



**ASSUMPTION**  
CATHOLIC SCHOOLS

*"Moving Forward With Christ At Our Side"*

**ASSUMPTION MIDDLE SCHOOL**

**2022-2023**

**FAMILY/STUDENT HANDBOOK**

**ASSUMPTION CATHOLIC SCHOOLS MISSION STATEMENT**

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

**ASSUMPTION CATHOLIC SCHOOLS VISION STATEMENT**

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

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



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

**Assumption Middle School Main Office**  
**Phone Number: 715.422.0950**  
**Email: [rkollock@assumptioncatholicschools.org](mailto:rkollock@assumptioncatholicschools.org)**

**SCHOOL DAY**

**7:30 a.m. - 2:45 p.m.**  
3:30 p.m. AMS entrance is locked

**OFFICE HOURS**

7:30 a.m. – 3:30 p.m.

AHS/AMS Principal	Mr. Jimmy Lynch	<a href="mailto:jlynch@assumptioncatholicschools.org">jlynch@assumptioncatholicschools.org</a>
ACS Executive Asst.	Mrs. Renee Kollock	<a href="mailto:rkollock@assumptioncatholicschools.org">rkollock@assumptioncatholicschools.org</a>
Dean of Students	Ms. Yvonne Audi	<a href="mailto:yaudi@assumptioncatholicschools.org">yaudi@assumptioncatholicschools.org</a>
Guidance Counselor	Mrs. Holly Schenk	<a href="mailto:hahrens@assumptioncatholicschools.org">hahrens@assumptioncatholicschools.org</a>
School Chaplain	Father Steven Weller	<a href="mailto:sweller@assumptioncatholicschools.org">sweller@assumptioncatholicschools.org</a>
Athletic Director	Mr. Joe Birkhauser	<a href="mailto:Jbirkhauser@assumptioncatholicschools.org">Jbirkhauser@assumptioncatholicschools.org</a>
Student Resources	Mrs. Kelsey Heuer	<a href="mailto:kheuer@assumptioncatholicschools.org">kheuer@assumptioncatholicschools.org</a>
Campus Ministry	Mrs. Jenna Lynch	<a href="mailto:jenna.lynych@assumptioncatholicschools.org">jenna.lynych@assumptioncatholicschools.org</a>

**Middle School Teachers/Staff**

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**Central Office Staff**

ACS President	Mr. Daniel Minter	<a href="mailto:dminter@assumptioncatholicschools.org">dminter@assumptioncatholicschools.org</a>
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Advancement Director	Mrs. Linda Schill	<a href="mailto:lschill@assumptioncatholicschools.org">lschill@assumptioncatholicschools.org</a>
Alumni Director	Mr. Joe Birkhauser	<a href="mailto:jbirkhauser@assumptioncatholicschools.org">jbirkhauser@assumptioncatholicschools.org</a>
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SCRIP Coordinator	Mrs. Terra Duellman	<a href="mailto:tduellman@assumptioncatholicschools.org">tduellman@assumptioncatholicschools.org</a>

## **ASSUMPTION CATHOLIC SCHOOLS PHILOSOPHY**

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

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

## **ASSUMPTION MIDDLE SCHOOL GOALS**

1. Be a beacon of hope and virtue, stressing family values while developing the educational and spiritual life of students.
2. Meet the unique characteristics of the middle school student and promote success for each student.
3. Provide help to parents to understand and nurture their child through these years.
4. Offer a program, which transitions the student smoothly from elementary, to middle, to senior high school.
5. Provide a wide range of academic, social, and physical experiences for all students to help them discover more about themselves in relation to their family, their peers, and the world around them.
6. Focus on the social and emotional needs of the student and promote a positive self-image.
7. Encourage students to become lifelong learners.
8. Promote opportunities to develop critical thinking and problem solving skills.
9. Provide a staff committed to our philosophy and to teaching in a positive, interactive learning environment.

## **ADMINISTRATIVE RECOURSE (See Appendix DSP 1391)**

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and 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 parent/guardian commences the first step of the Diocesan Administrative Recourse. DSP 1391

Chain of authority to be followed in resolving disputes:

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

## **ACADEMIC STANDARDS**

Full ACS Academic Standards, can be viewed on the internet at: [www.assumptioncatholicschools.org/academicstandards.pdf](http://www.assumptioncatholicschools.org/academicstandards.pdf) or requested via email: [kmeinel@assumptioncatholicschools.org](mailto:kmeinel@assumptioncatholicschools.org) or 715-422-0901.

## **ACADEMIC SUPPORT CENTER**

The purpose of the Academic Support Center is to provide students with additional tools and support to promote academic success. The Academic Support Center services are available during the school day, Monday - Friday and after school, Monday – Thursday from 2:45-3:30 p.m.

## **AIDS POLICY**

Assumption Middle 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 upon request.

## **AFTER SCHOOL RULES**

*Assumption values good relations with our neighbors. Students may not congregate before/after school in the neighborhood.*

**The middle school day ends at 2:45 p.m.** Parents are expected to coordinate after school arrangements for their student prior to the end of the school day. Unless a student is scheduled to stay after school for extracurricular activities/clubs or the Academic Support Center, students should ride the bus home or be picked up by no later than 3:30 pm.

Middle school students are not allowed in high school area after school until 3:15 pm. This includes for pick up, practice, and weight room.

## **After School Procedure:**

**2:40 pm** – Bus riders are excused from classrooms to pack up backpacks and get on the bus. Shuttle bus leaves AMS at 2:45 pm.

**2:45 pm** – Non-bus riding students prepare for home, clubs, ASC, or with prior approval Boys and Girls Club pickup.

3:30 pm – AMS building is closed.

**\*\*Students may not loiter in the AMS building after 3:30pm. Parents are responsible for ensuring that their AMS student clearly knows their after school pickup arrangements. Contact the school office BEFORE 2:30 p.m. if you need to get a message to your child.**

### **ASBESTOS**

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

### **ATHLETIC PROGRAM (see Appendix for Athletic Handbook Information)**

The purpose of the Middle School Athletic Program is to provide an opportunity for students to be involved in team play and enjoy the spirit of competition. Participation in the program builds character, sportsmanship, athletic skills, and self-esteem through a cooperative team effort, while teaching Christian values of respect and fairness. An emphasis will be placed on team spirit and consideration for others.

The athletic program is a cooperative effort involving students, parents, coaches, and staff. Any student who wishes to participate in a sport, and remains eligible, will be allowed to compete.

