Mrs. Yvonne Audi, Dean of Students	715-422-0937
	Mrs. Chris Kinzel, Registrar	715-422-0918
	Mr. Joe Birkhauser, Athletic Director	715-422-0915
	Mrs. Pat Hoffmann, Secretary	715-422-0910

### General Information

School Address:  
445 Chestnut Street  
Wisconsin Rapids, WI 54494

System Website:  
[www.assumptioncatholicschools.org](http://www.assumptioncatholicschools.org)

System Email Addresses:  
First initial last name @ assumptioncatholicschools.org  
(Ex: Mr. Jimmy Lynch = [jlynch@assumptioncatholicschools.org](mailto:jlynch@assumptioncatholicschools.org))

<u>System Phone Contacts</u>	Assumption Catholic Schools Central Office	715-422-0900
	Mr. Dan Minter, President	715-422-0902
	Mrs. Michele Haas, Finance Manager	715-422-0917
	Mrs. Linda Schill, Development	715-422-0914
	Mrs. Kerry Meinel, Enrollment Manager	715-422-0901
	Mrs. Joann Cephas, 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 Catholic School in the Diocese of La Crosse. As a Catholic School, we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

Assumption High School (AHS) is a co-educational school-serving student's in grades 9 – 12. The school is accredited through Wisconsin Catholic Schools Accreditation. 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 150 students from the Wisconsin Rapids area. 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 an ISP are scheduled into ASC by the registrar/guidance department.

### **Acceptable Use Policy**

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

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

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

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

#### **Access:**

- Attempting to gain access to restricted or unauthorized servers, files, or other network information
- Attempting to read, delete, copy or modify another person's files or information
- Engaging in, arranging to engage in, or advocating any illegal act
- Sending false or defamatory information about a person or organization
- While at school, connecting to any wired or wireless network outside of the school network including portable Internet hotspots
- Utilizing proxy avoidance IP numbers, sites, and programs
- Bypassing or attempting to bypass the school's filtering system
- Utilizing any method to obtain control of another person's computer through the use of their own computer
- Uploading, creating or spreading computer viruses, worms, or other malicious code
- Playing games, chatting, or instant messaging during school hours except as a part of class or professional activities

- Viewing, sending, posting or receiving inappropriate materials and messages. These materials include, but are not limited to, items of a sexual or pornographic nature, extremist or militant materials, depictions of violence, and items of an obscene, or abusive nature. If a user accidentally accesses inappropriate material, her/she is to notify a teacher, school administrator, or the Technology Coordinator as quickly as possible.
- Any intentional disruption or network services involving software or hardware (vandalism of any sort) is strictly prohibited.
- Using the network for personal or private business purposes

#### **Files and Software:**

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

#### **Copyright and Plagiarism:**

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

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

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

- Participating in an act of cyberbullying. Cyberbullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting on the Internet, social networking sites, or other digital technologies harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes.
- Giving out any personal information regarding themselves or others through electronic mail or the Internet including name, phone number, address, passwords, credit card numbers, or social security number without making reasonable accommodations for the security of such information.
- Providing e-mail addresses or other personal information regarding other students, faculty or administration to anyone outside of the school without their permission.

- Recording, posting, or distributing audio or video without the prior permission of all parties being recorded.
- Accessing faculty, administration, and staff computers, files or e-mail, as well as school file servers for any reason without explicit permission from the user or administrator.
- Distributing any confidential information via e-mail about students, staff or parents at ACS.

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

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

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

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

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

### **Administrative Recourse**

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.

- 8<sup>th</sup> grade Health (required course) – topics of tobacco, alcohol, illegal drugs, choices, consequences and responsibility.
- 10<sup>th</sup> grade Health (required course) – reinforcement and further discussion about topics learned in 8<sup>th</sup> 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 maintenance 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.

**Assumption Catholic Schools will follow state and local laws regarding truancy. According to Wisconsin Rapids Municipal Code number 25.26 TRUANCY (MC #866) and Wisconsin State Statutes [118.15 (3) (c)], truancy is defined as missing more than 5 days of school in a semester whether or not the days are excused.**

Any student whose attendance in a specific class falls below the 90% attendance (10 days absent) per semester are 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, teacher and principal will be scheduled once the ten days of absence have been reached in any **one class**.

## **Absence Procedures**

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 by 7:45 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 encouraged to give an unexcused student a zero on any daily work assigned for the day of absence. **Students will be allowed to make up tests, projects, or papers that reflect cumulative progress over a period of time.**

**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.**

### **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.** Students should be attentive to the expectations of individual teachers regarding make-up work after an absence from school.

### **Absences DURING Winter Symposium (If Applicable)**

Winter Symposium is required for all students and attendance at Winter Symposium classes is essential in the determination of course completion. Unless special permission is granted by administration prior to December 20. A J-Term class is an intensive and compact educational experience for the student. Each class meets 5 – 6 hours each day for about two weeks. As a result, if a student misses one day of a Winter Symposium class, a week's worth of material is covered. It is extremely difficult to make up an entire days work. Make up work will be expected and the students final grade may be affected by excessive absences.

### **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 all assignments, tests, quizzes, homework assignments, etc. for classes missed.

### **Tardy Procedures**

**Tardy to School:** When a student is tardy to school, the student must sign in at the main office. 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 in a semester after which the student will receive a lunch or after school detention for each additional tardy.**

**Tardy to Class:** A student is tardy if s/he is not present in the room and ready for class. Each teacher is expected to outline his/her tardy policy in his/her syllabus for the course.

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

### **Truancy**

Assumption Catholic Schools will follow state and local laws regarding truancy. According to Wisconsin Rapids Municipal Code number 25.26 TRUANCY (MC #866) and Wisconsin State Statutes [118.15 (3) (c)], truancy is defined as missing more than 5 days of school in a semester whether or not the days are excused.

- When a student misses five days in a school year, a warning letter will be sent home.
- When a student misses ten days in a school year, they (with or without parent/guardian) will meet with Student Services Team to discuss excessive absences.
- Truancy tickets may be issued for excessive absences.
- Students may be referred to Wood County Social Services after a second truancy ticket.
- Middle school students with excessive absences may be considered for retention.
- High school students with excessive absences may not earn the required credit.

