

# **Cathedral Elementary School**

---



## **Parent/Student Handbook**

**2018-19**

*Aquinas Catholic Schools is a Christ-centered family  
devoted to nurturing students of all faiths  
through educational excellence in its vibrant Catholic tradition.*



**AQUINAS CATHOLIC SCHOOLS**



# **TABLE OF CONTENTS**

Unity Poem.....	4
Mission Statement-Aquinas Catholic Schools .....	6
Vision Statement-Aquinas Catholic Schools.....	6
Core Values- Aquinas Catholic Schools .....	6
History of Cathedral School.....	6
Absences and Tardiness .....	7
Administrative Recourse.....	7
Administrative Recourse-Community and External Operations .....	7
Penalty Status During Administrative Recourse Procedure.....	8
Admission Policy .....	8
Attendance .....	8
Asbestos.....	8
Arrival and Dismissal.....	9
Bicycles .....	9
Breakfast .....	9
Bullying.....	9
Bus Transportation .....	9
Cafeteria.....	10
Calendar for the School Year (ACS) .....	10
Cancellation and Closing of School.....	10
Catholic Schools Week.....	10
Change of Address, Phone, etc.....	10
Child Abuse and Neglect.....	11
Classroom/Homeroom Placement.....	11
Communications.....	11
Confidentiality - Students.....	11
Curriculum .....	12
Diocesan Testing Program.....	12
Discipline Policy/Behavior of Students .....	12
Rules of Conduct.....	13
Communicable Diseases.....	14
ACS Dress Code (Grades 4K-2 <sup>nd</sup> ).....	14
Drug and Alcohol Policy .....	15
Emergency Measures .....	16
Expulsion (Dismissal) .....	16
Faith Formation .....	17
Field Trips.....	17
Fines.....	17
First Aid .....	17
Fundraising.....	17
Guardianship .....	17
Harassment.....	17
Head Lice Policy.....	19
Health Services .....	19
Hot Lunch/Breakfast Program .....	19

Immunizations ..... 20

Insurance..... 20

Internet Use..... 20

Leaving the School Premises ..... 21

Library Regulations ..... 21

Lost and Found ..... 21

Make-up Work..... 21

Medication and Drug Administration..... 21

Non-Catholic Student Participation..... 22

Non-Custodial Parent ..... 22

Non-Discrimination ..... 22

Parent-Teacher Organization/Homeroom Coordinators (PTO) ..... 22

Parent-Teacher Conferences ..... 22

Parties ..... 23

Placement of Students into Homerooms ..... 23

Playground Area, Supervision and Rules ..... 23

Progress Reports/Report Cards ..... 24

Recess ..... 24

Release of Records ..... 24

Retention ..... 24

Sacramental Preparation..... 25

School Hours..... 25

School Pictures ..... 25

School Records ..... 25

Access to School Records..... 25

School Supplies..... 26

School Telephone ..... 26

Security ..... 26

Sexual Harassment ..... 26

Smoking ..... 27

Snack Break..... 27

Speakers, Outside Programs, AV Materials (Including Movies and Videos), and Literature ..... 27

Special Learning Needs ..... 27

Teacher-in-Charge ..... 28

Telephones..... 28

Textbooks..... 28

Toys ..... 28

Transfer/Withdrawal from School ..... 28

Truancy ..... 28

Tuition: Billing & Payment Policies ..... 28

Tuition: Financial Guidelines ..... 29

Tuition: Scholarships and Grants Available ..... 30

Valuables..... 31

Vandalism..... 32

Visitors and Office Sign-In/Sign-Out Policy ..... 32

Volunteers ..... 32

Walking Students ..... 32

Civil Rights – National School Lunch Program and/or Breakfast Program ..... 33  
Diocesan Sexual Misconduct Procedures ..... 39  
Diocesan Child Sexual Abuse Policy..... 42

***Cathedral Elementary School, Aquinas Catholic Schools, and the Diocese of La Crosse reserve the right to delete, add to and/or amend the information, guidelines, and regulations contained in this handbook during the academic year.***

# UNITY

*I dreamed I stood in a studio  
And watched two sculptors there.  
The clay they used was a young child's mind  
And they fashioned it with care.*

*One was a teacher – the tools he used  
Were books, music, and art.  
The other, a parent, worked with a guiding hand  
And a gentle, loving heart.*

