

# ST. ADALBERT SCHOOL

## Family Handbook 2023-2024



## SCHOOL PHILOSOPHY

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

### MISSION STATEMENT

**St. Adalbert Catholic School gives students the foundation of a virtuous life, shepherding them along the Catholic pathway to God while offering an education deeply rooted in the Holy Eucharist and a strong classical curriculum.**

#### **WE BELIEVE THAT EACH CHILD IS UNIQUELY:**

- † a responsive person with individual abilities, experiences and needs;
- † growing and learning through interaction with others; and
- † influenced by home, community, and society.

#### **WE BELIEVE THAT EACH CHILD IS CALLED:**

- † to grow physically, spiritually, emotionally and intellectually.
- † to be nurtured academically and spiritually through close cooperation between home and school.

#### **THEREFORE, ST. ADALBERT SCHOOL WISHES TO DEVELOP WITHIN EACH STUDENT:**

- † a level of excellence in the basic skills according to his/her capacities.
- † a love for learning and a desire to develop his/her talents.
- † a sense of discipline, respect, cooperation, and trust toward self, teachers, friends, and parents.
- † a faith life that is receptive, active, responsive, and rooted in true Christian values; and
- † a love for God which will be strong and enduring.

## **ABSENCE AND TARDINESS**

If a student is to be absent, the parent or guardian is to notify the school office (via phone 715-677- 4517 / or email: [parish@rosholtcatholic.org](mailto:parish@rosholtcatholic.org)) of the absence by 8:00 a.m. or send a note with another child. **The word of another child is not sufficient; there must be a note, a phone call or an email. Sending a text to teachers' personal phones is not a legally acceptable form of communication!!!** Teachers are not required to check their phones during the school day! In the event there is no notification, the school will attempt to call the parent or guardian. If a child has been absent for 5 consecutive school days, a release slip from the doctor is to be presented to the teacher upon return to school.

Upon returning to school, the student must bring a written excuse from the parent or guardian, even though a phone call to the school office has been made. This excuse is to be given to the teacher immediately upon returning. These excuses are kept on file in the office.

Students are tardy if they are not in their classrooms by **8:05 a.m.** The exception to this would be if the bus they are riding were late. Unexcused or excessive tardiness can result in disciplinary action.

If a child is to be dismissed early for any reason, the reason must be conveyed, either by sending a note to school or personally contacting the school on the phone. **The child must be signed out at the office by the parent/guardian or caregiver authorized by them before the child is released.**

No child will be allowed to be signed out of school by anyone who has not been approved for this by the parent/guardian. The parent/guardian is to supply a list of names of those that can sign their child out of school at the start of the school year and keep this list current or send a signed note with the child.

Daily attendance at St. Adalbert School is a very important part of academic learning, social acceptance, and self-esteem. When a student is absent it may be difficult to adjust back to an educational setting and program.

As per Wisconsin Statute section 118.15 (3) (c), a parent or guardian may excuse a child from school attendance for not more than 10 school days in a school year. Such absences include, but are not limited to injury/illness, medical/dental appointments, family vacations, college visits, etc. The parent/guardian is to provide the school with a written (or verbal) excuse for each absence including the date of the absence, the number of days absent, and the reason for the absence before the absence is to take place if possible. In order to accommodate unexpected absences, parents are asked to provide the school with a written (or verbal) excuse no later than 8:00 A.M. on the day the absence occurs. If a student is absent for 5 consecutive school days, a doctor's written excuse must accompany the student. A doctor's excuse is also needed when a student has been absent for more than the 10 days allowed by law.

A student is considered truant from school if he/she is absent from school for part or all of one or more school days during which the school has not been notified of the cause of such absence by the parent/guardian and/or the absence is in excess of the 10 days allowed by law and is not a school approved absence.

A student is considered a habitual truant if he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. The parent/guardian of a student who is at risk of being a habitual truant shall be notified by certified or registered mail. Legal proceedings may be brought against a student for habitual truancy or against the parent/guardian for failure to cause the student to attend school regularly.

**ABSENCES-EXTENDED**

In the case of an extended absence, the school is to receive a written notice--normally one week prior to the time the child will be out of school. The school takes no responsibility for the students falling behind in their work because of a family vacation taken during the school year. **Teachers are under no obligation to give out work ahead of time for such vacations.** Teachers, however, are to give students returning from such vacations a reasonable amount of time to complete missed work.

**ADMINISTRATIVE RECOURSE DSP 5901**

Any grievance 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 30 days of the occurrence giving rise to the dispute, the first step of Diocesan Administrative Recourse is commenced by or on behalf of the student.