### **Review Board**

- Review Board may consist of Student Services Team (Principal, Counselor, Dean of Students, and Teachers as needed)

### **Attendance review board**

- Students who miss more than ten days of school will be required to meet with the Student Services team.
- Students will explain excessive absences.
- Students may have a parent attend this meeting.
- The outcome of the attendance review board will determine what action will be taken for excessive absences.

## **Bullying –See Harrassment**

### **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/Smart wearable device Possession and Use**

- Students may not have access to the admin network.
- No cell phones or smart watches in class. Instructors who incorporate technology in their classrooms should use the school's resources.
- Teachers who see a student access a cell phone or smart watch from the beginning to the end of the school day are expected to confiscate the device and turn it into the front office. **First violation**: Student will be allowed to pick it up at the end of the school day. **Second violation**: The parent will be notified to pick up the device. If the parent does not pick up the device, the student may collect it at the end of the following school day.
- Students whose devices have been confiscated on two prior occasions of the same semester will, upon the **third violation**, serve a Saturday morning detention and will not be permitted to have any phone or wearable smart device on school grounds for the remainder of the school year. If the student violates that restriction, the student will be suspended for one day.
- Students suspected of using cell phones or smart watches in the lavatory due to repeated or extended trips to the lavatory will be asked to report to the Guidance Counselor. The counselor will conduct an investigation to see if the student is abusing the privilege.

### **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 (See Honor Code in Appendix)**

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.

### **Class Trip**

1. Because of the loss of authority after graduation, teachers who chaperone graduates undertake substantial additional risks. For this reason the senior class trip may not without an abundance of good reasons, extend beyond 10:00 pm of the day of origin.
2. Advisors are encouraged to schedule the trip to occur on a weekend or as soon as possible after graduation.

### **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 expected to remain in the front office or the lobby area when seeking to speak to a teacher, administrator 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

## **Credit Recovery**

Students who have failed a required course (grade of "F") may repeat the course at Assumption High School one time with administrative approval. It is advised that the student attend a summer school session or take an online course during the summer to recover this credit. If a failed course is "recovered" during the same

academic year that the failing grade occurred, it will replace the “F” on the student’s transcript; no grade above C may be recorded for credit recovery. If credit recovery is done after the summer following the academic year in which the F was received, both grades will appear on the transcript. The course outcomes and course description of the credit recovery course must meet the criteria of the original course. Teachers should be aware that students who fail a class may be eligible for credit recovery under certain conditions and that the teacher of the class which the student failed may be asked to participate in credit recovery design and implementation.

## **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.

## **Detention**

**Faculty/Staff Detention** is for minor infractions that take place in the classroom. The student serves up to one hour with the person issuing the detention, within two days of when the detention was assigned.

**Administrative Detention** is for repeated or more serious infractions.

**Lunch Detention:** Student sits silently at assigned table, eats when all students have gone through the line, cleans and wipes tables and takes out trash.

### **Saturday Detention:**

**What is Saturday detention?** The requiring of a student to remain outside of normal school hours as a disciplinary action or because of some misbehavior on the part of the student.

**Why is the detention process necessary?** The detention process exists for the purpose of holding a student accountable for their misbehavior/non-adherence to school rules, and completing school work.

**Times for students to serve** Saturday detention occurs on designated Saturdays and runs from 8:00am - 10:00. School transportation to and from Saturday Detention will not be provided.

**Time/Process for Saturday detentions:** When a student is issued a detention, they will have two Saturdays to clear their time. All students must report to the Saturday detention room by 8 a.m. Students will then stay the required number of hours. Late students will not be admitted. Failure to serve detention may result in two consecutive Saturday Detentions and/or suspension from school.

### **Saturday Detention Rules**

1. No eating.
2. Earbuds and headphones are not allowed.
3. Phones are not allowed.
4. No talking
5. No sleeping
6. Arrive by 8:00am and enter through the High School doors. Late arrivals will not be admitted. Students must come back the following week.

Please bring a book or homework to work on during your work time. Students be completing tasks in and around the school. Failure to adhere to detention rules could result in hours served not being counted.

**Saturday detention emergencies:** If a student is unable to serve a detention due to an emergency, a parent or guardian must call Ms. Audi’s voicemail (715) 422-0937 by 8am on Saturday identifying their student and the emergency.

**Valid excuse list:** Illness, family emergency, or funeral. Parents/guardians must call before 8 a.m.

**Invalid excuses:** Sports games/tournaments, vacations, “going up north’ for the weekend, hunting, etc.

**Questions about Saturday detention?** If you have questions regarding Saturday detention, please contact Yvonne Audi, Dean of Students.

## **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, chewing tobacco or vaping 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.
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**

Our Assumption Catholic School (ACS) system promotes the virtues of modesty and self-respect. Student dress and personal grooming not only demonstrate respect for ourselves and others, but also reflect the seriousness with which children and young people approach all their efforts as students. With a goal of promoting a genuine Christian learning environment, the dress code outlined here will govern student dress at **Assumption High School**. At all times, there is not to be any saying, picture or reference on clothing that is inconsistent with Catholic faith and morals. Items which reference drugs, alcohol, or have content inconsistent with Catholic teaching are not allowed.

*The ACS administration reserves the right to deviate from the dress code at their discretion when circumstances warrant and final decisions regarding student dress is reserved for administration. Students out of dress code will be spoken to privately and respectfully. See Discipline Code for directive.*



**Mass Day attire:** Boys should wear long pants, buttoned up collared shirts or sweaters. Ties are optional. Girls should wear dress slacks, skirts or dresses. **No shorts or any ACS spirit wear can be worn at Mass. Exceptions granted if temperature is 80 degrees or above.** On Game Day with Administration, approval teams may wear their team clothing.

