



K-5

Student/Family Handbook



2017-2018

Also available online at www.assumptioncatholicschools.org

We believe the successful education of children is achieved by the partnership created between schools and parents. This handbook will familiarize you with our expectations. This is 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. It is by no means meant to be an all-inclusive document. Situations not mentioned in the handbook will be handled at the discretion and best judgment of the school administration. Thank you for your support.

Standards of Excellence and Growth

- Demonstrates a strong faith and love of God through prayer.
- Supports the mission of the Catholic Church.
- Possesses principles of integrity including honesty, patience, fortitude, generosity, and self-control.
- Recognizes and fulfills responsibility to community, society, and the world.
- Affirms principles of loyalty, commitment, sacrifice, and trust.
- Recognizes and respects the dignity and achievement of others.
- Models Christian standards of ethical behavior in the workplace including charity toward others, respect for authority, pride in achievement, and the ability to be an effective team member.
- Demonstrates a critical appreciation of the arts and all cultures and their achievements.
- Exhibits leadership skills.
- Formulates and effectively pursues worthwhile goals founded on the discernment of personal vocation.
- Displays practical life skills, math competency, writing skills, reading comprehension, scientific reasoning, research skills, and proficiency in information technology.
- Develops habits of lifelong learning and employs critical and creative thinking as well as organizational skills.

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ASSUMPTION CATHOLIC SCHOOLS PHILOSOPHY

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

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

MISSION

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

VISION

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

STANDARDS OF EXCELLENCE AND GROWTH

- Demonstrates a strong faith and love of God through prayer.
- Supports the mission of the Catholic Church.
- Possesses principles of integrity including honesty, patience, fortitude, generosity, and self-control.
- Recognizes and fulfills responsibility to community, society, and the world.
- Affirms principles of loyalty, commitment, sacrifice, and trust.
- Recognizes and respects the dignity and achievement of others.
- Models Christian standards of ethical behavior in the workplace including charity toward others, respect for authority, pride in achievement, and the ability to be an effective team member.
- Demonstrates a critical appreciation of the arts and all cultures and their achievements.
- Exhibits leadership skills.
- Formulates and effectively pursues worthwhile goals founded on the discernment of personal vocation.
- Displays practical life skills, math competency, writing skills, reading comprehension, scientific reasoning, research skills, and proficiency in information technology.
- Develops habits of lifelong learning and employs critical and creative thinking as well as organizational skills.

ABSENCE POLICY

The maximum number of days a student can be absent during each semester (1/2 yr.) and still receive credit is five (5). Only the school administration can approve absences as excused. Absences that will be normally accepted by the administration include, but are not limited to, the following:

- A.** Family emergency
- B.** Doctor's written excuse of at least five (5) days related to the same illness or affliction
- C.** Field trips/extra curricular activities sponsored by the school
- D.** Pre-arranged absences/family vacations

Continued enrollment for students who have unexcused absences will be up to the administration. However, the absolute maximum number of unexcused absences for continued enrollment is **five** per semester.

ABSENCES - notes/calls: Parent or Guardian Responsibility

1. When a student is absent, his/her parent or guardian shall notify the school by 9:00 a.m. and state the reason for the absence. Failure to contact the school may result in a phone call to the home or work place of the parent or guardian.
2. Parents or guardians are required to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, must receive prior approval from the principal. Without a written explanation, absences will be unexcused.

ABSENCES-EXTENDED: In the case of an extended absence, the principal is to receive a written notice at least one week prior to the time the child will be out of school. The school takes no responsibility for students falling behind in their work because of a family vacation during the school year when school is in session. Teachers are under no obligation to give out work ahead of time for such vacations. Teachers, however, are to give students returning from such vacations two days for every vacation day taken in which to complete assignments.

TARDY POLICY: Any child arriving after the official start time of the school day will be marked tardy. Any student arriving one hour after the official start time of the school day will be marked as a half day absent. Five unexcused tardies constitute one absence and will count toward the ten-day attendance cap. A note, signed by the parent/guardian explaining the reason for the tardiness is expected. The note does not excuse the tardy. Administration reserves the right to excuse the tardy. The person bringing the child needs to sign the child in upon arrival in the school office.

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

END-OF-DAY DEPARTURE: Adult supervision is provided after school for those students being picked up by automobiles or buses. The supervision will be provided for students riding buses until all bus connections are made and all buses depart. For non-bused students, supervision will be provided until 4:00. Any child not picked up by 4:00 will then become part of the After-school Child Care program (OLQH and St. Vincent). Parents would be expected to enter the building and sign-out their child/children from the logbook located in the room where After-school Child Care is being provided according to Licensed Child Care state rules and regulations. Parents will be charged for at least one hour of child care service, depending on time of pickup. All licensed childcare paperwork needs to be completed.

- **DISMISSAL TIMES:** Our Lady Queen of Heaven 3:35 p.m.; St. Vincent 3:40 p.m.

EXITING SCHOOL EARLY: Any child exiting before the end of the official school day needs a note signed by a parent/guardian stating the reason. The parent/guardian or person authorized by the parent must sign the child out in the office before the child will be released. Any child leaving less than one hour before the official dismissal time will be marked one "Early Exit Time". Any child leaving school one hour or more prior to the end of the school day will be marked one half day absent.

EXEMPTION FROM PHYSICAL EDUCATION CLASS OR RECESS: If a child needs to be exempt or not participate, a physician must send documentation as to the reason. Documentation must be on official doctor's stationery.

ACCEPTABLE USE POLICY

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

ADMINISTRATIVE RECOURSE

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by the parent/guardian. See Appendix DSP 1391

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

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

ARRIVAL

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

ASSIGNING STUDENTS TO HOMEROOMS

In the best interest of all students, we are asking families not to make requests for homeroom teachers.

