

# St. John the Baptist Catholic School



## Parent / Student Handbook 2023 - 2024 School Year

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Please return the Universal Field Trip Permission Slip and Signature pages at the back of the Handbook. Keep the Handbook in a safe place to reference during the school year.

Dear Parents and Students,

I hope you have enjoyed your summer and had the opportunity to spend time together as a family.

As we begin another school year, there is a sense of anticipation and excitement. We look forward to the chance to grow and learn and experience things we haven't before. It's a whole new adventure and we're ready to take the first steps toward success.

Please contact the school for further clarification of any policy found in this Parent/Student Handbook.

Yours in Education,

Jessica Halvorsen  
Principal  
St. John the Baptist Catholic School

## **WELCOMING STATEMENT**

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

## **VISION STATEMENT**

St. John the Baptist Catholic School provides a faith-filled education where students grow in spirit, academics, and service.

## **MISSION STATEMENT**

The mission of St. John the Baptist Catholic School is to educate God's children and promote Catholic values through academic excellence and service to others.

## **WE ARE A TOB CAMPUS**

### **WHO WE ARE...**

We are first and foremost a Catholic school, fully committed to Jesus Christ and the Church.

What St. John Paul II shared in his reflections called the Theology of the Body is a re-articulation of who the human person is, created in God's image and likeness. Grounded in our Christ-centered Catholic identity along with the profound vision of man proposed in the Theology of the Body, we are cultivating a "TOB Campus" with profound implications.

We teach that every person is a unique, unrepeatable gift - and we are honored to uphold the dignity of every one in all we do.

We see education as an act of love and a sharing of everyone on campus in the work of Christ, the Good Teacher.

### **WHAT THIS MEANS ON CAMPUS...**

**PRAYER** We affirm the priority of every student and staff member's unique and unrepeatable relationship with God through Mass, reconciliation and daily prayer.

**SERVICE** We recognize the importance of serving the needs of our brothers and sisters in the human family as a response of gratitude to God's love for us.

**DIGNITY OF THE HUMAN PERSON** We uphold the basic worth of every human person. This worth is not earned or achieved but comes from God in whose image each one is made.

**RECOGNIZING UNIQUENESS** We affirm every person as unique and unrepeatable through calling one another by name. Teachers are committed to praying for their students by name.

**EDUCATION** We believe education is first a cultivation of awe and wonder at the gift of God's creation. Every subject is seen through this lens.

**VOCATION** We help our students discern their unique vocation to love, and lead by example by devoting our lives to Christ through a total gift of self. Through fidelity to our vocations, we strive for Christian sanctity.

**DISCIPLINE** We expect a total commitment freely chosen by our students, faculty and staff to live their true meaning and purpose in communion with Christ and the entire school body. We bring a pastoral approach when a rupture in this communion occurs--always in furtherance of preserving, protecting and strengthening our commitment to a harmonious life together in communion with Christ.

**ENVIRONMENT** We recognize the goodness of creation and its power to reveal something of the glory of God. Therefore, we strive to preserve and celebrate the goodness and beauty of creation through our choices regarding school grounds and decor, conservation, food, attire, athletics, the arts, and incorporating the natural world into our educational activities.

**AUTHENTIC MASCULINITY & FEMININITY** We recognize the givenness of our maleness or femaleness as revealed by the human body as a sign of God's love and seek to cultivate and protect this treasure in each other.

**WHAT WE CULTIVATE...**

When we live together aligned with our essential meaning as gift, sharing Christ's love in all that we do, we cultivate a campus life together rich in spiritual fruits as "charity, joy, peace, patience, kindness, generosity, goodness, faithfulness, gentleness, modesty, self-control and chastity" (CCC 1832 and Gal 5:22-23).

In St. John Paul II's words, this is the "hope of everyday," made possible by Christ's redeeming love for us!

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# **ACADEMICS**

## **Homework**

A reasonable amount of study at home is important. The amount and type of work will be determined by the teacher depending on the grade level and ability of the child.

Homework is given to reinforce concepts and skills taught in class. It develops study habits and responsibility. Homework provides a daily link between the home and the school. Parents can monitor progress, encourage, praise, and share in the learning. This work may consist of school assignments and projects, recreational reading, review and study materials, voluntary activities as a natural outcome of interest, or individualized homework tailored to a child's specific needs.

Assignments are considered complete when they are handed in to the teacher for correction and/or comment.

If a student seems to have an unusual amount of homework on a regular basis, the parents are encouraged to talk with the teacher(s) about the situation. Homework should be turned in on the due date at the beginning of class. This lets the teacher know if the student understands the concepts are being taught.

Parents can help in these ways:

1. Arrange a daily and regular time for study in a quiet place.
2. Show an interest in the work children bring home from school.
3. Check to see homework is completed and books are returned to school each day.
4. If there is no written assignment, please consider the following suggestions: study spelling words, use math flash cards, and read and/or write to family and friends.

## **Assignment Expectations**

- Homework may be assigned Monday-Friday
- When students have completed all written work at school they should spend time:
  - Reading- Accelerated Reading Book is preferred.
  - Learning basic math facts
  - Learning prayers and doctrine taught in Religion class.
  - Studying spelling words
  - Learning reading skills
- Assignment notebooks containing recorded assignments should be coming home with the homework.
- Students should have one or more pocket folders to use as a homework organizer.
- Parental help can be given – but independence is the goal.
- Assignments are to be done neatly and completely following grade requirements.
- Students are expected to hand in work on time. Work is to be completed so it can be handed in the day it is due at the beginning of each class.

- If work is handed in late, a grade reduction will be given based upon the teacher's discretion.
- Students may be asked to stay in for recess to complete work.
- If a pattern of late assignments develops, parents will be contacted by note or phone call.
- When a student needs to stay after school to do a late assignment, the parent will be informed by phone from the school Office.
- Progress reports will be sent home at the end of the 4<sup>th</sup> week for all grades each quarter.

## **Conferences**

Parent/Teacher conferences are held during the first and third quarters. Conferences are an ideal time to check on study habits, classroom behavior, attitude, and other areas of your child's growth. Parents and students are required to attend the first quarter conference; third quarter conferences are scheduled at the request of either the teacher(s) or parent(s). Parents are encouraged to keep in contact with their child's teacher throughout the year. If at any time during the year a parent would like a conference or a teacher feels a conference is necessary, one can be arranged.

## **Report Cards**

Diocesan evaluation reports are issued four times a year. The reports are used to formally evaluate the child and communicate this information to the parents. Report cards also provide an opportunity for parents, teachers and students to develop a better working relationship in accordance with each student's needs.

It is important to remember your child is an individual and the information should not be compared with any other child's report card. This is especially true of children in the same family.

Report cards are not the only form of communication of a student's progress. Parents should be continually aware of their child's progress through completed assignments and other communications from the teachers.

## **Progress Reports**

Progress reports for all students will be sent home to parents after the fourth week of each marking period.

## **Retention / Acceleration (Diocesan School Policy 5210)**

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 principal is the individual responsible for making the final decision. If a student is failing one or more classes, a conference must be held to discuss a plan of action.

Consideration for retention is based upon the following information:

1. Standard achievement test results
2. Actual grades in all subject areas
3. Student Ability
4. Staff Recommendations
5. Parent Input

### **Achievement Code**

A – Outstanding – Excellent understanding and application of grade level skills.

A      94% - 100%                      A-      90% - 93%

B – Above Average – Better than average understanding and application of grade level skills.

B+     87% - 89%                      B      83% - 86%                      B-     80% - 82%

C – Average – Average understanding and application of grade level skills.

C+     77% - 79%                      C      73% - 76%                      C-     70% - 72%

D – Below Average – Below average understanding and application of grade level skills.

D+     67% - 69%                      D      63% - 66%                      D-     60% - 62%

F – Immediate Improvement Needed – Consistently does not meet minimum standards.

F      0 - 59 %

+      Signifies the student is at the upper range of the letter grade in achievement and/or efforts.

-      Signifies the student is at the lower range of the letter grade in achievement and/or efforts.

M      Signifies curriculum modifications to the child's special learning needs.

## **Diocesan Standardized Testing Program**

St. John the Baptist Catholic School follows the program suggested by the La Crosse Diocesan Office of Catholic Schools and WI State Standards. These tests indicate the growth and progress of your child as to his/her academic ability. The results are recorded on the student's permanent record and shared with parents. Each year the principal and teaching staff analyze the results. These tests assist in evaluating the educational process at St. John the Baptist Catholic School. Renaissance Star Testing will be administered to students in Grades K through 8 in the fall and at periodic intervals throughout the school year.

## **ACCIDENTS**

When accidents occur on the school grounds, the student should tell a teacher. First Aid will be administered immediately. Depending upon the seriousness of injury, an attempt to contact the parents or the emergency contact person (listed in the student file) will be made. If contact cannot be made, or the injury is of a serious nature, initiation of treatment will be up to the principal or secretary.

Parents are to have their own medical insurance to cover accidents. The school does not have insurance covering accidents occurring either on or off of school grounds.

## **ADMISSIONS**

Every Catholic school respects the dignity of each person and, therefore, will not bar admission to any child because of race, gender, or nationality. Furthermore, the creed of any child will not bar admission to St. John the Baptist Catholic School unless this would hinder the Catholic philosophy of our school.

To be admitted to the 3K program, the child must be 3 years old by September first (or principal's discretion) and be toilet trained. (ie. Be able to wipe and pull up pants alone.)

To be admitted to the 4K program, the child must be four years of age on/by September 1<sup>st</sup> of the school year for which he/she is enrolling.