*Day after day, the teacher toiled with torch  
That was careful, deft, and sure.  
While the parent labored by his side  
And polished and smoothed it o'er.*

*And when at last their task was done,  
They were proud of what they wrought.  
For the things they had molded into the child  
Could neither be sold nor bought.*

*And each agreed they would have failed  
If each had worked alone.  
For behind the parent stood the school  
And behind the teacher, the home.*

*-Author Unknown*

# Cathedral School

an Aquinas Catholic School

---

1319 Ferry Street    La Crosse, WI 54601    (608) 782-5998

---

August 2018

Dear Cathedral School Parents and Students,

Welcome to a new school year!

The purpose of the Cathedral School Parent Student Handbook is to provide you with some basic information about our school. It is important to note that the handbook serves as a guide and is not intended nor can it answer all of the questions that parents and students may ask through the school year.

Please take the time necessary to review the handbook information. I hope the handbook proves to be a good resource for you during the school year. After reviewing the handbook, please complete and return the enclosed Statement of Compliance Form, with all of the required signatures, to our school office. Please contact me or the school office (608-782-5998 or [cathedraloffice@aquinasschools.org](mailto:cathedraloffice@aquinasschools.org)) if you have any questions about the information in our school handbook.

In service of your children,



Mrs. Patty Gallagher-Kosmatka  
Principal

# **CATHEDRAL ELEMENTARY SCHOOL**

• AN AQUINAS CATHOLIC SCHOOL •

## **Mission Statement-Aquinas Catholic Schools**

Aquinas Catholic Schools is a Christ-centered family devoted to nurturing students of all faiths through educational excellence in its vibrant Catholic tradition.

## **Vision Statement-Aquinas Catholic Schools**

Aquinas Catholic Schools, through its vibrant Catholic tradition, aspires to be the premier educational choice, empowering students to fulfill their God-given potential for the betterment of all.

## **Core Values- Aquinas Catholic Schools**

***Faith*** – Serving Jesus and His Church

***Integrity*** – Cultivating moral character

***Excellence*** – Pursuing daily improvement through life-long learning

***Leadership*** – Inspiring achievement and stewardship

***Dignity*** – Respecting God, others and self

## **History of Cathedral School**

Since the Cathedral School is the result of sacrifice and dedicated work of our generous parents, pastors, religious and lay teachers, it is our responsibility to build on to what has been done so as to benefit all who follow us in the future.

The Cathedral School was originally the consolidation of four schools within the city of La Crosse. St. Mary's Parish was the first Catholic Parish in La Crosse. This parish opened in 1853. Reverend Lucian Gotlier was the first pastor. St. Mary's School opened in 1857 under the School Sisters of Notre Dame. The Franciscan Sisters of Perpetual Adoration took over St. Mary's School in 1872. St. Joseph Parish was established in 1863. The first resident pastor was Reverend C.J. Schraudenbach. The parish school opened in 1872 with the Franciscan Sisters of Perpetual Adoration as teachers. St. Wenceslaus Parish, under the guidance of Reverend Leo John Stuchy, was established in 1872. The school opened in 1874 under the direction of Franciscan Sisters of Perpetual Adoration. The fourth parish of La Crosse, Holy Cross, was founded in 1885. Reverend John A. Blaschke was the first resident pastor. The Franciscan Sisters of Perpetual Adoration staffed Holy Cross School. Holy Cross School closed in 1960.

Due to a decrease in the number of students, St. Mary's and St. Joseph Cathedral School consolidated in the fall of 1959. Classes were held in St. Mary's School.

The new Cathedral-St. Wenceslaus School was erected on the site of Holy Cross property. The school with grades 1-8 opened in the fall of 1969 under the direction of the Franciscan Sisters of Perpetual Adoration. The first Principal was Sister Bernadette Prochaska. Pastors at the Cathedral Parish were Monsignor John Paul and Reverend Floyd Dwyer. The official title for the Cathedral-St. Wenceslaus School is now Cathedral School.

Cathedral School presently offers a Preschool through Grade 2 program. Blessed Sacrament School offers a Grade 3 through Grade 6 program. These two elementary schools provide a Catholic education to the parishes and families of the La Crosse Deanery as part of Aquinas Catholic Schools.