**ADMINISTRATIVE RECOURSE DSR 5901**

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

1. Teacher or other school employee
2. Principal
3. Pastor
4. Dean
5. 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 30 days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

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

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

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

If the grievance is against the diocesan bishop, the legislation in the Code of Canon Law is to be followed. (cf. Can. 1732-1739)

It should be kept in mind that the code of Canon Law requires a special procedure to be followed by the diocesan bishop in the case of the removal of a pastor (cf. Can. 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Can. 1749-1752)

### **PENALTY STATUS DURING ADMINISTRATIVE RECOURSE PROCEDURE DSP 1392**

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

### **AGE REQUIREMENT**

Students entering kindergarten must be 5 years of age on or before September 1 of the year they are entering school. For the 4-year-old kindergarten, the child must be 4 years of age on or before September 1 of the year they are entering school. For children entering school for the first time, kindergarten or first grade, verification of age is necessary. (Baptismal certificate or birth certificate)

### **BUS TRANSPORTATION**

Students participating in busing through the Rosholt public school district are expected to follow the district busing rules and regulations. St. Adalbert School will cooperate with the school district in disciplining students who violate the established rules.

The parent/guardian is to notify the school in writing if their child(ren) is/are not to ride the bus. If notice is not received, the students will be put on the bus.

Children visiting St. Adalbert School may not ride the Rosholt bus. School district safety policy warrants this action. This applies to students in school of another district.

**CATHOLIC SCHOOLS WEEK**

Catholic Schools Week is an annual event held around the end of January. The staff of St. Adalbert Catholic School and/or the Home and School Association will plan appropriate activities for students and parents to celebrate this week. The primary purpose of National Catholic Schools Week is to promote Catholic schools to the wider community.

**CHANGE OF ADDRESS, PHONE, ETC.**

Parent(s) or guardian(s) are to notify the school immediately when there is a change of address, phone number, or any other change in parent or guardianship. *This includes notifying the school about changes in the parents' work phone number.*

**CLOSING OF SCHOOL (EMERGENCY, SNOW, ICE, ETC)**

The closing of school due to weather conditions will be determined by the Rosholt public school district. If the Rosholt public school district is closed due to weather, then St. Adalbert will also be closed. Closure will be announced over local radio/television. *If St. Adalbert School decides not to close the school despite Rosholt public school district closing, St. Adalbert School will notify parents the evening before so that parents can arrange for transportation to and from school for their children. The decision will be made at the discretion of the principal.* If St. Adalbert School must close due to a breakdown of facilities, parents will be notified by means of an email or a personal call.

**CONFERENCES DSP 5205**

As a personal means of informing parents as to the development of their children, schools are to schedule conferences on a regular basis. Normally, the children should have the opportunity to be at these conferences. Conferences are to be scheduled at least twice a year, once during or shortly after the first quarter and once during or shortly after the third quarter.

**CONFERENCES**

Conferences concerning students are scheduled for all students at the end of the first quarter. Other conferences are scheduled throughout the year when requested by the parent/guardian and teacher. The principal may schedule additional parent-teacher conference days at the end of the second or during the third quarters.

The school sees value in the child attending the conference along with the parent/guardian and teacher. The reasons for this are as follows:

1. All parties are present, thus decreasing the possibility of the student “playing” one against the other.
2. It shows that the parent and the teacher are working together for the benefit of the student.
3. It is a matter of justice that we communicate openly and freely with students.

Within such a conference, however, it is not necessary to discuss all things in front of the student. Thus, the student can be asked to leave during such a conference.

**CATHOLIC FAITH AND MORAL STANDARDS DSP 5112**

As a condition of initial and continued enrollment as a student is 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.

**CATHOLIC IDENTITY**

The practice of the faith provides students with the opportunity to live what they have learned.

**LITURGY:** Students attend liturgy twice each week, Wednesdays, and Fridays, and on all Holy Days of Obligation that fall on school days beginning at 8:15am. Parents are welcome and encouraged to attend liturgy with us. Students are expected to participate in the liturgy by responding to prayers and singing the songs. Students are expected to demonstrate proper behavior and reverence for the liturgy.

**ROSARY:** Students gather at various times to pray the rosary together. Students are expected to participate in the praying of the rosary and demonstrate proper behavior and reverence.

**EXPOSITION, ADORATION, and BENEDICTION:** A time of adoration of the Blessed Sacrament is provided every Wednesday and First Friday after Mass. Students are expected to participate with proper behavior and reverence. Father will close with a benediction.

**SACRAMENT OF RECONCILIATION:** Students in grades three through eight will receive the Sacrament of Reconciliation once each month after Friday liturgy.