To be admitted to Kindergarten, the child must be five years old on/by September 1<sup>st</sup> of the school year for which he/she is enrolling.

Part of the parental agreement when enrolling a student is the payment of tuition. It is expected each family will make arrangements to meet this obligation. Tuition rates are published in the

spring. Tuition assistance is available for families; contact the parish office for information on this program: 1-715-352-3011.

In the case of divorced or separated parents, it is necessary for a copy of the custodial agreement to be kept on file in the school office. It is the responsibility of the custodial parent to notify the office if there is a change in the custodial agreement.

## **ASBESTOS MANAGEMENT PLAN**

The school's management plan for the identification and management of asbestos is located in the school office. The document is available for review by parents

## **ASSIGNMENT NOTEBOOK**

Each day students in grades three through eight will use their assignment notebooks by signifying either with the assignment given or what had been taught in class. Parents may need to sign the notebook stating their child has completed the assignment each day. Students are to have their assignment notebooks in every class.

## **ATHLETIC CODE**

This code has been established by the School District of Edgar and governs any student involved in extracurricular activities at the public school. Any student participating in athletics must have a wellness check and comply with all the rules set by the WIAA. This includes academic requirements.

## **ATTENDANCE**

School is the student's full-time job; its importance will be reflected in how the parents treat that job. Being in school whenever possible helps reinforce that attitude. Daily attendance is essential for a child to be successful in school. **All parents are strongly encouraged to plan family activities around the school day and for school breaks.**

If and when a child becomes ill, it is the parent's responsibility to contact the office as soon as possible. Parents may call the office or email the secretary if a student will be absent or tardy. If this is not done a note must accompany the student's return to school. If no communication with the office is made the student will be considered unexcused. If a student is marked absent by a teacher, but the office has not heard from the student's parent(s) regarding the absence by 8:30 am, the parent(s) may be contacted to determine the reason for the absence.

### **1. Absence**

- All student absences must have a form of documentation to excuse them. A phone call, email or a written excuse from the parent or guardian upon their return to school, stating the reason for the absence and the date of the absence are acceptable. The school is required to keep these notes on file.
- Students have the length of the absence plus one school day to make up all assignments missed during an absence. Teachers may extend the length on an individual student basis. For long term illnesses a meeting with the principal must be made to make arrangements for the work to be completed.
- Students must attend school and classes for at least half a day to be eligible to participate in any extra-curricular activities after school. Students should not attend any extracurricular activities, even as an observer, if they missed school that day.

### **2. Anticipated Absence**

Anticipated absences are to be discouraged. Absences are not in the best academic interest of the students. However, if an anticipated absence is necessary, arrangements are to be made in advance. An anticipated absence form is available in the school office, and should be picked up by the student for parents to fill out as soon as the anticipated absence is planned. A student is to see respective teachers prior to the absence to arrange for making up the work missed.

Absences or absence requests for non-medical reasons without written permission from a parent/guardian, or not approved by the principal, will be considered truant.

### **3. Leaving School During the Day**

A student will be allowed to leave the school grounds during the day only with previous written permission or communication from parents with the office. The principal must approve all permits. Please schedule appointments after school or on vacation days as much as possible. Parents must sign their student in or out from the school office upon late arrival or early departure.

### **4. Medical Excuses**

Parents are urged to schedule medical or dental appointments during vacation periods or after school hours. If a medical or dental appointment needs to be scheduled during school hours, please bring a note from the medical or dentist office upon the student's return to

school to turn in to the office.

#### **5. Tardiness**

A student is considered tardy if not sitting at his/her desk at 7:45 a.m., or if a student arrives late for school but before 8:30 a.m.

## **BIKES**

Bikes may be ridden to school if parents are assured the child(ren) can ride safely and follow biking rules. Bikes should be walked across the streets by school and on the sidewalk to avoid collisions with pedestrians. The school is not responsible for bikes. Skateboards and rollerblades are NOT to be used on parish property during school hours. Bikes, etc. should not be ridden to Edgar Elementary for Band, Special Education Classes or any other reason during school hours. Bikes may be ridden as part of school physical education class or special school activities under the supervision of a teacher.

## **BUSING**

Busing services are provided by Fischer Transportation. **715-352-2169**

### **Bus Passes**

Only students assigned to a bus may ride that bus. Students wishing to be dropped off after school at a place other than their usual drop-off need to get a bus pass from the school office prior to getting on the bus to give to the bus driver. In order to receive a bus pass, a signed note from the student's parent needs to be provided granting permission for the different drop-off location.

### **Bus Rules / Expectations**

#### **Prior to Loading the Bus**

- Students will be dropped off at school at 7:40 a.m. this year.
- Students riding home with their parents will be excused at 3:15.
- Bus students are expected at the designated school bus stop at 3:20.
- Stay off the road at all times while you are waiting for the bus.
- Wait until the bus comes to a complete stop before moving toward the bus.
- Students who are *not* riding a bus should *not* be in the hallway/stairwell or outside with bus students. Please leave school when dismissed.

## **While on the Bus**

Students will follow designated rules of the bus.

- No food or drink on the bus.
- Remain seated at all times.
- No swearing.
- Keep quiet.
- Keep all objects to yourself.
- Listen to the bus driver and follow their directions.
- Do not litter or damage the bus.

## **Loading the Bus at School**

- Children are to walk to the buses and observe bus safety regulations.
- Students will cooperate with patrols.
- Students are to wait at their particular bus stop.
- All students and parents are to cross only at intersections where safety patrols are stationed.
- Students are to board the bus here at St. John the Baptist Catholic School.
- Students are not to get off the bus at the public school unless they need to get on their appointed bus or they have a note from their parents.

## **After Leaving the Bus**

- Students are to cross the road when necessary, at least ten feet in front of the bus, only after looking to be sure no traffic is approaching from either direction.
- Do not leave the bus at places other than the regular bus stop unless proper authorization has been given in advance by parents and school officials.

## **Extra Curricular Trips**

The above rules and regulations would apply to any trip under school sponsorship. Students shall respect the wishes of the bus driver, teacher, and chaperone appointed by the school.

# **CHEATING / ACADEMIC DISHONESTY**

In an attempt to curb the amount of academic dishonesty, we have developed a specific honor code which students must abide by. The following are the consequences for cheating or plagiarizing:

1. Parents will be called by the teacher and the situation explained.



2. The grade for the test or assignment will be a "0". Students may complete the assignment.
3. A referral form will be issued and the offense will be documented; a detention will be issued.

Consequences for further cheating or plagiarism:

**Second Offense:** Teacher contacts parents for a meeting with the parents and principal.  
Student fails the class for the quarter the second offense takes place in.

**Third Offense:** Teacher contacts parents for a meeting with the parents and principal.  
Student fails the class for the semester the third offense takes place in.

### **Catholic Faith and Moral Standard (Diocesan School Policy 5112)**

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 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.

### **CHILD ABUSE LAW**

Wisconsin State Statute 49.981 requires certain people to report cases of suspected child abuse or neglect. Among those mentioned in this law are nurses, school teachers, social workers and administrators.

### **COMMUNICABLE DISEASES (Diocesan School Policy 8000)**

The health and safety of students and staff will be the primary consideration in dealing with communicable diseases. The administration will contact the proper authorities when there are concerns related to communicable diseases. It is the responsibility of staff members to report any suspected or diagnosed communicable diseases to the principal. Necessary precautions will be taken. Confidentiality of a student or staff member shall be maintained. However, appropriate staff members will be informed of related risks and necessary precautions.

St. John the Baptist Catholic School follows the Diocesan policy on St. John the Baptist Catholic School personnel and students with HIV, AIDS, or any other communicable disease. That policy is located in the school office and is available to parents and students upon request.

## **CONFIDENTIALITY (Diocesan School Policy 5310)**

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

1. Information concerning 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 raising serious concern in the mind of the employee where he or she believes it is important to share the information with the principal. The principal, after consultation with the Office for Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

## **COMPLAINTS FROM PARENTS**

Harmony between teachers and parents is always a goal at St. John the Baptist Catholic School. Parents are encouraged to discuss differences with the teacher in hopes of meeting common ground. However, if a situation should arise in which the parent and teacher cannot resolve their differences and the parent files a complaint, the following guidelines will be followed:

1. The complaint should be given to the principal in written form. No anonymous complaints will be acted upon.
2. As soon as possible after receiving the complaint, the principal will review the written complaint and talk to the parent for clarification (if necessary).
3. The principal will talk with the teacher, sharing the parent’s concern. The teacher has the right to read the complaint and to respond in writing.
4. The principal may arrange for a joint conference with parent and teacher to discuss and resolve the issue. In every case both the parent and the teacher will be informed of the resolution of the situation.
5. If the parent is not satisfied with the outcome, he/she may appeal in writing to the pastor.
6. The pastor will meet to review the complaint and work for a satisfactory resolution which is fair to both the parent and the teacher, as well as good for St. John the Baptist Catholic School. This response will be in written form and will be given to both the parent and the teacher.

7. At the discretion of the Pastor and Principal, a written complaint and the teacher's written response to it may be included in the teacher's personnel file.
8. Pastor may go to the Education Committee for advice or the diocese if not satisfied with the resolution.

## **COURTESY**

Courtesy is definitely considered a high priority in our guidelines in developing the whole person. Teachers and students should show mutual respect.

### **Building / Hallway Courtesy**

Certain expectations are to be followed for the smooth-running of a school.

1. Students and teachers will show concern for one another, using common spoken courtesies (please, thank you, etc.)
2. Students show respect in addressing teachers and other adults by their proper titles and by greeting adults they meet in the hallways and at the doors.
3. Students show respect by opening and closing doors for teachers, visitors, and fellow students.
4. Students should help carry books, materials, etc. for teachers, visitors, and peers.
5. Older students show love and concern for the welfare of younger students.
6. Students should walk **quietly** when passing in the hallways, so as not to disturb the learning process in other classrooms.