## **Absences and Tardiness**

Daily attendance is essential to success in school. If it is necessary for a student to be absent or tardy, the parent/guardian must call the school office before 8:15 a.m. to inform the school. A telephone call is better than e-mail as e-mail may not be checked until later in the day. If the school is not informed, it then becomes the responsibility of the school to find out why the student is absent. Absences and tardiness are recorded on the student's permanent record. Students are considered tardy if they are not in the homeroom by 8:00 a.m. Students are not considered tardy if a bus arrives late or if they have a doctor or dentist appointment and arrive to school by 8:30 a.m. Parents are asked to call or send a note with regard to clinic appointments, and whenever possible, attempt to schedule appointments after school hours or on non-attendance days. (See also "Leaving the School Premises.")

## **Administrative Recourse**

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

(DSR 1391)

## **Administrative Recourse-Community and External Operations**

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

1. Teacher or other school employee
2. Principal
3. Aquinas Catholic Schools President
4. Dean of La Crosse Area Pastors
5. Diocesan Director of Catholic Schools
6. Bishop

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 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 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, 10; 2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

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

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

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1849-1752)  
(DSR 1319)

All Civil Rights Complaints related to the National School Lunch Program and/or Breakfast program can be filed by using the Civil Rights Complaint form. All Civil Rights Complaints will be filed with the USDA within 3 days.  
(USDA)

## **Penalty Status During Administrative Recourse Procedure**

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.  
(DSP 1392)

## **Admission Policy**

A child between the ages of 6 and 18 who has not graduated from high school is required to attend a public or private school full time, if not exempted by certain provisions of the law. (DSR 5110)

New students/transfer students are required to meet with the Principal prior to admission. A copy of their most recent report card should be provided to the Principal (School) at that time. The school must receive student records from the previous school and have the opportunity to review those records before a student can be considered for enrollment. Reception of a registration form and fee by Cathedral School and Aquinas Catholic Schools does not constitute enrollment.

In order to enter Kindergarten (K-5), a child must be five years of age by or on September 1. In order to enter Kindergarten (K-4), a child must be four years of age by or on September 1. In order to enter Preschool (3P), a child must be three years of age by or on September 1. All children must be toilet trained.

## **Attendance**

Absence from school or tardiness requires a note of explanation and a telephone call from parents or guardian. A telephone call is better than email as email may not be checked until later in the day.

A note from parents must always accompany a request for early dismissal, doctor and dental appointments, as well as any other reasons for being excused. These notes should be taken to the office.

Personal illness is a legitimate excuse for absenteeism. In case of sickness, we ask the parents to call the school office before 8:15 a.m. (608-782-5998). In case of any other reason for absenteeism the parent must contact the office in advance; this also holds true for all emergencies.

A student is considered tardy if he is not in the classroom at 8:00 a.m. for the school day opening prayer. Tardiness not only disrupts the members of the class, but interferes with a student's progress.

The school will not accept responsibility for any student who leaves the premises without permission.

A telephone call or note from a parent is required for release of a student before the time of dismissal. No student will be released unless the school is provided a reason for the release from the custodial parent(s).

If a student becomes ill at school, parents will be notified and asked to pick up their student at the school office.

Truancy consists of an absence from school during which the principal has not been notified officially of the legal cause of such absence by the parent or legal guardian of the student. A student who is truant from school violates not only school regulations, but also Section 40.77 and 40.78 of the Wisconsin Statutes. All acts of truancy will be reported to the proper authorities.

Vacations during school time are discouraged. Parents who plan to take such a vacation are asked to notify the teacher and/or office at least two to three weeks in advance.

## **Asbestos**

All reports and/or information relative to asbestos are to be made to the building administrator. A copy of the school asbestos

management plan is located in the school office and is available for review. This plan contains the original EPA AHERA inspection reports, periodic surveillance, 3 year inspections, and response action activities. Any person interested in inspecting the management plan can contact the school office.

## **Arrival and Dismissal**

The Cathedral School doors open at 7:15 a.m. Parents/guardians who drop students off at school should do so on Ferry Street or the playground parking lot entrance. Upon arrival to school, 5K-grade 2 students are to proceed to the gymnasium where they are supervised by staff, while 3P and 4K students may report directly to the assigned morning classroom.