**STATIONS OF THE CROSS:** Each week during Lent, students will participate in the Stations of the Cross.

**RELIGION CLASSES:** Students will have Religion classes daily or an equivalent to daily. Materials approved as teaching documents of the Catholic Church will be used to teach Sacred Scripture and Sacred Tradition in the truths of the Catholic Faith. The teachings of the Catholic Faith will be reinforced throughout the curriculum. Only practicing Catholics are permitted to teach the Religion class as St. Adalbert Catholic School.

**SPECIAL LITURGIES, DEVOTIONS, and EVENTS:** Special liturgies and liturgical events as well as devotional prayer will be provided for students throughout the school year. These events reflect sacred scripture and sacred tradition.

**SAINTS:** Students will be exposed to the lives of well-known and not so well-known saints on a regular basis.

**CORRESPONDENCE**

A calendar of school events is located on our website at [www.rosholtcatholic.org](http://www.rosholtcatholic.org). This calendar has important dates, activities and other pertinent information. Please check it out as often as possible. You may print the calendar for your convenience.

**CUSTODY AGREEMENT**

If there is a custody situation in a family, parents must have on file, at St. Adalbert School, a copy of the portion of the legal custody agreement that specifically indicates custody of the child(ren). Technically, students are not officially registered at St. Adalbert School without this.

**DAILY SCHEDULE**

School Office and Doors Open	7:30 A.M.
Classes Begin	8:00 A.M.
Student School Masses- Wed. & Fri.	8:15 A.M.
Lunch/Recess	11:30 A.M.
Classes Resume	12:30 P.M.
*Student Dismissal	3:00 P.M.

\*The students are dismissed at 3:00 pm and are expected to ride the bus, have a ride waiting, or walk home. **If you are picking up your child(ren), it is expected that you would be here no later than 3:10 p.m.** Teachers have work to do after school: they may be assisting students who have made arrangements for help, they may have a meeting scheduled, they need to be planning lessons or correcting assignments/tests, or they may just need to be straightening up their classrooms. For liability reasons, we must supervise all children on school grounds until picked up. Please do not take advantage of the teachers and staff by leaving your children after school to be cared for. **St. Adalbert School does not provide aftercare and expects students to be picked up on time.**

**DAMAGE TO SCHOOL PROPERTY AND MATERIALS**

The parent/guardian is responsible for all damage to school property or materials by their child(ren). This includes, but is not limited to paying for:

1. Damage done to books: **consumables and / or non-consumables.**
2. Replacement of damaged or lost books and materials.
3. Replacement of destruction to the school building or playground equipment.

**DISCIPLINE**

Student behavior is a direct reflection on Saint Adalbert School, its faculty and students. Therefore, students will be judged by their conduct during school and at school-related functions both on and off campus. Saint Adalbert School expects its students to behave in a Christian manner at all times. The moral obligation of training children rests first with the parents. It is vital that the school and parents support each other and work together to resolve any issues that may arise.

The following policies will be observed at Saint Adalbert School:

1. Students are to always conduct themselves in a manner appropriate for a Christian environment.
2. Students will treat each other, school employees, and visitors with respect and consideration.
3. Students will be made aware of and will be expected to follow classroom rules.

Discipline is fundamental in education. Complete education implies that a child acts in conformity with regulations imposed by parents, teachers, and others in authority. The ultimate goal of all discipline is self-discipline and growth toward Christian maturity. Self-discipline and Christian modes of behavior are expected of all Saint Adalbert School students.



It is extremely important that a student be thoroughly convinced that his/her parents stand behind the school and its policies and that they expect their children to act accordingly. With such an understanding, students will perceive that home and school serve them by working together to solve conflicts or misunderstandings that may arise and by supporting one another in all things.

The following rules and procedures are to be observed in Saint Adalbert School:

1. The prescribed dress code is to be worn by all students.
2. The telephone may be used only with permission of the staff.
3. Students may not have beepers, cellular phones, smart watches, walkie-talkie or iPods on school grounds at any time while school is in session – that includes bathrooms. In addition, Game Boys, electronic games, trading cards, etc., are prohibited. If used during school, these items will be confiscated.

A student accused of a serious wrong may be placed on a home-study program pending the outcome of adjudication or investigation.

The school reserves the right to search backpacks and desks.

If a parent wishes to discuss disciplinary matters with a teacher, they are to make an appointment outside of the school hours.

Because it is impossible to foresee all problems that arise, this clause empowers the principal to address and to take appropriate action for any situation that violates the spirit and philosophy of Saint Adalbert School, even though not specified. Therefore, exceptions and/or additions to the above policies may be made at the discretion of the principal.