### **School Courtesy**

Education is most effective when everyone involved is focused and ready to work. Basic rules for classroom behavior are as follows:

1. Students will enter classes prepared with the necessary materials and will be attentive and ready for the class presentation to begin.
2. Students will respect the answers of all peers.
3. Each student will maintain a level of quietness and awareness appropriate for the instruction being given.
4. Personal grooming should not take place in the classroom.
5. Common spoken courtesies (please, thank you, excuse me, you're welcome, etc.) are expected.
6. Students will listen to instructions and follow directions.

7. During presentations and group discussions, students are to avoid trips to the pencil sharpener, wastebasket, etc.

## **CURRICULUM**

Curriculum at St. John the Baptist Catholic School is periodically reviewed by teachers/principal. The State and Diocesan Standards and developmentally appropriate practices are incorporated into the school curriculum. The principal and staff select textbooks and student materials based on those guidelines.

## **DAILY SCHEDULE**

Adult supervision is provided at school beginning when the first bus arrives until the buses depart. Students should not be on school premises outside of 7:40 a.m. - 3:10 p.m., unless they are part of the supervised Extended Care Program or other supervised activity. The school is not responsible for persons who are on the premises when no adult supervision is scheduled. The doors open at 7:40 a.m., please do not drop off students earlier than that as they are unattended.

Please use the following schedule when planning medical appointments, family schedules, and contact with teachers.

Office Hours	7:15 am - 3:45 pm	Morning Recess	9:40 am - 10:00 am
Teacher Hours	7:30 am - 3:30 pm	PreKindergarten - Grade 4 only	
Doors Open	7:40 am		
Mass (Wednesdays and First Friday)	8:00 am	3K-grade 2 Lunch/Recess	11:20 - 12:10
First Friday Mass Kindergarten - Grade 8 only		Grade 3-8 Lunch/Recess	12:00 pm - 12:50 pm
Classes Begin	7:45 am		
Dismissal, Non Bus Riders	3:15 pm		
Dismissal, Bus Riders	3:20 pm		

# **DISCIPLINE**

St. John the Baptist Catholic School places high value on respect, self-discipline and good behavior. Therefore, St. John the Baptist Catholic School has established policies and guidelines in regard to discipline, all which have been established within the philosophy and objectives of the school. The following behaviors are unacceptable in school or school related activities:

- I. Disrespect of the learning atmosphere**
  - A. Verbal disruption in the classroom.
  - B. Verbal disrespect for staff, volunteers, or students.
    - 1. Talking back.
    - 2. Name calling.
  - C. Foul Language.
  - D. Student not in designated area.
  - E. Mouth or body noises.
  - F. Throwing objects
- II. Bodily Contact**
  - A. Pushing, shoving, attacking, slapping, etc.
  - B. Male or Female body contact.
  - C. Tripping, pinching, kicking, and biting.
  - D. Fighting.
- III. Disrespect for property**
  - A. Removing hats, scarves, or other items belonging to another.
  - B. Stealing or destroying:
    - 1. School / Student supplies.
    - 2. Lunch items.
  - C. Vandalism:
    - 1. Writing/scratching on the wall, tile or bathroom stalls
- IV. Disobeying established school, classroom, bus rules, or other violations of school-related rules such as might be referred to.**
- V. Gum Chewing**
- VI. Inappropriate use of cell phone, mp3, ipod, or other electronic devices.**
- VII. Cheating, plagiarism**
- VIII. Chromebooks**
  - 1. Parents may be responsible for bearing the cost of repairing or replacing any device that is lost, stolen, damaged or not returned to the school upon immediate request.

The school accepts the following consequences as appropriate for correcting a student's inappropriate behavior. Depending on the seriousness of the infraction, the sequence of discipline may change.

- I. **Teacher correction:** Which may involve verbal correction, detention (loss of recess or after school detention), temporary removal from class or school activity, assigned tasks appropriate to the age and maturity of the student. Teacher correction will be given up to 3 times a day for students in Grades K-4. Twice during the class period for Grades 5-8. If unacceptable behavior has not changed, a conduct correction referral form will be sent to the parents.
- II. **Detention:** A lunch-time or after-school detention can be used for students who are not successful with their behavior change after “step one” is implemented. The principal will determine when an office detention will be served.
  - **After School Detention**
  - After school detention begins 10 minutes after the last scheduled class period on designated days of the school year and runs from 3:30 p.m. to 4:20 p.m.
  - Once a student has misbehaved to the point of earning a detention referral, the staff member must fill out a referral form and turn it into Administration.
  - Administration will assign the date the detention will be served and return the form to the student. It is the student’s responsibility to take the referral home for parents to read and sign.
  - The student must return the signed referral to the detention proctor or an administrator. Students are to report to detention promptly. Students may be required to complete odd jobs or write sentences/essays as part of their detention.
  - Students are not allowed to talk, study, or sleep during detention. The detention proctor will mark down the time the student arrives and when the detention has been served.
  - Students who talk or misbehave during detention will be sent out and be referred to administration for further disciplinary action
- III. **Conference:** After a detention has not proven to change the behavior, a conference with student, parent(s), and teacher must take place. The Principal may be asked to be present. Plans are made to bring about understanding and change in behavior.
- IV. **Suspension:** A suspension may be given if the behavior does not improve after the conference. This suspension will be a full-day removal that must include written notice given by the Principal to the parent stating reasons, effective date(s), and manner of re-entry; not to exceed two consecutive days.
  - **Out of School** – Removal from school, school activities, and extracurricular activities. All class work assigned must be complete before readmission.
  - **In School** – Under supervision of school personnel but isolated from other students, school activities, and extracurricular activities. All class work assigned must be completed before readmission.
- V. **Special Behavior Agreement:** A plan to improve behavior will be implemented and kept on file in the office. The plan must include the following:
  - Previous behavior correction attempts and results.
  - Written notice to the parents.
  - Reasons for the special behavior agreement.

- Specific terms of agreement including time of review.
  - Consequences that will follow if misbehavior occurs.
  - Signature of at least one parent, student, teacher, and principal on the plan.
  - The pastor will be informed if terms are broken.
  - Process of permanent dismissal will begin.
- VI. **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 to the student in the process of expulsion. All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools. (Diocesan School Policy 5115)
- 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).

## **DRUG AND ALCOHOL POLICY AND CURRICULUM**

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.

In providing students with the best education possible, we have the obligation to ensure an environment free from the dangers of drugs, alcohol, and tobacco. Because we recognize the need to address these issues, St. John the Baptist Catholic School has chosen to include in its handbook, the Drug & Alcohol policy adopted by the Diocese of La Crosse. Copies of this policy are available to all school families.

The curriculum of St. John the Baptist Catholic School encompasses a range of subject matter. While we may not have classes specifically titled “Health”, we include the teaching of healthy living in a variety of methods and subjects (Religion, Science, Social Studies). Some grades may have a separate Health class where the effects of alcohol and drug use are taught. The following is a composite of the drug and alcohol curriculum at St. John the Baptist Catholic School.

## **5 Year Old Kindergarten**

In Religion class, students learn their bodies are a gift from God. In group discussion the students will become aware of the fact there are healthy substances and unhealthy substances to choose from in the world. The students will be introduced to the terms “drugs” and “alcohol”. The students will learn alcohol is a drug. The students will learn about the negative consequences of drugs. The students will realize they make choices every day. The students will be introduced to simple decision making skills and will practice them in small groups.

## **Grade 1**

In Religion class, the students will learn about alcohol and other drugs – why they are bad and how they affect us. Students will learn how to stay safe, avoid strangers, and practice how to say “no” if and when they are offered drugs and alcohol. They will learn that using drugs is against the law and using them has certain consequences.

In Science class, the students will learn about the effects on your body, of using alcohol or drugs, now and as they grow. Students will be introduced to what drugs might look like through pictures and illustrations and how drugs are bad for you.

## **Grade 2**

In Religion class, a unit on personal health and safety is taught to the students. This unit covers drugs and alcohol – why these things are bad – and how to make good choices in regard to their use or non-use.

In Science class this subject is covered in the curriculum on the human body in how what we put into our bodies can make us feel good or bad and the ways drugs can hurt our minds and bodies.

## **Grade 3**

In Religion class, there are opportunities during some of the lessons to provide instruction and discussion regarding the nature and danger of drugs and alcohol and how the use and abuse of drugs and alcohol can have an effect on entire families.

In Science class, the non-nutritional aspect of drugs and alcohol is covered in the units of “The Senses” and “Choosing Food Wisely”.



## **Grade 4**

In Religion class, the emphasis is on The Ten Commandments. The discussion about using drugs and alcohol can be incorporated into almost every commandment the student learns.

In Science class, the subject of alcohol and drugs is covered in the human body unit. Students learn about the effects of drugs and alcohol on the physical body.

## **Grades 5 / 6**

The subject of drugs and alcohol is taught as a regular unit in Science or Health class. Students learn the names and various drug types, the difference between prescription and non-prescription drugs, and effects on both the mental and physical being. During the morality teachings of the Religion class, students discuss the reasons for drug use being illegal and the consequences for illegal possession or sale of drugs.

## **Grade 7 / 8**

Students from our school attend the DARE program at the public school and are given instruction regarding drugs and alcohol.