School dismisses at 2:50 p.m. School staff assists with supervision after school until 3:00 p.m. Please pick up children by 3:00 p.m. Students left after 3:00 p.m. without parental supervision will be directed to the School After Care Program and families will be billed for the care.

## **Bicycles**

Bicycles may be used to go to and from school. Students are encouraged to always wear bicycle helmets when riding their bike. Bicycles ridden to school are to be parked and locked in the rack provided for students. Cathedral School is not responsible for any bike that is not properly locked or vandalism to bikes. No student is to ride his bike on the playground areas from 7:30 a.m. - 4:30 p.m. It is never permitted for a student to take another person's bike at any time or to ride around or go anywhere with it. All are expected to abide by the rules of bicycle safety as issued by the Police Department.

## **Breakfast**

Cold breakfast is available each morning between 7:15-7:45 a.m. in the cafeteria. Cold breakfast items and milk are sold daily. Current pricing can be found on our Cathedral website.

## **Bullying**

Aquinas Catholic Schools strives to provide a safe, secure and respectful learning environment for all students. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. Aquinas Catholic Schools will consistently and vigorously address bullying to maintain the standards of a Christian community and ensure that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying behavior is prohibited in all school buildings and grounds, vehicles and property owned, leased, or used by the school system, and at school-sponsored activities. The school system reserves the right to address bullying that occurs outside of these venues if it affects or is likely to affect the learning environment.

Any school staff member or individual who observes or become aware of acts of bullying shall report these acts to the principal. Students who are either a victim of bullying or are aware of bullying involving another student are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal may take disciplinary action, including, but not limited to: detention, suspension, expulsion and/or referral to law enforcement officials.

## **Bus Transportation**

The School District of La Crosse provides bus transportation to and from school for eligible families. Bus schedules are published in the local papers and/or mailed to families receiving services each year in August. Buses also transport any 3P-grade 2 students from Blessed Sacrament School to Cathedral School at 7:20 a.m. and from Cathedral School to Blessed Sacrament at 2:50 p.m. daily.

Aquinas Catholic Schools has several contracted Charter Routes as well to assist families. Bus transportation questions may be directed to the Cathedral Office (782-5998), the School District of La Crosse Transportation Office (789-7647) or the school bus providers Go Riteway at 608-881-6370 or Ready Bus Lines (507-895-2349).

Students are expected to be courteous and to follow the directions of the bus driver. Complaints that are received by the school will be directed to parents for their information and appropriate action will be taken by school administration working with the appropriate transportation personnel. Repeated problems may lead to suspension from using the bus service for a period of time. When school bus transportation is the direct cause of tardiness or absence of those students involved, the student will not be penalized.

Bus transportation to and/or from school events (ex; field trips, programs, etc.) will be provided by local bus transportation companies. A student permission slip providing information, cost, and requiring a parent signature will be required for school events when bus transportation is necessary.

## **Cafeteria**

At lunchtime students are escorted to the cafeteria by their teachers. Students sit at assigned homeroom tables. If a student needs to leave the cafeteria for bathroom or other reason, they are to ask permission of one of the supervising staff members. Students are expected to exhibit appropriate table manners at all times. Students are to only be out of their seat one time to throw away garbage or return their tray to the dishwashing window. Students are dismissed by grade level tables from the cafeteria.

## **Calendar for the School Year (ACS)**

A calendar for the upcoming school year is published in May of the current year and made available to all families. Additional copies are available in the school office at any time and may be found on the ACS website. A school calendar is to consist of at least 180 school days (875 hours of class instruction). Up to five of these days can be inclement weather and/or parent-teacher conference days. A minimum of 10 days for teacher in-service are to be included in the school calendar. Local public school calendars should be a guide to determine days that school is in session, but they are not to be considered the final determinant.

(DSP 6101, DSR 6101)

## **Cancellation and Closing of School**

Cathedral School will close when Aquinas Catholic Schools closes due to the weather. In the event school is canceled, parents will be notified through the following media: TV channels-8 (WKBT), 19 (WXOW), & 13 (WEAU); all local AM & FM radio stations; and on the ACS website. Parents will also receive a notice from Skylert. We will follow instructions written on the "Early School Closing Information Form" if school is in session and canceled early. Please do not phone the school as we need lines open during the days of early dismissal to contact families. Announcements concerning the closing of school may be carried on the ACS website, the local television and radio stations.