**Friday's attire:** Friday's will be dress down days. A fee of \$25 will be assessed at the start of the school year to pay for this privilege. (Modesty guidelines still apply)

**Dress Down Passes** must be turned in to the front office before first period.

**The following requirements apply to all students enrolled at Assumption High School:**

1. Clothing must reflect the virtues of modesty and respect for self and others at all times.
  - ACS spirit wear tops may be worn any time. (**excluding mass days**)
  - Long pants - Solid colored khakis, or colored denim (excluding the color blue) may be worn
  - Clothing must fit properly – no tight fitting or oversized clothing.
  - Clothing must be clean, free of slits, tears, holes, patches, personal alterations, and stains
  - Midriffs and cleavage must be covered at all times
  - Skirts and dresses – Bottom hem must be no more than 3 inches above the knee. If wearing leggings underneath, bottom hem must be no more than 5 inches above the knee.
  - Shorts may be worn before November 1<sup>st</sup> and after April 1<sup>st</sup>. The length of the shorts must be no more than 3 inches above the knee.
  - Shirts must have sleeves. Crew necks or collared shirts are recommended.
2. Any accessory that draws undue attention to a student is not permitted. This includes, but is not limited to makeup, hairstyles, and all unreasonable body jewelry such as; tongue, nose, lips, eyebrows, excessive piercing in the ears, etc. Hair must be neat, clean, and out of the eyes. Beards, mustaches, and excessive facial hair is not allowed. Phy-ed clothes must be taken home and washed weekly. Students should pay attention to their personal hygiene, washing and using deodorant daily.
3. The following apparel is **not permitted** for any high school student during the school day.
  - No outerwear, including hats, caps, coats, and gloves
  - No slides, beach shoes, flip flops, or heels over 2 inches (Birkenstock style sandals are allowed)
  - No visible undergarments such as; bra straps and underwear
  - No clothing with logos advertising illegal or illicit substances, sexual content/innuendo and inappropriate messages
  - No workout clothing such as; leggings, yoga pants, wind pants, joggers, athletic shorts or sweatpants
  - No blue jeans
  - No oversized hoodies (ACS Spirit Wear hoodies only)

*Revised date 6-9-2022*

**ACS Spirit Wear Definition:**

Show your Royal Pride! Spirit wear clothing should promote a sense of community and enthusiasm for our school. Dress code permitted ACS spirit wear tops must display our Assumption logo and reflect our school colors of Royal Blue & White; approved background colors are white, royal blue, black or gray.

All ACS Spirit Wear must also adhere to the above requirements noted in item #1.

**\*\*Note:** Background color exceptions will be made for our co-op hockey & wrestling spirit wear only.

To order spirit wear items, see clothing order forms provided by MADA from Royal Parents & Athletic Association, or visit Sully Sports in Wisconsin Rapids. Any questions, please contact the school office.

### **Drinks in the Classroom**

1. Outside of what is served by the cafeteria for breakfast students may only have water in the classroom.
2. Water bottles must be clear and have secure caps.
3. Water bottles may not be used in computer labs or science labs.

### **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 1<sup>st</sup> 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 reasons. 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, Principal, Student Services Coordinator, and Guidance is notified.
5. The Registrar provides options for change to the 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 contests 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. 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 will include at a minimum one contest.

During a period of ineligibility, students may attend practices but may not participate in contests. They may not travel to away contests or dress in the team uniform for home contests. 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. The Registrar will contact the Athletic Director to verify playing status. The Athletic Director will communicate this updated status to Coaches.

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. The period of ineligibility incurred because of failure for Hex 6 or a Semester II course, begins on the first day of practice if the student is in a Fall sport, or on the first day of school if not a Fall athlete.

*\*See WIAA regulations.*

### **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, 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 (If Applicable) 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.

### **Criteria for establishing grade ranges:**

#### **A - Superior**

**SCHOLARSHIP** – Mastery of course skills and content.

**INITIATIVE** – Excellent Participation and Resourcefulness.

#### **B - Above Average**

**SCHOLARSHIP** – Proficiency in course skills and content.

**INITIATIVE** – Adequate Participation and Resourcefulness.

#### **C - Average**

**SCHOLARSHIP** – Basic Achievement of learning goals.

**INITIATIVE** – Improve attention, participation or practice.

#### **D - Below Average**

**SCHOLARSHIP** – Improvement needed to progress in learning goals.

**INITIATIVE** – Listening, note-taking, homework, or test-taking jeopardize progress

#### **F – Failing (Not passing)**

**Student must either do credit recovery or retake the class.**

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.

Incompletes: A student may be assigned an "I" due to an illness or absence from school within 2 weeks of the end of a grading period. The student will be given 2 weeks to turn in work and receive a letter grade for that Hex.

### **Grade Scale**

<b>Grade</b>	<b>%</b>	<b>Mid Range</b>	<b>Regular</b>	<b>Honors</b>
<b>A+</b>	Honor course only 98-100	99	NA	4.5
<b>A</b>	93-100	96	4.0	4.25
<b>A-</b>	90-92	91	3.67	3.92
<b>B+</b>	87-89	88	3.33	3.58
<b>B</b>	83-86	85	3.00	3.25
<b>B-</b>	80-82	81	2.67	2.92
<b>C+</b>	77-79	78	2.33	2.58
<b>C</b>	73-76	76	2.0	2.25
<b>C-</b>	70-72	71	1.67	1.92
<b>D+</b>	67-69	68	1.33	1.58
<b>D</b>	63-66	66	1.00	1.25
<b>D-</b>	60-62	61	.67	.92
<b>F</b>	Below 60	59	0	0

## **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.

## **Harrassment/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** is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. **Harassment** involves, but is not limited to, physical or verbal behaviors which demean a person because of his/her gender, race, age, sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or because of a physical, mental, emotional or learning disability. Actions or words that are unwelcome and whose purpose or effect interferes with a student's or employee's performance or creates an intimidating, hostile or offensive work or learning environment, constitute harassment. Hazing or initiation acts or rituals are in and of themselves wrong and may constitute harassment.

**Sexual harassment** includes, but is not limited to, any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to, the deliberate repeated making of unsolicited gestures or

comments, or the deliberate repeated display of offensive, sexually graphic materials. (DSP 4175 and 5512) No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith. (DSP 5512)

No student or employee in Assumption Catholic Schools shall be subjected to harassment and any person(s) engaging in harassment will be subjected to severe disciplinary measures. Confidentiality will be maintained.

