



Preschool  
Family Handbook  
2025-26



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## **St. Mary of the Assumption School**

St. Mary of the Assumption School has been providing spiritual growth and academic excellence since 1927. The St. Mary of the Assumption School community includes the entire parish, which supports our students, parents, staff and clergy in helping children acquire a quality education.

## **Cardinal Clause**

St. Mary of the Assumption 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**

Our Catholic faith is the foundation of our tradition of providing a quality, virtue-based education in a Christ-centered environment focused on excellence in academics, worship and service.

## **Philosophy of PreK Learning Center**

The philosophy of our program revolves around the belief that a young child learns through play. We feel that children should be helped to acquire respect and sensitivity toward the feelings of others. Our program values multicultural diversity and appreciates the special qualities each individual child brings. The curriculum experiences will be planned with recognition of the needs and interests of the individual child. We feel that children should have meaningful concrete experiences, which are fundamental to later symbolic learning. Exploration and experimentation are basic to creative thinking and problem solving. Children should have opportunities for developing awareness and appreciation of aesthetic qualities, as well. Our plan is to provide an environment that will stimulate curiosity, a questioning attitude and an eagerness for learning all within an atmosphere of strong Christian values and beliefs.

Our preschool's philosophy mirrors NAEYC's philosophy. The preschool provides a safe and nurturing environment that facilitates learning in accordance with each child's age, interests, cultural background, and his/her physical, cognitive, social, emotional and linguistic development. Our teachers plan developmentally appropriate and meaningful activities that incorporate many different learning styles and multiple intelligences. At the 3K level, we utilize the *Learn Every Day* curriculum, which incorporates math, language arts, science, and social development into each and every day. Its heavy vocabulary focus lays the foundation for background knowledge and experience for students. Our 4K curriculum dives more into letters, letter sounds, rhyming, phonemic awareness, etc. They further build on math, science, and social development in preparation for Kindergarten.

The preschool focuses on the process of learning, rather than the product. When the process of learning is established the product will follow. All later education will be built upon the foundation established during the preschool years. It is our goal to provide a solid foundation, strong and well-grounded in developmentally appropriate practice, on which to build.

The experiences a child has at St. Mary Preschool are supplemental to those at home. From the family each child needs love, affection, acceptance, limits, consistency and stability. Our preschool strives to meet these same needs in addition to providing educational opportunities and enriching experiences.

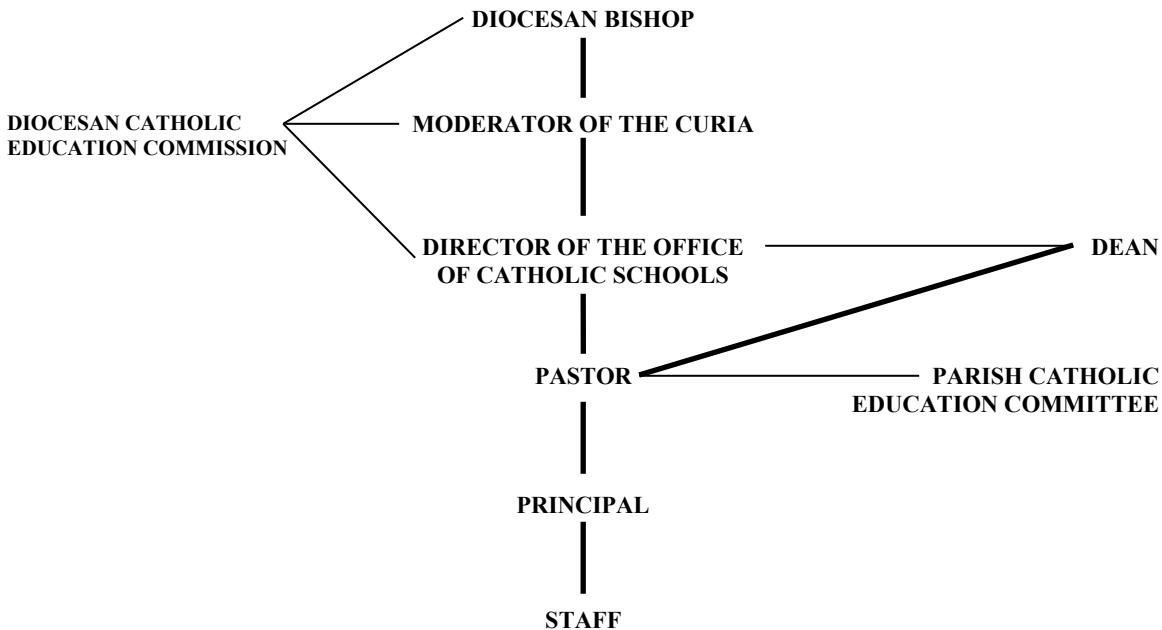
## Administration

### The School Administrator

The school administrator is hired by the pastor with the approval of the Bishop or his delegate (Diocesan Director of the Office of Catholic Schools). The school administrator is responsible to the pastor for implementing policies, issuing appropriate directives and for supervising the total school program including athletics, maintenance, lunch programs, all other staff and all other associated activities. In carrying out Diocesan policies and regulations, the school administrator is accountable to the Diocesan Director of the Office of Catholic Schools. In all other administrator responsibilities, the principal is accountable to the pastor.

## Organizational Chart

Diocese of La Crosse organizational chart for the operation and governance of non-unified Catholic Schools



          
Pastoral and administrative responsibility

          
Consultative responsibility

## Admission & Tuition Requirements

### Admission Process

Students must *turn 3 by September 1 and be potty trained* in order to be admitted into the 3-year-old program. Students enrolling in 4K must be 4 years of age by September 1.

An Admissions Form must be submitted along with a \$100 deposit in order to hold a spot in the learning center. This deposit will be applied towards tuition. The proper health and immunization forms must be submitted at the time services are rendered (see *Records* p. 4).

At St. Mary is a Catholic School and supported by St. Mary Parish, first priority in registration is given to members of St. Mary Parish before April 15<sup>th</sup>. Before that time, other non-parishoners are encouraged and welcome to turn in their enrollment forms. After April 15<sup>th</sup>, students are enrolled based on the date of enrollment forms, regardless of parish membership. Once spots are filled, students will be put on a waiting list. \$100 deposits will be returned for any students not able to get a spot in the 3K or 4K program.

### **Tuition**

#### **Three and Four-Year-Old Preschool**

|  |                    |
|--|--------------------|
| <b>Monday-Tuesday-Wednesday-Thursday- Friday</b> | <b>7:30 – 4:30</b> |
| Weekly Rate                                      | \$140              |
| 3 days a week                                    | \$110.00           |
| 2 days a week                                    | \$75               |
| Half Day   | \$30 (3K only)     |

\*Tuition for the 3 and 4-year-old programs is due in advance of services given. Tuition is paid through the Blackbaud online payment program. Emails to enroll in Blackbaud will be sent to the family upon enrollment. It is up to the family to sign up for the preferred payment plan.