- Drug and alcohol awareness
- Charts on different types of drugs
- Comparing effects on users (physical and psychological)
- Videos on real life experiences of teens who have been in drug recovery programs and also those who have made the choice not to do drugs.
- Study of advertising and how advertisers attempt to get people to use their products.
- Students write essays explaining how they will use the D.A.R.E. decision-making process in their own lives.

## **ELECTRONIC DEVICES**

Devices such as cell phones, iPods, iPads, etc. should be left at home. St. John the Baptist Catholic School is not responsible for lost, stolen, or damaged devices.

Emergency contacts should be made by calling the School Office at 715-352-3000.

If a cell phone is needed for after school purposes, it should remain turned off and in the student's backpack. Students who abuse this policy will have the electronic device taken to the

office to be picked up at the end of the day. Further violation of this policy may result in parents picking up the device from school, suspension or loss of other privileges.

Parents may be responsible for bearing the cost of repairing or replacing any device that is lost, stolen, damaged or not returned to the school upon immediate request.

## **EMERGENCY INFORMATION FORMS**

An emergency information form is required for each child and is to be completed at the beginning of the school year. It is important for parents to inform the school if emergency information changes.

## **FIELD TRIPS**

Field trips are a privilege. St. John the Baptist Catholic School sets minimum academic, effort, and conduct expectations for participation in such trips. These expectations are so students complete the required assignments in a satisfactory manner and meet prior requirements set up by teachers\_and approved by the principal.

All field trips and outings must be approved by the principal. All students attending the field trip need to have the written consent of a parent/guardian. Events held within the Village of Edgar only require a signed Universal Permission Slip (found at the end of each Student Handbook). Events held outside of the Village of Edgar will have permission slips specific to their event generated by the school secretary. The permission slip will include basic trip information such as location, date(s), time(s), chaperone(s), and mode of transportation.

## **FIRE AND TORNADO DRILLS**

In accordance with state fire department regulations, fire drills are held monthly throughout the school year. Students are to move silently and quickly to directed exits. All persons within the building must evacuate. Fire drills are conducted every month. Tornado drills are held in the spring. Instructions are posted in individual classrooms.

## **FIRST EUCHARIST AND RECONCILIATION**

The second grade children at St. John the Baptist Catholic School study the Sacrament of Reconciliation and the Sacrament of Holy Eucharist. St. John the Baptist Catholic School assists parents and parishes in this preparation.

## **FUNDRAISING**

Tuition and a family's choice to purchase SCRIP covers only a part of the cost of educating a child at St. John the Baptist Catholic School. It is necessary to fundraise to offset the cost of education. Because parish fundraisers subsidize the school budget, parents are to support all parish fundraisers throughout the year. Besides supporting these fundraising events by purchasing and selling tickets, help is needed in running the events, clean-up, etc. Additional support through: Box Tops for Education, selling candy bars, and other programs as they become available is appreciated.

## **GRADUATION**

Eighth grade graduation date will be determined annually based on the Department of Public Instruction hours of instruction requirement and will be communicated in the annually published school year calendar. The graduation will be celebrated with an evening ceremony. Following the ceremony, a reception is held in the parish hall for graduates, families, and friends. Seventh grade parents/guardians are responsible for hosting the reception with assistance from the Home & School Association, which includes refreshments, set-up, and clean-up.

## **GUNS / WEAPONS**

For the protection and safety of all staff and students, guns or anything resembling a gun - even a toy one - are not allowed in school or the school premises. Consequently, no projects or assignments should be based on guns. No computer games should be played involving guns or excessive shooting. Similarly, other types of weapons or excessive violence should be avoided.

## **HEALTH AND MEDICATION**

It is expected of each student to attend school when in good health. Please consider the health of your child and others before sending your child to school with symptoms of cold or flu.

Parents should use their best judgment when sending their child back to school, so as to not spread the illness. Children with any of the following need to be out of school:

1. Oral temperature of 100 degrees or higher.
2. Nausea, vomiting, or diarrhea within the last 24 hours.
3. Unexplained skin rash or eruptions, especially with other physical complaints.
4. Constant cough, sore throat, nasal congestion/discharge, or red eyes with drainage present.
5. On antibiotics for less than a full 24 hours before returning to school.

If your child is taking antibiotics for an infectious disease, doctor approval for return to school is recommended.

Each family will be asked to screen their children for symptoms each day prior to sending them to school. Students who are sick must not attend school.

If your child has a temperature of 100.0 or higher, chills, cough, muscle or body aches, shortness of breath, headache, loss of taste/smell, sore throat, congestion/runny nose, nausea/vomiting, and/or diarrhea, they need to stay at home. HOWEVER, if your student has a diagnosed, pre existing condition causing those symptoms, then they would be okay to come to school. For example, a student with diagnosed asthma will likely have shortness of breath and cough at times, and a student with IBS may have diarrhea often.

Please let the school office or your child's teacher know if your child is having symptoms on any given day.

## **Medication**

Any medications, including over-the-counter types, are not dispensed at school without written permission from the parent. It is required for the medicine to be brought to the office in the original container with administration instructions attached. The parent must send an accompanying signed note with the medication to give permission for dispensing the medication.

If the possibility is foreseen for a child to need over-the-counter medication during the day (e.g. mild headache, new braces, minor stomach upset, scratchy throat, dry eyes), parents are to send the medication in an original container with a signed note giving written one-day dosage directions. This needs to be done as needed on a day-by-day basis.

## HOME AND SCHOOL ASSOCIATION (HSA)

St. John the Baptist Catholic School's HSA is a support group of parents, teachers, and other parishioners. All St. John the Baptist Catholic School parents, teachers, administration, and staff are welcome to attend any Home and School Committee meetings. It is expected of all parents to take an active part. Parents, who participate, help their children greatly. HSA sponsors several activities throughout the year. Fundraisers sponsored by HSA generate money used for extra school materials and improvements. Social activities are provided for family participation.

The Home and School Committee serves as "a booster club" as well as an advisory board for St. John the Baptist Catholic School. The committee will engage in various activities, which promote Catholic education in our community.

## HOT LUNCH PROGRAM

St. John the Baptist Catholic School provides a hot lunch program. A wholesome meal is provided at a reasonable price. Prices are set by the school. All families are strongly encouraged to fill out a Free / Reduced Price application. Parents can pay for their hot lunch by sending money with a student or pay via credit card on the school's website. Parents are encouraged to place cash /or check payments in a sealed envelope with the family's name on the outside.

Lunch prices for the 2023-2024 school year are as follows:

- \$2.75           Preschool - Grade 4
- \$3.10           Grade 5 - 8
- \$0.55           Morning Milk Break
- \$0.50           Glass of milk

**NOTE** - milk is included with a meal. Should a student bring a cold lunch and desire a class of milk, this is the price they will be charged for it.

- \$3.60           Adult Lunch

The classes eat on a rotating basis with 3K - Grades 4 beginning at 11:20 am and Grades 5 - 8 beginning at 12:00 pm.

Hand washing before and after lunch is required of all students and staff.

A monthly menu is provided via email to families and also posted on the website under the "Hot Lunch" section.

Students who bring cold lunch will be able to ask an adult to warm their lunch in the microwave.

## **Lunch Periods and Cafeteria Rules**

Teachers and other staff members will accompany the students to the cafeteria and assist them in whatever way is needed. These same people supervise the lunchroom activities. While mealtime is a social gathering, it is not a recess. The students are expected to maintain a respectful level of talking and to show good manners.

1. Students will say grace before leaving the classroom.
2. They will use the restroom and wash their hands before coming to the church basement.
3. Students walk over to the church hall and always enter the church building quietly.
4. Students will sit quietly until dismissed to go through the lunch line. No running or pushing.
5. Students should leave their outside jackets/hats etc. by the table.
6. Always be polite – “Yes, Please” or “No Thank You” are always appreciated.
7. Handle food and lunch items properly. Food and other items on the student’s tray are to be touched by that student alone. A microwave will be available for students who bring cold lunch. A staff member will assist the student to use.
8. In order to maintain a calm, pleasant atmosphere in the lunchroom, students are to visit quietly with those sitting next to them. They will have a chance to talk to all others during recess.
9. Students are to remain seated while in the lunchroom unless they are getting food or walking to the bathroom.
10. Only one girl and one boy from each grade can be in the bathroom at a time.
11. When students are dismissed from the table, they are expected to have cleaned off the table and chair. The chair should be put back in its original position.
12. Students will pray after eating.
13. Students are to wash their hands and use the bathroom if needed after eating accompanied by a staff member and then wait in line to be taken outdoors by teaching staff.
14. Students walk out of the lunchroom and up the stairs in a quiet, orderly manner.

**If students do not follow the lunchroom rules, they, and possibly their entire table, may be last to go outside for recess.**

## **Account Statements**

Automatic account notifications will be generated weekly from Sycamore to families with balances less than \$20.00 if an email address is available. If an email address is not available, a

paper statement will be sent home with the family's designated messenger. Families can always check their current balance by logging in to Sycamore, the school information software.

## **End of Year Balances**

At the end of the school year, all families will be mailed their balance with their fourth quarter report card(s). Any balance, whether positive or negative, will be carried forward to the next school year, unless the family will not be enrolled at St. John the Baptist Catholic School in the next school year. Balances carried forward will be handled in the following manner:

### **If the balance is POSITIVE ...**

- **and the family is enrolled for the next year ...** no action will be taken.
- **and the family is not enrolled for the next year ...** the family will be contacted regarding reimbursement. The family may choose to donate their balance to the Hot Lunch Program if they desire.
- **and the family is enrolled for the next year ...** the family will be contacted to encourage making payments so they can start the next year with \$0.00 or positive balance.
- **and the family is not enrolled for the next year ...** the family will be contacted to encourage making payments so the balance can be paid in full.