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school administration is aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. The decision to cancel school due to inclement weather is made by the ACS President in consultation with the bus company. In the unusual circumstance where school must be cancelled during the school day, school administration and staff will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

## **Catholic Schools Week**

Catholic Schools Week is observed at Cathedral School during the week that is recommended by the National Catholic Education Association (NCEA) or as determined by the Diocese of La Crosse. It is observed with a special liturgy and events during the week.

## **Change of Address, Phone, etc.**

Parents or guardians must notify the school office immediately when there is a change of address, a phone number or e-mail change, or any change in parent or guardianship.

## **Child Abuse and Neglect**

In 1978, the State of Wisconsin enacted a Child Abuse and Neglect Reporting Law. The main purpose of this law is the protection of the health and welfare of children. It mandates the reporting of suspected child abuses and neglect. This law as amended in 1983 clarified the definition of child abuse to include sexual abuse and emotional abuse. It also expanded the list of mandated reporters and increased the fine for failure to report to \$1,000.00. (There is also a possible jail sentence.)

The Child Abuse and Neglect Act (Section 48.981 of the Children's Code of the Wisconsin Statutes) states that all school personnel and administrators are mandated reporters. These school personnel include but are not limited to: school teachers, administrators, counselors, child care workers in a day institution or child care institutions, day care providers, alcohol or drug abuse counselors, speech therapists. Also included should be catechists, DRE's, coordinators, facilitators. Any other person having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse will occur may report.

Based on these legal requirements as well as moral commitments, the Diocesan Office for Catholic Schools is to provide direction to school staff members in reporting suspected child abuse and/or neglect. Under the law, any person or institution participating in good faith in the making of a report has immunity from any liability, civil or criminal, that results by reason of the action. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting is presumed.

## **Classroom/Homeroom Placement**

In the event there is more than one class of a particular grade level, the principal is responsible for assigning students to homerooms. Administrators take several factors into account, trying to balance numbers of students, gender ratios, student abilities, and needs. Aquinas Catholic Schools does not accept requests for specific teachers. However, the principals will accept from parents written requests identifying specific educational needs the parent would like considered in the placement of their child. These written requests should be made by April 1 and will be considered along with the other placement factors above.

## **Communications**

Information and communication from the school will be sent home with students at Cathedral School in a family communication folder each Wednesday. Children may also bring home communications from their classroom teacher during the week. It is extremely important to check your child's folder and communicate to your child the importance of receiving communications from school.

Parents or guardians are asked to use the following procedure if a problem should arise:

1. Talk with your student's teacher. This method should solve most problems, so that parent and teacher can arrive at an understanding. An appointment should be made with the teacher in advance. Spontaneous visits to the classroom are discouraged, as teachers may be working with students, have meetings, or may have other obligations.
2. In the event that conditions do not improve, contact the administrator. The situation may again be discussed in the presence of the parent or guardian, student, teacher, and administrator.
3. If necessary, consult the ACS President.
4. Next, consult the pastor.
5. Next, the area dean may be consulted.
6. In extreme cases, the diocesan office will be contacted.

## **Confidentiality - Students**

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

1. Information 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 for Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

(DSP 5310)

## **Curriculum**

The curriculum at Cathedral School is developed in a cooperative effort with teachers and administration of the Aquinas Catholic Schools and the Diocese of La Crosse. The curriculum takes into consideration preparation for Blessed Sacrament, Aquinas Middle School, and Aquinas High School.

The basic curriculum for grades Kindergarten 5 – Grade 2 consists of the following: Religion, Language Arts, Mathematics, Science, Social Studies, Spelling, Handwriting, Reading, General Music, Physical Education, Art, Technology Education, Library Skills, and International Languages. Aquinas Catholic Schools, Pre-K through 12, work cooperatively to update and develop a uniform, comprehensive, and sequential curriculum for each subject area.

Textbooks and instructional materials are purchased on a rotating cycle when curriculum is updated. Teachers are provided with opportunities and encouraged to keep updated with current educational practices. Parents are regularly informed about classroom curriculum content through grade level newsletter updates.