As we plan each year's student classroom assignments for returning students, know that we have your child's best interest at heart. The reasons for making these decisions include the following:

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

Input in determining student roster assignments is received from the child's current teachers including classroom teacher, specials teachers, and the principal. Every effort will be made to appropriately place each student. In some special situations, you may feel that there are unique circumstances that warrant further consideration. If so, all pertinent information should be put in a letter and sent to the building principal by May 1. Serious consideration to your circumstances will be given but we cannot guarantee that we will be able to honor your request if it does not fit into the above reasons. Teacher and classroom roster assignments for the new school year will be included in the mid-summer informational letter to families.

ATTENDANCE

If a child is ill, please keep him/her at home. When a child is ill, please phone the school office by 9:00 a.m. to notify of the situation. Upon returning, a written excuse is required. Please send a note that you sign, date, and state the reason for the absence. This is needed for an excused absence.

- **Start times:**
Our Lady Queen of Heaven 8:35 a.m.
St. Vincent 8:45 a.m.
- **Student supervision begins 8:15 a.m.**

BAND

Individual and group lessons are offered beginning in grade four, and include a wide variety of instruments.

BEFORE/AFTER-SCHOOL CHILD CARE

Licensed before-school and/or after-school child care is offered at the following schools: St. Lawrence Early Childhood Center, Our Lady Queen of Heaven, and St. Vincent de Paul. Paperwork must be completed for

each child attending before and/or after care. Contact your school for specific information.

BICYCLES

If bicycles are brought to school, they must be parked in the bike rack throughout the day. It is advisable to lock them up. No riding is allowed during school hours.

BIRTHDAYS

Healthy, simple treats that are easy to serve may be brought. All parties/celebrations must be cleared with the building principal. *No personal party or birthday invitations can be distributed in the classroom or at school when some students in the class are not invited unless:*

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

BUS

Lamers and Safeway bus companies transport our children. Students are obligated to follow the bus companies' rules of conduct. Students who misbehave may lose bus transportation privileges. The bus company will notify the principal of misconduct. Questions about bus service can be directed to the appropriate bus company or school office. **When a student wants to ride the bus home with another student, they must have a written note from a parent/guardian.** A bus pass will be authorized from the school office and given to the student before the end of the school day. A student who does not qualify for bus services will not be permitted to ride home on their friend's bus; per bus company rules.

CALENDAR

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

CELL PHONES

Please keep cell phones at home. If a cell phone is needed for after school, please keep the cell phone in the school office until after school. ACS is not responsible for lost or broken cell phones.

CHANGE OF ADDRESS / EMERGENCY CONTACT

During the year, if you have a change of address, please notify the school office promptly. Should the alternate contact person for your child/children change during the school year, please notify us immediately. We must have an identified individual on file who will assume responsibility for your sick/injured child should you be unavailable.

CLOSING OF SCHOOL

(Emergency) Check local radio and TV stations. An email will be sent through RenWeb and Nixle. Please be sure to have arrangements have arrangements documented in the case of emergency school closure.

CONCERNS / COMMENTS

If your child has any problems or needs that you feel have not been addressed; please contact the teacher or the school office. Positive comments are always welcome.

CONFERENCES

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

- Conferences are to be scheduled at least twice a year, once in the fall and again in the spring.
DSP 5205
- If a parent wishes to confer with a teacher at other times during the school year, an appointment should be made with the teacher ahead of time.

CORRESPONDENCE:

- Communication between school and home is essential. Weekly newsletters, 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.

CURRICULUM

The curriculum subjects are religion, reading, math, language, spelling, science, health, social studies, art, music, physical education, and computer skills.

CUSTODY CHANGE

If there is a change of custody for a child or children, please inform the school office promptly. (See Proof of Guardianship)

DISCIPLINE

The Assumption Catholic Schools believe that students should display respect for others, self-discipline, and good behavior. These guidelines apply in church, in the school building, classroom, lunchroom, on the playground, on the bus, and on all school sponsored field trips and school-related activities. Students are to be models of good Christian behavior and are expected to fulfill this role responsibly. The administrator retains the right to adjust the following steps in accordance with the age of the child, his or her developmental level, and the severity of the behavior.

The following behaviors are unacceptable:

- I. Verbal abuse (oral or written)
 - A. Verbal disruption in the classroom
 - B. Verbal disrespect for teachers and students
 1. Talking back
 2. Name calling
 3. Rude/discourteous language
 4. Defamation of self or others
 - C. Foul language
 - D. Verbal disruption in the halls
 - E. Verbal disruption in the lunchroom
 - F. Verbal disrespect for playground supervisors
- II. Bodily contact
 - A. Pushing, shoving, jumping or pulling on another person
 - B. Male/female body contact
 - C. Tripping, pinching, kicking
 - D. Fighting or wrestling
- III. Disrespect for property
 - A. Removing hats, scarves, or other items of clothing belonging to another
 - B. Stealing or destroying
 1. School supplies, texts, workbooks, either their own or others
 2. Lunch items
 - C. Vandalism of school or other students' personal property
- IV. Disobeying established diocesan, classroom, playground, or bus rules
 - A. Incomplete assignments
 1. Class work
 2. Homework
 - B. Playground rules (see Playground Rules)
 - C. Bus Rules (see Bus rules)
 - D. Drug and Alcohol Rules (See Appendix)

** Administration reserves the right to discipline students for off-campus conduct.

Actions:

1. Teacher talks to student--verbal warning to encourage positive behavior adjustment. If disruption continues, teacher may use option to move student to quieter area to maintain teaching/learning process. A think sheet is utilized.
2. A conference is called with staff member(s) and principal to discuss the particular problem. This is also documented (tracker, behavior log).
3. The principal calls a conference with parents and teachers involved. The pastor is informed and may attend the conference. A behavioral contract will be drawn and signed by the student. Failure to meet the contract stipulations may result in suspension.