### **If the balance is NEGATIVE ...**

## **ILLNESS AT SCHOOL**

If a student becomes too ill to stay at school, the School Office will attempt to contact the parent(s) immediately. Until contact is made with a parent or designated emergency person, the student will be kept in school.

## **IMMUNIZATIONS**

By Wisconsin State Law (252.04), students at St. John the Baptist Catholic School are required to have the appropriate immunizations per their grade level: It is the parent's responsibility to make sure the most recent copy of their student's immunization records are on file. Parents may fill out an immunization exemption.

## **INCLEMENT WEATHER**

If the School District of Edgar closes due to inclement weather, St. John the Baptist Catholic School will also be closed. Closing announcements will be made on local radio and television stations as well as our Facebook page. Also, please watch your emails, as we do not have a robocall system. At times, school may be canceled at the last minute.

## **INTERNET POLICY**

St. John the Baptist Catholic School has developed a list of guidelines students must agree to follow before the privilege of internet and other technology access will be allowed. Please read the guidelines carefully with your child. All reasonable attempts have been made to put security and content filters in place to ensure the information your child accesses at school is appropriate. If you want your son/daughter to have access to these communications systems, please make sure to sign the Internet / technology use agreement provided by the teachers.

### **Acceptable Use Guidelines:**

Technology and Internet use in school is a privilege, not a right. St. John the Baptist Catholic School has the authority to revoke this privilege if it determines an individual is not using the system consistent with its guidelines. St. John the Baptist Catholic School provides access to electronic networked information resources to its students to advance education, consistent with the teaching, doctrine, morality and values of our Catholic faith.

Users of the system understand that:

1. Use of the internet at St. John the Baptist Catholic School is a privilege, not a right.
2. Use is consistent with St. John the Baptist Catholic School's policies and its purposes are acceptable.
3. Use of the internet or other technology for the purpose of transmitting or receiving illegal, illicit, or obscene materials, or other materials in conflict with our Christian mission is unacceptable.
4. Use of the internet or other technology for the purpose of violating copyright laws is unacceptable. 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. Use of the internet or other technology for the purpose of plagiarism is unacceptable.
6. Attempts to gain access to resources belonging to others is not acceptable. 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. Use of the internet or other technology to transmit information about the school or the school governed facilities is unacceptable. This includes, but is not limited to school personnel names and addresses.
8. St. John the Baptist Catholic School reserves the right to review any material sent or received via the internet or other technology for their appropriateness in light of legal, ethical, and Christian standards.
9. St. John the Baptist Catholic School students may not attempt to gain access to resources belonging to others.
10. St. John the Baptist Catholic School limits the use of the internet and other technology during school time to issues, matters, and uses that relate to school curriculum..
11. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.

## **LIBRARY USE**

### **School Library**

Students have access to our school library on a daily basis. Replacement costs will be assessed for lost and damaged books.

### **Marathon County Public Library**

Students are taken as a class to the Edgar Branch as determined by their teacher. Books may be checked out and are due per public library policy. Any fines are issued per public library policy. If a book is lost, the student must pay for the book, plus a five-dollar fee. Teachers will be responsible for returning public library books brought back to school by the deadline the teachers set. If the Public library book is not brought to school by the deadline, the student is responsible for its return.

## **LOCKERS (Middle School)**

School desks, lockers, and other spaces provided for the students are the property of the school. At no time does the school relinquish its exclusive control of these spaces provided for the student's use. School authorities, for any reason, may conduct periodic general inspections at any time, without notice, without student consent and without a search warrant.

## **LOST AND FOUND**

Articles found in and around the school will be put into the Lost and Found with the school office. Contents of this box will be displayed periodically. Items not claimed at the end of the school year will be given to charity.

## **MASS DAYS**

It is the expectation of all students to be dressed with higher standards on Mass days. Dress shoes and dress shirts instead of sneakers and t-shirts would be an example of higher standards. Leggings, yoga pants & tights must be paired with a long loose fitting tunic or dress which cover legs down to mid-thigh area. Tight fitting shirts are not permitted with leggings, yoga pants & tights. **ATHLETIC WEAR OR SWEATSHIRTS ARE NOT PERMITTED ON MASS DAYS.**

## **Non Catholic Student Participation (Diocesan School Policy 6225)**

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

## **MONEY**

Please do not send or allow your children to bring extra money to school. The exceptions are when there are programs or book orders that require money. When money is to be sent to school, it must be placed in an envelope which has the student's name, grade, amount enclosed, and purpose so it is applied to the item (field trip cost, tuition, registration fee, lunch account, etc.).

## **PERSONAL APPEARANCE**

Student's dress and personal appearance are primarily the responsibility of each individual student and parent. All clothing - tops and bottoms - must be clean, in good repair, and of proper fit.

There are many possible situations which would warrant having your child dress in a manner which does not meet these guidelines. At those times, we ask parents to use their best judgment in deciding what their child should wear to school.

In keeping with the guidelines established by the Diocese of La Crosse, St. John the Baptist Catholic School has issued the following interpretation and addendum to be followed in conjunction with Diocesan School Policy 5691 of the Diocese Regulation Manual for Schools.

### **Students May Wear**

- Polo Style shirts
  - Dress shirts
  - Blouses
  - Henley tees
  - Sweatshirts
  - Turtlenecks
  - Casual shirts
  - St. John the Baptist Spiritwear
  - Edgar Public School Spiritwear
  - Khakis, corduroy, Cargo Pants, denim
  - Dress slacks / dresses / skirts.
- day and students are asked to respectfully comply.
- Leggings (any style: athletic, Yoga pants, tights, jeggings or tight fitting sweatpants) are allowed **when** the buttocks/front are completely covered by a loose fitting top or dress.
- Nylon athletic pants are allowed.
- Hoodies are allowed.

Shirts designed to be tucked in should be tucked in. Teachers will monitor throughout the

Dresses, skirts, etc. are to be no more than 2-3 inches above the knee. Having to tug at the hemline when crouching/bending/etc. will be an indication that the length is inappropriate.

Shorts may be worn when the air temperature is 75 degrees or warmer. Shorts will be at least mid-thigh.

When the temperature is below 40 degrees Fahrenheit, students must wear a jacket outside for recess.

If there is snow on the ground, students must have the proper snow gear to go outside (boots, snow pants, hats, mittens).

Tennis shoes are needed for gym class.

### **Students May Not Wear**

- Clothing containing inappropriate messages or symbols contrary to Catholic moral values. This includes but is not limited to: drugs, alcohol, tobacco, sexually suggestive messages, songs or musical groups whose lyrics are considered inappropriate, and movies or TV shows considered inappropriate for young students to see.

- Any clothing which is excessively oversized (such as a popular style years ago that resulted in undergarments showing).
- Pajama bottoms, except on special fund-raising occasions or events.
- Any clothing with a hole/rip that results in an undergarment or skin showing.

(If a patch is needed for a hole, please consult the rectory or H & S to have the item repaired.)

- Any shirt which exposes the midriff during normal movement or does not cover the shoulder.
- Flip flops

**Mass Days** - A higher standard of dress is expected on all mass and special event days. Dress shoes and dress shirts instead of sneakers and t-shirts would be an example of higher standards. Leggings, yoga pants & tights must be paired with a long loose fitting tunic or dress which completely covers the buttocks/front. Tight fitting shirts are not permitted with leggings, yoga pants & tights. **ATHLETIC WEAR OR SWEATSHIRTS ARE NOT PERMITTED IN CHURCH ON MASS DAYS.** Students may quickly change into non-mass day attire after Mass. If too much time is wasted and this becomes a problem, we reserve the right to change this policy.

**Casual Days** - Casual days will be noted in the newsletter.

## **Dress Code Violations**

If a student is in violation of of the dress code three times in a single day or three times over a period of days at St John the Baptist Catholic School, the following procedures will be followed:

1. **First Violation** - a teacher will remind the student they need to remember to dress appropriately for school. If the student can add a sweater, sweatshirt or make a change they will be asked to do so. There will be school supplied t-shirts and sweatpants in the office for students to wear if necessary.
2. **Second Violation** - if the student is unable to make that change, refuses a school supplied clothing swap and/or continues to dress inappropriately throughout the day or returns to school on a subsequent day with a similar violation of the dress code.
  - a. a teacher will remind the student about the dress code
  - b. the principal will be notified
  - c. An email will be sent to the students' parents to let them know that the student was in violation of the dress code
3. **Third Violation** - if the student has not changed their dress, continues to refuse a school supplied clothing swap and/or continues to dress inappropriately throughout the day or returns to school on a subsequent day with a similar violation of the dress code:

- a. Parents will be notified via phone call of the violation and asked to bring in appropriate clothing for their student.
- b. The student may be sent home.
- c. The student may be given an after school detention.

## **PRAYER**

Prayer is a very important part of our day at St. John the Baptist Catholic School. The day begins with prayer in our classrooms. We pray before and after lunch and at the close of the school day. Special prayers are added to the day when appropriate. All students in Kindergarten - Grade 8 will have a list of prayers they should know in their particular grade. This prayer list will be sent home during the first two weeks of school. Parents are asked to assist their student in mastering these prayers and to encourage this daily rhythm of prayer in the home.

## **QUESTIONS AND CONCERNS**

If you have a question or concerns about something in the classroom please contact the teacher involved first. Most of the time this will resolve the situation. If not, the principal is to be contacted. Diocesan Administrative Recourse is the exclusive method for resolving disputes between employees, students, and their parents. The Diocesan regulation follows (Diocesan School Policy5901):

### STUDENTS: Administrative Recourse

Any grievances by or on behalf of the students shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and all employees, students and their parent(s) / guardian(s) are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 day of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by or on behalf of the student.