#### **Students must be in good academic standing to remain eligible for participation in athletics.**

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

### **ATTENDANCE / ABSENCES / TARDINESS**

**Daily attendance is essential to success in school; parents are urged to schedule appointments after school hours. If it is necessary for a student to be absent or tardy from school, parents should use the following protocol.**

**ABSENCES** If a student will be **absent** or **late** for the day parents must notify the school office at **715-422-0950** by **7:40 am** and state the reason for the absence or tardy. **A student is considered unexcused if no phone call or email is received.**

A student who is absent from school or from a class is responsible for the work that was missed. Students should check RenWeb for all class assignments. Upon return, students should talk to their teacher(s) to verify assignments. For an illness of more than five days, a doctor's note must accompany the student's return.

**\*\* NOTE: Students are not eligible to participate in school sponsored extracurricular activities if they miss more than half the school day. In extenuating circumstances, exceptions may be approved by administration.**

**TARDINESS** Students are considered tardy if they are not in their assigned room by the time the bell rings.

### **TARDY POLICY**

1. **CLOSED DOOR POLICY**
  - a. Teachers will be in the hallway during class changes
  - b. Upon second bell, doors to the classroom are closed and locked
  - c. Tardy students must wait silently in the hallway directly outside the classroom and wait for admittance.
  - d. Students who are consistently tardy for a class may be assigned to lunch detention.
2. **LUNCH DETENTION**
  - a. Students who have earned lunch detention must sit at the designated detention table.
  - b. Lunch detention students will eat last.
  - c. Upon finishing lunch, detention students are responsible for cleaning the lunchroom before recess. Duties include but are not limited to:
    - i. Sanitizing tables
    - ii. Picking up food and waste and properly disposing
    - iii. Sweeping the floor
    - iv. Emptying full garbage cans
3. **OFFICE PASSES**
  - a. Students will NOT go to the office for a tardy pass.
    - i. Exceptions are given for sickness, unanticipated feminine issues, or pre-arranged absences.
  - b. Teachers who hold students behind in class will provide a teacher pass. Teachers are not to send students to the office for a late pass from their class.

### **LEAVING THE BUILDING**

Students may not leave the school grounds during the school day for any reason without written permission from a parent/guardian. Written notification concerning student appointments during the school day must be received in the school office before the start of the school day and the student will be given a Pass for their appointment time. Students MUST sign in/out in the school office whenever they are entering or leaving the school building during school hours.

### **EXTENDED ABSENCES**

It is recommended that families plan vacations around the school schedule. For projected extended absences, the principal/school office must receive a written note at least one week prior to the absence. The student is responsible for making up ALL work during the absence and will be given, at

most, the number of days to make up this work equal to the number of days absent. Parents may request homework ahead of time with the understanding that not all assignments will be able to be given in advance.

### **EXCESSIVE ABSENCES**

Under WI Stats. Provision, s. 118.15 (3)(c) A student is truant if he/she is unexcused for 5 of 10 consecutive days and/or part or all of 10 days in a semester. When a concern arises, a letter will be sent to the parent/guardian apprising them of our concerns and additional follow up action will be taken as necessary. 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. **Assumption Catholic Schools will follow State Law regarding truancy.**

### **BOMB THREATS**

The health, safety, and well-being of students should always 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. In the event of a bomb threat, emergency 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. DSP 6122

### **BUS TRANSPORTATION**

Lamers and Safeway bus companies transport our children. The school office does not have bus route information. All busing questions must be directed to the bus company. Students are obligated to follow the bus companies' rules of conduct and the bus company will notify the school of any misconduct. Bus misconduct may result in loss of bus privileges.

### **CALENDAR**

All ACS schools follow one school calendar. Please keep a copy of the calendar handy for easy reference. The calendar is also available on the ACS website, and upcoming events will be highlighted in the each school's weekly newsletter.

### **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, is a threat to the health, safety, and welfare of other students and/or 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

### **CELL PHONES / SMART WATCHES /ELECTRONIC DEVICES**

- 1.) Cell phones/smart watches are NOT ALLOWED in class. These devices must remain off and in the student's locker during the school day. Instructors who incorporate technology in their classrooms will use the school's resources.
- 2.) Teachers who see a student access these devices during the school day will confiscate the device and turn it into the front office.
  - a. 1<sup>st</sup> offense: Student may collect device from the office at the end of the school day.
  - b. 2<sup>nd</sup> offense: The parent will be notified to pick up. If the parent does not pick up, the student may collect the device at the end of the following school day.
  - c. 3<sup>rd</sup> offense: Student will serve 5 days of lunch detention and device will be returned after completion of all detention days.
    - i. Device will remain locked at school during this time. (even through the weekends / days off)
    - ii. Parent may collect the device at the end of the detention completion
- 3.) Multiple violations will result in a meeting with parents, student and Dean of Students.
- 4.) If a student uses any electronic device for any non-approved purpose during the school day, the item will be confiscated and the student will lose the privilege of using that device.
- 5.) **The school is not responsible for lost or stolen items.**

### **CHANGE OF SCHOOL**

If a family chooses to withdraw their student from Assumption Middle School, the parent/guardian must notify the principal and enrollment coordinator to complete the withdrawal process including an exit interview and permission for release of records. Official records will not be released until all school and financial obligations are met.

### **CHEATING**

Academic cheating is defined as representing someone else's work as your own and it can take on many forms.

Assumption Middle School urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has performed. Cheating is dishonest. It harms you and it harms the other students who do not cheat. We, therefore, will not condone nor will we tolerate any student submitting work that is not produced solely by the student's own initiative.

The following behaviors may be considered as possible acts of cheating:

plagiarism, talking during an exam, copying another's test/assignment, allowing others to copy your work, roving eyes, open books or notebooks during an exam, crib sheets/ cheat sheets, passing notes during an exam, copying disks and printing another student's work, having someone do your assignment for you (homework, project, book report), stealing exams, selling exams, altering a grade (in grade book, on a computer, on a report card), taking an exam for someone else, using bribery/blackmail/threats, intimidation in pursuit of a better grade.

### **CLOSING OF SCHOOL (EMERGENCY)**

Local radio and TV stations will announce school closings, and when possible an email/text will be sent through RenWeb. Please discuss emergency arrangements with your student as to how and where they should go if school is canceled during the school day for any reason.

### **CONCERNS**

If you have any concerns or questions relating to your student, please email the teacher directly or call the school office. Individual conferences may be scheduled to discuss concerns as needed. Parents entering the school for any reason must report directly to the school office. Teachers and students may not be interrupted during class time. In an emergency, the Administrative Assistant will assist in excusing the student from class.

### **CONFERENCES**

- Conferences are scheduled twice a year, once in the fall and again in the spring. DSP 5205
- Students are welcome to attend these conferences.
- Parents wishing to conference with a teacher at other times should make an appointment with the teacher.

### **CONFIDENTIALITY**

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of La Crosse Catholic schools operates under a "spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality can not 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

### **CORRESPONDENCE**

Communication between school and home is essential. Weekly newsletters, daily email, 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.