*No refunds are given for student absences or inclement weather days.*

#### **For Future Reference: Full Day 5 year old Kindergarten Tuition at St. Mary:**

Tuition is \$1750 for the first child and \$1700 for each additional child for Catholic families (\$2750 and \$2700 for non-Catholic families).

## **Academic Overview**

### **Educational Programming**

Our preschool works to broaden each child's interests and understanding of the surrounding world through the guidance of qualified teachers and staff along with a variety of quality equipment, supplies and enriching experiences. Developmentally appropriate materials and equipment are provided for each age group. Learning materials should be multiracial, multicultural, non-sexist, and non-stereotypical. In addition to providing a curriculum which fosters language and cognitive skills, teachers plan and provide a rich variety of developmentally appropriate activities such as the following:

- **Dramatic Play** in which the children have a chance to express their feelings and ideas about the world they know – their homes, families and school. To dramatize this world, we provide housekeeping toys, dress-up clothes, dolls, animal/people figures, trucks, cars, trains, thematic supplies and puppets.
- **Science and Nature Activities** in which children have an opportunity to investigate and observe the world through the use of scientific inquiry. Simple experiments are provided throughout the year.
- **Creative/Sensory Materials and Activities** that allow for self-expression and exploration through clay, easel paints, finger paints, collage materials, sand, glue/paste, sensory materials in tables, water, musical instruments, dancing and singing.
- **Large Motor/Active Play Activities** that include running, jumping, climbing, music and/or movement games. The children also have access to the playground.
- **Small Motor/Quiet Activities** that include the use of crayons, colored chalk, markers, books, tapes, CD's, puzzles, cutting, sewing cards, stringing beads, manipulative toys and simple games.
- **Self-help Routines** such as toileting, washing, eating, cleaning up, dressing and rest time.

- **Self-regulation Opportunities** that help each child develop self-control through activities that encourage listening, positive transitions, making appropriate choices, and accepting responsibility for one's own actions.
- **Social Opportunities** that help each child develop skills to interact appropriately with peers and adults.
- **Field Trips** to learn more about the world around us. Volunteer parental drivers are utilized when needed. Other activities are planned within walking distance of the preschool. Parents always have the option to allow their child to participate on a field trip.
- **Cultural Diversity:** The most obvious is the benefit of being immersed in a variety of cultural experiences. We also realize how important it is for children to learn other cultures' traditions and beliefs. We welcome family members who are willing to share their own culture to our students.

### Assessment

Assessments will be done on your child. This means that we observe and gather information about what your child is doing and how he/she is progressing in relation to developmental milestones. We use many tools. Formal assessment activities are completed in both the 3 and 4-year-old programs. Parent feedback is also an important tool used in our assessments.

As teachers, assessments give us a clearer understanding of how to plan and design our curriculum to best meet individual needs.

We work as a team between home and school when it comes to your child's development. You know your child best, and we know the developmental milestones of young children, as well as knowing your child in this setting. Sharing information between us builds a strong foundation. We look forward to sharing information and observations with you.

All children's records are kept confidential. Any information gathered concerning your child's growth and development is only accessible to the center's teaching and administrative staff. This information is only made accessible to others with the parent/guardian's written approval.

### **3-Year-Old Program Sample Schedule**

|               |  |
|---------------|--|
| 7:30 – 8:30   | <b>Children arrive.</b> Parents toilet & wash child's hands. Individual / Small Group Play - Children Choose Quiet Activities (Puzzles, Coloring, Books, lacing) |
| 8:30-9:00     | <b>Table Time*</b> and Bathroom Break  |
| 9:00 – 9:30   | <b>Circle Time:</b> Prayers, Weekly Theme, Books, shapes, colors, counting, daily songs, letters, etc.   |
| 9:30 – 11:30  | <b>Discovery Time*</b> - Small Group Activities, Art, Science, Mathematics, Language Arts, Center Play, Music and Movement, Free Play-all centers open           |
| 11:30 – 12:45 | <b>Bathroom Break / Lunch/ Outdoor Play</b>  |
| 12:45 – 1:30  | <b>Art or Crafts Activity / Music or Movement Activity</b>   |

1:30 – 2:30 **Nap Time/Rest Time** Those not sleeping after 30 minutes will work individually on skills with staff

2:45 – 3:15 **Story time, discussion of the day, prayers, prepare to go home.**

3:15 **3K programming is finished for the day!**

\*DISCOVERY Learning Centers switched out weekly based on the theme being taught that week

TABLE TIME Table Tray Activities (Playdough, Manipulatives, Beads, Puzzles, Cutting, Pasting, Coloring, Legos), Kids go to tables.

### **4-Year-Old Kindergarten Program Sample Schedule**

Our program is based on planned weekly or bi-weekly units in areas such as community helpers, dinosaurs, animals, space, the ocean, transportation, etc.

A typical day at the Center for the 4 year olds may include the following:

- 8:00 **Children arrive at school.** Parents will encourage the child to independently undress and hang clothing in appropriate area. (The sooner a child can do these skills independently, the better your child will feel about himself.) **Interest Centers** are available for child to choose.
- 8:30 **Gathering time** with morning meeting, music with Bible songs, weather, counting, shapes, colors, alphabet, stories, and/or themes/concepts. Prayers are said as a group at this time, as well as the Pledge.
- 9:00 **Literacy Time**
- 9:30 **Bathroom, snack and conversation time**
- 10:00 **Math**
- 10:30 **Discovery Time** with one-to-one teacher/child contact, including activities chosen by the child such as art, blocks, science, math, writing, dramatic play, creative play, fine and gross motor skills, books and music. The materials within these options are changed weekly.
- 11:15 **Bathroom and Lunch**
- 12:00 **Outdoor recess**
- 12:45 **Religious Instruction and table activity**
- 1:15 **Pack Up/Bathroom/ Rest/Quiet time on Mats/ Individual/Small Group Time**
- 2:30 **Bathroom, snack and conversation time.**
- 3:00 **Get dressed to go home/story- Recap the day**
- 3:15 **4K programming is finished for the day!**

### **Accidents or Illness on School Grounds**

When accidents with injuries or illness occurs on school grounds, the following procedures will be followed:

#### **Minor Injuries or Illness**

Students will be checked in the school office. Parents may or may not be contacted depending on the extent of the injury or illness. Parents will be contacted if the injury is to the child's face. Parents will be contacted if a child demonstrates symptoms of an illness during the school day. An accident report will be completed by those involved in an accident if the parent chooses to refer the child to professional medical attention.

#### ***Keep Your Child Home Under These Conditions***

- Undiagnosed rash with a fever.
- Until 24 hours after a fever.

- Until a meal has been retained after a child has vomited.
- When eyes are mattering (conjunctivitis/pink eye).
- A cold with severe coughing, nasal discharge, or sore throat.
- Until a case of head lice has been treated

Be sure to send a “healthy” child to school. If the teachers see evidence of ill health, they will contact you to arrange to send the child home. In cases of illness, please call St. Mary School at 647-2224.