St. Adalbert Catholic School places a high value on respect, self-discipline and good behavior. Therefore, St. Adalbert has established the following guidelines in regard to discipline:

#### THE FOLLOWING BEHAVIORS ARE UNACCEPTABLE:

##### I. Verbal Abuse

- A. Verbal disruption in the classroom
- B. Verbal disrespect for teachers and students
  1. Talking back.
  2. Name-calling.
  3. Rude/discourteous language
- C. Foul language

##### II. Bodily Contact

- A. Pushing, shoving another person.
- B. Male/female body contact.
- C. Tripping, pinching, and kicking.
- D. Fighting.

## III. Disrespect of Property

- A. Removing hats, scarves, or other items belonging to another.
- B. Stealing or destroying:
  - 1. School supplies.
  - 2. Lunch items.
- C. Vandalism.

## IV. Disobeying established classroom, school or bus rules.

## V. There will be zero tolerance for using expressions or conversations of guns, killing, drugs or alcohol.

Consequences as appropriate for correcting the student's inappropriate behavior:  
(These options (not steps!) may be used at the discretion of the Teacher / Principal)

- Option 1. Teacher correction, which may involve verbal correction or assigned tasks appropriate to the age and maturity of the student.
- Option 2. An "Inappropriate Behavior Report" will be sent home with a call to the parents.
- Option 3. Detention - staying at school for an hour after school
- Option 4. Conference with teacher/parent/child.
- Option 5. Conference with teacher/parent/child/administrator.
- Option 6. Suspension (In school or Out of school):
  - In school* means under supervision but isolated from other students and school activities.
  - Temporary *Out of School* removal, which must include a written notice to parents stating the reasons and effective date(s), not to exceed three consecutive days - this goes on the student's disciplinary record)

Final Disciplinary Action:

Dismissal or permanent expulsion from school. This will be done with notification and consultation with diocesan superintendent of schools who will approve or deny the dismissal.

**If a dismissal is approved, the parent will be given the opportunity to voluntarily withdraw the child from school.**

## **Modified Dress Code for St. Adalbert School**

We, at St. Adalbert School, believe that students' attire should exceed the diocesan minimum standards. The principal or the teacher-in-charge will have the final say regarding interpretation of the dress code. Special dress days may be allowed with the approval of the principal.

### **Acceptable Student Attire at St. Adalbert School**

1. No T-shirts or undershirts are permitted as primary wear during the school day. Polo shirts and button-down shirts/blouses are encouraged (white or colored and any logo – to be single manufacturer's Trademark/Emblem/Logos with manufacturer's name only (no other words) that are not larger than 3x3"). T-shirts may be worn under a collared shirt. Collared shirts are highly recommended, however; other professional looking styles are allowed. (St. Adalbert polo shirts and T-shirts are always an acceptable option, EXCEPT on Mass Days: No St. Adalbert T-shirt, ONLY polo shirt!)

2. Shirts/Sweaters/ Sweatshirts including turtlenecks, polos: No hoodies. No tank tops, off the shoulder or spaghetti straps may be worn, unless it is used as layering (modest and appropriate fit). Necklines may not be more than four (4) horizontal finger widths below the collarbone (no cleavage should show in any position). Shirts and blouses must always cover the midriff. Sweatshirts/fleece zip-ups MUST follow Logo guidelines listed above. No sweatshirts on Mass Days. St. Adalbert sweatshirts/ hoodies may also be worn in place of a sweater. Hoods must remain down during the school day.

Shirts that can be buttoned are to be buttoned appropriately. In most cases this would mean up to the second to the top button on a normal shirt or blouse. Shirts or blouses must cover the midriff during all movement and activity. Undershirts are not allowed as outerwear. Students are encouraged to wear St. Adalbert School branded attire.

3. No outerwear is to be worn within the school building during the regular school day without special permission of the administration or teacher. This includes, but is not limited to jackets, windbreakers, ponchos, etc.

4. Hairstyles must be clean, cut to a reasonable length and of a reasonably natural color. Boys are not permitted to wear earrings, ponytails, or braids. Even length hair cut for boys where length does not exceed collar.

5. Shirts that are made to be tucked in, must be tucked in (scalloped).

6. Shorts / short-sleeved shirts / sandals are seasonal wear and are to be worn, if allowed at all, only when the administration determines the weather warrants it, which is generally between May 1 and October 1. When shorts are worn, they must be dress shorts (no jeans/athletic/bike shorts) and comply with all other aspects of the dress code and be within approximately 3 inches above the knee cap. Capris are an acceptable option. Sleeveless shirts that have a minimum of 3" width straps are allowed for female students only. Sandals must have backstrap.