## **Diocesan Testing Program**

A formal Testing Program is required by the Diocese of La Crosse. Aquinas Catholic Schools utilizes the STAR Assessment as a formative measure in a student's Early Literacy, Reading and Math skills. The assessments are administered to students in grades 5K, 1 and 2 three times annually – fall, winter, and spring. Results enable parents and teachers to assess student growth while uncovering deficits and gaps. These results also enable the school to study strengths and weaknesses in the curriculum.

## **Discipline Policy/Behavior of Students**

### Catholic Faith and Moral Standard

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

### Discipline / Code of Conduct

A student enrolled in an Aquinas Catholic School assumes the personal responsibility for his/her conduct. As a member of the school, the student is obliged to be considerate of other fellow students and be respectful to his/her teachers. Each student is asked to accept this opportunity and obligation to become an integral part of the school community wherein she/he exercises their convictions of Christianity and love of neighbor by fully respecting the rights and privileges of all the other members of the community. The basic attitude of respect characterizes the actions of the student toward themselves, other students, teachers, clerical personnel, custodians, visiting adults, guests and school administrators.

The ACS student is expected to conduct him/herself according to Christian principles and civic behavior:

- To be honest in all dealings with fellow students, teachers and school personnel.
- To cooperate positively with fellow students, teachers and school personnel.
- To respect always the rights and the values of each individual person on the school premises or at school-sponsored events.
- To obtain permission from the proper authority for use of any of the school facilities or materials.
- To comply promptly with the directions of school officials.
- To be responsible for the care of all materials loaned to the student for the course of studies during the year.

All non-consumable materials as well as desks and lockers are the property of the school.

At Cathedral School, students are expected to exhibit excellent behavior when at school or any school sponsored activity. When setting expectations for behavior, students are provided examples of appropriate and inappropriate behaviors.

Discipline as administered at Cathedral School, in conjunction with the home, is designed to provide behavioral changes that will enable students to develop the self-discipline that is necessary to function successfully in an educational and social environment. The major objectives of discipline are to teach respect for the rights, dignity, and safety of all individuals, as well as respect for laws regulations, and respect for public and property rights. Student behavior that disrupts class work, involves disorder, or invades the rights of others will not be tolerated. Minor offenses will be handled by the classroom teacher. Repeated offenses of a more serious nature will be referred to the school principal. Various breaches of conduct, depending upon the seriousness, can be placed in the following categories: 1) probation, 2) suspension, or 3) expulsion. The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion. All expulsions are to be approved by the Director of the Office of Catholic School for the Diocese of La Crosse.

(DSP 5112)

## Rules of Conduct

Maintenance of order and discipline are essential to operate a proper educational institution. Schools have disciplinary rules to help young people mature in socially acceptable ways. Such rules are established not only to fulfill the legal requirements but to foster habits of self-discipline and respect for authority and to provide a learning climate for all the students. The disciplinary rules of Cathedral School are as follows:

The following behaviors are unacceptable.

- I. Verbal abuse
  - A. Verbal distraction in classroom
  - B. Verbal disrespect for teachers, school personnel & students
    1. Talking back
    2. Name calling
    3. Rude/discourteous language
    4. Dishonesty
    5. Foul language
- II. Disrespect for fellow students and school personnel
  - A. Physically abusing others
    1. Hitting, pushing & shoving
    2. Fighting
- III. Disrespect for property
  - A. Disrespect for other students property
  - B. Disrespect for school property
    1. Vandalism
    2. Stealing
- IV. Failure to achieve academically when the failure to achieve is due to insufficient application or improper attendance

### Consequences for Unacceptable Behavior

- I. Teacher Correction
  - A. Verbal correction / Plan to "fix"(correct) the behavior
  - B. Assigned task appropriate to the age and maturity of the student
- II. Conference
  - A. May include teacher, parent, student & administrator
  - B. Plans are made to change behavior
  - C. Need for counseling may be explored
- III. Probation - temporary plan to improve behavior. Plan includes:
  - A. Previous conference
  - B. Written notice to the parents including:
    1. Reasons for probation
    2. Specific behavior to be changed
    3. Specific terms of probation
- IV. Suspension
  - A. Temporary removal from class (suspension)
    1. Must include written notice to parent stating reasons, effective dates and manner of re-entrance
    2. Cannot exceed 3 days
    3. Two types
      - a. In-School - under supervision of school personnel
      - b. Out of school
  - B. In either case, all class-work assigned must be completed before re-admission
  - C. All suspensions will be followed by a period of probation
- V. Dismissal - permanent expulsion from school