4. Suspension: temporary removal which must include written notice given by the Administrator to the parents stating reasons, effective dates, etc. and the manner of reentry. Suspension is not to exceed three days.
 - a. In school -- under supervision of school personnel but isolated from other students and school activities.
 - b. Out of school - temporary removal from school and school activities.
 - c. In either scenario, a plan for completing class work must be documented before readmission.
5. Repeated failure to follow these disciplinary guidelines and contracts could result in expulsion.

ACTION PLAN TO HANDLE BULLYING

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

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

ACS STUDENT DRESS CODE K-5

Revised 07-20-2017

A. Pants - Solid colored navy blue or khaki tan

1. Must be cotton, poly-cotton, corduroy, or knit fabric
2. Pants are to be worn at the waist.
3. Pant hems may not touch the floor.
4. Leggings must be dress code colors and worn with shirts that are hip-length or longer.
5. NO denim, jeans, sweats, wind pants, or bibbed, baggy, or flared styles.

B. Shirts - Solid colored navy blue, royal blue, white or red

1. Shirts must have at least a one-inch collar - polo shirt, turtleneck, mock turtleneck, and blouse.
2. Shirts may be long or short-sleeved.
3. **NO** sleeveless shirts.
4. Any logos on a shirt must be "smaller than a quarter".

C. Skirt - Solid colored navy blue or khaki tan

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

D. Sweatshirt, hooded sweatshirt or pullover fleece – solid colored navy blue, royal blue, red or white with WRACS, ACS or ROYALS/ASSUMPTION logos

1. Collared shirt must be worn under all sweatshirts.

E. Sweater - Solid colored navy blue, royal blue, red, or white or WRACS/ACS logo

1. Collared shirt must be worn under all sweaters.
2. Cardigan, v-neck, crewneck; long or short-sleeved are acceptable.
3. NO tunic length.
4. Any logo other than ACS/WRACS logo must be "smaller than a quarter".

F. Vests-Solid colored navy blue, royal blue, red, or white

G. Shorts/Skortis - Solid colored navy blue or khaki tan

1. Shorts/skortis **must** be walking shorts and are to be worn at the waist (no athletic shorts or bibbed style).
2. Shorts/skortis **must** be at the knee or no more than 3 inches from the top of the kneecap.

3. Shorts/skorts may be worn in August, September, October, April, May, and June of the school year (capris are permissible only in the months stated here).

H. Jumpers and Dresses - Solid colored navy blue or khaki tan

1. Any logos on a jumper must be "smaller than a quarter".
2. Collared shirt must be worn under all jumpers.
3. **NO** sleeveless dresses.
4. Must be no more than 3 inches from the top of the kneecap.

I. Footwear

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

J. Socks - must be worn at all times

1. Solid colored leggings or solid color tights in white, navy blue, red, or khaki tan may be worn. These leggings must be accompanied by stockings/socks.

K. Accessories

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

Mass Day is Dress Code or better

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

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

EDUCATION COMMISSION

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

A PARENT GUIDE TO THE ASSUMPTION CATHOLIC SCHOOLS EDUCATION COMMISSION

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

Membership

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

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

In addition, ex-officio members include:

ACS President, Chairperson (s) of the AMS/AHS Athletic Association, Chairperson of the Royal Parents organization, Pastors of the participating parishes, Assumption High School Foundation and Diocesan Director of Catholic Schools.

Two faculty delegates serve a two year school year term as non-voting ex-officio delegates.

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

Purpose and Function

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

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

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

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

Relationship with Other Groups

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

Membership Selection

The pastor/administrator is to appoint the initial selection. After that, an ad-hoc nominating committee from the Commission will recommend members to the pastors for approval and appointment by the dean. Lay representatives are to be announced and/or introduced at the May Commission meeting and seated at the September commission meeting. System employees, or family members of system employees, may not serve as representatives on the Commission. Lay representatives from each parish will serve a 3-year term, or any unexpected part of a term, and may be reappointed to one additional 3-year term. Membership will be staggered over a 3-year period to ensure that no more than one-third of the membership leaves the commission in a given year. Lay representatives are to be active members, regularly attend commission meetings, serve as a liaison between their parish and the commission, and serve on at least one Commission standing committee. Support of the child care/grade 12 Catholic education system of ACS is a required criterion for nomination to the Commission.

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

Ad-hoc Committees

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

Meetings

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

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

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

ELECTRONIC DEVICES

Electronic/Mobile devices that are to be used for educational reasons are permitted per teacher request. **The school is not responsible for personal lost or stolen items.** If the student inappropriately uses the device

during the school day, the device will be confiscated and returned to parents.

EMERGENCY DRILLS

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

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 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/Intruder drills – All students/staff are to remain in their locked classrooms until the all clear signal. Communication with parents/guardians will follow safety procedures of ACS.

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 SCHOOLS

OLQH-Entrance can be gained through the northwest door.

SV Entrance can be gained through the front door on 12th Street, and the church doors off of 13th street.

Check in is mandatory at the corresponding school office for all visitors for our children's safety. Please sign in and receive a name tag.

EXPULSION AND DISMISSAL

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools.

- The term "**expulsion**": Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).
- The term "**dismissal**": Termination of a pupil as a student from the school less than permanently (indefinite or for a given term). DSP 5115

EXTRA CURRICULAR ACTIVITIES

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

FIELD TRIPS

Permission slips will be sent home prior to all field trips and they must be signed and returned to the school office. No student may participate unless a signed parental permission slip for the specific event is on file with the school. (DSP 6325) Field trips are a privilege. Schools can set minimum academic, effort, and conduct expectations for participation in such trips. (DSP 6325)

FIRST AID

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

FRIDAY FOLDER

Weekly news goes home every Friday or the last school day of the week. Please return the Friday Folder to

school on the following Monday or first school day of the new week. (A replacement envelope will cost \$1.00.) The information inside is an important source of current school news. Communications from the will be sent weekly via email unless the school office is otherwise notified to send hardcopies in the folder.