If your child contracts a communicable disease (chicken pox, strep throat, etc.), please let us know as soon as possible so we may post a notice and watch for symptoms in other children. Children may return to classes after they have been absent for the recommended period of time.

### ***Children Who Become Sick at School***

Children who become ill at the Center will be isolated within sight and hearing of a staff person until the parent or other authorized person takes the child home. *Parents will have one hour to pick up the child from school.* Parents are required to supply the preschool with written permission to obtain medical care or advice in the event of an emergency, accident, or questionable communicable disease.

### ***Administration of Medicines***

Staff can administer medicine as needed. However, all medication must be in the original bottle and bear the child’s name. We must have written authorization from the legal guardian allowing preschool personnel to give medication in the dosage prescribed by the physician as well as over-the-counter medication other than Tylenol or Ibuprofen (*these are covered on the Family Information Form*). Please complete the mandatory form “Authorization to Administer Medication” and give it to us along with the medicine. All medication administered to children will be recorded in the medical logbook.

### ***Communicable Disease***

Parents are asked to notify the preschool within 24 hours if their child has been exposed to any communicable disease. Further, the program will notify the County Public Health Department when any illness or condition specified by law or regulation is present in the program - within 24 hours of the program’s awareness of this situation.

### **Major Injuries or Illness**

Parents will be contacted in the event of a major injury or illness that may or may not require hospital treatment. Parents will be consulted as to treatment. First aid treatment will be initiated by school staff until parents arrive. Witnesses to the accident will complete a written accident report.

### **Life Threatening Injury or Illness**

St. Mary School staff reserve the right to contact emergency medical personnel without parental consent if it is determined that a child’s injury or illness may be beyond the scope of first aid treatment or life threatening. Parents will be contacted immediately after emergency medical personnel are summoned. Unconsciousness in any form will be treated as a life threatening emergency.

## Accreditation

St. Mary School was fully accredited by the Wisconsin Religious and Independent Schools Association (WRISA) in 2015. Accreditation is renewed annually. Reaccreditation took place in February 2022 with recommendations to fully accredit St. Mary School.

## Arrival and Departure of Students

### Arrival at School

We ask our parents of 3K students to bring their children in to the classroom, direct them to take off their outerwear and go to the bathroom with them to wash their hands. Please do this upon arrival to the bathroom and complete this task before dropping him/her off in the classroom. 4K students will do this with their teacher as a regular part of their morning routine.

### Drop Off and Pick Up of Children

An adult must accompany all children entering the building and into the classroom. It is important that the teacher see you drop off the child, which also allows us to notify you of any information that may need to be addressed. We ask our parents of 3K children to sign your child in and out in our preschool sign-in log in each classroom. Teachers arrive at the school early enough to prepare for the day's activities. This time is needed for preparation so please do not bring your child earlier than 7:30.

### Dismissal

Preschool students have 4 dismissal options:

Parent Pick Up – parent comes to the 3K/4K door and rings doorbell

Sibling Pick Up – a sibling comes through the school to the 3K or 4K door to pick up siblings (must be pre-arranged with the teacher)

After School Care – students remain in the classroom and will be picked up by the after school care supervisor to take outside or the undercroft

Bus - 4K ONLY – please call Kobussen Bus in Richland Center for information.

\*Please be prompt and sign out accordingly!

\*Children will be released only to parents or authorized adults listed on the enrollment forms.

\*If someone not listed on the form will pick up your child, a written note must be sent.

\*If a teacher doesn't know the person, they will ask for ID. This is for your child's safety!

### Late Pickups

Children need to be picked up on time with no exceptions. In the event you are late picking up your child, staff will attempt to contact you and then other emergency contacts

After sixty minutes with no response, Richland Center police will be notified. Staff will follow the police department's suggestions and remain with the child until the situation is resolved through parent or law enforcement arrival. Once law enforcement arrives, police will take responsibility for the child.

There will be a series of late fees for any child left at the center after 4:30 (the end of all educational programming at the Center). A late fee of \$5/child will be assessed for any time past 4:30 per every 15-minute interval. Late fees will be assessed based on parental check-in and staff records.

## Asbestos Management

Notice is hereby given that the Asbestos Management plan, as required by **DSP 3320**, surveillance reports, and training reports for St. Mary of the Assumption School are available for review during normal business hours. St. Mary of the Assumption School is in compliance with all required maintenance and monitoring of asbestos in areas where students are present.

## Attendance, Tardiness and Truancy

Each parent of a 3K & 4K student will sign his/her child in/out on the appropriate forms in the classroom upon arrival and departure. The State of Wisconsin has instituted a law that requires centers to call families when a child does not attend during contracted times. Please call us before 8:30 a.m. if your child will not be attending. If you have not, we will call you by 9:30 a.m.

## Body Fluids

St. Mary School has a Bloodborne Pathogens Policy for the handling of body fluids to prevent the transmission of bacteria and viruses from person to person. All school personnel are trained in the safe handling of body fluids.

## Bus Transportation

Busing for 4K-8<sup>th</sup> grade students is provided by the Richland School District for students who reside within their boundaries. They currently contract through Kobussen Busing. Proper conduct is expected of all students who ride and consequences will be enforced accordingly. Please see Appendix I for more details.

## Communication

### Parental Involvement and Communication

Parental involvement is very important in the education of a young child. You are your child's first teacher and your role will continue as that throughout their school years. Your involvement may include:

- Reading to and with your child
- Communicating with your child's teacher on a regular basis
- Having a positive attitude toward school
- Reading all correspondences from school (hard copies and on the Sycamore website)
- Volunteering in and out of the classroom
- Working on suggested activities with your child

We consider parent-teacher communication to be very important. The preschool is a learning environment in which parents and teachers are partners in caring for and educating each child. We are eager to have excellent communication between parents and staff and encourage parents to express comments, suggestions and concerns directly to the child's teacher and/or the Principal.

Following are communication opportunities and suggestions:

1. **Daily Communication.** Talking to teachers at the beginning or end of the day or session is possible if between 7:45 a.m. and 8:15a.m, or after 3:20. Please make other arrangements directly with the teacher if you need to talk to them outside of these times.
2. **Talking With Classroom Teachers.** If the teacher is busy when you arrive, please be considerate and wait until she/he is free to talk. All teachers have mailboxes if you would like to leave a note for them.
3. **Sycamore Student Management System Website.** Each family will be given access to the Sycamore website for the following information: Classroom news (posted at least weekly), tuition/lunch/milk balances, lunch menu, attendance, and school information are all available on the Sycamore website. Parents access this information site online at the following website: <https://www.sycamoreeducation.com/> It is the responsibility of all parents to check the Sycamore website for information.