### **COURTESY**

Courtesy will be modeled and stressed by all Assumption Middle School staff. Students will be encouraged to be friendly, helpful, thoughtful and respectful to fellow students, staff, and guests.

### **CURRICULUM**

The following subjects are taught in Middle School: Religion, Language Arts, Literature, Reading, Math, Science, Social Studies, Art, Computer Applications, Foreign Language, Health, Phy Ed, Band and Choir. A full description of our curriculum may be found on the Assumption website.

High school credit is offered in Algebra and foreign language Latin or Spanish to qualifying eighth graders.

\*Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and all courses of study as Catholic students (DSP 6255-Diocese of La Crosse)

### **DETENTION GUIDELINES**

To help address the serious nature of a discipline infraction, lunch time detentions or after school detentions may be issued to a student. For the purpose of holding a student accountable for their persistent misbehavior, non-adherence to school rules, and incomplete school work, the Dean of Students may require a student to serve a Saturday detention.

Detention will run on designated Saturdays from 8:00 a.m. -10:00 a.m. Parent/Guardian must provide transportation to and from.

Students will have two Saturdays from the time the detention has been issued to fulfill their requirement. Failure to serve in a timely matter may result in two consecutive Saturday Detentions and/or school suspension.

#### **Saturday Detention Rules**

1. Late students will NOT be admitted and will be required to report the following week.
2. Students must be in attendance from 8am-10am
3. No eating, talking, or sleeping
4. No electronic devices, such as; cell phones, smart watches, earbuds or headphones
5. Students should arrive by 7:55 a.m. entering through the high school doors.
6. Students must bring a book or homework to work on.
7. Students will be assigned to complete supervised tasks in and around the school building.
8. Failure to follow detention rules could result in hours served not being counted

If a student is unable to serve a detention due to an emergency, a parent or guardian must call the Dean of Students office and leave a voicemail prior to 8am on the day of the Saturday detention and clearly identify their student and the emergency.

Approved emergencies are considered: illness, family emergency, or funeral.

Invalid excuses are: sporting events, vacations, "going up north" for the weekend, hunting, etc.

## **DISCIPLINE**

**Level One Type Infractions:** Classroom disruption, Excessive talking, Inappropriate language, gestures or actions, Disrespect to school property, Disrespect to peers, Dress Code violations, Unauthorized eating or drinking, Disrespect to teacher or classmates, Lying, Pass Violation, Unexcused tardiness or excessive tardiness to school

**Occurrence #1: Verbal warning/reminder**

**Occurrence #2: Student conference with Dean of Students**

**Occurrence #3: Parent Conference**

**Occurrence #4: Administrative referral**

### **Discipline continued...**

**Level Two Type Infractions:** Level 2 infractions are those that are of a serious nature.

Habitual or unchanged behavior that has been previously addressed.

1. **Teacher referral to Dean of Students**
2. **Consultation with Principal**
3. **Phone call to parents to discuss disciplinary action**

Failure to report to detention.

1. **Occurrence #1: Make up missed detention plus one more**
2. **Occurrence #2: Make up missed detention plus serve one in-school suspension**
3. **Occurrence #3: Make up missed detention plus serve two in-school suspension**

Any type of harassment or bullying behavior that impacts on the school environment. Drug, alcohol or tobacco use and/or possession.

1. **See Diocesan Policies: DSP5515, ACS & DSP5512, DSP5508, DSP5515**

Cheating: Copying another student's work, or allowing another student to copy your work

1. **Student who copied AND the student who knowingly allow another to copy their work will receive no credit for that assignment.**

Skipping class, Leaving the building without permission, Serious acts of dishonesty, Confrontational words or gestures.

1. **Occurrence #1: Parent/student conference with teacher, Dean of Students, Principal and 1 in school suspension**
2. **Occurrence #2: Parent/student conference with teacher, Dean of Students, Principal and 2 in school suspensions**
3. **Occurrence #3: Referral to President of and the Diocese of LaCrosse Office of Catholic Schools.**

Truancy

1. **We will follow State Law and report any student who is excessively absent to the proper authorities.**

**Level Three Type Infractions:** Level 3 infractions are acts directed against persons/property that may pose a direct threat to the safety of others.

These acts may be considered criminal but most frequently can be handled by the disciplinary mechanism in school. When appropriate, legal action may be taken. Restitution of property and damages will be made when the situation warrants and all infractions will be recorded on student's permanent record. DSP5115

Vandalism, Theft, Arson, Extortion, Falsifying an alarm, Possession/use/transfer of dangerous weapons, Fighting(exchange of blows, damage to persons/property results)

1. **Administrative Judgment: Actions up to and including student conference, parent conference, behavior plan, detention, suspension, dismissal from school.**

## **DRESS CODE**

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

### **Assumption Middle/High School.**

*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.*

**Mass Day attire:** Boys should wear long pants, collared shirts or sweaters. Ties are optional. Girls should wear dress slacks, skirts or dresses.

No ACS spirit wear of any kind may be worn at Mass and no shorts, exception granted if temperature is 80 degrees or above.

**The following DRESS CODE REQUIREMENTS apply to all students enrolled at Assumption Middle/High School:**

- ACS spirit wear tops are allowed; limited to t-shirts, crew neck sweatshirts, ¼ zip sweatshirts, or polos (no hoodies)
- Bottoms - Solid color khakis, navy or black. Straight, slim, loose, flared, bootcut or wide styles are approved. No leggings, jeggings, yoga pants, wind pants, joggers, athletic shorts, sweatpants or blue jeans
- No hoodies or oversized clothing. Clothing must be sized appropriately to your body type.
- Clothing must be clean, free of slits, tears, holes, patches, personal alterations, and stains
- Midriffs and cleavage must be covered at all times. No low cut necklines (no more than 3 inches from neck)
- Skirts, dresses and shorts – Bottom hem must be no more than 3 inches above the knee. Wearing leggings under skirts or dresses is permitted if these items are no more than 5 inches above the knee.
- Any logos, other than Assumption logos, must not be bigger larger than 2x2 inches.
- Accessories or styles that draw undue attention are not permitted. This includes makeup, hairstyles, and body jewelry.
- Hair styles must be neat, clean, and out of the eyes.
- Facial hair is not allowed. All students must be clean shaven.
- Students should pay attention to their personal hygiene, washing and using deodorant daily.