FUNDRAISING

St. Vincent de Paul School and Our Lady Queen of Heaven School students will participate in ACS fundraisers, as approved by administration.

GRADE SCHOOL DANCES AND PARTIES

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

GRADE POINT SYSTEM

The following point system:

| | |
|-----------|-----------|
| 96-100 =A | 72-76 =C |
| 92-96 =A- | 68-72 =C- |
| 88-92 =B+ | 64-68 =D+ |
| 84-88 =B | 60-64 =D |
| 80-84 =B- | 58-60 =D- |
| 76-80 =C+ | 0-58 =F |

HEALTH

Service includes vision (far sightedness only) and hearing screening and rechecks, immunization status and updates, etc. Each student is to have an emergency card on file in the main office. These are sent home at the beginning of each school year for parents to complete. Please keep the information current.

HOMEWORK

Homework is assigned on a regular basis. It is required to be turned in on time. Students need to follow the stipulations regarding late assignments *set by the teacher*. On days when students are absent due to illness, homework will be given to the child upon return to school unless alternative arrangements have been made with the school office. Suggested homework time is 10 minutes per grade level (1st gr. – 10 min.; 5th gr. 50 min.)

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 to families via RenWeb. For qualified families, financial assistance is available through the state's free and reduced lunch program. Necessary paperwork must be completed each year and on file with the Director of Food Service at Assumption. Families can request assistance at any time during the school year.

ILLNESS/INJURY

In case of illness at school, parents will be notified and asked to make arrangements to take the student home. If illness is detected at home in the morning, we recommend that the child remain at home. A call to the office is then expected. If a student is absent for any reason, a note signed by a parent or guardian stating the specific reason for the absence and the date(s) of the absence, must be sent in. The note is essential for re-admittance to class. For an illness of more than five days, a statement from a doctor must also accompany the note (see Absence Policy). All injuries that occur in school or at school related activities must be reported to the school office. Parents will be notified of any serious injury and will be asked to come to the school to take care of the student, or advise the school what action to take.

INSURANCE

Parents are to have their own insurance to cover student injuries at school. It is strongly recommended that all students participating in any sports activities be covered by individual insurance.

KINDERGARTEN

ACS has a 5-year old program at Our Lady Queen of Heaven School that follows Wisconsin state guidelines. Students must reach age five by September 1 of the year they are enrolled.

LEAVING SCHOOL GROUNDS

Students may not leave the school grounds (i.e., appointments, walking home after school) without written permission. Please send a note to the classroom teacher on or before the day of your child/children's appointments. You must come to the office and sign your child/children out before taking them to appointments and sign them back in upon returning. Please try to make appointments other than during school time. Your help in this matter is greatly appreciated.

LIBRARY

Books may be checked out for two weeks at a time. An additional two week renewal is at the discretion of the librarian. Please help your child return their book(s) when they are due back to the library.

Overdue/Damaged/Lost Book Notice:

1. Student will be notified and a note will be sent home alerting the parents/guardians of the situation.
2. Two more notices will be sent home for the overdue, damaged, or lost book(s).
3. No library privileges will be allowed for your child until the situation is resolved.
4. A "Book Fine Notice" will be issued after 3 weeks of reminders.

Book Fine options: (Replacement and Processing of Books)

1. Parents/Student purchases identical book that was lost or damaged-same title, author, and cover.
2. \$10.00 fine for paperback book.
3. \$20.00 fine for hardcover book.
4. Specialty book fine (books that can cost more than \$20.00) – At the discretion of the librarian.

All book fines must be paid.

LITERACY CENTER / DISCOVERY DEN

The purpose of the literacy center (SV) and the discovery den (OLQH) is to work as a liaison between the student, teacher, and parents to help struggling students accomplish academic success. The literacy staff will communicate closely with the guidance office, teachers, administrators, students, and parents to determine who will be assigned to the literacy opportunity. Students are welcome throughout the day at OLQH and SV, and additionally to the SV academic success center after school from 3:40 p.m. – 4:30 p.m., Monday through Thursday.

MASSES

Students will celebrate Mass once per week at each elementary building site. Participation in the Mass is encouraged for each student according to his/her ability and age. Parents/guardians and parishioners are welcome to join us in our liturgy celebrations. Students are also highly encouraged to celebrate Mass each weekend with their family.

MEDICATION

Administration of Medication at School

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

- Must be supplied by the parent 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.

Prescription medications administered to your child at school:

- Must have a signed written order from your primary medical provider or specialist.

- Must have signed permission from the parent or guardian.
- Must be supplied in the original pharmacy-labeled package listing:
 - The students 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.

NON-CATHOLIC STUDENT PARTICIPATION

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

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

NONDISCRIMINATION

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 8:00 a.m. to 4:00 p.m.

PARENT INVOLVEMENT

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

PHOTO RELEASE/MEDIA WAIVER

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

PHYSICAL EDUCATION

Physical education classes will be held twice a week. No child may participate in physical education without the proper attire. A doctor's excuse is required if your child is to be excused from physical education.

PLAYGROUND

Students need to comply with the rules at each building site.

PROOF OF GUARDIANSHIP

In any situation where there is a custody agreement, the schools should obtain the portion of that agreement that stipulates custody and any other information pertinent for the school. Schools are to indicate in their registration materials that this is a condition of enrollment. DSP 5302

RECESS

All students are **expected** to play out-of-doors during recess. Pupils are permitted to stay in during recess for one day only upon receipt of a written request stating the reason and signed by a parent. Normally, students who are too ill to play outside are too ill to be in school. Students are not allowed to play out-of-doors during inclement weather. Please see that proper seasonal clothing is worn for outdoor recess. Indoor recess is held in inclement weather or weather with a wind chill below 0 degrees Fahrenheit.