4. **Conferences.** Conferences are scheduled twice a year. The first conference is meant for goal-setting. The parents/guardians have input regarding what skills the teacher will focus on with their child. Anyone desiring an additional conference can request one at any time.
5. **Large Group Communication.** Occasionally it is important for the preschool to communicate with all parents. This is done through emails or at the sign in area in the preschool entrance. **Please pay attention to posted information in these areas.**
6. **Photographing Children.** Children at the preschool are occasionally photographed by the teacher for class use or by representatives of the media. If you object, please check the appropriate exemption boxes on the enrollment forms.
7. **Family Activities.** An Open House will be held at the beginning of the academic year. Parents are also often invited to special events during the year, including music programs in December and May. These notices will be posted on the school calendar on Sycamore.
8. **Visiting.** We have an “open-door” policy, meaning parents are welcome to visit at any time. It is sometimes nice to spend lunch or just a short break with your child. It is helpful to remember that children do rest in the afternoon. Please let the office know by 8:10 that day, if you would like to join us for lunch.
9. **Health or Medical Concerns.** Preschool staff will contact you if we have concerns about a change in your child's health or an injury that has occurred while in our care.

### **Confidentiality (DSP 5310)**

Rather than strict confidentiality regarding student-school employee communication (verbal and written), the Diocese of La Crosse Catholic Schools operates under a “spirit of confidentiality.” This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality 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 that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

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

### **Family Educational Rights and Privacy Act (FERPA)**

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

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school make corrections to records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
  - Inclusion of student pictures in the annual yearbook, which is created by students.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## Discipline

A major obligation in a Catholic School is to respect the dignity and rights of all members of the school community.

Our discipline policy is based on the philosophy that each child is a special gift from God. All children will have days when they need guidance and direction in assessing and selecting appropriate choices and behaviors. We will guide each child to develop self-discipline by providing consistent and age-appropriate limits. Classroom manners will be discussed by the teachers throughout the year. Behavior will be labeled “acceptable” or “unacceptable” by each teacher. Acceptable behaviors will be encouraged and rewarded at all times. Unacceptable behaviors will be discouraged and redirected; biting and hitting are unacceptable behaviors. A parent/teacher conference will be scheduled in the event that a student’s behavior becomes unmanageable despite all efforts by the staff. We believe that we are a direct support to parents in the raising of their children, and we will communicate any and all concerns as they occur.

## Dress Code

There is no formal dress code for St. Mary Preschool.

Children need to be dressed casually, ready for play and messy art projects. Children are encouraged to be creative with art and other activities. Dress your child in clothing that is easily washed. Sometimes stains do not come out so choose each day's attire with this in mind. All students should have an extra set of clothing (pants, shirt, underwear, and socks) in a labeled plastic bag here at school in case of an accident or mess.

**In an effort to avoid foot and ankle injuries, flip flops are not allowed.** In winter, your child will need to have a warm winter coat, snow pants, boots, mittens or gloves, hat, etc. **Please label all extra and outdoor clothing with your child’s name.** If your child is sent home in clothing provided by the center, wash it and return it to your child's teacher within the next few days.

## Emergency Management Plan

St. Mary School has an Emergency Management Plan that covers bomb threats, gas leaks, accidents or illnesses involving multiple students or staff, fire, severe weather and intruders. Anyone wishing a more detailed description of the plan is welcome to view a copy in the school office. St. Mary School has surveillance cameras covering the entire school campus as well as major common areas in the school.

### Communication

In the event of an emergency event, parents will be notified as soon as deemed safe and possible through batch communication using Sycamore (School Information System), as well as through WRCO as appropriate.

### Safe Locations

St. Mary School has understandings with local organizations that we can use as safe spaces should an emergency occur. These locations will be communicated with parents should the need arise.

### Grief counseling

Certain tragic incidents associated with the school or the community may require counseling to assist families in coping with the situation. St. Mary of the Assumption School will comply with instructions from the Diocese of La Crosse whether to arrange such services. Parents are always welcome to seek out personal counseling services for their families. Families are encouraged to seek out counselors who work within the structure of Catholic morals and values.

## Field Trips/Outings

### Field Trips and Outings (DSP 6325)

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom and the lives of our students. We look to build our students background knowledge through such experiences.

-Parents will sign a 'Walking Field Trip' form at the beginning of the year. This allows staff to take students on well-supervised, educational outings within the community.

-Field trips are a privilege. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

-Students must turn in proper permission paperwork before the due date, or they may not be eligible to participate in the field trip. Parents should use the designated form as a handwritten note or phone call will not suffice.

-Parents may be asked to help chaperone and we appreciate the time given for such endeavors.

-The teacher will establish rules of conduct, as well as dress code expectation.

-Parents have the right to opt their child(ren) out of a field trip).

## Hot Lunch Program

**The Hot Lunch Program** is partially funded by the Federal Government and is available to all students. Families may apply for free or reduced lunch. More information concerning this program is available in the school office. Application information for this program is sent home to each family at the beginning of the school year, and applications are kept in the strictest confidence.

The monthly menus are posted on Sycamore. Student lunch prices in 2025-26 are \$3 per student meal. When depositing money in a student account, a separate check needs to be made out to St. Mary School. Please make a note on the check that it is for Lunch. Deposits can be made in any amount- daily, weekly or monthly. Parents/siblings are welcome to join us for lunches at a cost of \$5.05 per meal. This should be paid for

in the school office ahead of time. Please call the school by 8:30 a.m. if you would like to be included in that day's lunch count. Students leaving the school grounds for lunch must have a written permission slip on file. Students that bring cold lunch are able to purchase a carton of milk for \$0.40. Money can be sent with the student each day or a Milk Punch Card can be purchased for \$8.00 (20 cartons). A separate check is also necessary for the purchase of a milk ticket.

### **Unpaid Meal Policy**

Parents are expected to stay current with their lunch accounts.

\*Once an account balance is less than \$10, the school office will send weekly emails to notify parents.

\*Once an account balance reaches -\$100, it will be referred to the school principal for further review and communication with the families.

\*Administration has the right to serve students an alternative, cold lunch, if a family's account balance is significantly below 0 and families have not been communicative about a payment plan.

### **Non-Discrimination Statement for USDA:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Parents wishing to file a complaint may contact school administration either verbally or in writing. Complaints may be filed anonymously. A complaint to the school must be filed within 180 days of the alleged act of discrimination unless there are extenuating circumstances. The complaint will be investigated within 5 school days of receipt by the school administrator. The administrator will work to resolve the issue to the satisfaction of both sides. If a mutual understanding is not reached, families can file with the USDA per the instructions below.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, [1400 Independence Avenue, SW; Washington, D.C. 20250-9410](https://www.usda.gov/office-of-civil-rights). Fax: 202-690-7442

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*

### ***How Food is Served to Preschool***

Lunch will be served in the church undercroft. The students will go through the regular lunch line with assistance from our staff. Preschool students sit together at tables appropriate to their size. We encourage all children to at least try a variety of the foods being served. We want mealtimes to be a pleasant socialization time as well as an opportunity to eat, so we encourage conversation as well as discussing appropriate manners.

