



ST. JOSEPH PARISH SCHOOL

281 Dakota Street South Prescott, Wisconsin 54021

St. Joseph Parish School Parent/Student Handbook 2017-2018



St. Joseph Parish School provides an exceptional Catholic education within a vibrant Christian community. Daily we live *In Christ, As Christ, and For Christ*. Together we prepare each child for success by integrating academics, technology, and the arts with prayer, worship, sacraments, values, and service.

Policies, regulations, procedures, and responsibilities for parents and students of St. Joseph Parish School

Diocesan policies and regulations most relevant to parents and students of St. Joseph Parish School have been included in this handbook. A complete set of Diocesan policies is available for review in the school office.

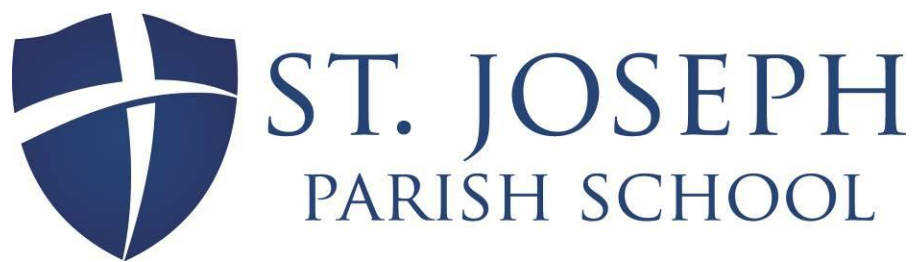
DSP = Diocesan School Policy
DSR = Diocesan School Regulation

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St. Joseph Parish School Philosophy

St. Joseph Parish School is a Catholic Elementary School that offers students an exceptional education within a genuine Christian environment.

Our mission is to empower each student to integrate Christian values into their personal identities and lifestyles, thus enabling each to live the Gospel message within the pressures of today's society.

We proclaim the Gospel message and build models of family and community guided by love. We instill a service dimension in our students. A giving of time, talent, and treasure to school, to family, and to community is expected.

We prepare students for their working lives by educating the whole person, mind, body, and soul. We guide students to achieve their full potential and reflect Jesus in our teaching.

ACADEMICS

The following subjects are required for all students: religion, language arts (reading, writing, speaking, & listening), math, science, social studies, spelling, computer, handwriting, music, physical education, library/media, and art.

ACCIDENTS

Accidents that occur in the classroom or on the playground are to be reported to the teacher or supervisor on duty.

The school and parish do not provide any type of health or accident insurance for injuries incurred in school. Parents are to have their own medical insurance to cover accidents. An optional student insurance program may be made available to school families at the beginning of each school year. Forms will be sent home and payment is made to the insurance company.

ADMISSION REQUIREMENTS

St. Joseph Parish School follows state, diocesan, and local public school regulations that require a child to be five years old by September 1 to enter Kindergarten.

All new students must show proof of proper immunization according to Wisconsin law. Forms are available on our school website or the state health department.

Annual enrollment of school students will normally occur in February. Enrollment of new students may be done at anytime during the school year.

If more students are potentially to be enrolled in a class beyond the class size limits (25), then St. Joseph Parish School gives preference in enrollment in the following order:

1. Students whose families already have other family members in the school.
2. Catholic students whose families are registered and supporting members of St. Joseph Catholic Parish.
3. Catholic students of other parishes.
4. Non-Catholic students.

Supporting members of the parish may be identified as a family who has made some identifiable financial contribution to the parish.

Non-parish and non-catholic students once enrolled in St. Joseph Parish School will not be barred enrollment the following year to open space for another student.

AMENDMENT OF HANDBOOK

The school administrator retains the right to amend the handbook. Staff, parents/guardians, and students will be given proper notification if changes are made.

ARRIVAL/DEPARTURE

The school day begins at 8:10 a.m. and ends at 3:05 p.m. Students are considered tardy if they have not checked into the classroom by 8:10 a.m. No student should arrive before 7:30 a.m. Upon departure, the classroom teacher will walk her students to the bus and escort students who are picked up by a parent to the gym. All parents picking up their child(ren) will wait in the gym.

Students who arrive between 7:30 a.m. and 8:00 a.m. are to go to the gym. Appropriate activities during this time are reading, studying, playing games (cards, board games, puzzles), or quiet visiting. There will be no physical activities allowed unless approved by the supervisor. The students will be allowed these privileges as long as it causes no problem for the student or anyone else.

Students may bring cards, board games. Electronic devices are not allowed. St. Joseph Parish School is not responsible for a student's personal property that is lost, stolen, or damaged. At 7:55 a.m., teachers come to the gym to get their class and take them to their classroom. If an electronic device is used, the device will be taken away, the parent called, and the device will be released to the student at the end of the day.

ASBESTOS

St. Joseph Parish School is in compliance with federal and state laws regarding asbestos. A copy of the management plan can be found in the school office.

ASSEMBLY RULES

Christian courtesy requires that we respect the rights of others. Therefore, the following rules are to be followed whenever we assemble as a student body:

1. Enter the gym in silence so that the program may begin promptly.
2. Listen attentively to the speaker; this means no talking or commenting to others during the presentation.
3. Booing or loud laughing at the mistakes of others or at something disagreed with is never a proper reaction.
4. Applaud appreciatively. Rhythm clapping or whistling is not a proper response.
5. Students may leave the hall according to the teacher's directive.

ATHLETICS

The purpose of St. Joseph Athletic Program is:

- To teach the skills of the game
- To foster healthy exercise
- To teach fair play and good sportsmanship and
- To give enjoyment to students

In keeping with the guidance of the Diocese of La Crosse, efforts should be made to see that each boy and girl participates to the fullest in the program, both in practice sessions and

games. Winning at the expense of participation is not acceptable. The development of teamwork, sportsmanship and skill development are the fundamentals to be stressed in each practice and game.

ATHLETIC RESPONSIBILITIES

1. Treat opponents with respect. A team leader shakes hands with one of the opponent leaders and wishes him/her good luck before the contest.
2. Exercise self-control. Use of profanity is unacceptable behavior by coaches, students, participants, and fans.
3. Respect the officials' judgments and interpretation of the rules. Never argue or make gestures indicating dislike for a decision.
4. Accept both victory and defeat with pride and compassion. Congratulate your opponents following a victory or a defeat.
5. Cooperate with the coach and administration in promoting good sportsmanship.

ATHLETICS STANDARDS

Student participants and parents will adhere to the following student guidelines:

1. All parents must verify that appropriate and adequate insurance is provided for the student. In addition, a waiver must be signed by the parents/guardians releasing the school system of all liability.
2. Parents are to complete and return to the school the written consent form prior to their child participating in school sponsored athletic programs.
3. Students and parents must provide signed acknowledgement of the various pertinent rules and agree to comply with them.
4. All the above forms must be on file in the school office before any student is allowed to play.
5. Tennis shoes are to be worn for games and for practice. Shoes that mark the floor are not to be worn.
6. Tag and other chase games are not allowed in the gym unless directed by the coach.
7. Players will need to share basketballs. Shoving, tripping, or wrestling in order to get a ball is not permitted.
8. Grabbing and hanging onto the basketball hoops or nets is cause for automatic removal from the gym.
9. A player not in attendance on a school day that a sporting event is scheduled will not be allowed to participate or play.
10. Students are responsible for uniforms and equipment issued to them. At the end of the season, basketball uniforms are to be laundered and returned to the school office.
11. Parents are expected to take turns in chaperoning and driving players to games that are scheduled out of town.
12. Students who receive an in-school suspension during the basketball season will not be allowed to play in the next scheduled game.

13. Students not maintaining a C average will be put on Academic Probation and will still attend but not participate in practices or games until the student has brought up his/her grade.
14. Coaches and teaching staff will meet to discuss the rules prior to the beginning of the basketball season.

ACADEMIC ATHLETIC STANDARDS

Students who participate in athletics are required to maintain the following academic standards:

- Maintain an overall average of “C” or “S” or “D” (Developing) or above in all academic areas throughout the sport season.
- Teachers will notify the principal of a student athlete’s failure to maintain an overall C average during the sport season.
- Students not maintaining an overall C average will be put on Academic Probation until the student successfully brings his/her grade up to the acceptable level. The principal will notify the coach when a student is on academic probation. When the student has brought his/her grade up to the acceptable level, the teacher will inform the principal who will give the coach written documentation of the student’s ability to return to the team. During probation, students are ineligible to play, but must still attend all games and practices.

Coaching Standards

The following standards for coaches are meant to establish a cooperative bond between the parent volunteer(s) and the school.

1. Head coaches must be 18 years of age or older.
2. An adult must directly supervise students in the gym.
3. Coaches are expected to set high standards of conduct and demand the same from their student athletes. Players who display un-sportsman like behavior are to be disciplined by the coach.
4. Coaches are responsible for dry mopping the floor before and after games, turning out the lights in the building, and securing the building before leaving.
5. Coaches are responsible for clean-up and maintaining equipment.
6. NO Sunday practices or games will be allowed.
7. A copy of the basketball schedule is to be submitted to the principal prior to the beginning of the season.
8. Coaches are to call the school office to reserve the gym for all practices.
9. The maximum number of games per season shall be ten. Students are limited to participation in two tournaments.
10. Games are to be scheduled for January and February with one game per week. Practice sessions are to be limited to once during the week and on Saturday.

11. Coaches should make arrangements with parents for transportation to out of town games.
12. Coaches are required to return their building key(s) to the principal at the end of the season.
13. All coaches are required by diocesan policy to complete the following forms each year:

Confidentiality Employee and Volunteer Questionnaire Form
 Read and sign Sexual Abuse policy of the Diocese
 Watch the Diocesan video
 Criminal Background Check

ACCREDITATION

St. Joseph Parish School is accredited by the Wisconsin Religious Independent School Association (WRISA).

ATTENDANCE

Regular attendance is essential for success in learning. Your cooperation in keeping absences and/or tardies to a minimum is appreciated. If your child is absent for any reason, the parent/guardian is required to call or email the school office, preferably by 8:00 a.m., to inform the school admin of the student's absence and make arrangements to get the day's learning. State regulations require that parents/guardians send written excuses for absences when the student returns to school to prevent truancy. In addition, notes are needed in the following cases:

1. The student has a doctor, dental or some other appointment during the regular school day. The parent/guardian must report to the office to sign out student(s) leaving during the school day and sign the student(s) back into school when they return.
2. The student is to leave school with another person.
3. The student is to ride a different bus.
4. The student is going to be away on vacation.
5. The student needs to be excused from school work due to physical handicap, whether temporary or permanent.
6. The student who normally walks is going home with a student who rides the bus.

The school day for students is 8:10 a.m. to 3:05 p.m. A student is considered tardy if they have not checked into the classroom by 8:10 a.m. Students who have medical appointments in the morning will be considered tardy if they do not check into school prior to 10:00 a.m. After this time, students will be considered absent in the morning. Students leaving school prior to 10:00 a.m. will be counted absent for the day. Students leaving school prior to 1:30 p.m. will be considered absent for the afternoon.

If a student is absent more than 3 days in a row, a doctor's excuse will be needed upon the student's return to school.