RELIGION PROGRAM

Elementary School students will be provided with many opportunities to live the Gospel message and to grow in their faith. Faith experiences will include planning and participating in regularly scheduled liturgies, Reconciliation, prayer services, retreats, and meaningful service projects. Prayer will be an integral part of the school day. Emphasis will be placed on maintaining parish identity for our students. Teachers certified in religious education from the Diocese will teach religion classes. The Chaplain/Spiritual Advisor and principal will work with the staff to coordinate the Religion program.

RENWEB (RENEWING SCHOOL MANAGEMENT VIA THE WEB)

Parents have the opportunity to receive emails, view grades (3-5), report cards, newsletters, calendar, access family financial information including hot lunch, and childcare balances, as well as, being able to make school tuition payments on-line through the FACTS program.

REPORT CARDS

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

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 and evaluation and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision. DSP 5210

ROYAL PARENTS ASSOCIATION

All parents with children in all ACS schools are members and are encouraged to attend and participate in the Royal Parents Association activities. The Royal Parents Association Board is made up of two representatives from each school. The offices are President, Vice-President, Secretary, and Treasurer. The Executive Board meets monthly. The Royal Parents Association sponsors family fun events, fund raisers, and collect the following for reimbursement: Box Tops for Education, Campbell Soup labels, milk bottle caps; Nature's Touch Milk Moola strips and Caps, Coke rewards, and empty ink jet/toner cartridge.

SAFE ENVIRONMENT PROGRAM

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

SCHOOL PICTURES

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

SCOUT/CLUB UNIFORMS

Scout/Club uniforms may be worn on Scout days only. However, if a child does not have the entire scout/club uniform, then those articles of clothing that are not part of the scout/club uniform must comply with the ACS K-5 dress code (i.e. If the child has only the scarf, then the shirt and pants must be those that comply with the K-5 system dress code.).

SECURITY SYSTEM

School doors will be locked during the school day. Please utilize the security entry system on school entry doors to gain access to the building.

SEXUAL HARASSMENT POLICY

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

Provisions:

- 1.) Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a

sexual nature, or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical contact of a sexual nature” includes, but is not limited to, “the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive graphic materials which is not necessary for school purposes.”

- 2.) No student shall be subject to sexual harassment as a Catholic school student.
- 3.) Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
- 4.) Any student who believes that he or she is being sexually harassed shall 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

SNACKS OR TREATS

Treats and snacks are welcome in the classroom; however, you are highly encouraged to bring only healthy foods. Some suggestions are packaged pudding, pretzels, muffins, bagels, yogurt, cereal, veggies, fruit, granola bars, or popcorn. Candy and gum are not allowed.

SOCIALS

Throughout the school year, each grade level will host a social for parishioners, parents, and guests as a way to strengthen our community.

STANDARDIZED TESTING

ACS students take a 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 WPCP may be asked to take additional standardized tests.

STUDENT SERVICES

A social worker is available 1½ days a week each at SV and OLQH. The social worker is responsible for weekly classroom sessions as well as individual social and academic strategies. The social worker works with teachers to assist in handling issues with students, whether academic or behavioral.

TELEPHONE

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

TEXTBOOK FINES

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

TITLE I

This is a government program which provides remedial instruction in language arts for children in K-5th grade. The service is provided by the local public school system. All students are assessed with STAR Assessments. Students who live in a Title I public school boundary and do not meet the required WRPS benchmark are serviced through the Title I program provided by WRPS.

TOYS

Students should leave their toys at home and not bring them to school. These things tend to be very distracting, and the students often have their thoughts on the toys instead of following along in class. If a toy appears during class, it will be taken away and sent home. (Exceptions to this policy are playground items such as basketballs, soccer balls, footballs, jump ropes, etc. as long as the items are clearly marked with the child's name and shared with everyone.)

TRANSFER/WITHDRAWAL

Students transferring to an ACS site must meet academic and behavioral requirements. An application for enrollment must be completed. The parent(s) must meet with the site administrator and the enrollment and admissions coordinator. Parents of students withdrawing must have their tuition and other fees up to date before transcripts are sent to another school.

TUITION AND FEES

ACS P4300.3

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

DELINQUENT TUITION AND FEES PAYMENTS POLICY

ACS P3120.1

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

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

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

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

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
 - 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 arrangements
 - 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 Misc. 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.

1. Families with Senior (12th Grade) Students

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

2. End of School Year Balances

- a. All account billing and fees must be paid by May 31st or the family must have an alternate plan for payment approved by Central Office.
- b. Families with account balances and unpaid fees that do not have an alternate plan for payment approved by Central Office shall receive written notification that their account is past due with copy of this commission policy. **Additionally:**
 - i. Pastoral leader will be informed of family account balance and activity
 - ii. Finance Committee will be informed of family account balance and activity
 - iii. Report cards and transcripts will be withheld
 - iv. Students will not be permitted to participate in athletic activities
 - v. Students will not be permitted to participate in extra-curricular activities
 - vi. Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangements
 - vii. Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place

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

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

Assumption Catholic Schools November 16, 1999
 Approved January 2005
 Affirmed June 19, 2007
 Amended September 15, 2009

VACATIONS

Students who leave on a family vacation will be given the work they missed when they return to school. Parents/guardians are to notify all of the teachers who instruct their child/children. (See also "Absences-Extended")

VISITORS

All visitors and parents must report to the school office before proceeding to other areas of the school premises as stipulated by diocesan policy. Visitors must sign in and receive a "Visitor" pass to wear while in the building. Any unauthorized or unrecognized persons will be referred to the office and their presence reported to the principal immediately.

VOLUNTEERS

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

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

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

WELLNESS POLICY: ASSUMPTION CATHOLIC SCHOOLS

Healthy Lifestyles

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

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:

1. Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
2. Ensure that food sales/parties for students will not conflict with the system food programs.
3. 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".
4. 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.
5. 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. **Please do not bring in unhealthy fast food items into the cafeteria.**
6. 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.