## **Nutrition**

### ***Special Diets***

If a child requires a special diet, all staff will be notified, along with a note posted by the child's picture explaining what the special diet is. Special diets are listed in the same space as food allergies. If a child has a special diet, caregivers may feel free to pack necessary food items and send them along with the child.

### ***Severe Allergies, Food Intolerances, and Other Health Issues***

Our required paperwork provides space for documentation of severe allergies and food intolerances/allergies. In addition to this written documentation, notify your child's classroom teacher with a written note so he/she can record this important information on the First Aid cabinet in the classroom. Your child's name and allergy will be displayed in a confidential manner unless you complete a permission form for us to display it openly in the classroom. If there is medication that the preschool needs to have for emergencies, please give it to your child's teacher with the completed administration permission form. We cannot administer medication without this completed form.

### ***Treats/Snacks from Home***

Parents will be responsible for the snacks of their children. Water will be provided for all snacks. We will provide an informational brochure to provide a guide for bringing in proper snacks and portions, as well as suggestions. Make sure snacks do not pose a choking hazard for the child. Soft drinks (soda), candy and gum are not allowed at the center for children. We encourage children to drink 100% juice, milk, and water.

## **Inclement Weather**

St. Mary School will cooperate with the Richland School District's inclement weather procedures, though the school will not always follow the district's decisions. If the Richland School District closes school or has a late start or early dismissal, we will follow the same schedule. Parents should listen to WRCO, 100.9 FM or watch the Madison television stations for school closure information.

## **Indoor Environmental Quality Statement**

School buildings kept in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the **St. Mary of the Assumption Catholic School's** designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the **St. Mary of the Assumption Catholic School** will maintain indoor environmental quality (IEQ) in the school proper with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

Parents, students, and staff are encouraged to report any concerns by filling out the form available in the school office.

## **Infectious Disease**

In the event of an infectious disease outbreak/emergency situation, the school will take into consideration recommendations from local health agencies as well as the Diocese of La Crosse. The school may utilize its own designated committee to study and provide school recommendations for health and safety. Transportation, pick up/drop off procedures, lunchroom and playground processes, locker use, and any other area deemed necessary to alter due to contagion concerns are subject to change. In this event, administration will provide more information to families on major changes.

## **Insurance**

Parents are to have their own medical insurance to cover accidents that happen to students while they are at school, participating in co-curricular activities or under the supervision of school personnel. The school does not provide insurance to cover accidents that occur on the school premises or off-site co-curricular activities unless negligence is proven.

## **Library Use**

St. Mary of the Assumption School has a library containing works of fiction and nonfiction geared to all readability levels. Fiction books may be assigned a color code to determine readability.

Students are permitted to check out books for two weeks and are assigned a regular library period for checking out books. While no fines are levied for overdue books, it is the responsibility of the child to make sure the book is returned to the library on time. Lost books must be paid for at replacement costs.

Efforts are made to select books with appropriate content for each grade level but not every book has been read by a supervising adult. Any parent who suspects that the content of a book is inappropriate for their child may request that their child no longer be permitted to check out that book. Any parent who suspects that the content of a book is inappropriate for any student in our school must direct their concerns to the building principal.

The school library stocks new books twice each year with books earned through our book fair.

## **Parent Involvement**

### **Parent Volunteers**

St. Mary School thrives because of the commitment of family volunteers who provide needed services for the school, as well as model the sharing of time and talents for students within the building. All parents are expected to volunteer for the school in some time/capacity throughout the school year. Ideas for this are provided on the volunteer sheet in the registration packet, or parents may contact the school to discuss other ideas.

### **Parent Cooperation**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## **Prayer**

Many opportunities for growth in faith are provided at school. Prayer, formal and informal, is interspersed throughout the school day. Students religious curriculum will focus on Bible stories and that God is love for all.

### Rest Times

All children, except those of school age (5K), will rest quietly for about an hour in the afternoon. State licensing regulations state "a child under 5 years of age in care for more than 4 hours shall have a nap or rest period." (HFS 46) Those who no longer sleep can look at a picture book on their cot. You may provide a blanket, "special stuffed animal" and/or a small pillow. These items will be sent home with the child on Fridays so that parents may wash them over the weekend. It is the preschool policy that a quiet rest time is beneficial to all children.

### School Visitors

St. Mary of the Assumption School balances the welcoming atmosphere of the school with a duty to protect the students and staff from harm. All outside doors are kept locked during the school day. All school visitors, including parents, should report directly to the office before visiting any other place in the school. Parents may visit classrooms, though 24-hour notice is requested. Parents are not to use classroom time to conference with teachers or other visitors. Please make an appointment outside of the normal school day if you desire to have a conference with the teacher. Students are to be courteous and helpful to visitors both in the classroom and around the school premises.

### Shaken Baby Syndrome Training

Shaken Baby Syndrome occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death.

Effective April 1, 2007, the law requires all childcare employees, substitutes, volunteers who are considered for ratio purposes, assistants, and everyone else who works directly with children 5 years of age and younger to complete a training on Shaken Baby Syndrome. The law requires each person to be trained only once. The preschool will provide an annual review for those who have already received the initial training. The training will be provided to all new employees as they are hired with our center.

### Staff/Child Ratio

St. Mary Preschool strives to provide ratios of higher quality than the minimum guidelines. Child to staff ratios is dictated to all child care centers in the State of Wisconsin by the Department of Health and Family Services, under the Division of Children and Family Services, in the Wisconsin Administrative Code, HFS 46. The National Academy of Early Childhood Programs, a division of NAEYC, sets even higher standards. As a private center, we are not required to follow the directives from the state of Wisconsin. However, realizing the benefits of low child to teacher ratios we do everything possible to meet or exceed these recommendations. The Department of Health and Family Services (HFS) table is printed below.

**HFS 46 Table 46.05-D**

| <b>Children's Ages</b> | <b>Ratio: Staff/Child</b> | <b>Maximum in a Group</b> |
|------------------------|---------------------------|---------------------------|
| 3 yrs. to 4 yrs.       | 1:10                      | 20                        |
| 4 yrs. to 5 yrs.       | 1:13                      | 24                        |
|                        |                           |                           |
|                        |                           |                           |

## Toy Cleaning/Sanitizing

Toys are to be washed and sanitized weekly.

Each classroom has a "mouthed toy" bucket. When a toy has been put into a child's mouth, that toy shall go directly into the "mouthed toy" bucket. All of those toys must be cleaned and sanitized before being put back out for play. The toys should be run through the dishwasher weekly, if possible. If not, this is the process to be used:

1. Lay out a towel on a table.
2. Spray the toys with cleaning solution/water. Wipe them dry with rag. (cleaning step)
3. Spray the toys with cleaning solution/water. Wipe them dry with rag. (sanitizing step)
4. Spray the bucket with cleaning solution/water. Wipe.
5. Put toys back into bucket.
6. Spray the shelf with cleaning solution/water.