Tardy Policy: Getting to school on time and into the classroom with all other students significantly contributes to academic and social success and allows students to be part of the group. Teachers' lesson plans even at the beginning of the day are carefully constructed to introduce new concepts or routines that are vital to student learning. Late arrivers interrupt precious instructional time and make it difficult for those arriving as well as those already seated to attend and stay focused at the task at hand. Missing even a few minutes can cause children to fall behind or feel left out. Most importantly, however, arriving on time impresses upon your child the importance of school and helps develop valuable habits and responsibilities that in the future will help them succeed both in school and the work place.

Occasionally, things happen that disrupt the normal flow of a family's morning routine. Therefore, students are allowed four tardies per academic year. Any additional tardies will result in the student losing recess time equal to the time tardy to compensate for the lost learning time.

BLOODBORNE PATHOGENS

St. Joseph Parish School complies with OSHA's Blood borne Pathogens Standard, 29 CRF 1910. 1030 and has a written blood borne pathogens exposure plan. This plan is reviewed annually and employees receive annual training.

BULLYING

At St. Joseph Parish School, we believe that all members of the school community have the right to learn and work in an environment free from bullying. We all share a responsibility to create an atmosphere of caring in which bullying will not be tolerated. Bullying will be viewed as a breach of the school's behavior code. Any report of bullying will be investigated and appropriate action will be taken. The response will include:

- Guidance and other support for the victim
- Appropriate disciplinary action for the bully
- Guidance and support for the bully

The following statement is adopted as a policy of St. Joseph School.

Bullying is defined as one or more individuals consistently and deliberately inflicting physical, verbal, or emotional abuse on another person. Bullying behaviors are defined in the eye of the beholder. This means that what matters in a case of bullying is how the victim feels as a result of the behavior, regardless of the bully's intent. What distinguishes a bully from someone who teases occasionally is a pattern of repeated abuse. We expect bystanders to help and report on other students who are being bullied.

St. Joseph Parish School teaches a grade appropriate bullying & respect curriculum. We teach (1) What is bullying? (see below), (2) We are made in the image & likeness of God and how do we show respect for all? (3) What to do personally to diffuse the bully and how to be self reliant and problem solve, (4) the steps to take to help the situation (see below).

Bullying can be but is not limited to:

- Physical: pushing, kicking, hitting, pinching, any form of violence,

- Verbal: name calling, sarcasm, spreading rumors, persistent teasing
- Emotional: tormenting, threatening, ridicule, humiliation, exclusion from groups or activities
- Racial: taunts, graffiti, gestures, jokes
- Sexual: unwanted physical contact, abusive comments, jokes
- Cyberbullying: Cyberstalking, sexting, bullying emails, websites, phone calls, and texts

Action Steps

Students will be taught the following ways for dealing with bullying behavior:

- 1st Step: Try some of the techniques learned in class – humor, ignore, etc.
- 2nd Step: If the behavior continues, firmly tell the person to stop the behavior and that you don't like it. This includes bystanders telling the bully as well.
- 3rd Step: If the behavior continues, report to an adult who is in charge (playground supervisor, teacher, etc.) A write-up will be conducted and a conference will be held with the alleged bully. The victim has the choice to be present or to remain anonymous. The adult in charge will follow up with the victim and the bully to ensure that there have been no problems.
- 4th Step: If the behavior continues, report back to the adult. The matter will be referred to the principal and parents will be contacted. An additional write-up will be conducted and put on file. A logical consequence will be given with an opportunity for reconciliation and repentance.

Any additional occurrences and/or retaliation will be written up, parent notified, and increased consequences. Anything illegal in nature will be reported to Pierce County District Attorney, and illegal or continuous bullying behavior may result in suspension or removal of the student from St. Joseph School.

BUSING PROCEDURES

Students are expected to follow the bus guidelines as published by the public school administration. They are expected to respect the bus driver as well as other passengers in the bus.

Parents are to notify the school in writing of any change in the way a student is to leave school or any change in the normal destination. These notes are to be sent to the school office. If a student does not have a note, the office will contact the student's parent to verify the change. If the parent cannot be contacted, the student may be denied the change. Students will NOT be allowed to call home to make other arrangements for after school.

CARE OF SCHOOL MATERIALS AND EQUIPMENT

Students are instructed in the proper and safe use of equipment and other classroom materials. Books must be covered with the provided book covers. Students are not allowed in the teacher work areas, janitor rooms or storage rooms unless accompanied by an adult.

CATHOLIC ATMOSPHERE (DSP 5112)

The physical atmosphere of the classroom should make clearly evident the Catholic nature of the educational center. A crucifix, a Bible, religious articles, including a statue or picture of Mary, religious reading materials, a prayer center, and religious oriented bulletin boards are all an important part of the Catholic atmosphere.

CATHOLIC SCHOOLS WEEK

This annual event is observed at St. Joseph Parish School during the week that is recommended by the NCEA, usually the last week of January. It is observed with a special liturgy and various other activities.

CELL PHONES & PERSONAL ELECTRONICS

Use of cell phones and/or personal electronics by students is prohibited during the school day. Any of these items that are brought to school must be turned off and stored in the student's locker. A violation of this policy will result in the item being taken away, the parent called, and the item being released to the parent. St. Joseph Parish School is not responsible for lost or stolen items.

CHANGE OF ADDRESS OR TELEPHONE

Notify the school office immediately if there is any change of address or phone number(s).

COMMUNICATIONS

The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs, policies, and goals. The following are the standard means of communication that will be used by the school:

Parent/Student Handbook The Parent/Student Handbook is revised annually and available to each family through our school website (<http://school.stjosephprescott.com/>). This is your first resource when you have questions about school policies.

Grade Level Communication Each grade level teacher will communicate with families in the form of a teacher website. This website will include subject updates and assessment dates, classroom news, school news. The teachers will also communicate with parents via personal emails, phone calls, conferences, report cards, and materials sent home throughout the year via the student.

Knightwriter The Knightwriter is the formal school newsletter written by the principal published monthly on our school website. This newsletter includes important information about what's happening at school, current and upcoming events, news, and resources and support for parents as their child's primary educator. It is important parents/guardians read this publication carefully each month.

Website Our school website is a comprehensive source of all information about St. Joseph Parish School. Here you can find school forms, the official calendar, teacher websites, uniform policy and ordering links, parent/student handbook, current and upcoming events,

and much more! Please use our website to stay up to date and informed about what's happening at our school. Please visit us at <http://school.stjosephprescott.com/>.

Other Communication The school will inform you of the many activities and events that happen at school and in our community via email, letters, handouts sent home with your oldest child, phone calls, Prescott newspaper, First Alert system, and meetings.

CONFERENCES (DSP 5205)

Two formal parent-teacher conferences are held each school year to discuss student progress.

Parents are encouraged to set up an informal conference with a teacher should the need arise.

CURRICULUM

The curriculum at St. Joseph Parish School is developed in conformity with the approved diocesan curriculum handbook and other curriculum resources.

DARE

Drug Abuse Resistance Education (DARE) is a program offered to 6th graders at St. Joseph Parish School. This program teaches children to resist pressures which may influence them to experiment with alcohol, tobacco, marijuana, inhalants, methamphetamines, prescription drugs, and other drugs. The students are introduced to the DARE Decision Making Model that will assist them in problem solving and help them make wise decisions. The DARE officer also visits the 4K-5th grade classrooms 3 times during the school year to discuss grade appropriate safety and to create a positive relationship between the officer and students.

DESKS AND LOCKERS

Desks and school lockers are the property of the school and as such may be opened and inspected at any time. Book bags, coats, and other items students bring onto school are subject to search as well.

DISCIPLINE

St. Joseph Parish School places a high value of respect, self-discipline, and good behavior from all students and staff. Students are expected to follow the established policies and guidelines with regard to discipline. Students are expected to be Respectful, Responsible, Safe, Use Self-control and Follow Directions. It is the teacher's responsibility to teach and enforce these rules with their students.

St. Joseph Parish School uses the Discipline with Love & Logic philosophy by Charles and Jim Fay. The process for correcting inappropriate student behavior will begin with the teacher or person in charge implementing the 9 Love & Logic principles. Students will be expected to solve their problems or the ones they create without creating problems for anyone else. Teachers will guide the students in this process by giving the student choices. Students will be given opportunities to make decisions and live with the consequences.

Misbehavior will be handled with natural and logical consequences rather than punishment whenever possible. If a problem is ongoing, a student will be expected to write a plan of responsible action. The student will be required to have a parent sign the plan sheet and return it to the teacher. The student will follow through with the plan with the support of the teacher and parents.

For students who need a more individualized behavior plan, a conference may be held between the teacher and parent. It can include the principal and/or the student when necessary. The purpose of the plan is to help the student succeed, not to punish.

Immediate suspension is for actions that are seriously harmful to the health and life of the students and to the orderly operation of the school and require immediate intervention on the part of the principal. Such actions may include but not limited to: possession or use of dangerous weapons, use, possession, or sale of alcohol and other drugs, smoking on the premises, buses, or during a school-related activity, serious bodily injury to staff or student, serious disrespect of authority, theft, continued or extreme use of profanity or foul language, fighting, vandalism, serious abuse (verbal or physical) and others as deemed by administration.

Dismissal or expulsion from St. Joseph School will follow diocesan policy.

DRESS CODE (DSR 5691) (St. Joseph Parish School Dress Code Policy)

The students at St. Joseph Parish School are required to wear approved uniform attire. Teachers are responsible for enforcing this policy. If a student is not in compliance with the St. Joseph Parish School Dress Code, the teacher will send home a *Uniform Policy Notification* stating what the problem is and asking for the parent/guardian's help to ensure that their child come to school in the appropriate attire.

Donald's and Land's End are our official uniform suppliers.

Part of the learning process is the development of good grooming. Good grooming is the first and most evident mark of a student's self respect and training. Christian morality teaches that our bodies are temples of the Holy Spirit. Cleanliness and moderation in clothing are expected of all students.

FORMAL UNIFORM

The "formal uniform" must be worn on Mass days, Holy days and other designated days throughout the school year:

Boys: Pants with a polo shirt, cardigan, or blue sweatshirt

Girls: Skirt, skooter, or jumper with a polo shirt, blouse, cardigan, or blue sweatshirt

ADDITIONAL INFORMATION

- ALL SHIRTS MUST BE TUCKED IN
- If, for any reason, it is impossible for a child to be in uniform on a particular day, a written note of explanation from the parents is required before the child can enter his or her

classroom. This note must be brought to the principal's office prior to the start of the school day.

- When purchasing footwear, remember that the color of the shoes, including shoelaces, must match the colors in the uniform (navy blue, white, gray or black). Also, shoes to be used as gym shoes should be black-mark free. This will aid in the upkeep on the gym.
- **Spiritwear** is an optional purchase. A variety of St. Joseph Parish School Spiritwear is available for students and adults. It is meant to show our school spirit through casual clothing worn at home, while out in our community, and while attending school and community events. It may be worn during the school day on out-of-uniform days only. Parents can order official Spiritwear from Lands' End through the link on our school website. Spiritwear may be purchased at any time of the year at your convenience.