7. Incorporate nutritional education into student curriculum through science, health, and physical education classes. Nutrition education should be integrated throughout the curriculum.
8. Provide opportunities for physical activity for students during the school day.
9. 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 too. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.
10. Due to the negative health impact, the consumption of energy drinks or soda is strongly discouraged. Water sales should be a significant option through school concession services. Water should be available during mealtimes, at least through water fountains.

Water Bottles

- Water bottles must be transparent and have secure caps.
- **ONLY** water is allowed in water bottles.
- Students may not share water bottles.
- Empty bottles should 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, or around any school-owned devices (Chromebooks, iPads, etc.).

FOOD SERVICE NUTRITIONAL GUIDELINES

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

- ***Fat Content***
Foods from reimbursable meals shall, over the course of five days, derive no more than 30% of their total calories from fat and less than 10% of total calories from saturated fats. These recommendations are consistent with federal mandates and the DPI.
- ***Content from Added Sugars***
No individual item served by food service as part of a traditional meal, an ala carte item or as a snack item may contain more than one third of its weight from added sugar. An exception may be made periodically for a traditional meal treat.
- ***Milk Products***
Milk will be promoted during all meals. Milk will be available to students bringing sack lunches.

APPENDIX

ACCEPTABLE USE POLICY

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

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

In addition, the use of technology resources at ACS is to be consistent with the mission and vision of Assumption Catholic Schools. All users, faculty, staff, administrators and students, are expected to exhibit high standards of behavior at all times in line with Catholic teaching, doctrine, morality and values when using the Internet, e-mail and other technologies. This Acceptable Use Policy is provided so that staff, students, and members of the community using ACS technology resources are aware of their responsibilities. The use of these resources is a privilege 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.
- Any intentional disruption or network services involving software or hardware (vandalism of any sort) is strictly prohibited.
- Using the network for personal or private business purposes

Files and Software:

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

Copyright and Plagiarism:

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

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

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

- Participating in an act of cyberbullying. Cyberbullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting on the Internet, social

networking sites, or other digital technologies harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes.

- Giving out any personal information regarding themselves or others through electronic mail or the Internet including name, phone number, address, passwords, credit card numbers, or social security number without making reasonable accommodations for the security of such information.
- Providing e-mail addresses or other personal information regarding other students, faculty or administration to anyone outside of the school without their permission.
- Recording, posting, or distributing audio or video without the prior permission of all parties being recorded.
- Accessing faculty, administration, and staff computers, files or e-mail, as well as school file servers for any reason without explicit permission from the user or administrator.
- Distributing any confidential information via e-mail about students, staff or parents at ACS.

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

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

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

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

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

ADMINISTRATIVE RECOURSE 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

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.

ATHLETIC PROGRAM POLICY - ELEMENTARY/MIDDLE SCHOOL

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, Grades 3-5; \$50.00 – Middle School, Gr 6-8.

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

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 curriculars.
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 6-8 | 2 team split @ 22 players. 3 team split @ 33 players. |
| b. Basketball | Grades 3-6 | 2 team split @ 12 players. 3 team split @ 18 players. |
| | Grades 7-8 | 2 team split @ 16 players. 3 team split @ 24 players. |
| c. Cross Country | Grades 6-8 | No team split required. |
| d. Football: | Grades 6-8 | 2 team split @ 32 players. 3 team split @ 48 players. |
| e. Soccer | Grades 6-8 | 2 team split @ 32 players. 3 team split @ 48 players. |
| f. Softball | Grades 6-8 | 2 team split @ 22 players. 3 team split @ 33 players. |
| g. Track | Grades 6-8 | No team split required. |
| h. Volleyball | Grades 6-8 | 2 team split @ 16 players. 3 team split @ 24 players. 4 team split @ 32 players. 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, assist.

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 their 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 of 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
3. If there is still no resolution, bring the matter to the school principal, Pam Fochs. Phone number (715) 422-0960 or email pfochs@assumptioncatholicschools.org

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.
5. If all of the above avenues have failed to bring any resolution to your concern, contact the Dean of the Assumption Catholic Deanery.

STUDENTS: Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in the Diocesan Schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion. DSP 5115 1/4/97

Notice of expulsion should be sent to the parents and public school officials by the school principal. A copy will be filed in the permanent record, and a report will be made to the entire faculty. The school administrator will use professional discretion in reporting to any of the above-mentioned groups. Adopted June 22, 1993

DRUGS AND ALCOHOL

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

The Catholic schools of the Diocese of La Crosse are Christ-centered educational communities, which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

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

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

RECOGNIZING the difficult and sometimes conflicting choices that our schools face in the 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 Drug and Alcohol Policy for all our Diocesan schools:

A. DEFINITIONS:

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

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

The term "expulsion" is:

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

The term "dismissal" is:

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

The term "suspension" is:

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

B. PROHIBITIONS AND REQUIRED MINIMUM SANCTIONS

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession,

distribution or exchange of drugs or alcohol on school property, within 1,000 feet of school property, or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

Sanction: For students who have violated any Category 1 Prohibitions – dismissal or immediate expulsion and the appropriate assessment and follow-up as described in Section C.

2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

Sanction: For students who have violated any Category 2 Prohibitions - suspension, dismissal or expulsion and the appropriate assessment and follow-up as described in Section C.