## Use of Sunscreen, Bug Spray, Hand Lotions, Chapstick

Hand lotion, bug spray, sunscreen, and Chapstick, will not be provided for the children, in any forms.

Parent/Guardian signature is needed on the preschool's *Authorization to Administer Medication Form* specifying the specific hand lotion and Chapstick, etc. along with the product that you have provided.

## Wisconsin School Choice Program & Appeals Process

Students who are residents of the State of Wisconsin with a family income at or below 185% of the federal poverty level are eligible to receive a voucher to attend St. Mary of the Assumption School (SMAS) through the program.

The pupil must be a member of a family that has a total family income that does not exceed an amount equal to 185% of the poverty level determined in accordance with the criteria established by the director of the federal office of management and budget. A pupil attending SMAS under this section whose family income increases may continue to attend SMAS but must reapply for the program. Siblings of the student attending SMAS who wish to attend must go through the application process and will be considered eligible if the total family income meets the Income Limits as defined by the Wisconsin Parental Choice Program. ([dpi.wi.gov/choice](http://dpi.wi.gov/choice))

Applicants will be notified in writing within 60 days if they have been accepted or not to SMAS. If rejected, SMAS will include the reason of rejection which will coincide with the state regulations of the Wisconsin Parental Choice Program. SMAS may only reject an applicant for not meeting income requirements or losing a random selection lottery.

Under SMAS appeals process, a rejected applicant has five working days from the date of the receipt of their notice of rejection to provide written evidence to the school principal that the applicant was improperly rejected. SMAS principal shall respond to the applicant's appeal within five working days of the receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

**STATEMENT OF COMPLIANCE FOR ST. MARY SCHOOL  
PRESCHOOL FAMILY HANDBOOK  
2025-26 SCHOOL YEAR**

We have read, understand, and agree to comply with the policies and all appendices located within this family handbook. I understand the principal retains the right to amend the handbook for just cause, and that families will be given prompt notification if changes are made.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

# St. Mary of the Assumption School Wellness Policy

Revised May 2024

WHAT - Our School Wellness Policy is a written document that guides us to establish a school environment that promotes our students' well-being and ability to learn.

WHY - Students who practice good nutrition and engage in regular physical activity attend school with minds and bodies ready to take advantage of their learning environment. St. Mary School recognizes that total wellness is related to student growth, development, and readiness to learn.

WHO - St. Mary School encourages all members of the school community to help create and support lifelong healthy nutritional choices and promote regular physical activity as part of the total learning environment. The principal shall be responsible for enforcing this policy.

WHEN - Our Wellness Policy is reviewed triannually, including assessment with policy compliance and comparison to a USDA model policy.

WHERE - The most current version of the policy along with annual reviews will be posted on Sycamore. Input to this policy is welcome by anyone at any time; please contact the school office if you would like to provide input to our Wellness Policy.

## Nutrition Services

- Promote healthy meals as part of the school culture; promote fruits, vegetables, whole grains, dairy products, and healthy foods using taste testing, signage, and bulletin boards.
- Meet or exceed current nutrition requirements for all meals, established under the Healthy Hunger-free Kids Act of 2010. USDA lunch meal pattern requirements may be found at: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-meal-pattern.pdf>
- Encourage and promote healthy living by implementing nutrition education materials into the meal program.
- Ensure all school nutrition program staff meet USDA standards.
- Provide a variety of fresh produce daily from the school garden and/or local growers when available.
- Provide, with the assistance and support of the school administrator, a positive environment in the school lunchroom by giving an adequate amount of time for students to eat school meals.
- Prohibit the sales of foods and beverages not meeting Smart Snacks standards during the school day. Smart Snacks standards: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf>
- Market only products that comply with the Smart Snacks guidelines.

## Schoolwide

- Provide access to drinking water to all students and staff throughout the day.
- Encourage all snacks and food brought for classroom celebrations meet the Smart Snacks nutrition standards.
- Utilize non-food celebrations i.e. extra recess, homework pass, movie time, casual days, etc.
- Incorporate regular movement ("Brain Breaks") into the daily schedule.
- Educate students as to the nutritional value of produce from the garden and involve them in the gardening process, including planting, harvesting, etc.

## Physical Education & Health

- Require PE for all students, K-8, 3 days/week; health class for 8th grade students.
- Teach students the importance of physical exercise and promote the benefits of a physically active lifestyle.
- Instruct students in the five health-related components of fitness (cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition). Body composition instruction includes proper diet and healthy eating habits.
- Teach health class in which we: educate students to develop the knowledge, attitudes, skills and behavior for lifelong healthy eating habits and physical activity; cover topics including: eating habits, nutrients, dietary guidelines, food guide pyramid, serving sizes, labeling, weight problems, eating disorders, dieting, food safety, food allergies, and food sensitivities.

*St. Mary School is an equal opportunity provider.*

# St. Mary of the Assumption School Wellness Policy - GOALS

Revised May 2024

Mission Statement - Our Catholic faith is the foundation of our tradition of providing a quality, virtue-based education in a Christ-centered environment focused on excellence in academics, worship and service.

Rationale - *Our goals are set to support the mission of our school, in nourishing the bodies God gave us and striving towards excellence.*

## Nutrition Services Goal

The nutrition program will implement a quarterly fruit or vegetable tasting for all students in school.

## Physical Activity Goal

Each classroom will incorporate 10-15 minutes of active movement (in addition to scheduled recesses and physical education classes) each day.

## Nutrition Goal

Each student will, at least twice a year, participate in the garden to table process, which may include the planting, harvesting, processing, and/or preparing crops in experiential hands-on nutritional learning.

## Wellness Goal

The school will plan semi-annual healthy lifestyle events to target each age range of students (ex. biking, hiking, pickleball, snowshoeing, etc.) to promote the enjoyment of lifelong wellness activities.

**Playground Rules**

On the playground, as anywhere on the school premises, students are to recognize the authority of playground supervisors. The behavior of a student on the playground may not present a danger to himself/herself or to another student. Students are to exercise caution at all times when using the playground equipment and must dress appropriately during inclement weather, including having a change of footwear when needed.