7. Skirts need to come to at least 3 inches above the knee cap. No shorter skirts are acceptable.

8. Acceptable Pants: Corduroy, Khaki, Dress pants or plaids.

The following types of pants/slacks are not permitted: oversized or ill-fitting pants, sweatpants, athletic wear, leisure wear, blue denim jeans, cargo pants, pajama bottoms, yoga pants, or any similar wear. Pants must be in good condition and not to have holes, patches, or to be frayed. Leggings are allowed only if worn with a dress or a skirt. No tunics (or shirts/sweatshirts etc.) with leggings – see additional guidelines. Colored jeans with no contrasting stitching are allowed.

9. Shoes must be worn during the school day. Shoes must have closed heel and closed toes – due to safety hazard. Any type of footwear that is considered beachwear or similar is not permitted. Shoes that have laces are to be tied. Snow boots are not to be worn in the classroom during the day.
10. Any accessory that draws undue attention to a student is not permitted. This includes but is not limited to makeup, hairstyles, long looping chains, all unreasonable body jewelry, including that worn in, but not limited to the tongue, nose, lips, eyebrows, excessive piercing in the ears, etc. Boys may not wear earrings.
11. No tattoos are allowed.
12. Hats, caps, bandannas, or other types of headwear are not to be worn in the school building during the regular school day.
13. Casual Days (nowadays called “Jean Day”): Acceptable shirts are tee-shirts, jerseys, sweatshirts, etc. No sleeveless shirts or tank tops are allowed unless worn with a sleeved shirt or sweater. Acceptable bottoms are jeans, cargo pants, sweatpants, athletic shorts, etc. No spandex pants, bike shorts, leggings, pajama bottoms or yogapants may be worn on casual days. No holes, extreme, extravagant, sloppy, or immodest clothing is allowed. All clothing must be appropriate to a Catholic school setting.
14. Generally speaking, all clothing must be clean, in good repair, and reflect Catholic faith and morals.

#### **Additional guidelines:**

No rips on any clothing items!

All clothing must be clean, in good repair, and reflect Catholic faith and morals. No logos can exceed 3” in any direction but can always be smaller.

Any colors are acceptable (polka dots/stripes/flowered pattern etc.) but NO words/images/characters etc. or logos (see exact details about logos).

EXACTLY because it is so difficult to identify and differentiate between a T-shirt and a tunic, no tunics/long T-shirts/hoodies/sweatshirts etc. are allowed with leggings!

Undergarments should be covered and not to be seen through the clothing. The belly and lower backs should remain covered even when an arm is raised.

Acceptable attire for gym class is held at the discretion of the gym teacher. Changing for gym class is an option for grades 5th through 8th grades.

School administrators have final authority to decide if clothing complies with the rules.

If there is a question about clothing to be worn, please have the student **Bring it, Not wear it** to school so the teacher or the faculty can check whether it follows our dress code policies.

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by any means other than ingestion. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian.

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

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

**DRUG/MEDICATION POLICY FOR ST. ADALBERT**

The administration of medication is not normally a function of education. However, some students may require prescription medication during the school day. Only in cases where failure to take prescribed medication would jeopardize the student's health and/or education will school officials administer medication. At St. Adalbert, each teacher, with the knowledge of the principal, can administer and record the dispensing of medication. The teacher and principal must be made aware of all prescribed and non-prescription medicine that enters the school building.

**Prescription Medication**

If a child is on medication and the parent/guardian wishes to come to school to both bring and administer the medication, they may do so. If, however, they wish school personnel to administer medication, the following rules must be followed. The school will provide a safe storage for the prescribed medicines and will keep a basic record in any drug administered.

1. Medication will be delivered by the parent/guardian to school in a container appropriately labeled by the pharmacist or doctor.
2. Written orders will be received from the physician, dentist, etc.
3. Written permission will be received from the parent/guardian.
4. Notification will be sent to school when the medication is to be discontinued.

**Non-Prescription Medication**

Any NON-PRESCRIPTION drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the written instructions and consent of the pupil's parent or guardian. If the parent or guardian wishes for the child to non-prescription medicine, the school must be notified by completing the appropriate form, and the medication must be provided by home. The child will not be allowed to have any medication (prescription or non-prescription) on school property without permission.

**DRUGS AND ALCOHOL DSP 5508**

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

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

**DRUGS AND ALCOHOL (ST. ADALBERT SCHOOL)**

The administration and staff of St. Adalbert School will support the policy of the Diocese of La Crosse regarding the presence and abuse of drugs and alcohol in and around the school. St. Adalbert School will annually educate students and parents on drug/alcohol abuse. Those annual educational activities may include audio/visual presentations, speakers or classroom guidance activities.