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

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

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 facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile: but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflict. The consultative body, e.g. the pastoral council, has responsibility 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.

8/01/89

Diocese of La Crosse

Revised 2/05/92

**NONDISCRIMINATION** Every Catholic school in the La Crosse respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. The Diocese of La Crosse has the obligation to publicize its nondiscrimination policies.

Diocesan School Policy 5101

## **PROOF OF GUARDIANSHIP (Diocesan School Policy 5302)**

In any situation where there is a custody agreement, the parent(s) are to provide the portion of the agreement stipulating custody and any other pertinent information. Parents are to notify the school immediately of any change in the agreement.

## **RECESS RULES**

Elementary students (PreKindergarten - Grade 4) have scheduled recess times. Middle School students (Grades 5 - 8) have a lunch recess. Students should dress appropriately for outside weather. If the weather is inclement, the principal, head teacher and/or other teachers will announce an appropriate plan for the students. Students without appropriate winter clothing may be asked to serve detention.

### **Indoor Recess**

During rainy or extreme cold weather, students will have recess indoors in the gym and the downstairs classroom off the gym. Games or other prearranged activities are allowed.

- a. If the weather is rainy the office will make the call for indoor recess at 9:35 am for morning recess or 11:15am for lunch recesses.
- b. If the temperature feels like below 0 degrees the recess will be indoors.

### **Outdoor Recess**

1. Students are to respect all playground supervisors at all times.
2. Students are to wash their hands before and after recess.
3. No child will be allowed to remain in the building, except for a serious reason. Fresh air and physical activity are important for a child's all-around development.
4. Parents are responsible for their child(ren) being dressed adequately for all types of weather.
  - a. Students are required to have jackets if the temperature is below 40 degrees.
  - b. All students are required to have either an extra pair of shoes or boots to wear when the playground is wet. Hats, mittens, scarves and snow pants are necessary for winter when snow is on the ground.
5. Students are to play in the designated playground areas for seasonal activities.
6. Students are expected to respect each other and be conscious of safety.
7. Rough playing will not be tolerated on the playground at any time.
8. Foul language, rude or discourteous language, and spitting are unacceptable at all times.
9. Students are not to pick up or throw snow, rocks, or other objects not intended for playground use.
10. Students are not allowed on the snow hill near the parking lot at any time.

## **SLEDDING RULES**

- Must have a clear path to go down hill on sled
- Must walk around sledding area to go back to top of the hill

- Must have snow boots and snow pants
- Must sit on your bottom--no down on belly with face forward
- No holding hands or “linking” with others while going down hill
- No building up snow to make a ‘jump’ → if jumps are made by community members school students will be asked not to use them

## **RELIGION PROGRAM**

The Catholic School Edition of “Faith and Life” textbook is established so teachers may fulfill their responsibilities:

To inspire young people with enthusiasm for living the Catholic Faith.

To present our Catholic faith accurately and completely.

To show young people how learning about and participating in their faith is the best preparation for living as a community of faith.

The “Faith and Life” program provides young people with:

A growing experience of reverence for the Scripture.

A faithful presentation of the church teachings.

A meaningful participation in the communal, sacramental and liturgical life of the church.

More prayer experience.

Mastering religious vocabulary.

An appreciation for the lives of Saints and of Catholics today who are trying to transform our world.

An opportunity to stimulate their religious imaginations.

A religious literacy that will support an enthusiasm for growing up Catholic in today’s world.

### **Liturgy**

Mass is every Wednesday at 8:00 am unless stated otherwise in the newsletter. Students will also attend First Friday Mass and Benediction.

Students celebrate Mass through an active participation of singing, listening, praying, reading, and worshipping. It is the expectation that all students participate fully in their liturgies.



Students are to enter and leave church quietly. High standards of respect are expected. Proper behavior in God's house is necessary on all occasions - whether it's a religious service or a non-religious activity.

The school celebrates the liturgical year in the context of parish and family life. Students in grades K through 8 participate at Mass once a week. All students experience leadership roles as lectors, candle bearers, gift presenters, musicians, etc.

Second grade students are prepared for the first reception of the Sacraments of Reconciliation and Eucharist. All students receive sacraments on a regular basis during the school year. It is important for parents to accompany their children in receiving these sacraments on Sundays in addition to the school schedule. The school lends support in faith development, but cannot take the place of parents as the primary faith teachers.

Parents will be kept informed of Mass and Sacrament schedules through the School newsletter.

## **SCHOOL EDUCATION COMMITTEE**

The Parish Education Committee is an advisory group that addresses educational needs at all levels, Catholic school, grade school CCD, high school CCD and adult education. The committee will meet four times per year. If you are interested in serving on the committee please contact the School Principal at 715-352-3000.

## **SCHOOL TELEPHONE**

The school telephone is a business phone. Students are not to be using it to make arrangements after school or calling parents to bring homework, band instruments, athletic clothing, etc. to school. Please give your children written messages so they know where they are to go after school. Please help them remember all their school things when they leave home in the morning.

## **SCHOOL TUITION GUIDELINES**

The commitment of St. John the Baptist Catholic School to you is to provide each child with the best academic education in an environment permeated by the Catholic faith. Each family contributes towards the cost of educating their child(ren). All information is strictly confidential. No child will be excluded from St. John the Baptist Catholic School. Contact the Office for current tuition rates.

St. John the Baptist Catholic School does offer tuition assistance for families. Student tuition assistance will be based on financial need.

## **SEXUAL HARASSMENT**

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

Provisions:

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact 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 offensive, sexually graphic materials which, is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes he or she is being sexually harassed shall report such information to the school Principal immediately. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school Principal after consultation with the diocesan director of Schools.
5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith.

## **SEXUAL MISCONDUCT PROCEDURES**

A Pastoral Letter to Christ's Faithful of the Diocese of La Crosse

The Most Reverend Raymond L. Burke Bishop of La Crosse

October 18, 1997

Feast of Saint Luke, Evangelist

**On the Promulgation of The Revised Sexual Misconduct Policy and Procedures For the Diocese of La Crosse**

To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

The Church is our second home. Each of our individual homes is meant to be a small Church which finds its spiritual birth and growth in the larger Church, our parish. Our participation in the life of the church is, therefore, our greatest treasure after the gift of life itself. It is sacred to us, for it unites our individual lives to God, the source of all life, and to one another, the family of God's children.

Those who serve us in the Church represent, in one way or another, our Lord Jesus Christ as he shares His divine life with us in the Church. Priests and deacons, consecrated persons and laity who serve us in the Church, also as volunteers, are therefore held to the highest standard of moral conduct. Any breach of moral conduct on their part carries an additional burden of responsibility, for it betrays the trust which the Church places in them.

Sexual misconduct, because it is a violation of a person in his or her intimate being, always inflicts a most severe wound on the victim. When the act of sexual misconduct is carried out in the context of the Church's work, the wound is even more severe, for it touches upon the victim's faith in God and in His love for us. For that reason the Church, together with society in general, has become increasingly aware of the nature and gravity of acts of sexual misconduct, and desires to address such acts committed by agents of the Church with all of the spiritual remedies at her disposal.

The revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse indicate the practical ways by which our Diocese will continue to address the situation of sexual misconduct by those who serve God's people in the name of the Church. First of all, they mandate ongoing education of all agents of the Church regarding proper conduct, especially in the delicate area of human sexuality. In the sad case of an act of sexual misconduct, they aim to do what is just for all involved: the victim, the perpetrator and the whole body of the Church. What is more, they aim to bring the love of God to those who suffer the terrible wound inflicted by acts of sexual misconduct.

I take the occasion of the promulgation of the revised Sexual Misconduct Policy and Procedures to invite all who suffered the severe wound inflicted by sexual misconduct on the part of an agent of the Church to seek the healing and reconciliation which our Lord Jesus Christ alone can provide. The holy Gospels attest to the healing power of our Lord Jesus Christ. I invite you to place your trust in the Lord and in the grace of healing which He continues to pour out for us in the Church.

Saint Luke, whose feast we celebrate today, tells us that our Lord Jesus sent forth the Twelve on their mission "to proclaim the reign of God and heal the afflicted." (Lk 9,2) Let us pray that the revised Sexual Misconduct Policy and

Procedures will be a fit instrument to assist in the healing of the terrible affliction of sexual misconduct. Let us invoke the intercession of the Blessed Virgin Mary, Mother of the Church, to bring health and healing to all the Church.

Invoking God's blessing upon you and your homes, I remain

Yours sincerely in Christ,

(Most Rev.) Raymond L. Burke

*Bishop of La Crosse*

## **Decree**

### **Promulgating the Revised Sexual Misconduct Policy and Procedures For the Diocese of La Crosse**

The Diocese of La Crosse has had, for a number of years, a policy and procedures to respond to allegations of sexual misconduct on the part of Diocesan employees and agents. In order that the policy and procedures might respond more fully and effectively to such allegations, in the light of up-to-date knowledge in the matter and the Church's experience, it has been necessary to undertake their revision. For this reason a committee was convened and, as a result of its work, this revision of the Sexual Misconduct Policy and Procedures for the Diocese of La Crosse has been formulated.

I hereby decree that the *Revised Sexual Misconduct Policy and Procedures for the Diocese of La Crosse* is to be published and to become effective today.

Given at La Crosse this eighteenth day of October in the year of Our Lord 1997, the Feast of Saint Luke, Evangelist.

(Most Rev.) Raymond L. Burke

*Bishop of La Crosse*

Sr. Marlene Weisenbeck, F.S.P.A.