**Playground Rules**

1. Mitchell Park
  - a. One person at a time on the slide; do not climb up slide or on top of other equipment.
  - b. Do not pick the bark off the tree or flowers/leaves from neighbor's fence.
2. Balls
  - a. Students must have permission before recovering a ball that is in or across the street or in the neighbor's yard.
  - b. Balls may not be intentionally thrown/kicked onto the neighbor's property.
  - c. Balls may not be intentionally thrown/ kicked against church or school buildings.
  - d. Students who take a ball outside are responsible for returning the ball inside.
  - e. Balls may not be removed from the school building before or after school.
  - f. An adult supervisor must retrieve any ball that crosses Highway 80.
3. Jump Ropes – To be used only for jumping.
4. Keep Away – This game is to be played only with a ball and if clothing is pulled the game will be stopped.
5. The principal must approve any playground equipment brought from home.
6. Dodgeball
  - a. Only students in grades 4 – 8 may play dodgeball during recess.
  - b. Balls should never intentionally be thrown above the opponent's waist.
  - c. Play dodgeball only on the lined court.
7. General
  - a. Only students with permission may enter the building before 8:00 am, during the noon break, or remain in the building after school.
  - b. Chewing gum is allowed only in the middle school classrooms and is a privilege that may be removed by administration or classroom teacher.
  - c. Inappropriate language is not acceptable.
  - d. Rough play is not permitted.
  - e. Persons on duty are to be respected and obeyed. Repeat offenders may be referred to the office.
8. Prohibited Items
  - a. Hard balls
  - b. Skateboards
  - c. Snowball throwing or even picking up snow for purposes other than building a fortress.
9. Safety Precautions
  - a. The fence may not be climbed.
  - b. Flagging traffic is not allowed.
  - c. Throwing snow is not allowed.
  - d. Throwing pebbles is not allowed.
  - e. Sliding on ice patches is not allowed.
10. Off-Limits
  - a. Between the parish house and the church.
  - b. Streets and sidewalks.
  - c. Near the utility meters and pipes.

## Diocesan Administrative Recourse Policy

### **Administrative Recourse (DSP 5901)**

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 days 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.

### **Administrative Recourse (DSR 5901)**

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

1. Teachers or other school employees
2. Principal
3. Pastoral Authority
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, is to first confront the person in question with the grievance and seek reconciliation with the person.

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

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties 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, 10; 2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obligated 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 5902)**

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

### **Sexual Misconduct/Sexual Harassment (DSP 5512)**

St. Mary School and the Diocese of La Crosse have strong and clear policies prohibiting any form of child sexual abuse and sexual misconduct. A copy of the Diocese of La Crosse's *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* can be found in the school office and in this handbook. Both of these policy books are also available on the diocesan website and are required reading for all staff and volunteers who have contact with school children. These policies apply to all students in the Catholic Schools of the Diocese of La Crosse.

#### **Provisions:**

1. No student shall be subject to sexual abuse or sexual harassment as a student in the Catholic Schools of the Diocese of La Crosse. St Mary's School is a Catholic School in the Diocese of La Crosse.
2. Any persons who engage in sexual abuse or sexual harassment of any student in a Catholic School in the Diocese of La Crosse, among other sanctions, will be reported to the law enforcement authorities dismissed as a student, or an employee or as a volunteer.
3. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials, which is not necessary for school purposes."
4. No student shall be subject to sexual harassment or other sexual misconduct, as a student of the Catholic Schools of La Crosse.
5. Any student or employee who engages in sexual harassment and/or other sexual misconduct shall be subject to severe disciplinary measures up to and including dismissal as a student or discharge from employment.
6. Any student who believes that he or she is being sexually harassed and/or is the victim of sexual misconduct shall report immediately such information to the Diocesan Director of Catholic Schools at 608-788-7707 who shall then report the matter to the Diocesan Bishop.
7. Any information reported shall be treated as confidential. All claims of sexual harassment or sexual misconduct shall be thoroughly investigated after consultation with the Diocesan Director of Catholic Schools.
8. The Diocese of La Crosse's *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* shall be made available to students and parents in the Diocesan Catholic Schools either via internet or hard copies.
9. No student shall receive any retaliation or disciplinary action for reports of sexual harassment or sexual misconduct made in good faith.

## Drugs and Alcohol

### Drugs and Alcohol (DSP 5508)

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

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

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

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

RECOGNIZING the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse;

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

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

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

### 3. Definitions

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

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

### B. Prohibitions and Required Minimum Sanctions

1. No student may distribute, offer and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions or events and/or on school buses, rental vehicles or school sanctioned vehicles.

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

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

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

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

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

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category.

In determining within each category which sanction to apply, at least the following factors shall be considered:

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

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

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

### **C. Investigatory and/or Remedial Measures**

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

### **D. Reporting Requirements**

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

### **Consultative Requirement**

Drug and alcohol offenses are serious matters. They involve complicated and at times contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately

report and seek consultation from the Office of Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

**Relationship to Other Student Conduct Codes**

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

## Drug/Medication Administration

### **Drug/Medication Administration DSP (5505)**

The state legislature has provided for administration of drugs to students who must have medications 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 healthcare professional, may be required to administer a drug to a pupil under this law by any means other than oral ingestion.

### **Non-Prescription Medication**

Any drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the written instructions and consent of the pupils' parent or guardian. A signed permission form must be on file in the school office in order for school personnel to give non-prescription medication. These medications must be brought to school in the original container they were purchased in. If they are in any other type of container, the school office will return the medication to the parents.

### **Prescription Medication**

Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian. Consent forms must be filled out by the parent and on file in the office before any medication will be dispensed.

The party authorized to administer the drug and the school principal or administrators are 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 healthcare professionals)

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

### **Wisconsin State Statute (s 118.29)**

#### **GENERAL SCHOOL OPERATIONS 118.29**

**23 Updated 03-04 Wis. Stats. Database**

#### ***UNOFFICIAL TEXT***

#### **118.29 Administration of drugs to pupils and emergency care.**

**(1) DEFINITIONS.** In this section:

(a) "Administer" means the direct application of a drug or prescription drug, whether by injection, ingestion or other means, to the human body.

(b) "Drug" has the meaning specified in s. 450.01 (10).

(bm) "Epinephrine auto-injector" means a device used for the automatic injection of epinephrine into the human body.

I “Health care professional” means a person licensed as an emergency medical technician under s. 146.50, a person certified as a first responder under s. 146.50 (8) or any person licensed, certified, permitted or registered under chs. 441 or 446 to 449.

(d) “High degree of negligence” means criminal negligence, as defined in s. 939.25 (1).

I “Practitioner” means any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist licensed in any state.

(f) “Prescription drug” has the meaning specified in s. 450.01(20).

**(2) AUTHORITY TO ADMINISTER DRUGS; CIVIL LIABILITY EXEMPTION.**

(a) Notwithstanding chs. 441, 447, 448 and 450, a school bus operator validly authorized under ss. 343.12 and 343.17 (3)(c) to operate the school bus he or she is operating, any school employee or volunteer, any county children with disabilities education board employee or volunteer, or cooperative educational service agency employee or volunteer authorized in writing by the administrator of the school district, the board or the agency, respectively, or by a school principal; and any private school employee or volunteer authorized in writing by a private school administrator or private school principal:

1. May administer any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions of the pupil’s parent or guardian if the pupil’s parent or guardian consents in writing.

2. May administer a prescription drug to a pupil in compliance with the written instructions of a practitioner if the pupil’s parent or guardian consents in writing.