**EXPULSION (DISMISSAL) DSR 5115**

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

**FIELD TRIPS DSR 6325**

Class visits to places of educational significance give enrichment to the lessons of the classrooms. To ensure desired outcome of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. No student may participate unless a signed parental permission slip is on file. Field trips are a privilege.

**FIELD TRIPS (ST. ADALBERT SCHOOL)**

All field trips must be approved by the principal. The written consent of parents must be obtained for every child participating. The consent form should include place of trip, time, chaperones, and mode of transportation.

Volunteers and chaperones who wish to drive or ride on the bus are welcomed. All students must ride in the school rented bus and may not travel with parents in separate vehicles. Children who are not enrolled at school may not accompany chaperones. If a Parent wishes to bring a not enrolled sibling, they must drive their own vehicle. Each four-year-old pre-kindergartner must be accompanied by one parent or designated adult on all school field trips. There is no accident coverage in force for the school or the Diocese of La Crosse. Each family must cover medical payments incurred at school or on a field trip with family insurance.

**FINANCIAL SUPPORT**

Parents are expected to support St. Adalbert School through tuition payable according to the method indicated on the registration form as well as working various fundraisers sponsored by the Home and School Association.

**FUNDRAISERS**

Participating in school fundraisers and in the Scrip Program are other ways of supporting the school. Our fundraising events depend on willing chairpersons and the cooperation of each family--proceeds fund a variety of school needs. Our Scrip cards can be purchased at church over the weekend or any day at school or ordered online. A percentage of each Scrip card comes back to the school. Each parent is expected to take an assigned turn in selling before and after weekend Masses.

Fundraising is a vital part of our existence at St. Adalbert. Because of our small size, it is not possible to be successful if families pick and choose which fund-raisers, they like best. Instead, it is necessary that every family participate in each fund-raiser decided on by the Home & School Association. Each family must in some way contribute, whether it is at BINGO, raffles, bake sales or the pancake breakfast.

### **GRADE SCHOOL DANCES AND PARTIES**

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

### **HEALTH CARE**

Every student has the right to go to school healthy, eager and in good spirits so that he/she will have a successful school day. Above all, each is to be exposed to good health habits and encouraged to practice them. Sufficient sleep, well-balanced meals and good personal habits are important.

Many illnesses, including colds are communicable. Children are to be kept home at the start of an illness. Likewise, pupils with temperatures of 100 degrees or more, vomiting and/or diarrhea will be sent home to parent/guardian or designated caregiver after notification. The child is to remain home for 24 hours after the event has ended. The school will notify the parent/guardian in the case of any head injury a child might receive while at school. The parent/guardian will be advised to remove the child from the school for medical examination and/or observation.

**It is imperative that contact information be kept current for each child.** Should the school have a need to call 911 and request ambulance service for a child, the cost is the responsibility of the family.

### **HOMEWORK**

Homework is an extension of the structured class period and is not to be used as busywork. It is to be used for students who need extra help or for work that was unable to be accomplished during regular school hours. The following are guidelines for teachers to be used in administration of homework:

1. Normally homework is not to be given over scheduled school vacation days, unless as a long-term assignment.
2. For the average child, the amount of total time spent on homework is not to exceed:
 

Primary (4K-2)	5-20 minutes + daily reading time
Intermediate (3-6)	30-60 minutes + daily reading time
Upper (7-8)	70-80 minutes + daily reading time
3. The above time allotments do not include long-term assignments.
4. Generally, homework is not to be assigned for weekends.
5. When pupils are absent from school, they are to be given a reasonable amount of time to make up the missing work.
6. When possible, teachers are to give students a chance to begin homework in class.

### **INSURANCE**

The school carries no insurance to cover injuries to children while on the school grounds. Parents should check their own health insurance to see if their children are covered while in school.



**LITURGIES**

Students will attend Mass on the following schedule:

Wednesday ..... 8:15 A.M.

Friday... ..... 8:15 A.M.

Chaplet of Divine Mercy and Reconciliation to follow Friday Mass

Holy Days of Obligation and Special Ceremonies

Information on any other special Masses to be held during the school year with the children will be found on the monthly calendar.

**LUNCH**

A daily hot lunch program may be available and served in the church hall. The program is run jointly by the parish and school and is not affiliated with the National School Lunch Program or the Wisconsin Department of Public Instruction.

A letter explaining the program along with an application for free or reduced-price lunches will be sent home prior to the start of school. A menu is sent home monthly and is posted on our website. Checks should be payable to ST. ADALBERT SCHOOL. Checks for lunch should be put in an envelope marked “Lunch Money” along with the child’s name and given to the teacher.