### Procedures for the implementation of the regulations and policies in regard to discipline:

- I. Serious misconduct or repeated minor violations occur
  - A. Parents notified in writing and/or through phone calls by teachers in authority
  - B. Copy sent to principal
- II. Actions harmful to the health and life of the students and to the orderly operation of the school.
  - A. Requires immediate intervention on the part of the principal
  - B. Examples of action include:
    1. Possession of a dangerous weapon
    2. Use or possession or sale of controlled substance
    3. Smoking on the premises, busses, or at school related activity
    4. Intentional bodily injury to teacher or student
    5. Serious disrespect of authority, theft, continued use of profane language, fighting, and vandalism
  - C. In such cases the administrator invokes an immediate suspension

1. Informs parents
2. Arranges a conference with parent, teacher, and administrator
3. Plans for correction are made which could include
  - a. Suspension from school
  - b. Probation
  - c. Involvement in counseling
  - d. Recommendation for permanent dismissal

Students may be dismissed permanently:

- I. Lack of improvement in behavior after conference(s)
- II. Possession or use of dangerous weapons
- III. Possession or use of controlled substances
- IV. Truancy
- V. Theft or vandalism
- VI. Injury to another student or staff member

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

(DSP 5115)

The procedure for permanent dismissal or expulsion of a student is as follows:

- I. The administrator and president will recommend dismissal or expulsion to the Diocesan Director of Catholic Schools
- II. When a permanent dismissal or expulsion is pending, parents shall be given the opportunity to withdraw the student from Cathedral School
- III. Administrator will present evidence which prompted the recommendation to dismiss or expel the student to parents, Aquinas Catholic Schools President, and the Director of Schools
- IV. The parents are given the opportunity to respond in writing
- V. The Diocesan Director of Schools will then approve or deny the dismissal or expulsion
- VI. All discussion and the resulting action are confidential
- VII. The decision of the Director of Schools is final and binding on all parties

## **Communicable Diseases**

It is the policy of the Diocese, pursuant to federal, state and local laws and regulations, and in cooperation with state and local public health agencies, to establish and maintain appropriate health standards for the school environment, to promote the good health of students and staff, and to educate students and staff in disease prevention methods and sound health practices.

The Diocese and its schools will work cooperatively with local, county and state agencies to enforce and adhere to the state or local health codes for prevention, control, and containment of communicable diseases in their schools so long as there is not a conflict with religious beliefs and/or practices.

(DSP 8000)

## **ACS Dress Code (Grades 4K-2<sup>nd</sup>)**

3 year old Preschool children are encouraged to wear appropriate, washable play clothes to school.

### **General ACS Elementary School Dress Code Guidelines:**

1. Each student's appearance must be appropriate to a Catholic school setting. Walking shorts and capri pants are NOT to be worn on Mass days. The administration reserves the right to judge what is appropriate and to act on that judgment. The administration also reserves the right to amend the dress code as needed.
2. Clothing, jewelry and/or grooming must not be distracting, potentially dangerous and/or disruptive to the learning environment. Hairstyles must be clean, of reasonable style and natural color. Boys' hair must be above the collar line. Ear piercing only. No more than two earrings per ear. No body piercing (other than ears). No visible tattoos, real or artificial.
3. Worn, faded, frayed, baggy or form fitting clothing may not be worn.
4. Headwear may not be worn indoors, e.g. sweatbands, scarves, hats, helmets, etc.
5. No jackets, coats, or other items intended to be worn outdoors are to be worn indoors.
6. Official scouting uniforms may be worn on meeting days.
7. Fifth grade students may wear D.A.R.E. shirts when the D.A.R.E. officer is in the building.
8. Each student needs tennis shoes with non-marking soles for use in Physical Education class.

**Specific Clothing** \*Solid Colors is defined as all one color, including collars and trim.

- A. Shirts - \*Solid colored navy blue, white or red
1. Button polo shirt with collar or turtleneck
  2. Long or short sleeves.