*Chancellor*

## **Sexual Misconduct Policy**

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

## Sexual Misconduct Procedures

### PURPOSE

1. **To convey the message** by word and deed that sexual misconduct is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just, and pastoral response to all involved.
2. **To provide a prompt, compassionate and appropriate response** to reporters of sexual misconduct.
3. **To respect the canonical and civil rights** of the parties involved.
4. **To provide a confidential procedure to gather all relevant facts** which respects the privacy of the reporter and of the accused.
5. **To provide a mechanism**, when appropriate, to make available competent and supportive professionals to victims, perpetrators and the accused.
6. **To provide and develop a climate and opportunities** for remediation, reconciliation and forgiveness.
7. **To provide a process** which seeks to restore trust.

### PROCEDURE

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

Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, placed and recorded in the confidential records of the Diocese.

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

### **Sexual Misconduct Policy and Procedures**

#### **SCOPE**

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

### **REVISED CHILD SEXUAL ABUSE POLICY AND PROCEDURES OF THE DIOCESE OF LACROSSE**

A Pastoral Letter to Christ's Faithful of the Diocese of La Crosse

On the Promulgation of the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse to Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

For over a year now, the Church in our nation has been suffering a most severe crisis regarding child sexual abuse by her clergy. In the Diocese of La Crosse, the *Revised Sexual Misconduct Policy and Procedures*, which I promulgated on October 18, 1997, have been faithfully followed in dealing with any allegations of sexual misconduct on the part of any agent of the Diocese. They have been applied with special attention to the care and protection of children who may have been victims of sexual abuse.

In response to the present crisis, the United States Conference of Catholic Bishops, in June of 2002, promulgated the *Charter for the protection of Children and Young People* to assist Diocesan Bishops in responding more effectively to the grievous crime of sexual abuse of a child by a priest or deacon. At the same time, the Bishops approved the *Essential Norms of Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular Church law for our nations.

Once the Holy See had completed the review of the Charter and the *Essential Norms*, the United States Conference of Catholic Bishops approved the revised text of both documents at its meeting in November of 2002. On December 8, 2002, the Holy Father's Congregations for the Bishops reviewed the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular Church law for our nations.

Now that the revised *Charter* and the *Essential Norms* have been promulgated and published, I, once again with the help of a special committee, have prepared a revision of the policy and procedures which I promulgated on August 6, 2002. Today I am happy to promulgate and publish the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. Cases of child sexual abuse by other Church personnel will continue to be handled according to the *Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse*.

The special policy and procedures serve a number of important purposes. First of all, they convey clearly the message that sexual abuse of a child by a priest or deacon is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just and pastoral response to all involved.

The policy and procedures also provide a prompt, appropriate and compassionate response to reporters of sexual abuse of a child by a priest or deacon. At the same time, they respect the canonical and civil rights of all parties.

As is fitting in such cases, the policy and procedures provide the confidential means of gathering all relevant facts, which respect the privacy of the reporter and of the accused. They also offer, when appropriate, the means of making available competent and supportive professional resources to the accuser, the accused, the victim and the perpetrator.

Faithful to the Gospel and Church teaching, the policy and procedures foster and promote remediation, and forgiveness. They aim to restore trust among all in the Church.

Let us pray through the intercession of Saint Agatha, Virgin and Martyr, whose memory we celebrate today, that the implementation of this policy and these procedures will help to bring the healing of Christ to those who, as children, have suffered the deep and most injurious wound of sexual abuse of a priest or deacon. May the promulgation of the *Revised Child Sexual Abuse Policy and Procedures* be the occasion for all in the Church to make reparation for the

crimes of sexual abuse perpetrated against children to seek an ever greater holiness of life. Through our prayer and penance, may we all be instruments of healing and reconciliation for our brothers and sisters involved in acts of child sexual abuse.

Let us confide to the intercession of Our Lady of Guadalupe, Mother of America, and Saint Joseph the Workman, Patron of the Universal Church and of the Diocese of La Crosse, the just implementation of the *Revised Sexual Abuse Policy and Procedures* for the good of all in the Church.

I invoke God's blessing upon you and your homes.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) Raymond L. Burke

*Bishop of La Crosse*

Benedict T. Nguyen

*Chancellor*

## **DECREE**

### PROMULGATING THE REVISED CHILD SEXUAL ABUSE POLICY AND PROCEDURES OF THE DIOCESE OF LA CROSSE

The Diocese of La Crosse has been following the *Revised Sexual Misconduct Policy and Procedures*, promulgated on October 18, 1997, which may have applied also to cases of allegations of sexual abuse of children by a priest or deacon.

At its General Meeting in June of 2002, the United States Conference of Catholic Bishops approved the *Charter for the Protection of Children and Young People* and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*. The *Charter for the Protections of Children and Young People* required that the Diocese of La Crosse have specific policy and procedures to be followed in cases of child sexual abuse by priests and deacons, in order to address more effectively the grievous crime involved in such cases. In accord with the mandate of the *Charter*, I, with the assistance of a special committee, prepared and promulgated on August 6, 2002, the *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*.

At its General Meeting in November of 2002, the United States Conference of Catholic Bishops approved a revision of the *Charter* and the *Essential Norms*. On December 8, 2002, the Congregation for Bishops reviewed the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular law for the Church in the United States of America.



Both the revised *Charter of the Protection of Children and Young People* and the *Essential Norms of Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* required some revisions of the *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. Therefore, once again with the assistance of a special committee, I have prepared a revision of the special policy and procedures to be employed in the Diocese of La Crosse in cases of allegations of child sexual abuse by a priest or deacon. Allegations of child sexual abuse by other personnel of the Church will be handled according to the *Revised Misconduct Policy and Procedures of the Diocese of La Crosse*.

I hereby promulgate the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*, including the *Norms Governing the Diocese of La Crosse Child Sexual Abuse Review Board*, effective today.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) Raymond L. Burke  
*Bishop of La Crosse*

Benedict T. Nguyen  
*Chancellor*

Revised Child Sexual Abuse Policy and Procedures Of the Diocese of La Crosse

#### SCOPE

1. The Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse governs priests and deacons, while they are performing the work of the Diocese, with the permission of the Diocesan Bishop.
2. They are not intended to cover other moral transgressions or matters involving other violations of the Code of Canon Law.

#### DEFINITIONS

Child: A person under the age of 18 years.

Diocesan Priest or Deacon: A priest or deacon appointed to serve the Diocese of La Crosse by the Diocesan Bishop.

Sexual Abuse of a Child: Sexual molestation or sexual exploitation of a child and other behaviors by which an adult uses a child as an object of sexual gratification.

#### POLICY

1. Sexual abuse of a child is a crime and "an appalling sin in the eyes of God." (cf. *Address of Pope John Paul II to the Cardinals of the United States*, April 23, 2002)
2. Sexual abuse of a child by any Diocesan priest or deacon is contrary to Catholic faith and morals, is outside the scope of his duties and responsibilities, and is absolutely prohibited.
3. No child shall be subjected to sexual abuse by any Diocesan priest or deacon.

4. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual abuse of minors; all laws requiring the reporting of known or suspected instances of sexual abuse of minors; and all requirements, procedural and substantive, set forth in this policy.

## PROCEDURES

1. All allegations of sexual abuse of a child against a priest or deacon of the Diocese shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and the appropriate response to the allegations. The initial assessment will address issues of the possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter, acknowledging the allegations and providing the accuser/reporter a copy of the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. The accuser shall be advised of any civil or criminal law reporting requirements and shall be assisted in such reporting, if the accuser desires.
4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused a copy of the *Revised Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. If the accused is a cleric of another diocese, or a consecrated person of an institute of the consecrated life or society of apostolic life, the ecclesiastical superior or the accused shall be notified.  
The accused shall be informed of the nature of the accusation and of civil or criminal law reporting requirements, shall be advised to retain the counsel of both a civil/criminal lawyer and a canon lawyer before making any statements.
5. The Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
6. The canonical preliminary investigation shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (release); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accusers shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including written statements from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop, and ultimately to facilitate reconciliation and healing. All documents and all communications with the accused shall be confidential.
9. When appropriate the Diocesan Bishop may request a mutually-acceptable third-party assessment of the accused and/or accuser, including independent medical, psychological or other examinations at Diocesan expense, provided this does not interfere with the investigation by civil authorities. All documents and communications shall be confidential.
10. If the accusation is not admitted, the matter will be referred to the Diocese of La Crosse Child Sexual Abuse Review Board.
11. After the canonical preliminary investigation and the Diocese of La Crosse Sexual Abuse Review Board process have been followed, the Diocesan Bishop shall make a determination of whether or not the accusation is sufficiently confirmed.
12. If the accusation is not admitted or sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, and shall

be placed and recorded in the confidential records of the Diocese. Every step possible will be taken to restore the good names of the priest or deacon.

13. The following will apply if the accusation is either admitted or sufficiently confirmed by the Diocesan Bishop.
  - A. The Congregation of the Doctrine of the Faith shall be notified.
  - B. The perpetrator shall be permanently removed from the ministry. He will not be permitted to celebrate Mass publicly, to wear clerical garb or to present himself publicly as a priest or deacon.
  - C. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved, and to prevent child sexual abuse from being repeated.
  - D. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
  - E. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; what canon law and contractual agreements of the Diocese permit.
  - F. Confidential written records concerning any accusations of sexual abuse shall be maintained by the Diocese. All records of the canonical preliminary investigation and of the Diocese of La Crosse Child Sexual Abuse Review Board process are confidential.
14. In any case involving canonical penalties, the processes provided for in canon law must be observed.
15. When it is apparent that the accusation of sexual abuse has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

#### Norms Governing the Diocese of La Crosse Child Sexual Abuse and Review Board

##### 1. Composition and Appointment.

The Diocese of La Crosse Child Sexual Abuse Review Board shall consist of six persons appointed by the Diocesan Bishop and who serve at the pleasure of the Diocesan Bishop. All persons must be of outstanding integrity and good judgment. At least five of the persons must be in full communion with the Church.