OUT OF UNIFORM DAYS

- Spiritwear is encouraged on all out of uniform days. Spiritwear may be purchased from Land's End.
- Shirts must have at least a cap sleeve and not show undergarments; no words or logos that do not support our Christian environment; modest style
- Pants: no holes or rips, no pajama, sweat pants, or yoga pants, no writing on the back of pants
- Shorts/skirts: long enough to hit the mid-thigh region
- Shoes: must have a strap or back, no flip flops

DRUGS/MEDICATION (DSP 5502 and DSP 5505)

Administration of prescription drugs requires written instructions from a physician, dentist or other medical professional AND written consent from the student's parent/guardian.

ALL over-the-counter drugs, including cough drops, must come in its original packaging with written instructions from the student's parent/guardian stating the dosage to be given and the time the dose is to be given.

Medications that a student may need to take on a daily basis are to be kept in the school office in a locked cabinet and administered by the school secretary or the principal.

EDUCATION COMMITTEE

St. Joseph Parish School Education Committee is established by the pastor and serves in an advisory capacity to the pastor about school financial matters.

EXTRACURRICULAR ACTIVITIES

St. Joseph Parish School will allow students to participate in school-sponsored basketball in grades five and six. Prescott Community recreation also provides students the opportunity to participate in football, soccer, baseball, wrestling and basketball. Any materials that are to be handed out to our students regarding extra-curricular activities must be cleared through the principal PRIOR to distribution to the students. The principal reserves the right to deny distribution of any materials deemed not in compliance with diocesan or school policy.

FAMILY INFORMATION FORM

Each year school parents will complete a family information form. Addresses and phone numbers for students and their parents/guardians are required. Names and phone numbers of people designated to pick up students at school and people to notify in case of an emergency are also required. Information regarding any health conditions or medications is to be written on the form as well. These forms are kept in the school office.

FAMILY LIFE

St. Joseph School and Religious Education program offers parents the opportunity to participate in the Teaching the Way of Love: The ABC's of Parenting, a series that equips and empowers parents to be the primary educators of their children. This series has three programs that are each designed to educate parents of children in different age groups.

Embrace Parenthood is the first and most important presentation. Parents with pre-school children through second grade are the audience for this program. This presentation gives vital information on ten foundational principles that underpin fulfilling family life. Parents will learn what it takes to become a primary educator for their child(ren) via the development of the cardinal virtues and theological virtues. Mothers and fathers will be introduced to the four tasks of the family as outlined in *Familiaris Consortio* and learn how to use practical parenting skills, like conflict resolution, behavioral expectations, and authoritative parenting to bring those tasks to life in their homes.

Growing in Love is the second segment of the series and includes key elements of parenting an emerging adult. This program focuses on strategies that help the parent stay connected to the child during a time that often leads to estrangement, especially in areas such as sexuality, relationships and morality. Within this presentation, parents will learn the basic information on transitioning from childhood to adulthood. It is unique in that it includes information on holistic development (spiritual, emotional, social, moral, personal, and physical) from a Catholic perspective. The audience for this program is parents with children in fifth and sixth grade.

Bodies and Boundaries is for parents with late middle school and high school youth and is available through Religious Education.

St. Joseph School and Religious Education will offer ***Embrace Parenthood*** and ***Growing in Love*** presentations every other year. Bishop Burke states that parents, as the primary educators of their child(ren) should attend each session at least once during their years at St. Joseph school. Information about these sessions will be advertised in the church bulletin and the monthly school newsletter, the Knightwriter.

FOUR-YEAR-OLD KINDERGARTEN (4K)

St. Joseph Parish School hosts a 4K program onsite. This program is run by the public school and uses public school curriculum. For more information on the program, contact Deanne Edlefson, principal at Malone Elementary School, at 715-262-0052.

FIELD TRIPS (DSP 6325 and DSR 6325)

Field trips taken by teachers and students are to have educational value. The individuals attending the field trip will pay travel expenses and admission fees unless money is provided by some other means.

Parents/guardians must complete and return the *Diocesan Comprehensive Field Trip Form* at the beginning of each school year. Additionally, each field trip will have a specific field trip form which must be completed and returned to school prior to the student participating in the field trip. There are no exceptions. All field trip forms must be on file with the school office before leaving on the field trip.

Field trips are privileges afforded by students. No student has a right to a field trip. The school reserves the right to deny participation if a student fails to meet academic or behavior requirements. Parents/guardians have the right to refuse to allow their child's participation in a field trip. If this happens, the child is still expected to attend school. Appropriate assignments will be given and supervision provided.

Travel arrangements for bus service will be made with the public school through St. Joseph Parish School office.

Teachers are required to carry a field trip backpack which holds a first-aid kit, student medication, and student emergency forms on all field trips.

FINES

Students are expected to make restitution when a student has damaged school property, whether accidental or willful, damaged textbooks and/or library books, or lost books. Reimbursement for the full replacement value of the book will be required.

FIRE DRILLS

Fire drills are conducted monthly, weather permitting. An emergency exit route is posted in each room. Classroom doors are to be closed, windows shut, and lights turned off. When the fire alarm rings, students are expected to move in a quick, orderly manner, single file to their assigned area. Absolute silence is necessary when exiting and returning to the building.

Teachers carry an emergency bag with them and take attendance once the class is outside. Teachers will notify the school secretary or building & grounds supervisor if a child is missing. All students, staff, and visitors are to take part in fire drills.

In case of a real fire, or any required evacuation of the school building, the church will be the designated gathering space for the students and staff. If the church must also be evacuated, then the Prescott Middle School will become the gathering space.

EXITS:

- 4K Out classroom door, through hallway, and exit through the East doors by the main office. Walk toward the church.
- K Exit through the South doors. Walk toward the church.

- 1 Out classroom door, then exit through the North door by the 1st grade room. Walk toward the church.
- 2 Out classroom door, through hallway, and exit through the East doors by the main office. Walk toward the church
- 3 Out classroom door and exit through the East doors by the main office. Walk toward the church.
- 4 Exit through the 4th grade Emergency Door and walk toward the church.
- 5 Exit through the South door by the Kindergarten room and walk toward the church.
- 6 Exit through the 6th grade Emergency Door and walk toward the church.

Library Exit through the Library Emergency Door and walk toward the church.

Computer Lab Walk through the Library and out the Library Emergency Door. Walk toward the church.

Art Room Exit through the 4th Grade room and exit out the 4th grade Emergency Door. Walk toward the church.

Tutor Room Walk down the hallway by the Music Room and exit the South doors by the Kindergarten room. Walk toward the church.

Music Room Exit through the South doors by the Kindergarten room. Walk toward the church.

Gym/Cafeteria Exit through the South doors, walk west down the sidewalk, down the steps, and walk toward the Church.

Blocked exits Use another exit closest to the room

A bell will ring to signal students/teachers that you are to return to building.

FIRST AID (DSP 5501 and DSR 5501)

Each classroom will have a first aid kit. The kit will contain band-aids and gloves. A student who requires further attention will be sent to the school office for assistance.

FLAG

The United States flag is displayed in each classroom and the Pledge of Allegiance recited daily.

FUNDRAISING

As part of St. Joseph Parish School's budget, money raised from school fundraisers is a crucial part of covering our expenses. This helps keep tuition down and is a way for families to contribute to their child's educational costs without higher tuition fees.

In order to involve all families in financially supporting their child's education, St. Joseph Parish School has a \$400 family fundraising obligation. Each family will raise \$400 through our various fundraisers. Kindergarten families new to our school have a \$200 obligation because they are learning the various fundraisers. During the 2016-2017 school year, we will offer a Magazine Sale, Calendar raffle, the Walk for Virtues, and an online shopping opportunities through our school website as fundraisers to help families meet this obligation.

Families have the following options for meeting their fundraising obligation:

1. Earn all of the money through our various fundraisers.
2. Write a check to the school if you choose not to participate in our fundraisers.
3. Do a combination of 1 & 2. Earn a portion of the money through fundraisers, and write a check for the difference.

The school office will keep track of your fundraising efforts. You will receive your progress throughout the year with your oldest child's report card.

With this program, all families will work together to equally fund our children's education. St. Joseph Parish contributes over 50% of the total school budget, and it is important that each school family shares in our financial responsibility. St. Joseph School gives our children and families so many precious gifts, and it is our duty to give back when we receive so much. The parish and school continue to work on financial solutions to ensure the longevity of our school and keep tuition reasonable. With all of us working together, we can ensure that St. Joseph School and Catholic education is available to all who desire it today and in the future.

GRADUATION

Kindergarten graduation will be held during the school day on the last Wednesday of the school year. Parents/guardians, grandparents, family members, and parishioners are all invited to attend. After the ceremony, the Kindergartners go home with their family. This ceremony is the last day of school for the Kindergartners.

6th grade graduation will be held during 10:00 a.m. Sunday mass the weekend before the last week of school. A reception will be held after mass in the school gym. There will be a 6th grade parent meeting scheduled in March to plan your reception. The Home & School Association donates \$100 for the cake and decorations. The rest of the reception will be funded by the 6th grade parents. Traditionally, the 1st Grade Buddy students & parents have worked the reception so the 6th grade parents can enjoy the day with their child.

The 6th grade teacher will inform parents of the meeting date and time, and all efforts should be made by parents to attend. There is much planning and work to be done, and everyone's help makes it easier.

HANDBOOK

The parent/guardian/student handbook will be the primary means of communicating school policies and regulations. This handbook is available for reading on our school website at <http://school.stjosephprescott.com/>. The handbook will be your first reference if you have a question. You must read the handbook every year. You will be asked to sign a Statement of Compliance at the beginning of each academic year saying that you have read the handbook and that you and your child(ren) will abide by it.

HOME AND SCHOOL ASSOCIATION

St. Joseph Parish School staff recognizes that parents/guardians are the primary educators of their child(ren). Together, we must collaborate to educate our students. To foster this

effort, a Home and School Association has been established at St. Joseph Parish School. It is intended to be a vehicle by which parents, guardians, and the school staff are able to collaborate and enable one another in carrying out the mission of St. Joseph Parish School and be a living witness for our students.

Bi-monthly meetings are held during the school year, and everyone is invited to attend. The meetings are from 6:30-7:30 p.m. in the school music room. Childcare is provided. The meeting is devoted to information on Home & School activities, giving support and encouragement to each other and our mission, and parent/teacher discussions on needs of the teachers and students and how the Home & School Association can help.

The officers and at least one teacher are required to be at each meeting. Parents are strongly encouraged to attend. These meetings are an opportunity for both parents and teachers to receive valuable information on parenting and school life. They also create opportunities for parental involvement and developing home/school connections and relationships which are essential for building a strong school.

Home & School Officers are elected each spring. See the St. Joseph Parish School website for the Home & School Constitution.

HOMESTUDY

Home Study is an at home, evening ritual for students and parents. The purpose of Home Study is to set up successful study habits that will last a child a lifetime. It will also increase student's literacy and thinking skills as well as supplement, complement, or reinforce classroom learning. ***See Grade Level Home Study Policies for specific information.***

Kindergarten – Grade Two	20 minutes each evening
Grade Three	30 minutes each evening
Grade Four	40 minutes each evening
Grade Five—Grade Six	50 – 60 minutes each evening

Home Study Responsibilities of Teachers

- Communicate to students and parents/guardians Home Study goals and expectations per our Home Study policies.
- Set clear and concise expectations concerning assigning, returning, and evaluating classroom learning completed during Home Study.
- Give appropriate, purposeful Home Study classroom learning activities.