If a harassment incident occurs, the following procedure is followed:

**1. Any person who believes s/he is being harassed or bullied must:**

- a. Immediately report the initial incident to a faculty/staff member, the Principal, or a counselor.
- b. Report any subsequent incident(s) to school authorities listed above

**2. School authorities will:**

- a. Investigate the allegation;
- b. Notify the Diocesan Director of Schools;
- c. Apprise parents, appropriate social agencies and, possibly, law enforcement officials of the incident;
- d. Determine appropriate disciplinary penalties, which may include probation;
- e. Have the option of dismissal or expulsion for the perpetrator(s) immediately, or in the event of further harassment;
- f. Maintain appropriate documentation on file;

**Action Plan for Handling Harassment/ Bullying**

When harassment/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 harassment/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

**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. [See **Honor Code** in Appendix]

## **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.

## **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 1<sup>st</sup> 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. Student's backpacks/bags are to be kept in their lockers during the school day. Bags too large to fit into lockers, may be kept in a designated approved area. Backpacks are not to be carried during the school day. They're distractions, serve as obstacles, and pose a school security concern. 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 that enter the building must check in with the front office; If a parent wishes to meet with the building principal, a teacher or any staff member they are encouraged to make an appointment.

### **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.

### **Residence Policy:**

All Assumption High School students are expected to reside with their parents, legal guardians, or approved host parents, including those who are 18 or over. The achievement of the mission and vision of Assumption High School is ordinarily contingent upon the school's ability to work with parents to help students mature. The administration reserves the right to waive the application of this policy only when it is deemed necessary for the safety of the student.

### **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. All visitors should report to the main office to sign in. 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 contribute 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) 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.

### **Social Media Guidelines**

Students are reminded to make use of the many forms of social media in a God-pleasing manner. Posting confidential information, derogatory, discriminatory, negative or sexist messages or photos on social networks, (ie: Facebook, Snapchat, Twitter, Instagram, etc.) is harmful to your neighbor's reputation and not reflective of the sanctified lifestyle of God's children. Students will not publicly criticize teachers, staff, other students, or Assumption Catholic Schools. While at school, students will not take or post images of any student, teacher, or staff member without their expressed consent. An exemption is granted for a public performance (sports, play, or concert). Student misconduct through these media outlets will be dealt with on an individual basis and may include disciplinary measures such as suspension and/or expulsion.

### **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 must register their vehicles with the front office at the start of the school year. 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](http://www.assumptioncatholicschools.org) or [www.dioceseoflacrosse.com](http://www.dioceseoflacrosse.com).
- Statement of compliance indicating having viewed the "Safe Environment Training Video" shown at regular intervals at each of the schools or available online at [www.dioceseoflacrosse.com](http://www.dioceseoflacrosse.com).

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

### **Wellness Policy 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

## **Honor Code**

To accomplish our vision and mission statements, the discipline system at Assumption High School is designed to create 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:

- 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.

### **Student Responsibilities**

In each of your classes, you must become familiar with any directions given to you by your teachers. Special care needs to be made in the following areas:

- Material that is and is not permitted for use on an exam or assignment
- Limit of collaboration on homework assignments, projects and laboratory investigations.
- Attribution of sources of research (sources cited).

The overall guiding principle is ***"If your teacher does not explicitly allow material to be used, assume that it is a violation of the Academic Honor Code to use that material" or "When in doubt, ask your teacher."***

### **Faculty Responsibilities**

As a faculty member, you are responsible for clearly articulating the principles of the Academic Honor Code and to clearly define how the Academic Honor Code applies to your courses(s). You should:

- Strive to create a positive learning environment that encourages academic integrity by following normal classroom practices that discourage students from having the opportunity to violate the Academic Honor Code. Examples are being present and attentive in the classroom, expanding the distance between students when they are taking summative examinations, making multiple versions of exams, etc.
- Explain clearly the conditions under which collaborative learning can take place in your classroom by offering guidelines when asking students to work in groups.
- Clarify the distinction between collaborative and individual work in a manner that prevents unintentional violations of the Academic Honor Code.
- Articulate clearly to students what constitutes plagiarism when you assign a writing project in your courses. One of our goals is to teach students to cite and use documents appropriately.
- Abide by the procedures of the Academic Honor Code for dealing with a violation of the Code.

### **Statements of the Academic Honor Code**

Teachers are encouraged to use an equivalent to the Statement of the Academic Honor Code on all summative assignments.

- I will treat others as I would want to be treated. I will not lie, cheat, steal or tolerate those actions in others. I understand that if I violate the Assumption High School Academic Honor Code I am subject to disciplinary action. I understand that regardless of intent, student's actions determine whether or not the student has violated the Academic Honor Code.

OR

- I have neither given nor received unauthorized help on this \_\_\_\_\_. I will not tolerate this behavior in others. I understand that if I violate the Assumption High School Academic Honor Code I am subject to disciplinary action. I understand that regardless of intent, student's actions determine whether or not the student has violated the Academic Honor Code.

### **Types of Violations, their Definitions and Examples**

**Cheating** is defined as acting to gain an unfair advantage by means of deception: these acts include, but are not limited to, representing another's work as one's own, working collaboratively in a way not authorized by the teacher, copying another student's assessment answers, or aiding another student in such practices.

Examples of cheating include any attempt by a student to use any item or form of assistance that is not approved by the teacher on an examination or assignment. Note the following examples:

- Using a "cheat sheet" with work/information to be used on an essay or exam.
- Passing notes during a test or assignment.
- Using gestures or signals (tapping fingers, sign language, clicking of pens, etc.) with the intent of communicating answers.
- Writing information where it can be seen during the test or assignment.
- Leaving any notes, spirals, or related material out during a test or to be used on an assignment (unless specifically allowed by the teacher).
- Sharing or handing over any work, notes, spirals, or related material about a test or assignment to another student (unless specifically allowed by the teacher).
- Programming information into a graphing calculator for use on any examination.
- Sharing of calculators during an examination.
- Using exchange students/native speakers either in person or via other media to complete assignments in a World language classroom. (for example foreign exchange students, GAPP partners)
- Passing specific information from one class to another concerning examination material (including essay prompts).
- Citing hours of service that have not been completed.