**The following apparel items are not permitted at any time 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. Shirts must have sleeves.
- No logos advertising illegal or illicit substances, sexual content/innuendo, political or any inappropriate messages

#### **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 all of the requirements noted above.

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

#### **DRESS DOWN DAYS**

At Assumption Middle School there will be opportunities for students to participate in “Dress Down Days”. On these days, students will be allowed to come to school in more casual attire. All rules of modestly as outlined in our normal Dress Code will still apply. Bottoms: wind pants, joggers, athletic shorts, sweatpants or blue jeans are allowed. Tops: Hoodies may be worn, as well as any shirt that does not advertise illegal or illicit substances, sexual content/innuendo, political or any inappropriate messages. Any student wishing to use a dress down pass must turn their pass into their first period teacher.

**Students who do not follow the Dress Code will be asked to change clothes or remove accessories. If the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire or to accompany students home to change. The school may also provide appropriate clean clothing if necessary and available. Repeated Dress Code infractions may result in additional consequences.**

#### **DRUG ABUSE PROGRAM**

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, we have a paramount obligation to protect our students from the dangers of drugs and alcohol. Assumption Middle School and High School coordinate an Alcohol and Other Drug Abuse Program that serves as prevention and early intervention against alcohol and other drug abuse problems.

#### **ALCOHOL AND OTHER DRUG AWARENESS PROGRAMS (AODA)**

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

- 8<sup>th</sup> grade Health – Topics of tobacco, alcohol, illegal drugs, choices, consequences and responsibility are discussed.
- 10<sup>th</sup> grade Health – Reinforce and further discuss topics learned in 8<sup>th</sup> grade.
- Athletic Development Class – Discuss harmful effects of alcohol and drugs on the body including steroids, HGH, etc.
- Speaker Series – Speakers are invited to address entire student body covering a variety of topics relating to AODA.
- WIAA Athletic Code and Assumption Student Code of Conduct enforce our AODA policies.
- Teachers and Coaches reinforce the importance of being alcohol and drug free
- Guidance Office – deals with referrals of students who may have a need for help with regards to any AODA problems and classroom instruction regarding AODA issues.

#### **EMERGENCY DRILLS**

Emergency drills will be held throughout the course of the school year. All drills are coordinated with local authorities.

Fire drills - All students/staff 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/staff 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.

Lock Down drills – Depending upon severity of situation. All students/staff will follow lock down procedures until the all clear signal.

#### **EDUCATION COMMISSION**

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

#### **ELEVATOR**

There is one service elevator located in the Assumption building. Students must have special permission to use this elevator.

#### **ELIGIBILITY**

##### **Eligibility**

The following criteria will be used to determine eligibility for Assumption Middle School students: Participation in athletics and extra-curricular



clubs is a privilege which carries with it responsibilities. Academics and behavior take priority over athletics and extra-curriculars. Participation is dependent on the student maintaining good grades and good behavior in school. The following criteria will be used to determine academic eligibility.

### **Ineligibility**

Ineligibility occurs when a student receives one or more failing grade(s) on a progress check, or report card. Missing or incomplete work may initiate an earlier status of ineligibility. A minimum of one week (seven days) ineligibility period is enforced. The ineligibility period will start the Monday the ineligibility notice is given. Thus, the ineligibility period will run Monday to Monday. The student is ineligible from extra-curricular clubs, athletic practices and games. If, after that time, the student has raised the grade(s) to a passing mark, the student will be eligible. The student will remain on probation for the remainder of the marking period. Any drop in grade status will result in immediate ineligibility.

*Eligibility continued....*

### **Probation**

Probation occurs when a student receives one or more below average grades (D) on progress check, or at minimum, report cards. Eligibility is maintained if current grade status does not drop. **\*\*\*Any behavior subject to student probation, suspension or expulsion will result in ineligibility from extra-curriculars and athletics for a period of time determined by school administration.**

### **EMERGENCY INFORMATION**

Each family is required to complete and keep a current health/emergency information form on file. This form will contain any important medical information to insure the well-being of the child, including telephone numbers of someone local to be used in an emergency. Immunization Records must be up to date and will be kept on file in the school office.

**CHANGES TO GUARDIANSHIP, ADDRESS, PHONE, EMAIL OR MEDICAL INFORMATION:** Parents/guardians must inform the office of any changes immediately. When the parental rights of a parent/guardian have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school IMMEDIATELY so that the administration may apply appropriate regulations. The principal will seek written confirmation of legal custodianship where necessary.

### **ENROLLMENT**

Annual school enrollment occurs in the winter. Parents wishing to enroll at ACS need to complete the on-line enrollment process in a timely manner. This information is necessary to determine staffing and supplies for the upcoming school year. ACS may decline a student who is not willing to adhere to the philosophy of the school or if it is determined the school cannot meet the student's special needs.

### **ENTRANCE TO MIDDLE SCHOOL**

The Assumption Middle School doors are located on Mead Street. AMS students should use this entrance for drop off and pick up. Doors open at 7:00 a.m. and close at 3:15 p.m. Classrooms are open to students from 7:15 am-3:00pm. The buses will use Hill Street for drop off and pick up. For security purposes the doors are locked from 8:00 a.m.-2:45 p.m. when school is in session.

### **EXTRACURRICULAR ACTIVITIES**

A wide variety of extracurricular activities are available for the students. Examples include: Athletics, Bell Choir, Yearbook Club, Art Club, Student Council, and AcaDec. Other options may be available depending on the expertise of the teaching staff.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)** See appendix (FERPA).

### **FIELD TRIPS**

Participation in field trips requires a permission slip signed by parent/guardian before the student is allowed to attend. Field trips are a privilege and we will set minimum academic, effort, and conduct expectation for participation in such trips. (DSP 6325)

### **FUND RAISING**

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

### **GRADES / STUDENT PROGRESS**

We use 6 week marking periods called hexes. There are three hexes in each semester and 6 hexes in each school year. Report cards are given out one week after the end of each hex. Parents are encouraged to view student progress on-line via RenWeb frequently. Each family will have a personal password to access this information. If you have questions regarding your student's progress, please email the teacher.

#### **GRADING SCALE**

Honors Courses only 98-100 = <b>A+</b>	87-89.99 = <b>B+</b>	77-79.99 = <b>C+</b>	67-69.99 = <b>D+</b>	<b>Below 60 = F</b>
93-100 = <b>A</b>	83-86.99 = <b>B</b>	73-76.99 = <b>C</b>	63-66.99 = <b>D</b>	
90-92.99 = <b>A-</b>	80-8.992 = <b>B-</b>	70-72.99 = <b>C-</b>	60-62.99 = <b>D-</b>	

### **GUIDANCE**

A guidance counselor is available at AMS and can be reached by email or phone. In addition to classroom guidance sessions, the counselor works with students, teachers, and families to resolve issues related to academic, behavioral, or social concerns.