Home Study Responsibilities of Students

- Know and understand the purpose of Home Study.
- Responsible for participating in Home Study each evening.
- Responsible for putting classroom learning into student planner, understanding learning objectives, and completing any classroom learning during Home Study.
- Responsible for returning classroom learning to school the next day.
- Be productive and take responsibility for your learning.
- Complete classroom learning neatly and do high quality work.

Home Study Responsibilities of Parents/Guardians

Maintain a positive attitude toward learning and the value of Home Study.

Know your child's Home Study policy and your level of involvement.

Go over your child's student planner at the beginning of Home Study time.

Be patient with your child and praise him/her for efforts made. Guide him/her to be successful with all Home Study expectations. The goal is to always be moving your child toward independence.

If the child has trouble understanding directions, help him/her, but DO NOT DO THE LEARNING FOR THE CHILD.

Look over the learning to affirm completion and quality.

Support the teacher and the child.

Missed Classroom Learning

It is the student's responsibility to procure and complete classroom learning missed during an absence. A parent may request a student's classroom learning be picked up from school. In order to give the classroom teacher the time it takes to do this, requests for classroom learning must be made during your morning phone call when reporting your child's absence. The classroom learning will be available upon dismissal. Two days are given for each day of missed attendance in order to make up the learning. If a child is going to be gone for an extended period of time, like for a vacation or a medical reason, plans must be made with the classroom teacher prior to departure.

HOT LUNCH PROGRAM

St. Joseph Parish School offers a nutritious hot lunch served each school day. These lunches are well balanced and prepared for our students on site. The hot lunch program is monitored by the National Hot Lunch Program. Thus, those who qualify, any time throughout the school year, may make an application for free or reduced lunches. Free and reduced lunches are based upon financial need. Hot lunches and single milk prices are set annually.

INJURIES

All injuries sustained by a student at school must be reported to the school office.

IMMUNIZATION REPORTS

The school office requires an up-to-date immunization report for every student. Please inform the office of any booster shots given to your child including the date and type of injection given.

INSTRUCTION OF STUDENTS

Appropriate teaching methods may include: cooperative learning, discussion, lecture, small group instruction, whole group instruction, differentiated instruction, and independent study. Teachers are expected to utilize a variety of methods on a regular basis in order to meet the needs of all students.

INSUFFICIENT FUNDS POLICY

Effective July 1, 2006, a fee of \$25.00 will be charged on all direct deposits and checks returned for insufficient funds for any goods or services provided by the Parish or the School.

Within two weeks of notification, a check that has been returned or a direct deposit that has been rejected must be paid by check or cash for the original amount plus the \$25.00.

INSURANCE FOR STUDENTS

The school and parish DO NOT provide any type of health or accident insurance for injuries incurred at school. Parents are to have their own medical insurance to cover accidents. An optional insurance program may be made available to school families at the beginning of each school year. Forms are sent home and payment is made to the insurance company.

INTERNET POLICY (DSP 6420)

St. Joseph Parish School Acceptable Internet Use Policy

With your permission, your son or daughter will have the opportunity to access the Internet at St. Joseph Parish School. Please read the following internet policy and discuss it with your child. Your child's teacher and/or Library Media Specialist will discuss this policy with your son or daughter at school also. When you are finished, please initial the Access Contract for the appropriate year in your family's file located in the office. Your child will not be allowed to use the Internet without this form initialed.

Mission and Purpose

Our Internet account was established to provide students with another research tool. The purpose of our Internet account is strictly educational. Students and staff will use it to research subject areas and to correspond with other students or professionals at the teacher's instruction.

In today's information rich society, we have more information available to us than we need. Educators have a professional responsibility to help students develop the skills needed to discriminate among information sources, to identify information appropriate for their age and developmental levels, and to evaluate and use information to meet their educational goals. The Internet is a great educational tool in meeting this goal, and our classroom teachers in collaboration with the Library/Media Specialist integrate technology into all areas of the curriculum.

There are ethical, social, and legal issues that arise with the use of technology. We, as Catholic educators, believe that we must prepare students from an early age in the use of technology and provide them with an understanding of its use and our responsibilities to use it well. Technology/computer education begins in kindergarten and progresses through 6th grade.

Guidelines for Student Use

Making Internet access available to students carries with it the potential that some students might encounter information which some have identified as inappropriate for students. St. Joseph Parish School uses Apple filtering software to bar unwanted sites. We will be focusing on providing students with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs.

The use of Internet is a privilege, not a right. Students will be taught appropriate usage of the Internet by their classroom teacher and Library/Media Specialist. Any action by a

student that is determined inappropriate by a classroom teacher, Library/Media Specialist, or principal will result in a cancellation of this privilege. St. Joseph School reserves the right to discipline students for inappropriate use of the Internet including off site incidences which could bring harm or cause damage to our school.

Access to the Internet will enable students to explore libraries, databases, and websites throughout the world and is provided for our students to conduct research and communicate with others for school purposes only. Access to network services is provided to students who agree to act in a respectful and responsible manner.

The following guidelines are the minimum taught to all students before accessing the Internet:

1. Follow all school behavior and policies when using the Internet.
 2. St. Joseph's does not allow students to e-mail to or from personal accounts. Only e-mailing for classroom assignments is appropriate. All other e-mailing will result in loss of the student's computer privileges.
 3. Be polite in all online communication. Remember that all people are sacred. Cyberbullying is a form of bullying, and bullying consequences (see pgs. 14 & 15) will be enforced for any cyberbullying offenses.
 4. Do not reveal your (or anyone else's) personal information or passwords to anyone, not even your friends.
 5. Proper computer lab etiquette must be followed at all times. No food or drink is allowed in the computer lab or near the classroom computers. The computer lab contains sophisticated electronic machinery. Treat it with respect, and if you have any questions or encounter difficulties, inform your teacher and/or Library/Media Specialist immediately.
 6. Do not print or save anything without approval.
 7. Do not gain access to unauthorized areas (including social networking sites such as Face Book).
 8. Any items produced by the students will not be posted to the Internet without their permission. If permission is granted, items will be considered under Fair Use and available to the public.
- Plagiarism is illegal and is not allowed. If material and/or quotations are taken from the Internet, appropriate citations must be given in the correct Works Cited format.

In addition to the above guidelines, students will be taught the proper way to:

- Keyboard
- Send and receive e-mail messages
- Website evaluation and Internet instruction
- How to use Apple applications: Pages, Keynote, and Kid Pix
- How to save, download and print information found.
- Internet Safety: cyberbullying, texting/sexting, online predators, digital permanence, and social networking.

Consequences

- Failure to follow St. Joseph Acceptable Use Policies will result in the loss of computer privileges for a time deemed appropriate by the classroom teacher, Library/Media Specialist, and/or the principal.
- When applicable, law enforcement agencies may be involved.

All students and their parents must read together and initial St. Joseph School's Acceptable Use Policy before internet privilege is granted.

Example of Student/Parent Access Contract (available to sign at Back to School night in September) I have read the St. Joseph School Acceptable Internet Use Policy. My signature below, and that of my parent(s,) means that I agree to follow the guidelines for Internet access at St. Joseph School. I understand that this privilege may be revoked.

Student signature: _____ Date: _____

Year initials K _____ Gr. 1 _____ Gr. 2 _____ Gr. 3 _____ Gr. 4 _____
Gr. 5 _____ Gr. 6 _____

As the parent of this student I have read the St. Joseph School Acceptable Use Policy. I hereby give my permission for my child to use the Internet for educational purposes. I will support the school at home by upholding these policies.

Parent(s) signature: _____ Date: _____

Year initials K _____ Gr. 1 _____ Gr. 2 _____ Gr. 3 _____ Gr. 4 _____ Gr. 5 _____
Gr. 6 _____

This form will be initialized each year after the first year. The forms are kept on file in the school office

INTERCOMMUNION

St. Joseph Parish School educates students who are of different faiths and those who have not yet been baptized. We, as Catholics, welcome you with your beliefs and traditions. We express our welcome in a concrete way by respecting the diverse traditions and the heritage each of us has received. We show this by allowing each child the freedom to express his or her faith and not use the dynamic of the all school Mass to pressure anyone to practice their faith according to a different tradition from their own.

For that reason, the school's policy is that we will not be inviting Intercommunion at Mass. Therefore, on any day we celebrate Mass, we invite all students and adults of a different faith tradition or those not baptized to stay in their pews and not receive the Eucharist.

ITEMS NOT ALLOWED AT SCHOOL

The below mentioned items may not be used at school unless their use is for a pre-approved activity. These items are not to be used on the playground.

RADIOS, HEADSETS, BOOMBOXES, SKATEBOARDS, SCOOTERS, ROLLER BLADES, REMOTE-CONTROLLED TOYS, HAND-HELD VIDEO GAMES, PERSONAL ELECTRONIC DEVICES, TRADING CARDS and CELL PHONES.

KINDERGARTEN OPEN HOUSE

St. Joseph Parish School hosts a Kindergarten Open House during Catholic Schools Week. Parents and their child will learn about the Kindergarten experience. Parents are provided information about the Kindergarten program and the school, the registration process, and a question/answer session with the principal while their child spends time involved in activities in the Kindergarten classroom with the Kindergarten teacher.

KINDERGARTEN SCREENING

In August a special before-school-starts visit for parents and their child is set-up to do a pre-assessment of skills and answer any questions regarding the upcoming school year.

LIBRARY

The library serves as a resource center where the students may look for resource materials as well as fiction and non-fiction materials for their classroom learning or reading for pleasure. Each classroom will see the library/media specialist for 30 minutes each week to check out books and learn about literature, authors, and library skills.

LITURGY PREPARATIONS

Student Masses are held once a week on Wednesday. The teacher and class in grades 3-6 will rotate in preparing for this Mass by assigning students to the daily reading(s), writing and reading the intentions, presenting the gifts, and singing in the choir for the Mass. The music teacher will assign and rehearse the hymns that are to be sung as well as the Mass introduction and communion meditation.

LOST AND FOUND

St. Joseph Parish School keeps all items that are lost and found at school and on the playground. Periodically we will place these items out on tables at the school entrances for you to see, like during parent/teacher conferences and school events. We have a locker by the school office where lost items are stored. Please check these places when you are at school. Any items left at the school at the end of the year will be washed and donated to a charity.

LUNCHROOM RULES

Students will:

- Type in lunch number into the lunch computer
- Remain seated while eating
- Raise their hand and ask lunch room supervisor if you need to:
use restrooms

get seconds of food

get water

- Absolutely no running
- Wait to be dismissed from the table after lunch
- Line up single file on the black line in front of return tray window – stop at yellow line and wait your turn to return your tray.
- Noise levels
 1. silent
 2. whispering
 3. talk to person beside you or directly across the table from you
 4. talk to person more than 3 people away
 5. singing/yelling

Acceptable noise level in lunchroom 1, 2, 3.

Meal payment and account

Families will receive a monthly lunch balance via email. Please send lunch money to the school office. You will receive a receipt via email when we have received money for your lunch account which will include your current balance, money added to your account, and your new balance.