The attempt to use or actual use of any electronic device to gain an unfair advantage is also a form of cheating. The use of electronic devices in a manner that is not permitted by the teacher is prohibited. These can include, but are not limited to:

- Using a text message to communicate information about an exam or other assignment.
- E-mailing messages to communicate information about an exam or other assignment.
- Looking up information on the internet or on your computer while taking an on-line test.
- Programming the answers into a calculator for your use on an exam or for you to give to another person for his or her use.
- Using computer notes or pop-ups to display information.
- Intentionally hiding websites that can give you an unfair advantage on your assignment or examination.

- Using audio and visual media devices that contain information.
- Using cameras or cell phones to take photos of the exam.
- Using a cell phone or other electronic device in a manner not allowed by the teacher.
- Using sources other than what is assigned by the teacher.
- Using an English translation of a work that is to be read in its original language.
- Using a condensed version or study aid (Spark Notes, or Cliff Notes) that is not allowed by the instructor.
- Using translation sites or programs to complete work assigned in a world language.

**Lying** is defined as making a false statement and/or avoiding the acknowledgment of the truth with the intent to deceive concerning academic performance.

Some examples of lying can include, but are not limited to

- Giving information that could alter a statement's overall validity.
- Manipulating information on academic records.
- Manipulating personal work, including altering grades or answers after submitting work (including altering answers while grading the assignment in class).
- Passing off another student's work as one's own. (including Accelerated Math/Reading and other on-line assessments)
- Stating half-truths to administrators or teachers.
- Falsifying or giving false results on quizzes and Accelerated Math/Reading tasks or assessments.
- Falsely claiming illness or other extenuating circumstances for the purpose of gaining extended time to complete an assignment or study for examinations.
- Exceeding time limits on timed tests (whether in class or take-home tests).
- Claiming false computer problems to gain extended time on assignments.
- Exaggerating the amount of work that you have performed in a group project.
- Making up interviews and citing them.
- Falsifying laboratory data on any experiment.
- Falsifying information about service hours, whether it is the number of hours or signature.
- Sitting in a seat that is not assigned to you and telling a substitute teacher that it is your assigned seat.

**Stealing** is defined as taking something that is not yours or not given to you.

Some examples of stealing can include, but are not limited to

- Removing items from another person's bag, locker, etc. without his or her permission.
- Removing files from another person's computer
- Removing items from a classroom or other school room without permission.
- Taking papers or items from a desk, office, etc. without permission.
- Taking an answer key without the consent of that teacher.

**Copying** is defined as using another person's work to complete a test, essay, laboratory investigation or assignment or to allow another student the use of your own work for that purpose.

Some examples of copying can include, but are not limited to:

- Copying another student's homework, test, or any form of an assignment.

- Taking another student's work and using his or her work and claiming it is yours alone, including receiving or emailing a word document to another student and having that student turn it in as his/her own.
- Taking/Using an answer key without the consent of that teacher.
- Giving another student your own work and allowing him or her to copy it for their use.
- Copying another student's computer code (computer program)
- Copying service hour sheets, whether it is your own from a previous session or another student's.
- Cutting and pasting off the Internet without citing the original author of that specific piece of work and/or turning that work in as your own.

**Plagiarism** is defined as using someone else's ideas or expressions in your writing without acknowledging the source.

Some examples of plagiarism can include, but are not limited to

- Having a parent or another person write an essay which you turn in as your own work.
- Using a translation program to write an essay in another language which you turn in as your own work.
- Purchasing from the Internet a paper that you turn in as your own work.
- Paying anybody to write or complete an assignment for you.
- Failing to cite the source of a statement used in one's own work.
- Giving a false citation for a statement used in one's own work.
- Failing to cite a source in your bibliography (or sources cited section).
- Copying someone's work (from a book or Internet) without citing the source.
- Using a document as one's own
- Using opinions, arguments, problem analyses, or an outline of ideas that are not your own.
- Conducting interviews and not citing or attributing the words to the interviewee.

**Intent** is defined as the aim, purpose or state of mind at the time of an action.

Some examples of actions that can lead to a violation of the honor code (no matter your intent) can include, but are not limited to:

- Giving your assignment to another student (with or without your knowledge of their purpose) to look at.
- Talking about an exam or writing prompts with students before they have taken the test or completed the writing assessment.
- Talking about formulas used on exams with students before they have taken the test.

In conclusion, if you provide another student with the opportunity and means to cheat (no matter your motive) you are in violation of the Academic Honor Code.

**Intent is not always considered in order to determine whether or not the student has violated the Academic Honor Code. Ordinarily, the student's actions alone will be used to determine whether or not a violation has occurred.**

## **Collaborative Learning**

**Collaborative learning**, which is defined as two or more students in active discussion and working on assignments, can have positive educational benefits. However, collaborative consultation must specifically be allowed by the teacher. If the student is to be allowed to work collaboratively on assignments (please see notes about summative assignments below), care should be exercised to avoid the appearance of cheating while working with other students:

- When students work together to solve problems on worksheets or other assignments, all members of the group should satisfy the learning requirements of the assigned task.
- If a teacher explicitly forbids collaborative actions, then it is a violation of the Academic Honor Code to engage in such actions.
- Allowing a student access to the work of another student without permission of the student and/or teacher is a violation of the Academic Honor Code.
- If an assignment has both collaborative and individual components, the students should ensure that no work is shared on the individual portion.
- Taking credit for work performed in a group project even when the student has made little or no contribution to the work of the team could be a violation of the Academic Honor Code precepts of representing oneself truthfully.

Summative assignments (test, major laboratory investigations, final exams, major projects, etc.) are intended to measure a student's understanding of the material. It is assumed that students will complete these assignments on their own; hence, collaborative consultation is prohibited, unless specifically allowed by the teacher.

### ***Philippians 4 v. 8***

***Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy – think about such things.***

## **Other Forms of Dishonesty**

### **Multiple submission of work**

Teachers assign work to assess student's understanding of material and to foster learning of new concepts. Students shall not submit academic work, or a service hour sheet, that has previously been submitted without the prior approval of the appropriate teacher for whose class the student intends to turn in the work. The teacher is justified in expecting that a learning objective will be met by the assignment; however, handing in something done previously may preclude this learning. Consequently, if a student hands in work done previously for another class without receiving the teacher's approval, he or she will have violated the Academic Honor Code.