## **HALL PASSES**

For safety purposes, students who need to leave the classroom during class time, may do so only after receiving permission from the teacher. The student must sign out when leaving the classroom and must carry an approved hall pass. The student must sign in when returning to the room. Students should come prepared for class to keep classroom disruption to a minimum.

## **HARASSMENT POLICY** (see appendix 5512 for incident procedure)

Assumption Catholic Schools opposes all forms of unlawful discrimination, harassment, and/or bullying of any kind in the school environment. No student or employee of Assumption Catholic Schools shall be subjected to harassment. All allegations of such activities will be investigated: individuals found to have engaged in behavior against this policy are subject to disciplinary action up to and including dismissal from school or termination of employment for Assumption Catholic Schools per Diocesan Policies 4175 & 5512.

### ***Harassment Policy continued....***

General harassment involves but is not limited to physical or verbal behaviors that 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 mental, emotional, or learning disability. Harassment and discrimination can take many forms including, but not limited to, racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual's religion, age, gender, physical ability, or sexual orientation, physical or verbal threats, or sexual harassment. None of these, or any other form of harassment, bullying (including cyber-bullying), or discrimination is acceptable in the school or work environment.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature including but not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate repeated display of offensive, sexually graphic materials. **Incidents/concerns of harassment or bullying will be investigated using the procedure outlined in the Harassment Incident Procedure---ACS R 5512**

## **HOT LUNCH**

Each ACS family is assigned a system-wide hot lunch account. All lunches for students in the same family will be debited against the family account. This is a pre-pay program; **money must be in your family account** before your student uses the hot lunch program. Account information is available via RenWeb. The State provides a **Free and Reduced Lunch Program** for qualifying families. Applications must be completed EACH YEAR and turned into the Food Service Director at Assumption. Requests for assistance can be made at any time during the school year.

## **HIGH SCHOOL**

The Assumption building is home to two schools – Assumption High School and Assumption Middle School. While there is not a physical barrier between the high school and the middle school, every consideration will be made to keep the students daily life separate. No middle school student will be allowed in the high school area of the building unaccompanied by a teacher or without a pass. Middle school students are not allowed in the high school hallways after school until 3:15pm. Middle school students are not allowed to attend Assumption High School dances.

## **HOMEWORK**

Student achievement improves when homework is assigned to provide additional practice on new concepts learned and opportunities for the student to broaden their understanding and application of learning. Homework also provides students with experience in following directions, making judgments, critical thinking as well as, developing responsibility and self-discipline.

Middle school students should expect an average of 60 minutes of home work nightly. Middle school students taking courses for high school credit such as German, Spanish, and Algebra can anticipate an average of 90 minutes of homework each night.

### **AMS Expectations for Homework**

- 1. Student work is important. It is the student's responsibility to complete homework as assigned and turn it in to the teacher on time.**
2. Teachers will explain expectations for homework including assignment information, examples, format for completed work, neatness, and due date.
3. Late or missing work will result in lower grades and decreased student success.
4. Students and parents will be notified of late and missing assignments through RENWEB and communications from the teachers.
5. Students who have multiple incomplete homework assignments may be required to forfeit recess or other in school and after school privileges to complete these assignments.

## **ILLNESS / INJURY AT SCHOOL**

Students who become ill during the school day should seek assistance from in the middle school office. Attempts will be made to take care of simple health issues at school, however, if the illness warrants, parents will be contacted. Please keep your emergency contact information up to date.

Should your student incur an injury while at school, we will attempt to contact you immediately. If we are unable to contact you or your given emergency contacts for assistance or direction, either the principal or another school official will act in a prudent manner to help your child. All accidents or injuries at school are reported to the principal and an accident report is completed. 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.

## **DRUG/MEDICATION ADMINISTRATION**

The school is forbidden by WI state law from administering any medications without receiving prior authority to do so. Parents/guardians must fill out the WI Statue Form for Medication (118.29). Any drug which may lawfully be sold over the counter without a prescription, and is still in its original, unexpired container, may be administered in compliance with the written instructions and consent of the student's parent or guardian. A log

record of the administering of the drug will be kept in the school office. The party authorized to administer the drug and the school are immune from civil liability for their acts or omissions unless there is a high degree of negligence. (DSP 5505- Diocese of LaCrosse)

## **INTERNET AND COMPUTER 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.

### ***Internet Policy continued....***

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

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

#### **Access:**

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

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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 computers 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

### **LIBRARY**

Assumption Middle School shares the school library with the high school. A librarian is available to assist students in selecting, checking out, and returning books. Students are responsible for their library books and will be held accountable for the replacement cost of any lost or damaged library book. Library computer lab may be used with teacher/librarian permission.

### **LITURGY**

School mass will occur once a week taking place on Thursday unless a Holy Day of Obligation or special circumstance. Masses are open to all and guests are welcome. Daily Chapel Masses and Individual Reconciliation will be scheduled by the AHS Chaplain. Advent and Lenten Reconciliation services will be held throughout the year. Adoration of the Blessed Sacrament and Benediction will take place on the first Friday of each month.

### **LOCKERS**

A locker is provided for each student to store school supplies and outerwear. Students are expected to keep lockers organized and closed. They do not have to be locked, but items should not be falling out of them and students should be reminded to not bring valuables (large sums of money, electronic equipment,) to school. The school is not responsible for lost or stolen items. Lockers may not be switched or a second locker used without permission. Fines will be issued for lost keys.

Bags too large to fit into lockers, may be kept in a designated approved area. Unless permission is given to do so, backpacks are not to be carried during the school day.

**School officials maintain the right to periodically inspect student lockers and desks. Diocesan Policy: DSP 5520**

### **NON DISCRIMINATION**

Assumption Catholic Schools admits students of any race, color, and national or ethnic origin.

### **OFFICE HOURS**

The normal operating hours of the office during the school days are 7:30 am to 3:30 p.m. Office phone **715.422.0950**

### **PARENT INVOLVEMENT**

Parent involvement in their student's school life improves student success. Talk to your student every day about school. Attending school functions such as concerts, open houses, Royal Parent meetings, athletic events, parent/teacher conferences, and parent education programs bridges the gap between home and school. Parents wishing to become a volunteer at Assumption Catholic Schools must complete the Safe Environment Training, and all volunteers are subject to a background check. 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.

### **PHYSICAL EDUCATION**

Physical Education is a required class. For short term exemptions, parents must send a written note indicating the reason. Extended absences will require a written statement from a physician indicating the reason and length of exemption from participation. Alternative assignments will be assigned in these instances.