**If no hot lunch program exists, students will need to bring a cold lunch including a beverage.** These meals from home should be nutritious and not contain “junk food”. Soda is not allowed as a beverage.

**NON-CATHOLIC STUDENT PARTICIPATION DSP 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 extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Canon Law.

**NON-DISCRIMINATION DSP 5101**

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

**OFFICE HOURS**

We have a part-time school principal. Please contact her ahead of time for an appointment whenever possible. She will usually be here on Wednesdays and Thursdays all day. **Our office administrator will usually be available Monday thru Thursday 8:00am-3:00pm. On Mass Days, office will open at 9AM.**

**PHYSICAL EDUCATION PROGRAM**

There is a planned physical fitness program for all grades. Participation is mandatory. A student needs a written excuse to be excused from participating in a class or classes. If a student is not able to participate for more than 4 consecutive school days, the student must have a note signed by a doctor as to the reasons he/she is

unable to participate. Students returning to PE classes after an accident or serious illness must bring a note from the doctor notifying the school as to the types of activities in which the child can or cannot take part.

Students will need tennis shoes for PE classes. Sandals are not permitted. Students in grades 3-8 must bring a change of T-shirt for physical education classes. Change of pants to shorts, wind pants or sweatpants is optional. Deodorant should be provided from home for your child, as necessary.

## **PLAYGROUND CODE OF CONDUCT**

- **General Rules**
  - Be respectful of everyone
  - Use only positive language (no teasing, put-downs, foul language, harassment)
  - Keep hands and feet to yourself at all times and play safely
  - Use the equipment properly
  - Follow directions the first time given
  - No use of electronic devices
  - Follow directions of adult supervisor and patrol leaders
  - Use the restrooms before going outside
  - Once outside you are not to go back in unless it is an emergency (you must ask the adult supervisor for permission)
- **Specific Rules per Equipment**
  - Playset:
    - Do not stand on slide or walk up or down slide
    - One person down the slide at a time
    - Do not block the slide
  - Swings:
    - Do not stand on swings
    - Do not stand or walk in front of swings
    - Do not jump off swings while swinging
    - Do not throw the swings over the top of bar
    - Do not swing side-to-side
  - Equipment Shed:
    - Adult supervisor or patrol leaders will open shed
    - Patrol leader will hand out equipment (Be patient and respectful while you wait)
  - Yard/Field:
    - Play in the open area that is visible by the adult supervisor and patrol leaders (Do not go in the area behind the shed)
    - Stay out of the tree line on the north side of the field
    - Do not go past the tetherball area east of the playset
    - Do not go into or past the ditch on the west side of the field
    - No one should be near the road on the south side of the field

- Lining Up

- When directed by adult supervisor, put away all equipment
- Patrol Leader will direct where the equipment should be placed
- The patrol leader will lock the shed
- Line up quickly by classroom
- The adult supervisor will let you in the school

### Consequences

1. Verbal warning
2. Five minutes against the wall
3. One full recess against the wall
4. Phone call or note sent home

\*Immediate referral to the administration will occur for the following infractions:

1. Fighting
2. Overt defiance
3. Going off school grounds without permission
4. Any other act deemed serious enough by the supervisor

## **RELIGION PROGRAM**

The religion program at St. Adalbert Catholic School entails receiving religious instruction in the Catholic faith, participating in liturgical service and sharing faith life. Catholic values are integrated throughout the curriculum.

## **RETENTION/ACCELERATION**

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or accelerate will be made only after serious reflection, evaluation and consultation with the teachers and parent. The school administrator is the individual responsible for making the final decision.

## **SCHOOL RECORDS**

If a student transfers from St. Adalbert to another school, his/her records are sent to the receiving school upon receipt of a Request for Records and sent to the receiving school. Students transferring into St. Adalbert School will also be asked to send records to St. Adalbert School.

## **SCHOOL VISITS**

The parent/guardian is always welcome to visit the school but is to plan with the school beforehand. Anyone entering the school building **must** stop at the office to identify themselves and state their business at the school. Teachers cannot leave their classes to meet with a parent/guardian who just drops by during the school day. If the parent/guardian wishes to speak with the teacher, this will have to be arranged with the teacher. **Anyone entering the school during the school day must sign in upon arrival and must sign out upon departure.**

**SEXUAL HARASSMENT DSP 5512**

All students at 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, “deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.
2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall immediately report such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the diocesan director of schools.
5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith.

**SMOKING**

Diocesan policy states that no tobacco is allowed on school premises. Smoking or use of chewing tobacco should never occur in view of the students. No e-cigarettes or vaping are allowed on premises.