- Students will not be allowed to charge more than 3 days of breakfast and/or lunches.
- If your child(ren) does/do not have money in their account after the 3 charges, your child may bring cold lunch or will be served peanut butter or cheese sandwich, vegetables, and milk.
- Low balance notices will be sent weekly by email when \$10 remains in the student's lunch account.
- Families with more than one student will be notified when the family account balance is \$10.

MANDATED REPORTING

All teachers and school staff are required by the State of Wisconsin and Pierce County to be mandated reporters of child abuse and neglect. Staff is trained every year in the details about these requirements. For more information about mandated reporting, please contact Pierce County Department of Human Services.

MONEY COLLECTION

Money payments to the school must be enclosed in a separate envelope marked with the child's or family's name and the reason for payment. Checks should be made payable to St. Joseph Parish School. Money for tuition, hot lunch, field trips, etc. is not to be included in one check since these are credited to separate accounts. Book club orders should have checks payable to the book club.

NON-DISCRIMINATION POLICY (DSP 5101)

St. Joseph Parish School admits and does not discriminate against students of any sex, race, color, ability, national and ethnic origin, or religion. All rights, privileges, programs, and

activities are made available to all students. The school does not discriminate against them in the administration of its educational policies, admissions policies, athletic programs, or any other school program. Participation in religion classes and attendance at school celebrations is required of all students.

NON-CUSTODIAL PARENT (DSP 5302)

St. Joseph Parish School respects the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding their child. If there is a court order specifying that no information is to be given or there is to be no contact with the child, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

If a child custody decree is in effect, a copy of that portion of the decree must be on file in the school office.

PARTIES (DSP 6410)

Birthday treats and simple classroom parties for special occasions are permitted. To avoid hurt feelings, parents are asked not to have children give out invitations to private parties at school unless everyone in the class (boys or girls or both) is invited.

There are events that occur throughout the school year at St. Joseph Parish School that are sponsored by the Home & School Association, the Knights of Columbus, and other third parties. Every effort will be made to ensure these events support the philosophy and mission of St. Joseph Parish School.

PRAYERS

There are sets of required prayers that are to be learned at each grade level. See the Appendix for the complete listing. In addition, students will know the Father Solonus Prayer. Spontaneous individual prayer is encouraged.

Morning Prayer:	Morning Offering, Fr. Solonus Prayer, individual or assigned prayers
Before Lunch:	grace before lunch
Afternoon recess:	Grace after lunch, other prayers
Before dismissal:	Act of Contrition or Angel Prayer

PROGRESS REPORTING/RECORD KEEPING

Parents/guardians need to be kept actively informed of the progress of their children, and one way we do this at St. Joseph Parish School is through report cards. The Diocese of La Crosse must approve the report cards used. Report cards are issued at the end of the trimester. Mid-term reports are sent home to all students in grades 1 – 6. If a student's work is consistently below a "C" or a satisfactory grade, the parent/guardian will be notified

by the teacher. Periodic samples of student's work will be sent home so that parents/guardians may observe their child's progress.

St. Joseph School will use the following grade scale in determining letter grades to be assigned to students in grade 3 – 6:

A	=	96-100
A-	=	94-95
B+	=	91-93
B	=	88-90
B-	=	85-87
C+	=	81-84
C	=	76-80
C-	=	70-75
D+	=	66-69
D	=	64-65
D-	=	60-63
U	=	Below 60 (U means Unsatisfactory)

RECESS

All students are to participate in recess activities. These breaks are very important to each child's school day. If for some reason a child cannot participate in recess, a note from home or the doctor is to be brought to the teacher. Generally, if the temperature is zero and/or a wind chill below zero, students will be staying indoors for recess. Boots, jackets, hats, and mittens/gloves are required when there is snow on the ground. Snow pants must be worn if playing on the snow hills and playground equipment. Jackets are required for temperatures below 50 degrees.

RECESS SUPERVISOR RESPONSIBILITIES

1. Be on time to take students outside. We do not want students waiting by the doors for the supervisor to arrive.
2. One supervisor needs to bring a Walkie Talkie outside for communication between the school office and recess supervisors. Walkie Talkies are used for:
 - Recess supervisor notifying the office if a student is coming inside and for what reason
 - Reporting an accident and if help is needed
 - Questions or concerns
 - School office requesting a child come inside
3. No child is to be outside without a supervisor present.
4. Work it out with your supervisor partner to roam the playground so between the two of you, you can supervise all activities. Stop and watch the organized games, like football and kickball. Make sure students are playing fairly and respectfully. Coach or referee if necessary. No supervisors should be standing around talking. 100% of your attention must be on the children.
5. During the winter, one person should be positioned to monitor the playground equipment and church parking lot, and the other person to monitor the snow hills and blacktop areas.

6. When the bell rings, all students must stop what they are doing and head for their lines. When teachers hear the bell, they are to go directly to their doors to get their classes.

For the safety and well being of all, please enforce these rules on the playground:

1. Only one child may be on a swing at a time
2. Slide down the slide facing forward
3. No climbing on slide, trees, fences, or on top of tunnel on the slide
4. No balls may be used on the playground equipment
5. No ball tag
6. No hardballs may be used
7. No tackling games, fighting, tripping, or shoving is allowed
8. No swearing, foul language, obscene gestures, name-calling, or teasing is allowed
9. Balls kicked out of the play area must be retrieved by an adult or with permission from an adult
10. Hard bats are not allowed
11. Sliding on the ice is not permitted
12. Students are to stay out of the water puddles and mud
13. No squirt guns, swords, or toy guns are allowed in school or on the playground
14. Students are to line up when the bell rings and wait quietly to enter the building
15. No gum or candy is allowed on the playground
16. No throwing rocks or other objects
17. Students may not return to their classroom via the lower playground unless DIRECTLY supervised by the teacher
18. STUDENTS MUST BE SUPERVISED BY AN ADULT AT ALL TIMES ON THE PLAYGROUND.
19. Students are asked to use the sidewalk/road to get to their playground and not cut across the Sisters' lawn or cut across under the flag.
20. Students are to stay away from the handrail by the church entrance and all statues.
21. When the bell rings, students need to stop playing and immediately line up by their assigned door.

Consequences for playground violations/inappropriate behavior will be handled by the playground supervisor using the Love & Logic philosophy. If there is a serious injury, the playground supervisor must fill out an *Incident Investigation Report for Injuries* form, which is found in the office. Once completed, it needs to be faxed to the Diocese by either you, or you may ask the school secretary to fax it.

Winter Rules:

No making snowballs and throwing them.

Share the snow.

Walk on the street or sidewalk on the school side, not on the snow piles by the sidewalk.

No "King of the Hill" games.

No playing on the snow piles by the metal fences in the Sister's yard and around the playground.

No sliding on the ice.

You must wear boots to be able to play in the snow. If you do not have boots, you will stand by the church.

No tunnels in the snow.

If students are sliding on snow hills, they must slide on their bottoms, feet first, and one at a time.

Students are encouraged to play with their classmates. Generally, grades K – 3 will play on the playground equipment and the road and grades 4 – 6 will play on the parking lots.

RECORDS

Parents/guardians may view the records of their minor child upon written request. A copy of the records will be made available within 3 working days and the parent/guardian charged 25¢ per copy.

If a parent requests records to be sent to another school, health professional, etc., the parent must sign a Record Release agreement with the office before the records can be sent.

Both parents/guardians, whether custodial or non-custodial, have the same right of access to the records, unless prohibited by a court order. The court order must be on file with the school.

REFERRAL LIMITATIONS (DSR 5519)

Students in a Catholic School are not to be referred to agencies by either school or other private or public school employees for advice that is contrary to Church teachings and/or practices.

RELIGIOUS DEVELOPMENT

Religion is at the very heart of all we do at St. Joseph Parish School. It permeates the curriculum. In addition, formal religion classes are taught daily and students are given the opportunity to plan and attend weekly Masses and monthly Adoration of the Blessed Sacrament and Benediction. On Monday the school gathers in the gym for Monday assembly, and each school day begins and ends with prayer.

REGISTRATION

Registration for students in grades one through six will be held in the spring of each school year. A \$60 non-refundable registration fee per student is required to complete the formal registration process.

RETENTION/ACCELERATION (DSR 5210)

The procedure for student retention or acceleration is as follows:

1. The teacher will inform the administrator in writing at the end of the second quarter as to the possible retention or acceleration of a student.
2. A teacher/administrator conference will follow.

3. A parent conference will be set up at the Mid-winter Parent-Teacher Conference time or within two weeks following the end of the second quarter at which the teacher will discuss with the parents: the recommendation, the reasons for the recommendation, current and continual corrective or enrichment efforts and parental concerns.
4. A written report of this conference containing the above elements will be sent to the parents and a copy retained for the student's file.
5. Continued efforts will be made to help meet the child's educational needs.
6. A tentative decision of retention or acceleration will be made at the end of the third quarter.
7. Prior to school closing for the year, another conference will be held with the administrator and the teacher to discuss the final recommendations.
8. The administrator will make the final decision on retention or acceleration and inform the parents in writing of this decision.

SAFE ENVIRONMENT

All school staff and volunteers must complete the Diocese of La Cross Safe Environment training. Each year staff and volunteers will receive training and sign a waiver stating they have completed the training and will abide by the policies set in place for the protection of the children in our school.

In addition to Safe Environment training, all employees of St. Joseph Parish School and Parish will undergo a basic background check and an FBI criminal background check before securing employment.

All volunteers of St. Joseph School and Parish will undergo a basic background check.

SCHOOL PICTURES

School pictures will be taken at Open House of each school year by Lifetouch. If a family cannot attend the Open Hours or a parent is not satisfied with the picture, a retake day will be scheduled. Parents have the choice of purchasing pictures and/or picture packages. Yearbooks are available for purchase at the end of the school year with distribution during the fall of the next school year.

SCHOOL TELEPHONE

Students will not be allowed to call home from the office phone unless there is an emergency. Students should not be calling home during the school day for permission to play after school or request forgotten materials. Teachers will be allowed to use their discretion to determine if a phone call should be made. These calls may be made from the classroom.

SEXUAL HARASSMENT (DSP 5512)

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

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, sexual graphic materials, which is not necessary for work or learning purposes.

St. Joseph Parish School shall maintain an environment that allows students who feel that they were sexually harassed to bring forth such allegations without fear of ridicule or reprisal from staff and/or students. The identity of the claimant, alleged harasser, and witnesses will be protected as confidential and will be shared only on a need to know basis. St. Joseph's teachers and guardians shall make sure that students understand what to do if they are sexually harassed. Students are taught a clear and assertive statement to use. "I DON'T LIKE WHAT YOU ARE DOING (OR SAYING) AND I WANT YOU TO STOP" may be an appropriate first response.

St. Joseph staff shall be careful to maintain a high standard of conduct for themselves and their students. Sexual harassment will be taught to students as part of our bullying curriculum to teach children what is appropriate and inappropriate behavior. Even though a student thinks his/her behavior is harmless or inoffensive, it can be perceived as sexual harassment by other students (in the eye of the beholder) and such conduct will be dealt with appropriately.