2m. Except for epinephrine administered under subd. 2., may use an epinephrine auto-injector to administer epinephrine to any pupil who appears to be experiencing a severe allergic reaction if, as soon as practicable, the school bus operator, employee or volunteer reports the allergic reaction by dialing the telephone number “911” or, in an area in which the telephone number “911” is not available, the telephone number for an emergency medical service provider.

2r. Except for glucagon administered under subd. 2., may administer glucagon to any pupil who appears to be experiencing a severe hypoglycemic event if, as soon as practicable, the school bus operator, employee, or volunteer reports the event to an emergency medical service provider.

3. Is immune from civil liability for his or her acts or omissions in administering a drug or prescription drug to a pupil under subd. 1., 2., 2m., or 2r. unless the act or omission constitutes a high degree of negligence. This subdivision does not apply to health care professionals.

(b) Any school district administrator, county children with disabilities education board administrator, cooperative educational service agency administrator, public or private school principal or private school administrator who authorizes an employee or volunteer to administer a drug or prescription drug to a pupil under par. (a) is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

**(3) EMERGENCY CARE; CIVIL LIABILITY EXEMPTION.** Any school bus operator validly authorized under ss. 343.12 and 343.17 (3)I to operate the school bus he or she is operating and any public or private school employee or volunteer, county children with disabilities education board employee or volunteer or cooperative educational service agency employee or volunteer, other than a health care professional, who in good faith renders emergency care to a pupil of a public or private school is immune from civil liability for his or her acts or omissions in rendering such emergency care. The immunity from civil liability provided under this subsection is in addition to and not in lieu of that provided under s. 895.48 (1).

**(4) WRITTEN POLICIES.** Any school board, county children with disabilities education board, cooperative educational service agency or governing body of a private school whose employees or volunteers may be authorized to administer drugs or prescription drugs to pupils under this section shall adopt a written policy governing the administration of drugs and prescription drugs to pupils. In developing the policy, the school board, board, agency or governing body shall seek the assistance of one or more appropriate health care professionals who are employees of the school board, board, agency or governing body or are providing services or consultation under s. 121.02 (1) (g). The policy shall include procedures for obtaining and filing in the school or other

appropriate facility the written instructions and consent required under sub. (2) (a), for the periodic review of such written instructions, for the storing of drugs and prescription drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer drugs or prescription drugs to pupils under this section.

**(5) EXEMPTION.** No employee except a health care professional may be required to administer a drug or prescription drug to a pupil under this section by any means other than ingestion.

**History:** 1983 a. 334; 1985 a. 146 s. 8; 1985 a. 218; 1987 a. 14, 399; 1989 a. 56, 102, 105; 1991 a. 103; 1997 a. 164; 1999 a. 56, 126; 2001 a. 16, 83.

**118.291 Asthmatic pupils; possession and use of inhalers. (1)** While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true:

(a) The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.

(b) The pupil has the written approval of the pupil's physician and, if the pupil is a minor, the written approval of the pupil's parent or guardian.

I The pupil has provided the school principal with a copy of the approval or approvals under par. (b).

**(2)** No school district, school board or school district employee is civilly liable for damage to a pupil caused by a school district employee who prohibits a pupil from using an inhaler because of the employee's good faith belief that the requirements of sub. (1) had not been satisfied or who allows a pupil to use an inhaler because of the employee's good faith belief that the requirements of sub. (1) had been satisfied.

**History:** 1997 a. 77.

#### Administering Medicines to Students – Regulations

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

## Bus Transportation

Section 121.54(2)(B)1., Wis. Stats., specifies that to be eligible to receive transportation services from the school district in which the private school pupil resides, all the following criteria must be met:

- The pupil resides 2 miles or more from the private school that he/she attends.
- The pupil resides within the private school's approved attendance area.
- The private school is located within the boundaries of the pupil's resident school district or not more than 5 miles beyond the boundaries of the school district measured along the usually traveled route.

Under section 121.51(1), Wis. Stats., the private school attendance area is defined as "the geographic area designated by the governing body of a private school as the area from which its pupils attend and approved by the school board of the district in which the private school is located."

Students may board and disembark buses only in the officially designated spot, which at St. Mary of the Assumption School, is on East Fifth Street.

If a bus or non-bus student has permission to go somewhere other than his/her residence on the bus, the parent must send a dated permission note to the classroom teacher. A bus pass will then be issued to the student from the school office. A bus pass is needed any time the student does not disembark at their home residence or a non-bus student is traveling on the bus with a bus student. The school and the bus driver share a great responsibility to insure the safety of your child. Therefore, it is imperative that you approve of any changes in the normal bus routine and that the school and bus driver know you are aware. Parents must contact the school. We cannot depend on the word of a child as to whether or not he/she is riding the bus. The office should be notified of any changes by noon. Students are to comply with the local public-school bus discipline system. The rules apply to all bus routes and to school related activity trips.

### Loading the bus

- Be on time at the designated bus stops – keep the bus on schedule.
- Stay off the road while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before moving closer to enter the school bus.
- Never go behind a bus.

### Riding the bus

- Do not interfere with the health and safety of others.
- Remain seated at all times; keep the aisles clear.
- Loud noise levels are not permitted.
- Swearing and the use of profanity are not permitted.
- General school district rules are enforced at all times.

### Consequences

#### MINOR INFRACTIONS

(hitting, grabbing, kicking, poking, spitting, out of seat, blocking the aisle, loud noises, hanging out of windows, littering, rude, annoying or discourteous conduct)

- 1.) Driver will give the student a warning.
- 2.) Driver will assign a special seat to the student.
- 3.) Driver will issue a bus conduct report.
- 4.) Principal will be contacted and parents will be called.
- 5.) Second bus conduct report
- 6.) Loss of bus privileges for up to five days per offense.

#### MAJOR INFRACTIONS

(physical abuse, defiance, throwing objects, tampering with emergency equipment, vandalism, harassment, repeated minor infractions etc.)

- 1.) Driver will inform student and prepare an incident report.
- 2.) Principal will be notified and parents will be called.
- 3.) Loss of privileges for up to five days per offense.
- 4.) Loss of bus privileges for the remainder of the school year.

#### **DANGEROUS CONDUCT**

(Presence of a weapon, presence of an open flame or flammable liquid, presence of an explosive device, physical contact of a sexual nature, possession of an illegal substance, striking the driver, any other action which endangers the safety of other students)

- 1.) Driver will stop the bus in a safe location as soon as possible.
- 2.) Bus company will be contacted and may contact legal authorities.
- 3.) Bus privileges suspended until a conference is held with parents, principal and bus contractor.
- 4.) Suspension from transportation.

#### **Authority of the Bus Driver**

The safety of the students entrusted to a bus driver's care is paramount in his/her thoughts and actions. The authority of the bus driver to direct student behavior is without reservation and must be accepted by all students. Misconduct on the school bus will not be tolerated. A moment's distraction to the bus driver can result in tragic consequences for our students. St. Mary School will honor all disciplinary actions.