**SPEAKERS, OUTSIDE PROGRAMS, AUDIO/VISUAL MATERIALS**

All outside speakers must have the prior approval of the principal (or of the Pastor in lack of a principal).

**SPECIAL PROGRAMS**

***Health Program:*** The Portage county nurse will focus on the physical wellbeing of the students. Tests and screening will be done for vision and hearing.

***Safety Cadet Program:*** Students in grades 5, 6, 7 and 8 are eligible to participate in the cadet program. The purpose of the program is to ensure the safety of the children, promote order and to encourage a sense of responsibility. A law enforcement officer is available to give presentations and direction to the cadets. A good job did responsibly with perseverance to the end of the year will merit a good reward.

***Mission Program:*** Monetary assistance for foreign missions is encouraged of the students. This appeal is made during Lent.

**Scrip:** Scrip gift cards may be purchased after Masses on weekends in the back of the church from a Home and School representative. They may also be purchased at the school office during regular hours. You may designate how you wish for your purchase credit to be applied. Choices include: Parish (100%), Building Fund (100%), School (100%) or School/Family Credit (50%/50%). Family credit will be applied to your tuition statement at various times throughout the school year. You may also purchase Scrip through your mobile device by downloading the Benefit Mobile app or Shop with Scrip.

## **TESTING**

The schools within the Diocese of La Crosse must test students at least in grades 2, 4, 6, & 8. The parent/guardian will receive a report on the results of the children's tests.

## **TEXTBOOKS**

Textbooks are ordered annually for the use of students in Pre-Kindergarten through 8<sup>th</sup> grade. The textbooks and school materials will be discussed with the students at the time of distribution. Children are to be responsible for keeping textbooks neat and clean. Books that are damaged beyond use or destroyed must be replaced at full cost – consumable or non-consumable!

## **TUITION**

Parents are expected to support St. Adalbert Catholic School through payment of tuition. Please contact the school for the current tuition schedule.

It is the policy of St. Adalbert Parish that no child will be refused a Catholic School Education because of a family's inability to pay.

## **VEHICLE SAFETY POLICY**

Any volunteer driver who transports students must complete an Employee/Volunteer Driver form according to the directive for the Diocese of La Crosse. The vehicle safety policy applies to all volunteer drivers and employees driving any vehicle for a parish/school activity. All forms are to be requested from the school office and will be kept on file in the office.

## **VISITOR POLICY**

**Parents and others are welcome at St. Adalbert's School. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification and sign-in.**

All visitors and volunteers must check in through the office. During high visitor traffic such as, school parties, awards assemblies, plays etc., check in could take a significant amount of time.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must follow the requirements below:

- **Remain in a designated place or seat.**
- **Refrain from speaking to students/teacher while the class or activity is in session.**
- **Limit the duration of the visit to particular times or lengths of times.**
- **Limit the activities of the visitor to a particular purpose(s).**
- **Designate particular routes of travel in the building or upon the school grounds.**
- **It is required that the dress and grooming of the visitor is consistent with the dress code for the students and employees in the building.**

The administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities may be called.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **Volunteers**

There are many opportunities for volunteers to serve at St. Adalbert's School! We appreciate so much the efforts of parent, grandparent and community member volunteers that are willing to serve our school and students.

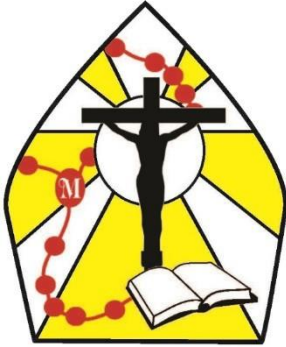
Volunteers are required to follow our Visitor Policy, in addition to giving some additional information, during the initial check-in process.

### **VOLUNTEERS**

The Catholic Church believes students will be more successful when their primary educators, namely their parents and guardians, are in partnership with the school staff and with the parish and outside community whenever possible and appropriate. We therefore welcome volunteers. Any person who wishes to become a volunteer may contact the principal for permission and a Volunteer Application form along with the Volunteer Confidential Questionnaire.

All volunteers and school employees must be given a copy of the Revised Policy and Procedure: Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse. All volunteers shall indicate with signature that they have read, understand and agree to comply.

**\*Please be advised that the principal makes the final decision as to the interpretation of all policies and regulations.**



St. Adalbert Catholic  
School – Family  
Handbook

**ST. ADALBERT  
CATHOLIC  
SCHOOL**

St. Adalbert Catholic School  
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(715)- 677 4517  
[www.RosholtCatholic.org](http://www.RosholtCatholic.org)