### **PROMOTION / TRANSFER OF CREDIT OR COURSEWORK**

ACS will accept, without prejudice, coursework that was completed and passed from a transfer student, in the school from which they transfer. Students will receive credit for all grades levels and courses in which they received a grade of D- or better. Students will not receive credit for grade levels or courses in which they received an F or a U. Efforts will also be made to ensure that courses offered by the previous school consisted of similar coursework and course length. International students frequently take courses that do not easily match up with courses offered in Assumption schools. In cases where no comparable coursework can be demonstrated to have existed, even courses of the same title, no credit can be given. Students entering ACS in grades 6 and 9 will enjoy the same status that they would have been accorded in the school from which they have transferred.

### **RETENTION/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 accelerate should be made only after serious reflections, evaluation, and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision. DSP 5210

Promotion Criteria for 8<sup>th</sup> Graders going into 9<sup>th</sup> Grade.

1. Teacher recommendation
2. STAR Reading Scaled Score
3. STAR Math Scaled Score
4. STAR early Literacy Scaled Scores (if age appropriate)
5. Grade level academic success
6. IEP/ISP Criteria
7. ITBS Scores
8. Administrator recommendation

Retention Criteria for grades 6-8

1. All of the above Promotion Criteria
2. Teacher, Parent and Administrator recommendation
3. \*\*For WPCP students, the criteria will also include scores on required state and federally mandated tests.

### **ROYAL PARENTS ASSOCIATION**

All Assumption Catholic School parents are members of the Royal Parents Association and are encouraged to attend and participate in Royal Parent activities and fundraisers. Monthly meetings are held on the 2<sup>nd</sup> Monday of each month and parents are encouraged to attend.

### **SAFE ENVIRONMENT PROGRAM (See Appendix)**

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

### **SCHOOL PICTURES**

Professional pictures are taken a number of times during the school year and are made available for parents to purchase such as; school pictures in the fall, 8<sup>th</sup> grade graduation picture, band pictures and various athletic team pictures.

### **SCHOOL SECURITY**

For the safety of our students all doors entering the Assumption building are locked during the school day 8:00am-2:45 pm.

To gain entrance to the building during these hours, visitors must ring the doorbell to the right of the entrance door, state their name and purpose.

After visitors have identified themselves, the Security Administrator will unlock the door.

Additionally, it should be noted that security cameras monitor all activity in the schools entrances and hallways.

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

### **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.

### **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 is not limited to, "the deliberate, repeated 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

### **STUDENT SOCIALS**

School socials allow middle school students the opportunity to interact with classmates in an informal setting. Socials are supervised by staff/parents. The following rules apply.

1. Once the student has entered a social, they may NOT leave the building and return to the social.
2. Guests (other than ACS students) must have a completed guest pass prior to the event.
3. Students violating school rules will be dismissed from the social. Parents and principal will be notified.
4. Behavior deemed unsafe or morally inappropriate is banned.
5. Arrangements must be made for students to be picked up immediately after the social.

## **STANDARDIZED TESTING**

All ACS students take standardized test as determined appropriate by the Diocese of LaCrosse and ACS Administration. Results of the tests are reported to the parents. Students who are part of the Wisconsin Parental Choice Program may be asked to take additional standardized tests.

## **SUMMER SCHOOL**

Summer School will be a requirement for all middle school students who fail 3 consecutive hexes in the core subjects of Math, English and Science. Parents will receive a possible summer school notification after 2 failed hexes.

## **TELEPHONE**

Students may use the telephone in the office with permission. Students or teachers will not be called to the phone during class time, unless it is an emergency. Students and teachers can return calls during breaks. Parents may leave messages to be delivered to their students.

**Please note: Messages must be received before 2:00 pm to guarantee that the message reaches the student before dismissal.**

## **TEXTBOOKS**

The school issues textbooks for student use during the school year. These books must be covered by the student. Books must be returned to each teacher in the same condition in which they were received. Fees are assessed for books that are damaged or lost.

## **TUITION AND FEES**

The school relies upon tuition and fees for the schools operation budget. Tuition billing and payments are made through the FACTS program. Parents are required to set up an account. Delinquent accounts may require holding of the students records. See appendix.

## **VISITORS POLICY AND PROCEDURE**

Assumption Catholic Schools welcomes and encourages visits to our schools by parents and guardians of our students, residents of the community, and interested educators. However, in order to maintain the integrity of our academic programs and the safety of our schools' environment, it is necessary to establish visitor controls.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the permission of the building principal or administrator. The president or building principal has the authority to prohibit the entry of any person to a school of this system or to expel any person when there is a reason to believe the presence of such person would pose a threat to safe environment of the school. If such an individual refuses to leave the school grounds or creates a disturbance the Principal is authorized to request needed assistance from local law enforcement agencies. Cont.....

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulation. The principal will seek confirmation of legal custodianship where necessary. CONT>>>>>

The Assumption Catholic School president will establish regulations that are consistent with policies and procedures of the Diocese of La Crosse to protect students and employees of the system from disruption to educational programs or the efficient conduct of school business.

1. Persons wishing to visit the school should make arrangements in advance with the school office.
2. Upon arrival to the school, visitors must register in the office by signing in and receiving a pass.
3. No visitor may confer with a pupil in school without the approval of the school principal or administrator.
4. Should an emergency require that a student be called to the office to meet with a visitor, the principal or guidance counselor must be present during the meeting.
5. Any visitor to the school whose presence or conduct is disruptive, or whose behavior suggests that he/she may become disruptive may be requested to leave the school premises. If the visitor does not leave as requested, the principal may summon assistance from the local law enforcement agency.
6. Visitors must sign out in the office when they are leaving the building.

## **VOLUNTEERS**

Assumption Middle School welcomes the help of volunteers. The Diocese of La Crosse Safe Environment Policy, requires the following from all volunteers prior to service:

- Form for Basic Criminal Background Check
- Form entitled "Confidential Employee and Volunteer Questionnaire"
- Statement of compliance indicating having reviewed "The Revised Policy and Procedures on Sexual Misconduct for the Diocese of La Crosse" (Red Book) and "The Revised Policy and Procedures on Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse" (Green Book). These manuals are included in the appendix of this handbook and online at [www.wracs.org](http://www.wracs.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** (See appendix ACS P 6422)

Assumption Catholic Schools (ACS) promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment.

## **APPENDIX**

### **ADMINISTRATIVE RECOURSE Procedure in the Diocese of La Crosse DSP 1391:**

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

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within 30 calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help, or the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10:2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within 15 calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Canon 1732-1739) It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1749-1752) DSR 1391

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied. DSP 1392

## **ATHLETIC HANDBOOK (ATHLETIC ASSOCIATION)**

### **ATHLETIC PROGRAM PHILOSOPHY**

It is the primary purpose of the Elementary and Middle School Athletic Department, along with the Middle School Athletic Association, to provide an extension of the Christian educational experience. The Athletic program is designed to provide enjoyable extracurricular activities for children and teach the fundamentals of sports.