### **Assignment review**

If a student did not complete an assignment that the teacher is reviewing or re-teaching, it is the student's responsibility to notify the teacher that he or she did not complete the assignment. The teacher may ask the student to stay in the classroom to benefit from the review or may ask him or her to step out of the classroom while the review is in progress.

### **Note-taking**

In the matter of open-note tests, quizzes, and notecards for final exams, **students must use their own notes**. The taking of notes is an integral part of the learning process. The unauthorized use, including digital or electronic copying of another student's notes, distracts from the learning process and is considered a violation of the Academic Honor Code. Notes may include, but are not limited to:

- Lecture notes
- Reading notes
- Book notes (annotations)

In the event of an absence from school or a stipulation from a student's ISP, the teacher may allow the student to obtain the lecture notes from another student or may offer a second student tutorial time to cover the material missed.

### **Extra Credit**

Extra credit may include, but is not limited to the following:

- Replacing a low grade (either formative or summative assignments)
- Extra points on an assignment or project.
- Study aid for use on a summative assignment
- Additional grade in the grade book

Since the nature of extra credit varies widely, if a student is in violation of the Academic Honor Code on any extra credit assignment or assignments, the student's case will be referred to Administration for discipline.

The following are guidelines that the Administration will follow to determine the penalty.

- Nature of the assignment.
- Gravity of the violation of the Academic Honor Code.
- Circumstance of the violation.
- Previous infractions of the Honor Code.

Depending on the nature of the violation and the lack of previous infractions of the Honor Code, the redemption process may be deferred to the second violation of the Academic Honor Code.

### **Procedures for Suspected Violations of the Academic Honor Code**

If a teacher becomes aware (through their own observation or via the testimony of another student or faculty member) of a possible violation of the Academic Honor Code, he or she is expected to meet with the student and discuss the matter. The discussion should result in one of the following three outcomes:

- If it was determined to the teacher's satisfaction that the initial suspicion was inconclusive, no office referral is required. However, the teacher is encouraged to use the discussion as a "teachable moment" and explain why the student's action appeared suspicious.
- If the teacher and the student both agree that there was a violation of the Academic Honor Code, the teacher is expected to follow the guidelines for *acknowledging a violation*.
- If the teacher and the student cannot agree that there was a violation of the Academic Honor Code, the teacher is expected to follow the guidelines for *contesting a violation*.

***Acknowledging a Violation:*** If there is agreement between the teacher and student:

- Teacher documents the incident in RenWeb and notifies appropriate school personnel.
- Student receives a grade of zero on the assignment.

- Teacher may assign an alternate assignment (for no grade)
- Redeemed grade (based on alternative assignment) is entered in the grade book. (See section entitled “Redeemed Grade” for more information)

**Contesting a Violation:** If there is no agreement between the teacher and student:

- Teacher documents incident in RenWeb and notifies the principal and guidance counselor of the contested matter.
- The Guidance Counselor meets with the student and the student is given the opportunity to:
  - a. Acknowledge that a violation of the Academic Honor Code did, in fact, occur (the student is given the opportunity to recant the previous denial that no violation of the Honor Code occurred) the student would then be admitting a violation of the Academic Honor Code.
  - b. Request a meeting with the principal, teacher and guidance counselor to determine if a violation of the Academic Honor Code has occurred. If such a **meeting** is requested, the meeting will be held within a reasonable length of time (usually within 48 hours if possible).

### **Levels of Disciplinary Action**

For first offense:

- Student receives a failing grade on the assignment
- A detention may be issued for actions that exacerbate the offence.
- If the student completes an alternative assignment, the grade may be raised to a 70.

For second offense:

- The student receives a failing grade on the assignment
- Seniors may lose senior privileges.
- Saturday Morning Detention may be assigned for actions that exacerbate the offense.
- National Honor Society members will be placed on probation.
- Students in leadership roles in clubs and organizations of AHS may be asked to step down based on the discretion of the advisor in consultation with the principal.

For third offense:

- The student receives a 0 on the 100% scale
- The student will be suspended in-house for one day.
- Possible denial from membership for those seeking membership in National Honor Society or removal of membership from National Honor Society or denial of NHS recognition at commencement.

For fourth offense (and any additional offense):

- A minimum three-day suspension
- Additional sanctions that may result in the student’s failure from the course(s) and/or expulsion

The number of offenses of the Academic Honor Code is recorded within each academic year at Assumption High School. However, the penalties for violations in subsequent years may be more severe based on a perceived pattern of earlier offenses by the student. For each subsequent violation of the Academic Honor Code following

the first offense, the student services coordinator or guidance counselor will notify the advisors of extra-curricular clubs and organizations of which the student is a participant to see whether a violation of their by-laws has occurred or whether a leadership role has been impaired. It will be the responsibility of each organization, in consultation with the principal, to determine an appropriate action.

### **Alternative Assignment**

The goal of teachers is to instruct their students and assess their level of mastery of the material in the curriculum. If a student violates the Academic Honor Code, then there has not been a valid assessment of a student's level of learning. Teachers are justified in asking for a demonstration of a student's level of mastery of work before proceeding further into the curriculum. The alternative assignment is not designed to be punitive in nature; rather it is used to determine the level of mastery of the curricular material.

### **Redemptions**

A central tenet of Catholicism is the concept of redemption and forgiveness. The Assumption High School Academic Honor Code allows students to learn from their mistakes and to develop guidelines for moral and ethical living. Redemption, however, does not diminish the initial consequences of the violation.

**Grade Redemption:** Students will have an opportunity to "redeem" the grade to no more than 70%. This redeemed grade will be based on the alternate assignment. After the student has successfully completed the alternative assignment, the referring teacher will notify the administration of the student's grade redemption.

**Integrity Redemption:** If a student is found guilty of violating the Academic Honor Code, the student may be assigned a school service project to complete. The school service project may be assigned for any violation of the Academic Honor Code, e.g. cheating, lying, stealing, copying, and plagiarism.