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

Sanction: For students who have violated any Category 3 Prohibitions - suspension or dismissal and the appropriate assessment and follow-up as described in Section C

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category. In determining within each category which sanctions to apply, at least the following factors shall be considered:

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

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

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

C. INVESTIGATORY AND/OR REMEDIAL MEASURES

1. The students and parents/guardians shall meet with school authorities.
2. The student shall be suspended pending completion of the investigation and may be suspended during the assessment.
3. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
4. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
5. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
6. For students suspended or dismissed, before any student may be re-admitted and continue as a student, the following minimum conditions must be met and consistently maintained:
 - a. If requested the student must provide the school with a written statement from a licensed professional certifying that the student has and is fully cooperating with treatment and that the student presents no danger to other students.
 - b. The student must cooperate with any and all recommended actions and conditions of his/her treatment.
 - c. The student must refrain from any future drugs or alcohol offense.
 - d. The student and his/her parent or guardian must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
 - e. The student must cooperate with local school authorities.
7. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing, if and when deemed necessary by the diocese.

D. REPORTING REQUIREMENTS

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

CONSULTATIVE REQUIREMENT

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

RELATIONSHIP TO OTHER STUDENT CONDUCT CODES

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

EDUCATION

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

EFFECTIVE DATE

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

FERPA gives parents 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.

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

Or you may contact us at the following address:

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

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

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

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

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

Sexual Misconduct Procedures (Red Book)

Sexual Misconduct Policy

1. Sexual misconduct by any Diocesan agent, while performing the work of the Diocese, is contrary to Catholic faith and morals, is outside of the scope of his or her duties and responsibilities, and is absolutely prohibited.
2. No person shall be subjected to sexual misconduct by any Diocesan agent, including clergy, consecrated persons, employees or volunteers of the Diocese of La Crosse.
3. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual misconduct; all laws requiring the reporting of known or suspected instances of sexual misconduct; and all requirements, procedural and substantive, set forth in this policy.

Sexual Misconduct Procedures

PURPOSE

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

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

PROCEDURE

1. All allegations of sexual misconduct against Diocesan agents (clergy, consecrated persons and/or lay persons) shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and appropriate response to the allegations. This initial assessment will address the issues of possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter acknowledging the allegations and providing the accuser/reporter a copy of the Diocesan Sexual Misconduct Procedures.
4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused with a copy of the Diocesan Sexual Misconduct Procedures. If the accused is a cleric of another Diocese or a consecrated person, the ecclesiastical superior of the accused shall also be notified.
5. When necessary, the Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
6. The investigative protocol shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communication with the accuser and to the Diocesan Bishop shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including a written statement from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communications with the accused and to the Diocesan Bishop shall be confidential.
9. When appropriate, the Diocesan Bishop may request a third-party assessment of the accuser and/or accused, including independent medical, psychological or other examinations at Diocesan expense. All documents and/or reports are confidential.
10. After the investigative protocol is completed, the Diocesan Bishop shall make a determination whether or not the accusation is sufficiently confirmed.
11. If the accusation is not sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, placed and recorded in the confidential records of the Diocese.
12. The following will apply if the accusation is sufficiently confirmed:
 - a. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved and to prevent the misconduct from being repeated.
 - b. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature, content and extent of the assistance will

depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

- c. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
 - d. No cleric, consecrated person or lay person who has engaged in sexual misconduct may be assigned in the future, if ever, to any Diocesan position, unless and until he or she has successfully completed any and all recommended assessment and initial therapy, is professionally deemed as presenting no unreasonable risk of re-offense, has had a prolonged period without recidivism, is reasonably monitored and supervised, and demonstrates to the satisfaction of the Diocesan Bishop that he or she presents no reasonable risk of harm.
 - e. Confidential written records shall be maintained by the Diocese concerning any accusations of sexual misconduct. All records of the investigative protocol are confidential and shall be kept in the secret archives.
13. When it is apparent that the accusation of sexual misconduct has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

Sexual Misconduct Policy and Procedures

SCOPE

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

PROMULGATING THE POLICY AND PROCEDURES OF THE DIOCESE OF LA CROSSE REGARDING THE SEXUAL ABUSE OF MINORS BY CLERGY (Green Book) Revised 8-29-2012

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

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

Last reviewed/updated September 12, 2017

SCOPE

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

DEFINITIONS

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

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

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

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

¹ Canon 99 of the *Code of Canon Law* states: "Whoever habitually lacks the use of reason is considered not responsible for oneself (*non sui compos*) and is equated with infants."

² Pope Benedict XVI, Revised *Normæ de gravioribus delictis* Reserved to the Congregation for the Doctrine of the

Faith, Art. 6, §1, 1° (May 21, 2010).

³ Cf. *Ibid.*, 2°.

⁴ Sec. 948.02 Wis. Stats.

⁵ Sec. 948.025 Wis. Stats.

⁶ Sec. 948.05 Wis. Stats.

⁷ Sec. 948.055 Wis. Stats.

⁸ Sec. 948.07 Wis. Stats.

⁶. Exposing a child to harmful materials⁹;

⁷. Possession of child pornography¹⁰;

⁸. Sexual gratification involving children¹¹;

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

¹⁰. Possession or use of Internet child pornography¹³;

¹¹. Invasion of privacy by video surveillance ¹⁴;

¹². Sexual exploitation of children by manufacturing pornography¹⁵;

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

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

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

POLICY

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

PROCEDURES

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

9 Sec. 948.11 Wis. Stats.

10 Sec. 948.12 Wis. Stats.

11 Sec. 948.10 Wis. Stats.

12 Sec. 938.09 Wis. Stats.

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

14 Sec. 942.08 Wis. Stats.

15 18 USC Sec. 2251 Wis. Stats.