If a student believes he/she has been sexually harassed by another student, or if a student witnesses an incident of sexual harassment, the student shall take the following steps:

1. The student must immediately report the incident to the classroom teacher or appropriate staff member.
2. The classroom teacher or staff member shall document the incident and the principal shall be notified.
3. When necessary, the administrator will conduct a timely and proper investigation.
 - a. A third party shall be present at all interviews. Every effort shall be made to have the same third party present at all interviews with respect to each incident.
 - b. Detailed notes will be taken throughout the course of the investigation.
 - c. Interviews of the claimant and the alleged harasser shall always be conducted separately, in a comfortable and private place. All parties shall be treated with respect and concern.
 - d. If any student interferes with the administrator's investigation or refuses to allow an interview, a letter will be sent home advising that the disposition of the complaint will be made without the student's input, and informing the guardians that the student may be subject to disciplinary action.

4. Parents/Guardians of the claimant and parents/guardians of the alleged harasser shall be notified within a reasonable amount of time of the complaint and investigation.
5. The principal shall make conclusions in consultation with the third party present during the interviews.
6. The principal shall take appropriate corrective action according to the facts and circumstances of each particular situation.
7. The principal shall advise in writing the claimant, alleged harasser and their respective parents/guardians of the outcome of the investigation and its conclusion.

Consequences of Sexual Harassment

- In-School-Suspension (ISS), or out of school suspension
- Completion of a sexual harassment education packet by student
- Notification of parent/guardian followed up by letter
- Expulsion

SIGN-IN, SIGN-OUT POLICY

If a student needs to leave early, the parent/guardian must go to the school office to sign the sign out document. The school office will then notify the teacher that the student may be dismissed. The parent/guardian will wait in the school office for their child(ren).

If the student arrives late, the parent/guardian must go to the office and to sign in the student. The school office will notify the teacher that the student is returning to the classroom.

STUDENTS WITH SPECIAL NEEDS

St. Joseph Parish School works closely with the public school in serving the exceptional educational needs of our students. The classroom teacher or the parents may refer students. The possibility of referral is to be first discussed with the parents. Copies of the referral forms are kept in the school office.

The teacher may request that a specialist from the public school observe the student in the classroom setting at St. Joseph School. The Intervention Assistance Team (IAT) will then meet to determine what interventions need to be tried to help the student. The IAT will consist of the classroom teacher, the parents/guardians, Special Ed staff, Principal, Counselor, etc.

After a period of six weeks, the Intervention Assistance Team will hold a follow-up meeting to determine the status of the concerns. A determination will be made if further intervention is necessary.

Special services may be provided by the Prescott Public School.

St. Joseph Parish School also has its own intervention team. The Teacher Assistance Team (TAT) is made up of classroom teachers and the principal. The team meets monthly to discuss any student referred to the group by the classroom teachers. This team gives

support to the classroom teacher by discussing educational concerns and what modifications have been used. The team offers additional support and suggestions on how to meet the student's needs. A follow up meeting is scheduled to assess the progress of the student and the need for further modifications.

Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD) are not currently classified as exceptional needs. These disorders require medical diagnoses. These students are commonly served in the regular classroom. A teacher or parent can ask for a student to be screened for ADD or ADHD. The assessment is done by the Prescott School District school psychologist. If a concern is found, the student is then referred to the family physician for a diagnosis.

SUPPLIES

A student supply list is available to parents before the last day of school. It should be reviewed carefully as teachers revise the supply list each year. It is available at Target and Wal-Mart. It is also available on our school website. Many of the supplies can be used from year to year. Parents may keep things like scissors, markers, crayons, etc. to be used again instead of purchasing everything new each year.

There are some items that need to be purchased directly from the school. There is also a classroom fee that covers classroom apps, field trip expenses, and other grade specific items. This should be paid to the classroom teacher during August Open House. Checks should be made out to St. Joseph Parish School.

TESTING

All schools in the Dioceses of La Crosse participate in a standardized testing program. The Iowa Basics and Cognitive Abilities testing is done in the fall within the dates established by the Office of Catholic Schools from the Diocese of La Crosse. St. Joseph Parish School tests children in grades 2, 3, 4, 5, & 6.

TEXTBOOKS

The care of books and other materials is the responsibility of the students. The student will replace all books and materials that are damaged for the actual cost of replacement.

TORNADO DRILLS

Tornado drills will be announced via the intercom system. Students are to take cover in designated shelter areas on the lower level of the building:

- 4K – in the music room
- K – along the hallway in new building
- 1 – in the hallway by the kitchenette
- 2 - in the art supply room
- 3 - in the hallway by the boys bathroom closest to the computer lab
- 4 - along the hallway in new building closest to bathrooms
- 5 - in tutor room
- 6 - in the music room

- All classes should move calmly and quietly to their designated area.
- Students will sit down on the floor with their back against the wall and cover their heads with their hands.
- Teachers will make sure that all students are accounted for once they have reached their shelter area. The office staff will check each area and the teacher will report their attendance at that time.
- The students will remain in their area until the “all clear” is given.
If a real tornado is imminent and the students are on the playground, students should go directly to their designated shelter area.

TRANSPORTATION OF STUDENTS (DSP 5410 and DSR 5411)

In the transportation of students, as in other matters, the rights or obligations of a school are secondary to the rights of the parents. There is less liability for the school when a parent transports his/her own child.

If a parent makes either a verbal or written request to transport his/her own child to or from an athletics, extra-curricular, or field trip event, that request will be honored unless one or more of the following conditions exist:

- a. The parent judged impaired in some fashion, such as being intoxicated or in such an emotional rage or state that driving would be impaired.
- b. The parent is abusive and appears about to abuse the child.
- c. There is a sound athletic reason (such as reviewing and planning the game) or a reason intrinsically related to the trip for the student to ride with the rest of the team.

These statements refer to a parent transporting his or her own child only.

TUITION

Each year the St. Joseph Parish Finance Committee sets the tuition rates for the upcoming school year. The tuition rates for grades K – 6 for the 2016-2017 school year are as follows:

First child	\$2,225	Out of parish tuition is \$2,475 per student
Second child	\$2,225	
Third child	\$2,225	
Fourth child	Free	

There is a \$60.00 per child non-refundable registration fee required at registration.

Effective July 2010, all tuition payments MUST be paid through one of the payment plans list below:

1. Full payment by July 15 (a \$50 discount applies per FAMILY)

2. Monthly over 9 or 10 months, quarterly, or semi-annual by check paid directly to the school office or by automatic withdrawal (ACH).

Tuition payment options are selected by each family during winter registration and turned in with the family registration packet.

There are no exceptions for not turning in the tuition payment form. If the form is not in by July 1 and tuition is not paid, the student will not be able to attend St. Joseph Parish School.

Families who register more than three (3) children at St. Joseph School will receive their 4th child's tuition free.

St. Joseph Parish is contracted with FAIR (Financial Aid Independent Review). This provides us with a tuition assistance needs analysis based on information provided by the applicants.

In order to be considered for tuition assistance, parents need to apply online each year. Your tax return information is needed in order for FAIR to complete your application process. Families will receive a FAIR application form and information in their winter registration packets. The deadline for FAIR applications is March 15th. The St. Joseph Parish pastor, school administrator, and finance secretary will determine each qualifying families' tuition assistance by April 30 for the following school. Parents will be sent a letter informing them of their tuition assistance after April 30th.

UNIFORM POLICY

Please see "Dress Code" on page 15 of this handbook, or visit our school website at <http://school.stjosephprescott.com/> for St. Joseph Parish School's official uniform policy. You will also find links to Donald's and Land's End for your shopping convenience.

VISITORS

St. Joseph Parish School welcomes all parents, family members, volunteers, and visitors to our school and to take an active role in our students' education. Parents, guardians, visitors, and volunteers are to report to the office and sign in on the visitor log before going anywhere in the building. When leaving the building, visitors must report to the office and sign out on the visitor log. Teachers will refer any unrecognizable or unauthorized persons to the administrator immediately. All visitors will wear a visitor lanyard when in the school building.

Students who wish to visit during the school day must have permission from the classroom teacher and the principal. The visits are limited to one day. The parent/guardian of the student must sign a waiver form.

VOLUNTEER SIGN-UP

St. Joseph Parish School is dependent on the many volunteers that help make many of the activities possible for our students. Parents/guardians are encouraged to sign up to volunteer at school for a minimum of ten hours. If you are not able to volunteer, please consider giving a donation.

Parents will receive a Volunteer Spot email when people are needed for an event.

WEATHER RELATED CLOSINGS

St. Joseph Parish School will follow the same weather related closings as the Prescott Public School District. At the beginning of each school year, all parents/guardians will sign up for the public school parent notification system, an automatic calling system that calls each family in the event of a school closing or emergency.

In addition to the calling system, announcements of school closings will be on the following TV and radio stations:


WCCO – channel 4
KSTP — channel 5
FOX — channel 9
KARE – channel 11

WCCO – 830 AM
KDWA – 1410 AM

DIOCESAN POLICIES

DSP 1901**COMMUNITY AND EXTERNAL OPERATIONS: 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 to the Diocesan Administrative Recourse is commenced by the parent/guardian.


Bishop Raymond L. Burke

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

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

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

Procedure in the Diocese of La Crosse

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

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastors of the Church within thirty 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 who 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 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 bode 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.


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If reconciliation is not achieved with the pastor's help or if 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 fifteen 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 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 1849 – 1852)


Bishop Raymond L. Burke


DSP 1902**COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status
During Administrative Recourse Procedure**

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 Catholic school to speed up the procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.


Bishop Raymond L. Burke

DSP 5112**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.


Bishop Raymond L. Burke

STUDENTS: Conferences

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

Conferences are to be scheduled at least twice a year, once during or shortly after the first quarter and once during or shortly after the second or third quarter.



Bishop Raymond L. Burke

DSP 5310**STUDENTS: Confidentiality**

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

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


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


Bishop Raymond L. Burke

DSR 5605

STUDENTS: Corporal Punishment

Corporal punishment is not to be administered to students.


Bishop Raymond L. Burke

DSP 5115**STUDENTS: Dismissal and Expulsion**


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

The term "expulsion" is:

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


The term "dismissal" is:

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


Bishop Raymond L. Burke

DSR 5115**STUDENTS: Dismissal and Expulsion**

If a dismissal or expulsion is pending, the Diocesan Director of the Office of Catholic Schools is to be notified immediately. The Diocesan Director of the Office of Catholic Schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. The Diocesan director of the Office of Catholic Schools will then approve or deny the dismissal or expulsion.