### **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



# ASSUMPTION CATHOLIC SCHOOLS

## HIGH SCHOOL – CODE FOR ATHLETES

Dear Parent,

Your son/daughter has made the choice to become involved in interscholastic athletics at Assumption High School. Participation in high school athletics should be viewed as a privilege, not a right. A condition of that involvement is the requirement that your son/daughter adhere to certain rules. These rules prohibit the use and/or possession of drugs, alcohol, tobacco, anabolic steroids, attendance at social events, (other than those stipulated herein) at which controlled substances are being consumed or at which, alcoholic beverages are being consumed by underage individuals. Any conduct, which is detrimental to the community and Assumption High School, constitutes grounds for suspension. These rules apply on a year-round basis. The intent of these rules is to enhance the health and well-being of your son or daughter.

We know that you want what is best for your student/athlete and your support of our efforts to set regulations for your student's conduct can best be achieved if you understand these regulations and the reasoning behind them. Therefore, we ask that you and your child familiarize yourself with the CODE FOR ATHLETES, including the Code of Conduct, Code of Academics, Attendance Policy, Cautionary Statement (attached on reverse side), and the Rules and Regulations provided by the WIAA (attached to the Code for Athletes). Also, familiarize yourself with the Student Handbook

### ***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 is stimulated through interscholastic competition. A genuine understanding of the aims and objectives of the school sports program and of the training rules can be achieved by carefully reading this handbook.

### ***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 the 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 practices and games 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 established 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 any violation will be determined by the Athletic Director and the head coach of the respective sport in consultation with the Principal, and may include determinations based on 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. Length 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 himself/herself. 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 to present a neat appearance. Assumption athletes are to “dress up” on game day, especially when traveling to away contests. Inappropriate dress, as determined by the Athletic Department, is 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 completed. 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 on Mondays - Thursdays from 2:45 p.m. - 3:30 p.m. or by appointment.
4. Each ineligibility period should start on a Monday.
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 the 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 of school. An unexcused absence from practice will be disciplined by the coach of 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 will be the major sport. For example, if a student athlete picks softball for a major sport and golf for the 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 (1<sup>st</sup> Team or 2<sup>nd</sup> 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 may or may not 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.

## WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

<b>2020-2021 High School Athletic Eligibility Information Bulletin</b>
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To: Student-Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and Assumption High School

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](http://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, and 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 2019-2020 school year:

### **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 school's 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.
- E. 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(s), 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 sixth 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 nonvarsity 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. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.
- E. 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.
- F. Except in situations involving transfer after a student's sixth 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 sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total and complete 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. 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. Students entering 11th grade are restricted to nonvarsity opportunities for one calendar year.
- D. Students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- F. 10th or 11<sup>th</sup> grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- G. 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 sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- H. District policies with respect to intra-district transfer do not supercede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.
- I. Unless transfer, including an accompanying total and complete 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.
- J. If within the first six 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 sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.

- K. 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 and complete move.
- L. 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. A student who transfers due to expulsion or removal for disciplinary reason from the previous school is ineligible for the length of the expulsion as determined by the previous school's Board of Education.
- M. 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, physician's assistant 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. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).

- D. 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.
- E. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion 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.
- F. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event at the same level of competition as the disqualification.
- G. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or 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.
- H. A school must provide an opportunity for the student to be heard prior to a penalty being enforced (except for felony charges). If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.
- I. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

#### **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 salary, cash or share of game or season proceeds 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: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.
- 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 because of ability, potential and/or performance as an athlete.
- D. A student-athlete may not receive free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.
- E. A student-athlete may not be identified (with or without permission) 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.

- F. 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**

Athletes may compete in not more than two non-school competitions with prior school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Nonschool competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series) and forfeiture of the two non-school opportunities.

- A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including “banditing”) in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).
- (1) This restriction applies to normal nonschool 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) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.
  - (3) 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 nonschool training and/or competition.
- B. During the school year before and/or after the school season of a sport and in the summertime, members of a school’s team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
- C. A student-athlete or his/her parents must pay 100% of the fee for specialized training or instruction such as camps, clinics, and similar programs.
- D. 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. All sports except football 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.
- E. 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.

- F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

### 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.***

### WIAA Concussion Information - When in Doubt, Sit Them Out!

1. Before a student may participate in practice or competition: At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian.
2. An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.
3. A person who has been removed from a youth athletic activity may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

<b>These are some SIGNS concussion (what others can see in an injured athlete):</b> Dazed or stunned appearance Change in the level of consciousness or awareness Confused about assignment Forgets plays Unsure of score, game, opponent Clumsy Answers more slowly than usual Shows behavior changes Loss of consciousness Asks repetitive questions or memory concerns	<b>These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):</b> Headache Nausea Dizzy or unsteady Sensitive to light or noise Feeling mentally foggy Problems with concentration and memory Confused Slow
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Injured athletes can exhibit many or just a few of the signs and/or symptoms of concussion. However, if a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. "When in doubt sit them out."

It is important to notify a parent or guardian when an athlete is thought to have a concussion. Any athlete with a concussion must be seen by an appropriate health care provider before returning to practice (including weight lifting) or competition.

### **RETURN TO PLAY**

Current recommendations are for a stepwise return to play program. In order to resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations. Finally, the athlete must have clearance from an appropriate health care provider.

The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion.

The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

**STEP ONE: About 15 minutes of light exercise: stationary biking or jogging**

**STEP TWO: More strenuous running and sprinting in the gym or field without equipment**

**STEP THREE: Begin non-contact drills in full uniform. May also resume weight lifting**

**STEP FOUR: Full practice with contact**

**STEP FIVE: Full game clearance**

### **118.293 Concussion and head injury.**

(1) In this section:

(a) "Credential" means a license or certificate of certification issued by this state.

(b) "Health care provider" means a person to whom all of the following apply:

1. He or she holds a credential that authorizes the person to provide health care.
2. He or she is trained and has experience in evaluating and managing pediatric concussions and head injuries.
3. He or she is practicing within the scope of his or her credential.

(c) "Youth athletic activity" means an organized athletic activity in which the participants, a majority of whom are under 19 years of age, are engaged in an athletic game or competition against another team, club, or entity, or in practice or preparation for an organized athletic game or competition against another team, club, or entity. "Youth athletic activity" does not include a college or university activity or an activity that is incidental to a nonathletic program.