16 Sec. 942.09 Wis. Stats.

17 Sec. 944.25 Wis. Stats.

18 Sec. 948.075 Wis. Stats.

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

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

3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter, acknowledging the allegations and providing the accuser/reporter a copy of the *Policy and Procedures of the Diocese of La Crosse Regarding the Sexual Abuse of Minors by Clergy*. The accuser shall be advised of any civil or criminal law reporting requirements and shall be assisted in such reporting, if the accuser desires.
4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused with a copy of the *Policy and Procedures of the Diocese of La Crosse Regarding the Sexual Abuse of Minors by Clergy*. If the accused is a cleric of another diocese, or a consecrated person of an institute of consecrated life or society of apostolic life, the ecclesiastical superior of the accused shall also be notified. The accused shall be informed of the nature of the accusation and of any civil or criminal law reporting requirements, and shall be advised to retain the counsel of both a civil/criminal lawyer and a canon lawyer before making any statements.
5. The Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused; reports to the appropriate authorities; notice to the insurance carriers; and/or referral to professionals (medical, psychological or legal).
6. The canonical preliminary investigation shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Diocesan Bishop and the accuser/reporter to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accuser shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Diocesan Bishop and the accused to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accused shall be confidential.
9. When appropriate, the Diocesan Bishop may request a mutually-acceptable third-party assessment of the accused and/or accuser, including independent medical, psychological or other examinations at Diocesan expense, provided this does not interfere with the investigation by civil authorities. All documents and all communications shall be confidential.

10. If the accusation is not admitted, the matter will be referred to the Diocese of La Crosse Clergy Child Sexual Abuse Review Board.
11. After the canonical preliminary investigation and the Diocese of La Crosse Clergy Child Sexual Abuse Review Board process have been followed, the Diocesan Bishop shall make a determination of whether or not the accusation is sufficiently confirmed.
12. If the accusation is not admitted or sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, and shall be placed and recorded in the confidential records of the Diocese. Every step possible will be taken to restore the good name of the priest or deacon.
13. The following will apply if the accusation is either admitted or sufficiently confirmed in the judgment of the Diocesan Bishop.
 - A. The Congregation for the Doctrine of the Faith shall be notified.
 - B. The perpetrator shall be permanently removed from ministry. He will not be permitted to celebrate Mass publicly, to wear clerical garb or to present himself publicly as a priest or deacon.
 - C. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved, and to prevent sexual abuse of a minor from being repeated.
 - D. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
 - E. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
 - F. Confidential written records concerning any accusations of sexual abuse shall be maintained by the Diocese. All records of the canonical preliminary investigation and of the Diocese of La Crosse Clergy Child Sexual Abuse Review Board process are confidential.
14. In any case involving canonical penalties, the processes provided for in canon law must be observed.
15. When it is apparent that the accusation of sexual abuse has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the local Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

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

1. **Composition and Appointment.**
The Diocese of La Crosse Clergy Child Sexual Abuse Review Board shall consist of at least six (6) persons appointed by the Diocesan Bishop and who serve at the pleasure of the Diocesan Bishop. All persons must be of outstanding integrity and good judgment. At least five (5) of the persons must be in full communion with the Catholic Church.
2. **Qualifications.**
No less than four (4) of the members shall be adult lay persons not in the employ of the Diocese of La Crosse, one of which, at least, shall have particular expertise in the treatment of the sexual abuse of children. In addition one experienced and respected pastor of the Diocese shall be appointed to advise and consult with the Board. Three (3) *ex officio* nonvoting members shall be appointed by the Diocesan Bishop: the Vicar for Clergy, a knowledgeable canon lawyer and the Diocesan Attorney.

3. **Term.**
The term for each Review Board member shall be five (5) years, which can be renewed.
4. **Purpose.**
The purpose of the Diocese of La Crosse Clergy Child Sexual Abuse Review Board shall be:
 - A. To assist the Diocesan Bishop, at his request, in assessing specific allegations of sexual abuse of minors by a priest or deacon, when the allegations have not been admitted.
 - B. To review regularly the Diocesan policy and procedures for dealing with sexual abuse of minors by a priest or deacon, and to recommend to the Diocesan Bishop any modifications; and
 - C. To render such other advice and counsel regarding sexual abuse of minors when requested by the Diocesan Bishop.
5. **Confidentiality.**
All matters submitted to and all proceedings of the Diocese of La Crosse Clergy Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and the assignment of clergy. The process is therefore privileged under the First Amendment. The procedures may require the examination of documents and records which are privileged. That may require seeking and hearing legal advice which is privileged, and may require review of privileged communications between priests, doctors, psychologists, social workers and lawyers. By its very nature the Diocese of La Crosse Clergy Child Sexual Abuse Review Board's proceedings involve matters of a highly personal nature, protected by the Wisconsin Privacy Law. Therefore all of its communications, proceedings and records are confidential and may not be disclosed or made public.
6. **Norms Governing the Assessment of Allegations.**
 - A. Issue: "Is the allegation sufficiently credible to recommend to the Diocesan Bishop that the case be advanced?"
 - B. Burden of proof: the accuser carries the burden of proof, consistent with concepts of fundamental fairness.
 - C. Standard of proof: corroborating evidence from witnesses, documents or other sources.
 - D. Representation:
 - (1) The accuser may be represented by a civil and/or canon lawyer at his or her own expense.
 - (2) The accused may be represented by a civil and/or canon lawyer at his own expense.
 - (3) When necessary the Diocese will supply canonical counsel to a priest or deacon.
 - (4) The Diocese of La Crosse Clergy Child Sexual Abuse Review Board shall be represented by the Diocesan Attorney.
7. **Record.**
There shall be no record made of the proceedings of the Diocese of La Crosse Clergy Child Sexual Abuse Review Board.
8. **Rules of Evidence.**
Adherence to the application of the strict rules of evidence shall not be required.
9. **Discovery.**
There shall be no discovery by any party before the Diocese of La Crosse Clergy Child Sexual Abuse Review Board.
10. **Nature of the Proceeding.**
Initially the Diocese of La Crosse Clergy Child Sexual Abuse Review Board shall review the records submitted to it by the Diocesan Bishop. If testimonial proof is necessary, the Review Board shall secure sworn statements from witnesses. If the record review and written testimonial proof is insufficient to make a recommendation to the Diocesan Bishop, oral testimony may be obtained