Bishop Raymond L. Burke

DSR 5691

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STUDENTS: Elementary Students: Dress

Minimum standards for dress in all of the Catholic elementary schools in the Diocese of La Crosse are as follows:

1. No T-shirts are permitted as primary wear during the school day.
2. Sweatshirts, if worn, shall be plain or have the school logo only.
3. No outerwear is to be worn within the school building during the regular school day without special permission of the administration. This includes, but is not limited to, jackets, windbreakers, ponchos, etc.
4. Hairstyles must be clean, cut to a reasonable length and be reasonably natural color.
5. Shirts that are made to be tucked in are to be tucked in.
6. Shorts are seasonable wear and are to be worn, if allowed at all, only when the administration determines the weather warrants it, which is generally between May 1 and October 1. When shorts are worn, they must be dress shorts and comply with all other aspects of the dress code.
7. The following types of pants/slacks are not permitted: oversized or ill-fitting pants, sweat pants, athletic wear, leisure wear, pajama bottoms, or any similar wear. Pants must be in good condition and are not to have holes or patches or be frayed. Denim jeans may be worn at the discretion of the pastor (or dean in a unified system). They must be in good condition and not have any holes, ragged edges, or bleached-out or tie-dyed markings. Denim jeans must fit properly.
8. Shoes must be worn during the school day. The type of shoe is not to pose a safety hazard. Any type of footwear that is considered beachwear is not permitted. Shoes that have laces are to be tied.
9. Any accessory that draws undue attention to a student is not permitted. This includes, but is not limited to makeup, hairstyles, long looping chains, all unreasonable body jewelry, including that worn in but not limited to the tongue, nose, lips, eyebrows, excessive piercing in the ears, etc.
10. Body art (tattoos) is not to be publicly visible.
11. Shirts that can be buttoned are to be buttoned appropriately. In most cases this would mean up to the second to the top button on a normal shirt or blouse. Shirts or blouses must cover the midriff during all movement or activity.

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12. Hats, caps, bandanas or other types of headwear are not to be worn in the school building during the regular school day.
13. Skirts, skorts, shorts, etc. are to be no more than two to three inches above the knee.
14. When there is a need for special occasion dress, all dress must fit within the school's local guidelines for modesty and safety. The school administration reserves the right not to allow participation in these activities, if, in the judgment of the administration, dress does not measure up to the school's own standards of modesty and safety.
15. At all times, there is not to be any saying, picture, or reference on clothing that is inconsistent with Catholic faith and morals. Items which reference drugs or alcohol, songs or musical groups, whose lyrics have content inconsistent with Catholic teaching, are inappropriate for wear.
16. These directives apply to all students for the entire school year. Exemptions are not to be granted for special groups.

Schools should begin implementation of the above dress code as soon as possible. All schools must be in compliance starting with the 2005-2005 school year.

Bishop Jerome E. Listecki

DRUGS AND ALCOHOL

“Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 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 addressing drug and alcohol abuse;

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

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

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

A. DEFENITIONS

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

1. Illegal drugs;
2. Alcohol;
3. Illicit drugs (legal drugs used for illegal or improper purpose); and
4. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol).

The term “expulsion” is:

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

The term “dismissal” is:

Termination of a pupil as a student from the school less than permantly (indefinite or for a given item).

The term “suspension” is:

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

B. PROHIBITION 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 1000 feet of school property, at or even en 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 en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

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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 be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or en 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:

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

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances 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 student 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 conduct, 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 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 parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
 - E. The student must cooperate with local school authorities.
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 school may be the victims of abuse. Therefore, a chapter 48 report may be required.

CONSULATIVE 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 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 abuse education. This education program is to be in place no later than January 14, 1998, and is to be reviewed annually.

EFFECTIVE DATE

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



Bishop Raymond L. Burke

Diocese of La Crosse

01/14/97
Revised 01/12/98
Revised 01/12/99

ADMINISTRATING MEDICINES TO STUDENTS

The Diocese of La Crosse's policy regarding administrating medicines to students shall adhere to all of the appropriate statues.


Per the statues, the Diocese hereby authorizes the principals and their designated staff members to per the attached *Administrative Regulations*.

The new law immunizes all school personnel from civil liability for acts or omissions in administering medication, unless the acts or omissions constitute a high degree of negligence, and administrators are immune from civil liability for the act of authorization, unless it constitutes a high degree of negligence.

Wisconsin Statues 118.29.

ADMINISTERING MEDICINES TO STUDENT – REGULATIONS

1. Principals and/or teachers shall be required to obtain written instructions and consent from a student's parent/guardian before any non-prescription medication is administered to the student. Also, it is strongly recommended that a phone call to the parents by the teacher or principal confirm the consent of the written instructions.
2. Principals and/or teachers shall be required to obtain written parental consent and written instructions from a physician, dentist, or podiatrist licensed in Wisconsin before any oral or topical prescription medication is administered to the student.
3. Principals and/or teachers shall not be required to administer any non-oral or non-topical medication except in cases of emergency with all required pre-authorization written consents.
4. All written instructions and consent forms shall be filed in the individual student's behavioral file.
5. All prescription and non-prescription medication shall be stored in a safe and secure place.
6. Teachers shall keep an accurate record of medications administered to an individual student.
7. Students must have a teacher/principal/parent present when medication is taken.
8. Teachers shall alert the parents and principals to any apparent negative effects of consumed medications.


Bishop Raymond L. Burke

STUDENTS: Drug/Medication Administration


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

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

The party authorized to administer the drug and the school principal or administrator is immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." (This immunity does not apply to health care professionals.)

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


(Copies of the state law can be found in the WCRIS Legal Handbook.)


Bishop Raymond L. Burke

INSTRUCTION: Field Trips and Outings

Class visits to places of cultural and educational significance give enrichment to the lessons of the classroom. To ensure the desired outcome of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested.

Field trips are a privilege. Schools can set minimum academic, effort, and conduct expectations for participation in such trips.



Bishop Raymond L. Burke

INSTRUCTION: Field Trips and Outings

All field trips and outings must be pre-approved by the local school administrator. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent should include the basic information on the trip, such as where they are going, times, chaperones, mode of transportation. The Diocesan Field Trip Permission form is the only form that may be used.

No student may participate unless a signed parental permission slip for the specific event is on file with the school principal.


The Diocese of La Crosse Extended field Trip Permission Slip must be used for such overnight/extended trips. (See Appendix)


Bishop Raymond L. Burke

DSP 5501**STUDENTS: First Aid**

The health, safety, and well-being of students and staff should always be the primary concern of the school. Schools are to provide necessary equipment, inservice and procedure for first aid to student and staff.

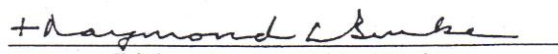
Whenever possible, it is recommended that at least one staff member have basic first aid/CPR certification.


Bishop Raymond L. Burke

DSR 5501**STUDENTS: First Aid**


As part of a school's first aid policies and procedures, the following should be included:

1. Written procedures to be part of the staff handbook. These procedures should include the proper way of handling bodily fluids.
2. First aid kit with necessary equipment.
3. First aid kit to accompany all extra-curricular activities taking place outside the school.
4. Emergency telephone numbers readily available to staff.
5. Accident reports should be filled out for every accident or injury and copies kept in the school files.
6. Teachers are not to leave students who are injured alone while getting additional help.
7. Teachers are to be in-serviced as to emergency care procedures and, if possible, at least one staff member should take a first aid and personal safety course.


Bishop Raymond L. Burke

STUDENTS: Grade School Dances and Parties

Schools are not to sponsor mixed parties and dances for grade school students, when they are such as to promise premature dating, exclusive and particular boy-girl associations 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.


Bishop Raymond L. Burke

INSTRUCTION: Student Internet, E-mail and Other Technology Use

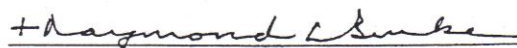
All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege not a right.
2. The use is always to be consistent with catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to: school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.
11. A statement indicating whether or not the school wants to limit the use of Internet, e-mail or other technology during school time to school curriculum-related issues, matters and use.


Bishop Raymond L. Burke

INSTRUCTION: Non-Catholic Student Participation

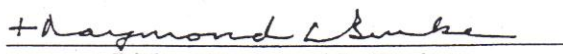
Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.


Bishop Raymond L. Burke

STUDENTS: Non-Discrimination

The educational institutions of the Diocese of La Crosse may be subject to Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Rehabilitation Act of 1973, the American with Disabilities Act, and other federal, state or local laws prohibiting illegal discrimination.

The educational institutions of the Diocese of La Crosse do not discriminate on any civil law protected class basis unless permitted by law an/or protected by the United States Constitution or the Constitution of the State of Wisconsin.


Bishop Raymond L. Burke


Diocese of La Crosse

9/27/89 07/01/03

STUDENTS: Proof of Custody

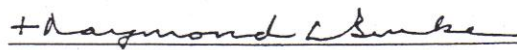
In any situation where there is a custody order, the schools are to obtain and retain a copy of that order. A copy of the order should be placed in the student's file.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the order. This notification must be in the form of a signed court order.


Bishop Raymond L. Burke

STUDENTS: 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 to 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.


Bishop Raymond L. Burke

STUDENTS: Sexual Misconduct/Sexual Harassment

Policy:

The Diocese of La Crosse has strong and clear policies prohibiting any form of child sexual abuse and sexual misconduct. A copy of the Dioceses of La Crosse's *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* are attached as Addendums. These policies apply to all students in the Catholic Schools of the Diocese of La Crosse.

Provisions:


- 1) No student shall be subject to sexual abuse or sexual harassment as a student in the Catholic Schools of the Diocese of La Crosse.
- 2) Any persons who engage in sexual abuse of any Catholic student shall, among other sanctions, be reported to the law enforcement authorities and be dismissed as a student, an employee and/or volunteer.
- 3) 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, sexually graphic materials which is not necessary for school purposes."
- 4) No student shall be subject to sexual harassment or other sexual misconduct, as a Catholic school student.
- 5) Any student or employee who engages in sexual harassment and/or other sexual misconduct shall be subject to severe disciplinary measures up to and including dismissal as a student or discharge from employment.
- 6) Any student who believes that he or she is being sexually harassed and/or is the victim of sexual misconduct shall report immediately such information to the Diocesan Director of Catholic Schools who shall report the matter to the Diocesan Bishop.
- 7) Any information reported shall be treated as confidential. All claims of sexual harassment or sexual misconduct shall be thoroughly investigated after consultation with the Diocesan Director of Catholic Schools.

Diocese of La Crosse

01/19/94
Revised 07/31/03**DSP 5512**

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- 8) The Dioceses of La Crosse's *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* shall be distributed to students and parents in the Diocesan Catholic Schools.
- 9) No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith.



Bishop Raymond L. Burke

Dioceses of La Crosse

01/19/94
Revised 07/31/03


DSP 6410

INSTRUCTION: Speakers, Outside Programs, AV Materials (Including Movies and Videos), and Literature

All outside speakers, programs, AV materials and literature used in the school are to have the prior approval of the school administrator. Care should be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools.

The USCC movie rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location or those recommended by school personnel. If the rating of a movie or video cannot be found, the Diocesan Office of Catholic Schools should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years and older.

If a movie rating by the USCCB is AII, which is not deemed appropriate for elementary schools, then it is understood that literature based on these movies would also not be appropriate for elementary schools.


Bishop Raymond L. Burke

Diocese of La Crosse

09/27/89
Revised 07/31/03

DSP 5410**STUDENTS: Transportation of Students to and From Extra-Curricular Activities**

1. In the transportation of students, as in other matters, the rights or obligations of a school are secondary to the rights of a parent.
2. There is less liability for the school when a parent transports his/her own child.
3. If a parent makes either a verbal or written request to take his/her own child to or from an athletic or extra-curricular activity, that request is not to be denied unless one or more of the following conditions exist:
 - A. The parent is judged to be impaired in some fashion, such as being intoxicated or in such an emotional rage or state that driving would be impaired.
 - B. The parent is abusive and appears about to beat the child.
 - C. There is a sound athletic reason (such as reviewing and planning the game) or a reason intrinsically related to the trip for the student to ride with the rest of the students.
4. These statements refer to a parent transporting her or his own child only.
5. When volunteers drive students, there needs to be reasonable assurance of the driving record and ability of the volunteers. (Parents, of course, need to be notified when a volunteer is driving. In this case, it is also advisable to have a signed permission slip.)