(2) In consultation with the Wisconsin Interscholastic Athletic Association, the department shall develop guidelines and other information for the purpose of educating athletic coaches and pupil athletes and their parents or guardians about the nature and risk of concussion and head injury in youth athletic

activities.

(3) At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian.

(4) (a) An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.

(b) A person who has been removed from a youth athletic activity under par. (a) may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

(5) (a) Any athletic coach, official involved in an athletic activity, or volunteer who fails to remove a person from a youth athletic activity under sub. (4) (a) is immune from civil liability for any injury resulting from that omission unless it constitutes gross negligence or willful or wanton misconduct.

(b) Any volunteer who authorizes a person to participate in a youth athletic activity under sub. (4) (b) is immune from civil liability for any injury resulting from that act unless the act constitutes gross negligence or willful or wanton misconduct.

(6) This section does not create any liability for, or a cause of action against, any person.

Dear Parent/Guardian,

Assumption High School is utilizing an innovative program for our student-athletes that will assist our athletic trainers and physicians in evaluating and treating mild traumatic brain injuries (e.g., concussion). In order to help these trained healthcare professionals better manage concussions sustained by our student-athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many professional, collegiate, and high school sports programs across the country. This application is a tool to help trained healthcare professionals successfully diagnose and manage concussions. If an athlete is believed to have suffered a mild traumatic brain injury during competition, ImPACT is used to help determine the severity of the injury and when the injury has fully healed.

The computerized exam is given to athletes before beginning contact sport practice or competition every other year (typically freshman and junior year). This non-invasive test is set up in "video-game" type format and takes about 20 minutes to complete. It is simple, and actually many athletes enjoy the challenge of taking the test. Essentially, the ImPACT test is a preseason physical of the brain. It tracks information such as memory, reaction time, speed, and concentration. There also are questions about the athlete's health history and current symptoms that he or she may be experiencing. The history and current symptoms allows healthcare providers to better understand the individual athlete's particular healthcare situation. ImPACT is not an IQ test.



If a concussion is suspected, the athlete will be required to re-take the test. The athlete's performance on the post-injury test will be compared to his or her performance on the baseline and any differences in performance will be evaluated by a trained healthcare provider (i.e. Athletic Trainer or ImPACT trained Physician). The information gathered can also be shared with your family doctor. The test data will enable these health professionals to determine when return-to-play is appropriate and safe for the injured athlete. If an injury of this nature occurs to your child, you will be promptly contacted with all the details.

I wish to stress that the ImPACT testing procedures are non-invasive, and they pose no risks to your student-athlete. We are excited to implement this program given that it provides us the best available information for managing concussions and preventing potential brain damage that can occur with consecutive, untreated concussions. The Assumption High School administration, coaching staff, and athletic training staff are striving to keep your child's health and safety at the forefront of the student athletic experience. Please return the attached page with the appropriate signatures. If you have any further questions regarding this program please feel free to contact me at 608-403-6744.

Sincerely,

Dani Kilps, Licensed Athletic Trainer Funding for ImPACT Testing at Assumption High School Provided by:

Riverview Foundation



## **Diocesan and System Policies**

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

- a. All account billing and fees for senior students must be paid by May 15<sup>th</sup> 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 31<sup>st</sup> 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 MNORS 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 reason<sup>1</sup> 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

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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 materials<sup>9</sup>;

7. Possession of child pornography<sup>10</sup>;

8. Sexual gratification involving children<sup>11</sup>;

9. Sexual intercourse with a child 16 years or older<sup>12</sup>;

10. Possession or use of Internet child pornography<sup>13</sup>;

11. Invasion of privacy by video surveillance <sup>14</sup>;

12. Sexual exploitation of children by manufacturing pornography<sup>15</sup>;

13. Taking, possessing or distributing nude pictures in locker rooms<sup>16</sup>;

14. Sending obscene or sexually explicit electric/electronic messages<sup>17</sup>;

15. Use of a computer to facilitate a child sex crime.<sup>18</sup>

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## **POLICY**

1. Sexual abuse of a minor is a crime and "an appalling sin in the eyes of God."<sup>19</sup>

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

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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.

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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](http://www.assumptioncatholicschools.org) or [www.dioceseoflacrosse.com](http://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](http://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).

<b>Academics</b> Progress in a Particular Class Grading Questions <ol style="list-style-type: none"><li>1. Teacher of the class</li><li>2. Guidance Counselor</li><li>3. Registrar</li><li>4. Principal</li></ol>	<b>Administrative Recourse</b> <ol style="list-style-type: none"><li>1. Faculty or Staff</li><li>2. Principal</li><li>3. President of ACS</li><li>4. Wis. Rapids Dean</li></ol>	<b>Athletics</b> Individual Sport Program <ol style="list-style-type: none"><li>1. Coach of Team</li><li>2. Head Coach of Sport</li><li>3. Athletic Director</li><li>4. Principal</li></ol>
<b>Calendar</b> <ol style="list-style-type: none"><li>1. Secretary</li><li>2. Principal</li></ol>	<b>College</b> Placement Test/Results Post-Secondary Plans Scholarships <ol style="list-style-type: none"><li>1. Guidance Counselor</li><li>2. Principal</li></ol>	<b>Course Selection or Class Schedule</b> <ol style="list-style-type: none"><li>1. Guidance Counselor</li><li>2. Registrar</li><li>3. Principal</li></ol>
<b>Discipline</b> <ol style="list-style-type: none"><li>1. Teacher of the Class</li><li>2. Principal</li><li>3. Dean of Students</li></ol>	<b>Extracurricular</b> <ol style="list-style-type: none"><li>1. Activity Advisor</li><li>2. Principal</li></ol>	<b>Financial</b> Fees and Tuition Financial Aid/Scholarships <ol style="list-style-type: none"><li>1. Finance Manager</li><li>2. Controller</li><li>3. Principal</li></ol>

Personal Issues  
Alcohol/Drug Abuse  
Mental Health  
Safety

1. Guidance Counselor
2. Chaplain
3. Area Religious
4. Principal

Records  
Credit Check  
Report Cards  
Transcripts

1. Guidance Counselor
2. Registrar
3. Principal

Spiritual

1. Chaplain
2. Area Religious
3. Principal