The program strives to develop self-worth, sportsmanship, discipline, teamwork, sound judgment, and physical well-being.

### **ATHLETIC ASSOCIATION STRUCTURE**

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

### **OBJECTIVES**

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

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

#### PARTICIPATION REQUIREMENTS

1. Only students enrolled in the ACS system may participate in the athletic programs. Exception: In football, we accept participants from surrounding area private schools.
2. A sports physical examination is required prior to participation every other year, with an alternate year card on file for the odd years.
3. Payment of a participation fee: \$40.00 – Elementary / \$50.00 – Middle School / \$75.00-High School / Family Cap \$400.00  
Participation in athletics and extra-curricular offerings is a privilege which carries responsibilities. Academics and behavior take priority. The following criteria will be used to determine academic eligibility of Assumption Middle School students:

#### Ineligibility

1. A student receiving one or more failing grade(s) on a progress check, or report card will be made ineligible for a minimum of one week (seven days).
2. In addition students who have multiple assignments missing or behavior issues may also be made ineligible.
3. The student is ineligible for practices, games and extra curricular offerings.
4. Eligibility may be re-instated by the principal when grades are raised to a passing level and classroom requirements are completed, or behavior issues are resolved.
5. The student will remain on probation for the remainder of the marking period.
6. Any drop in grade status will result in immediate ineligibility.
7. Any behavior subject to student probation, suspension or expulsion will result in ineligibility for a period of time determined by school administration.

#### ACS ATHLETIC PROGRAMS FOR BOYS AND GIRLS

FALL:	Football:	Grades:	6-8, Boys Season: September – October Team size: Minimum of 14 players per team
	Cross Country	Grades:	6-8, Boys and Girls Combined Season: September - October Team size: No minimum or maximum
	Soccer:	Grades:	6-8, Boys and Girls Combined Season: September – October Team size: Minimum of 11 players for team
	Volleyball:	Grades:	6-8, Girls only Season: September – October Team size: 6 – 15 players
WINTER:	Basketball:	Grades:	3-8, Boys and Girls Separate Season: November – February Team size: Each grade – 6 players minimum for team.
SPRING:	Baseball:	Grades:	6-8, Boys only Season: April – May Team size: 10 player minimum per team
	Softball:	Grades:	6-8, Girls only Season: April – May Team size: 10 player minimum per team
	Track:	Grades:	6-8, Boys and Girls Season: April – May Team size: No minimum or maximum

#### TEAM FORMATION

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

A. Baseball	Grades 6-82 team split @ 22 players.	3 team split @ 33 players.
B. Basketball	Grades 3-62 team split @ 12 players. Grades 7-82 team split @ 16 players.	3 team split @ 18 players. 3 team split @ 24 players.
C. Cross Country	Grades 6-8No team split required.	
C. Football:	Grades 6-82 team split @ 32 players.	3 team split @ 48 players.
D. Soccer	Grades 6-82 team split @ 32 players.	3 team split @ 48 players.
E. Softball	Grades 6-82 team split @ 22 players.	3 team split @ 33 players.
F. Track	Grades 6-8No team split required.	



- |               |                                      |  |
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| G. Volleyball | Grades 6-82 team split @ 16 players. | 3 team split @ 24 players.<br>4 team split @ 32 players.<br>5 team split @ 40 players. |
|---------------|--------------------------------------|--|

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

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

#### PLAYING TIME GUIDELINES

It is the intent of the ACS Athletic Department that every player should play in every league regular season game or match. Student playing time is determined on a number of variables. They include player safety, attendance and effort at practices, player attitude, and knowledge of the game. Every effort will be made to allow all students playing time.

#### CAGE CLUB GUIDELINES

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

#### COACHES RESPONSIBILITIES

- Adults interested in coaching any sport may contact the athletic director in writing prior to or during sign-up sessions for the sport. Parent/Guardian coaches who work with students in the elementary and middle school levels of our athletic program will be allowed to coach only one sport in an academic year. In the event that no other coach is available for a given sport, an exception may be made to this rule.
1. Support the mission of Assumption Catholic Schools by conducting themselves in a Christian manner that sets a good example for players and reflects positively on themselves, the team, the school and the program.
  2. Follow the guidelines and policies of Assumption Catholic School and the Athletic Dept.
  3. **ALL COACHING STAFF MUST SUBMIT TO A BASIC CRIMINAL BACKGROUND CHECK AND SUBMIT ALL SAFE ENVIRONMENT PAPERWORK PRIOR TO COACHING.**
  4. Obtain certification and/or documentation in accordance with the ACS system.
  5. Teach the fundamentals of the respective sport, good sportsmanship, and teamwork.
  6. Be present and assume responsibility for players before, during and after practices and games, until all players leave or are picked up by parents. Appoint an adult (at least 21 years of age) to assume these responsibilities when it is necessary to be absent from any practices or games.
  7. Honor and enforce student academic ineligibility procedure.
  8. Follow the playing time guidelines, providing players with an equal opportunity to participate in practices, develop their skills, and derive the benefits of the athletic program.
  9. Hold a pre-season meeting with parents of players. This meeting should familiarize parents with practice and game schedules, conduct expected players, responsibilities of coaches, parents and players and any applicable Athletic Department guidelines or rules.
  10. Assume responsibility for all equipment issued to teams.
  11. Keep attendance for practices and games, as well as all records documenting disciplinary actions and related circumstances.
  12. Notify players, their parents and the athletic department of any infraction or disciplinary action taken against any player which results in a loss of playing time. These must be reviewed with the with the AD and school administration.

#### PLAYER RESPONSIBILITIES

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

#### PARENT RESPONSIBILITIES

1. Support the teams on which their children participate as well as the entire ACS athletic programs. Parents are encouraged to attend games.
2. Adhere to principles of good sportsmanship. As representatives of ACS athletics, parents are expected to conduct themselves in a Christian manner at games and be respectful of all players, coaches, other parents, spectators and game officials.
3. Provide transportation for their children to and from all practices and games. Drop off players at practices and games at times designated by coaches, and pick up players promptly after practices and games.
4. Respect and cooperate with coaches.
5. Provide volunteer service to the athletic program by helping with various programs or events. The Athletic Association will establish the minimum requirement.
6. Reimburse the Athletic Department for any damaged or lost uniforms or equipment assigned to their child(ren).

#### NEW STUDENTS

New students enrolled in the ACS system after a season has begun, are encouraged to participate. New students should register for athletics through the Athletic Director/Department.