Bishop Raymond L. Burke

Diocese of La Crosse 12/21/89

St. Joseph School Student Rights and Responsibilities

Rights	Responsibilities
Students have the right to attend school in a safe, respectful, and orderly learning environment.	Students have the responsibility to attend school regularly and to maintain acceptable behavior while attending school and to behave in such a way that the education, health, and welfare of others is not endangered. This implies an obligation to be aware of the rights of others and to have knowledge of school rules and regulations.
Students have a right to be treated with respect and dignity	Students have the responsibility to treat others with respect and dignity.
Students have a right to expect a meaningful education.	Students have the responsibility to actively participate in their classroom activities and in their homework.
Students have a right to have time set aside during the school day for a lunch period.	Students have the responsibility to be aware of cafeteria rules and regulations and to conduct themselves in a manner appropriate for a large group.
Students have a right to learn about and pray to God.	Students have the responsibility to take an active part in weekly Mass and religion classes. Students also have a responsibility to attend Sunday Mass.

St. Joseph School Parent Rights and Responsibilities

Rights	Responsibilities
Parents have the right to expect a safe, respectful, and orderly learning environment for their child(ren)	Parents have the responsibility to uphold school policy and classroom rules at home and to support the classroom teacher.
Parents have a right to be treated with respect and dignity.	Parents have the responsibility to treat others with respect and dignity. Please communicate with your child's teacher(s) regularly.
Parents have a right to expect a meaningful education for their child(ren).	Parents have the responsibility for the attendance record of their child(ren) and to limit the number of days absent due to non-health issues. Parents are also encouraged to be active in school activities. Parents have the responsibility to recognize the professional judgment of school personnel.
Parents have a right to expect the school to assist them in the faith formation of their child(ren)	Parents have the responsibility to be certain their child(ren) attend Mass each weekend and to model prayer in the home.
Parents have a right to expect school personnel to carry out the mission & teachings of the Catholic church.	Parents have the responsibility to support the school and to follow proper procedure for solving problems/conflicts.

**REQUIRED PRAYERS
ST. JOSEPH PARISH SCHOOL – PRESCOTT**

KINDERGARTEN

Sign of the Cross
Morning Prayer
Angel of God
Hail Mary
Our Father
Father Solanus

GRADE 1

Sign of the Cross
Morning Prayer
Angel of God
Hail Mary
Our Father
Father Solanus
* Glory Be
* Grace Before & After Meals

GRADE 2

Sign of the Cross
Morning Prayer
Angel of God
Hail Mary
Our Father
Father Solanus
Glory Be
Grace Before & After Meals
* Apostles Creed
* Commandments
* Act of Contrition
* Rite of Reconciliation

GRADE 3

Sign of the Cross
Morning Prayer
Angel of God
Hail Mary
Our Father
Father Solanus
Glory Be
Grace Before & After Meals
Apostles' Creed
Commandments
Act of Contrition
Review the Rite of Reconciliation
* Mysteries of the Rosary

GRADE 4

Sign of the Cross

Morning Prayer
 Angel of God
 Hail Mary
 *Hail, Holy Queen
 Our Father
 Father Solanus
 Glory Be
 Grace before & After Meals
 Apostles' Creed
 Commandments
 Act of Contrition
 Review the Rite of Reconciliation
 Mysteries of the Rosary
 * Beatitudes
 Sacraments

GRADE 5

Sign of the Cross
 Morning Prayer
 Angel of God
 Hail Mary
 Hail, Holy Queen
 Our Father
 Father Solanus
 Glory Be
 Grace Before & After meals
 Apostles' Creed
 Commandments
 Act of Contrition
 Review the Rite of Reconciliation
 Mysteries of the Rosary
 Beatitudes
 * Precepts/Laws of the Church
 * Sacraments
 * Works of Mercy (Corporal & Spiritual)

GRADE 6

Sign of the Cross
 Morning Prayer
 Angel of God
 Hail Mary
 *Hail, Holy Queen
 Our Father
 Glory Be
 Grace Before & After Meals
 Apostles' Creed
 Commandments
 Act of Contrition
 Review the Rite of Reconciliation
 Mysteries of the Rosary
 Beatitudes
 Precepts/Laws of the Church

Sacraments
 Works of Mercy (Corporal & Spiritual)
 * Holy Days of Obligation

***New requirement for this grade**
Revised 8/25/14

Prayers

SIGN OF THE CROSS

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

MORNING PRAYER

Lord Jesus Christ so let me be that all I do be done by Thee, Grant that all I think and say Be your thoughts and Words this day.

ANGEL OF GOD

Angel of God, my Guardian dear, to whom His love entrust me here; ever this day be at my side, to light and guard, to rule and guide. Amen

HAIL MARY

Hail Mary, full of grace! The Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death.
 Amen

OUR FATHER

Our Father, who art in heaven, hallowed be Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen

GLORY BE

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen

GRACE BEFORE MEALS

Bless us, O Lord, and these Your gift which we are about to receive from Your bounty, through Christ our Lord. Amen

GRACE AFTER MEALS

We give you thanks for all Your benefits, O almighty God, who lives and reigns forever. Amen

APOSTLES' CREED

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only son, our Lord; who was conceived by the Holy spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell; the third day He arose again from the dead; He ascended into heaven, sits at the right hand of God, the Father almighty; from then He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen

TEN COMMANDMENTS

1. I am the Lord your God. You shall have no other gods before me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember the Lord's Day and keep it holy.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

TWO GREAT COMMANDMENTS

1. You Shall love the Lord your God
with all your heart,
with all your soul,
with all your mind
and with all your strength.
2. You shall love your neighbor as yourself.

ACT OF CONTRITION

(Short Form – Grades 1-6)

O my God, I am sorry for all my sins, because they displease you, who are all-good and deserving of all my love, I firmly resolve, with the help of Your grace, to sin no more and to avoid the near occasions of sin.

PREPARING FOR RECONCILIATION

1. Think of my sins.
2. Be sorry for my sins.
3. Make up my mind not to sin again.
4. Tell my sins to the priest..
5. Do the penance the priest gives me.

RITE OF RECONCILIATION

1. Good morning, Father.
2. In the name of the Father, and of the Son, and of the Holy Spirit. Amen
3. Forgive me Father, for I have sinned. It has been _____ since my last confession.
These are my sins.
4. For these and all the sins of my life, I am sorry.
5. Pray the Act of Contrition.
6. For my penance, I would like to _____.
7. Priest: Give thanks to the Lord, for He is good. You: His mercy endures forever.
8. Thank you, Father.

MYSTERIES OF THE ROSARY

Joyful Mysteries

The Annunciation
 The Visitation
 The Nativity of Jesus (the birth of our Lord)
 The presentation in the Temple
 The Finding in the Temple

Luminous Mysteries

The Baptism in the Jordan
 The Wedding at Cana
 The Proclamation of the Kingdom of God
 The Transfiguration of Jesus
 The Institution of the Eucharist

Sorrowful Mysteries

The Agony in the Garden
 The Scourging at the Pillar
 The Crowning with Thorns
 The Carrying of the Cross
 The Crucifixion and Death

Glorious Mysteries

The Resurrection of our Lord
 The Ascension into Heaven
 The Descent of the Holy Spirit
 The Assumption of Mary
 The Coronation of Mary

BEATITUDES

1. Blessed are the poor in spirit; for theirs is the kingdom of heaven.
2. Blessed are they who mourn, for they will be comforted.
3. Blessed are the meek, for they will inherit the land.
4. Blessed are they who hunger and thirst for righteousness, for they will be satisfied.
5. Blessed are the merciful, for they will be shown mercy.
6. Blessed are the clean of heart, for they will be shown mercy.
7. Blessed are the peacemakers; for they will see God.
8. Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of God.

SPECIAL DUTIES OF CATHOLIC CHRISTIANS (LAWS OF THE CHURCH)

1. To keep holy the day of the Lord's Resurrection: to worship God by participating in Mass every Sunday and holiday of obligation; to avoid those activities that would hinder renewal of soul and body.
2. To lead a sacramental life: to receive Holy Communion frequently and the Sacrament of Penance regularly.
 - to receive the Sacrament of Penance at least once a year (annual confession is obligatory only if serious sin is involved).
 - minimally, to receive Holy Communion at least once a year, usually between the first Sunday of Lent and Trinity Sunday. For a good reason, the precept may be fulfilled at another time during the year.

3. To study Catholic teaching in preparation for the Sacrament of Confirmation, to be confirmed, and then to continue to study and advance the cause of Christ.
4. To observe the marriage laws of the Church: to give religious training (by example and word) to one's children' to use parish schools and religious education programs.
5. To strengthen and support the church: one's own parish community and parish priests; the world-wide Church and the Holy Father.
6. To do penance, including abstaining from meat and fasting from food on the appointed days.
7. To join in the missionary spirit and apostolate of the Church.

SEVEN SACRAMENTS

1. Baptism
2. Reconciliation or Penance
3. Holy Eucharist
4. Confirmation
5. Holy Orders
6. Matrimony
7. Anointing of the Sick

WORKS OF MERCY

Spiritual

1. To admonish the sinner.
2. To instruct the ignorant
3. To counsel the doubtful
4. To comfort the sorrowful
5. To bear wrongs patiently
6. To visit the sick
7. To bury the dead

Corporal

1. To feed the hungry
2. To give drink to the thirsty
3. To clothe the naked
4. To visit the imprisoned
5. To shelter the homeless
6. To visit the sick
7. To bury the dead

HOLY DAYS OF OBLIGATION

- All Sundays of the year
- January 1, the Solemnity of Mary, Mother of God
- Ascension of our Lord (forty days after Easter)
- August 15, the Assumption of the Blessed Virgin Mary
- November 1, All Saint's Day
- December 8, the Immaculate Conception
- December 25, Christmas Day

CROSS SALUTE

Saving cross of our Lord, Jesus Christ, Glorious flag of the Catholic Church, I salute thee.

FATHER SOLANUS PRAYER

O God, I adore You. I give myself to You. May I be the person You want me to be, and may Your will be done in my life today.

I thank You for the gifts You gave to Father Solanus. If it is Your will, bless us with the canonization of Blessed Solanus, so that others may imitate and carry on his love for the poor and suffering of our world.

As he joyfully accepted your divine plans, I ask You, according to Your will, to hear my prayer for ... [your intention] ... through Jesus Christ, Our Lord. Amen. Blessed be God in all His designs.

HAIL, HOLY QUEEN

Hail, holy Queen, Mother of Mercy! Our life, our sweetness, and our hope! To thee do we cry, poor banished children of Eve; to thee do we send up our sighs, mourning and weeping in this valley of tears.

Turn then, most gracious Advocate, thine eyes of mercy toward us; after this our exile, show unto us the blessed fruit of thy womb, Jesus; O clement, O loving, O sweet Virgin Mary.

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.