##### 2. Qualifications.

No less than four (4) of the members shall be adult lay persons not in the employ of the Diocese of La Crosse, one of which, at least, shall have particular expertise in the treatment of the sexual abuse of children. In addition, one experienced and respected pastor of the Diocese Attorney shall also serve on the Board.

##### 3. Term.

The term for each Review Board member shall be five (5) years, which can be renewed.

##### 4. Purpose.

The purpose of the Diocese of La Crosse Child Sexual Abuse Review Board shall be:

- A. To assist the Diocesan Bishop, at his request, in assessing specific allegations of child sexual abuse by a priest or deacon, when the allegations have not been admitted;

- B. To review regularly of the Diocesan policy and procedures for dealing with child sexual abuse by a priest or deacon and to recommend to the Diocesan Bishop any modifications; and
- C. To render such other advice and counsel regarding child sexual abuse, when requested by the Diocesan Bishop.

#### 5. Confidentiality.

All matters submitted to and proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and the assignment of clergy. The process is therefore privileged under the First Amendment. The procedures may require the examination of documents and records which are privileged. They may require seeking and hearing legal advice which is privileged, and may require the review of privileged communications between priests, doctors, psychologists, social workers, and lawyers. By its very nature, the Diocese of La Crosse Child Sexual Abuse Review Board's proceedings involve matters of a highly personal nature, protected by the Wisconsin Privacy Law. Therefore, all of its communications, proceedings and records are confidential and may not be disclosed or made public.

#### 6. Norms Governing the Assessment of Allegations.

- A. Issue: "Is the allegation true?"
- B. Burden of proof: the accuser carries the burden of proof, consistent with concepts of fundamental fairness.
- C. Standard of proof: moral certitude which excludes every prudent doubt or every doubt founded on positive reasons.
- D. Representation
  - I. The accuser may be represented by a civil and/or canon lawyer at his or her own expense.
  - II. The accused may be represented by a civil and/or canon lawyer at his own expense.
  - III. When necessary, the Diocese will supply canonical counsel to a priest or deacon.
  - IV. The Diocese of La Crosse Child Sexual Abuse Review Board shall be represented by the Diocesan Attorney.

#### 7. Record.

There shall be no record made of the proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board.

#### 8. Rules of Evidence.

Adherence to the application of the strict rules of evidence shall not be required.

#### 9. Discovery.

There shall be no discovery by any party before the Diocese of La Crosse Child Sexual Abuse Review Board.

#### 10. Nature of the Proceeding.

Initially, the Diocese of La Crosse Child Sexual Abuse Review Board shall review the records submitted to it by the Diocesan Bishop. If testimonial proof is necessary, the Review Board shall secure sworn statements from witnesses. If the record review and written testimonial proof is insufficient to make a recommendation to the Diocesan Bishop, oral testimony may be obtained.

## **SUPPLIES AND TEXTBOOKS**

Each student is provided with a list of supplies before the school year begins. This allows for parents to purchase any necessary supplies during the back-to-school sales in the summer. Students are expected to bring the necessary supplies (including textbooks, workbook, and a notebook) to class. Borrowing supplies from others is not acceptable. Students and families are required to keep supplies replenished.

Assigned textbooks are the responsibility of the student. If a book is lost or damaged, the student will be assessed a fine to cover the cost of replacement. The students are expected to cover books and treat them with care so when books are returned at the end of the year, they are in good condition. If a student returns a textbook in poor condition, a fine will be issued. If a student fails to return a textbook, they will be fined the cost of the textbook.

## **TEACHER IN CHARGE**

All Diocesan Catholic Schools have a teacher in charge who is to function in the absence of the Principal. The Teacher in Charge for St. John the Baptist Catholic School is Brenda Werner.

## **VALUABLES**

Valuables should not be brought to school. St. John the Baptist Catholic School is not responsible for lost, missing, or stolen items.

## **VISITORS**

Parents are welcome to visit the classrooms. However, for scheduling purposes and safety concerns, we request you contact the classroom teacher and the school office ahead of time.

Parents are encouraged to speak to their child(ren)'s teacher(s) regarding their progress. Please call to set up an appointment for after class hours.

For the cohesiveness of the educational environment, visits need to be kept purposeful. Parent visits may not be an interruption to the educational goals of the classrooms.

**In accordance with the St. John the Baptist Catholic School's Safety Plan, all visitors MUST report to the Office prior to entering the classroom and again before exiting the building.**

## **VOLUNTEERS**

We welcome parent volunteers in our building. St John the Baptist School encourages families to become involved in their school community, lending their voluntary support to programs and events that positively impact the quality of education within our school community.

The following guidelines are for St John the Baptist Schools families who serve as volunteers at St John the Baptist School.

### **Volunteer Time**

Families are asked to volunteer at least a combination of 10 hours on any school event or fundraiser of their choice each year per family unit. Volunteer time at St John's School is mandatory for each family unit during the school year.

(Example; mom volunteers 3 hours of her time at the Halloween Trunk or Treat Event, dad volunteers a 4 hour shift at the hamburger stand, together they volunteer to help with set up, serving and take down at the Christmas Program for 3 hours = total 10 hours for the year).

### **Volunteer Guidelines - Events**

Volunteer time for events must be chosen in advance and when possible, families should sign up on a volunteer event request sent out in school communication to ensure there are enough volunteers for an event or fundraiser.

### **Volunteer Guidelines - In School**

If volunteering inside the school building or on field trips to make certain there is little disruption to the learning atmosphere; volunteers will be scheduled by the teachers and /or office staff.

If you have time and would like to put your volunteer time toward working in school as an accelerated reader aide, teacher aide, office aide, musician, or in any capacity within your abilities or interests, let the school office know.

Volunteers working with children need to fill out Diocesan paperwork before they are approved as a volunteer. This is done to comply with the Diocesan Safe Environment policy.

### **Volunteer Pay Out**

If a family does not have the time to volunteer and would like an alternative, they are able to pay \$100 to opt out of volunteer hours for the school year.

### **Volunteering for Choice Families**

St John's follows this policy as outlined by WPCP for Choice Families:

A school may ask that a Choice parent raise funds for or contribute volunteer time to the school. However, it cannot be required as a condition of admission. The school cannot punish a parent or student in the Choice program for failure to participate in fundraising activities or volunteer time.

## **WELLNESS POLICY**

St. John the Baptist Catholic School developed a Wellness Policy according to DPI requirements. The policy, "Healthy Choices," is on file in the Office. "Healthy Choices" promotes students making healthy choices-nutritionally and physically. With the Hot Lunch program, Phy Ed classes, Health Classes, classrooms, and families working together, students will learn to make healthy food choices, and incorporate physical activity into their lives for a lifetime. In accordance with the Wellness Policy "Healthy Choices," the following regulations will be instituted at St. John the Baptist Catholic School:

1. Afternoon brain break for PreKindergarten through Grade 4 students on non-PE days.
2. Sugary treats may be brought into the classroom on birthdays and half birthday celebrations only.
3. Other snacks brought into the classroom must be healthy including: crackers, fruit, vegetables, and cheese for example.
4. Classroom or school parties may occur on a limited basis with permission from the teacher. It is encouraged that these parties include healthy food choices as well.
5. No soda.



## **UNIVERSAL FIELD TRIP PERMISSION FORM**

(Destination is within the Village of Edgar)

**\*\* Please return to School Office \*\***

During the school year, your child will have the opportunity to participate in field trips within the Village of Edgar. Students will either walk or take a bus to and from their destination.

Destination examples include but are not limited to:

- Edgar Elementary, Middle, or High School for guest speakers, sports meetings, etc.
- the Edgar Branch of the Marathon County Public Library,
- the Edgar Fire Department,
- activities at Edgar Lanes (bowling) and/or Oak Street Park,
- Walk for Virtues, etc.

Rather than requesting a permission slip for local events like these, we ask you to fill out this one-time universal permission form for the school year to keep on file in the school office. Parents will be informed in advance of these events so they are aware of them. The school office will still send out permission forms for trips when students go to a destination outside of the Village of Edgar.

If you do not wish for your child to participate in a particular trip, please notify the school office in writing prior to the occurrence of the trip.

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### **Student's First and Last Name**

The above-named student has my permission to accompany his/her class on planned field trips during regular school hours as described above. I understand I will be notified in advance concerning all field trips.

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**Parent / Guardian Signature**

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**Date**



# HANDBOOK SIGNATURE PAGE

**\*\* Please return to School Office \*\***

My child(ren) and I have discussed the handbook for St. John the Baptist Catholic School. We understand these guidelines are necessary for the development of Christian morals and values and for an atmosphere that allows learning to take place at all levels. We will work together, abiding by the provisions of the handbook, to make St. John the Baptist Catholic School a safe, sound environment, where Christian education is not only learned, but it is lived.

Parent(s) Signature(s)

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Student(s) Signature(s)

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\*\*\*For parents with students in Kindergarten through 8th grade\*\*\*

In addition I acknowledge I have reviewed "*Sexual Misconduct for the Diocese of Lacrosse*" and "*Child Sexual Abuse Policy and Procedures for the Diocese of La Crosse*" found within this handbook.

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Parent Signature

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Date