#### ENFORCEMENT OF COACH, PARENT, AND PLAYER RESPONSIBILITIES

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

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

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

1. Open communication with the head coach is the best avenue to resolve of any concerns. Discuss your concern with the coach via phone call, or in writing. Never discuss your concerns in public.
2. If your concern is not resolved, take the matter to the Athletic Director. Phone number (715) 422-0915 or email [jbirkhauser@assumptioncatholicschools.org](mailto:jbirkhauser@assumptioncatholicschools.org)
3. If there is still no resolution, bring the matter to the school principal.
4. If you need to take the matter further, contact the President of ACS, Joan Bond. Phone number (715) 422-0902 or email [jbond@assumptioncatholicschools.org](mailto:jbond@assumptioncatholicschools.org).
5. If all of the above avenues have failed to bring any resolution to your concern, contact the Dean of the Wisconsin Rapids Catholic Deanery.

### **DELINQUENT TUITION AND FEES PAYMENTS POLICY – ACS P3120.1**

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

- Make Catholic education a financial priority.
- Be involved in their student(s) education.
- Make their tuition and fees payment(s) on a timely basis.

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:

#### 30 Days Past Due

- 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.
- 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.

#### 60 Days Past Due

- 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:**
  - Pastoral leader will be informed of family account balance and activity
  - Report cards and transcripts will be withheld until payment in full is received
  - Students will not be permitted to participate in athletic activities.
  - Students will not be permitted to participate in extra-curricular activities.
  - Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangement.
  - 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.
- A \$25.00 late fee will be added to the family Miscellaneous Fees account balance.

#### 90 Days Past Due

- 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:**
  - Pastoral leader will be informed of family account balance and activity
  - Finance Committee will be informed of family account balance and activity
  - Students will be withdrawn from ACS
  - Report cards and transcripts will be withheld until payment in full is received
- 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.
  - Such notes or legal action will only be sought in an amount 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.
  - Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of La Crosse, Diocesan Office of Catholic Schools, and diocesan attorney for review.
- If a parent/guardian refuses to act in good faith, the administration, after consultation with the commission's executive committee, may refuse to accept the children as students in the system and may turn the delinquent balance over to a collection agency.

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

- 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.
- 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

### End of School Year Balances

- 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.
- 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:**
  - Pastoral leader will be informed of family account balance and activity
  - Finance Committee will be informed of family account balance and activity
  - Report cards and transcripts will be withheld
  - Students will not be permitted to participate in athletic activities
  - Students will not be permitted to participate in extra-curricular activities
  - Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel
  - 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

Assumption Catholic Schools encourages families to maintain open communication with Central Office to ensure an understanding of each family's financial circumstances. Parents with questions or concerns regarding their financial accounts should contact the controller at 715-422-0904. 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 5520)**

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 sanction 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**

1. The students and parents/guardians shall meet with school authorities.
2. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing.
3. The student shall be suspended pending completion of the investigations and may be suspended during the assessment.
4. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.

5. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
6. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
7. For students suspended or dismissed, before any student may be 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.

### **DRUG/MEDICATION ADMINISTRATION (DSP 5505)**

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.

#### **Drug/Medication Administration 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](#).)

#### **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 and student log are stored in the AMS 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:
  - The student's name
  - The prescriber's name
  - The name of the medication
  - Dose and route for administration
  - Effective dates for administration
  - 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 home and one for school.*

### **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.

### **HARASSMENT INCIDENT PROCEDURE – ACS R 5512**

If an incident considered as harassment occurs, the following procedure will be used as the process for investigation:

- Any person who believes he/she is being harassed or has witnessed behavior constituting harassment should if possible :
  - Indicate verbally or in writing to the alleged perpetrator(s) that the incident was offensive, inappropriate, embarrassing, or unwanted and this action is to cease.
  - Promptly report the initial incident to the school staff or principal, Assumption Catholic School's president or the Dean.
  - Report any subsequent incident(s) to school authorities.
- School authorities will:
  - Investigate the allegation.
  - Interview the complainant and document the complaint.
  - Determine if the complaint is major or minor.
  - Interview the subject of the complaint and inform them that a complaint has been logged and the nature of the complaint. The individual will be instructed to cease the actions or activities that are the source of the complaint.
  - Attempt to resolve the complaint between the two parties.
  - Notify the Diocesan Director of Catholic Schools
  - Recommend disciplinary actions to be taken that may include but are not limited to: parental conference, behavior plan, detention, suspension, or dismissal from school or loss of employment.
  - Apprise parents, appropriate social agencies, and possibly law enforcement officials of the incident.
  - Have the option of expulsion or termination for the perpetrator(s) immediately, or in the event of further harassment.
  - Maintain appropriate documentation on file. The record of the incident and investigation shall be placed in the subject student's folder or employee personnel file.

### **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.

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

## **DIOCESE OF LA CROSSE**

### **SAFE ENVIRONMENT POLICIES AND PROCEDURES**

The 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. These policies and procedures, among others, serves us well and allows us to address in a compassionate and timely way the evil of sexual abuse of minors by the clergy. We continue to learn much more about abuse and its cover-up, along with necessary care for the needs of victims. To assure that we are always attentive to new developments in the Church and the world,

**A full description of these policies can be found on the Diocese of LaCrosse website at:**

**<https://diolc.org/safe-environment/library/>**

**\*\*\*Note: You may also contact the school office for a hard copy of the Red and Green Book Policies that are found online.**

#### **TUITION AND FEES POLICY – ACS P4300.3**

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

#### **ACS WELLNESS POLICY – ACS P 6422**

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

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

- Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
- Ensure that food sales/parties for students will not conflict with the system food programs.
- Support and promote proper dietary habits contributing to students' health status and academic performance. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals. Encourage all staff to focus on the "Dietary Guidelines of Americans".
- Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school /system programs.
- Coordinate school food service with the healthy lifestyles policy to reinforce messages about healthy eating and to insure that foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits.
- Provide school staff involved in nutrition education and in supporting a healthy school environment, with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change.
- Incorporate nutritional education into student curriculum through science, health, and physical education classes. Nutrition education should be integrated throughout the curriculum.
  
- Provide opportunities for physical activity for students during the school day.
- Due to the negative health impact, the consumption of energy drinks and soda is strongly discouraged.
- Encourage increased consumption of water throughout the day.
  - Staff members should be particularly sensitive to students' needs for water during periods of hot weather.
  - The principal may want to authorize students to carry water bottles during the school day using the suggested water bottle policy shown below.
  - Teachers may need to call for extra water breaks. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.
  - Water sales should be a significant option through school vending and concession services.
  - Water should be available during mealtimes, at least through water fountains.

#### **Water Bottle Policy**

- Water bottles must be clear and have secure caps.
- Students may not share water bottles.
- Empty bottles should on a regular basis be recycled (if appropriate), discarded, or taken home for sanitized reuse.
- Teachers have discretion in determining classroom use.

- Water bottles may not be used in computer labs, science labs and libraries