3. No logos, writing or graphics except for ACS logo and school name
  4. Shirts must be buttoned except for the top button.
  5. Shirts must be tucked in at all times.
  6. White blouses with collar under jumpers only.
- B. Sweaters - \*Solid colored navy blue or red
1. Cardigan, V-neck, crew neck, long sleeved sweaters only.
  2. No logos, writing or graphics.
  3. Collared shirt or turtlenecks must be worn under all sweaters.
  4. Sweaters do not need to be tucked in.
- C. Sweatshirts - \*Solid colored navy blue or red
1. Long sleeved ACS sweatshirts or fleece only
  2. Collared shirt or turtlenecks must be worn under all sweatshirts.
  3. Sweatshirts do not need to be tucked in.
- D. Pants - \*Solid colored navy blue, black, or khaki tan color only
1. Tailored cotton, cotton-polyester, or corduroy.
  2. No bib overalls, jeans, athletic pants, or carpenter pants.
  3. Pants must be worn at the natural waist.
  4. Pant hems may not touch the floor.
  5. Elastic or adjustable waistband is acceptable.
- E. Shorts - \*Solid colored navy blue, black or khaki tan color only
1. Tailored cotton, cotton-polyester, or corduroy walking shorts at the knee or no more than 3" above knee.
  2. *May be worn during first and fourth academic quarters only.*
  3. No skorts.
  4. No athletic shorts.
  5. Elastic or adjustable waistband is acceptable.
  6. Capri pants at mid-calf.
- F. Footwear - Color should be coordinated with other clothing
1. Socks, tights or nylons must be worn.
  2. Enclosed shoes or sandals with back strap.
  3. Shoe strings must be tied at all times.
  4. No clogs, crocs, or cowboy boots.
  5. No heels beyond 1".
- G. Skirts/Jumpers - \*Solid colored navy blue, khaki tan color only, or black
1. Cotton, cotton-polyester, or corduroy.
  2. No more than 3" above the knee.
  3. No split skirts or skorts.
  4. In the interest of modesty, tights, leggings, or shorts are recommended to be worn under skirts and jumpers. Tights, leggings, or shorts must be solid colored.

Certain days will allow for exceptions to the dress code. The general dress code guidelines remain in place. Guidelines for these days are as follows:

**Cathedral Spirit Day** – Cathedral Spirit Shirt is worn (without a polo shirt) with non-dress code or dress code bottoms.

**Aquinas Catholic Schools Day** – Any Aquinas Catholic Schools top such as Aquinas sweatshirts, Aquinas t-shirts, Cathedral shirt, etc. is worn (without a polo shirt) with non-dress code or dress code bottoms.

**Box Top Dress Down Day** – Students do NOT have to be in dress code. Any appropriate clothing is worn.

## **Drug and Alcohol Policy**

*"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 Cathedral School faculty and staff are committed to assuring that Cathedral School will be a drug and alcohol free environment. The school recognizes its important role, along with parents, to help students make positive decisions regarding the use of alcohol and illegal drugs. Through education and in cooperation with the La Crosse Police Department's D.A.R.E. Program, students will gain knowledge about the use and abuse of alcohol and other drugs. Education will also emphasize self-esteem, decision making, and peer pressure. Parents will be invited to attend a D.A.R.E. Parent Program designed to inform and educate parents on the use and abuse of alcohol and other drugs.

### **DEFINITIONS:**

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

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

The term "expulsion" is:

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

The term "dismissal" is:

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

The term "suspension" is:

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

The following are considered by the school to be serious infractions of our drug and alcohol policy and consequences of their violation. Please note that nothing herein shall require or imply that Cathedral School may not impose more severe sanctions if the totality of the circumstance dictate, including immediate dismissal or expulsion.

#### **PROHIBITIONS:**

1. A student who distributes, offers, and/or conducts any transaction leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at, or on route to school-sponsored or approved activities, functions, or events, and/or school buses, rental vehicles or school-sanctioned vehicles will be subject to the following disciplinary actions:
  - a. Expulsion from Cathedral School or dismissal from Cathedral School for at least nine weeks.
2. A student who possesses or uses drugs or alcohol on school property, within 1000 feet of school property, at or on route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles, or school-sanctioned vehicles will be subject to the following disciplinary actions:
  - a. An out-of-school suspension up to 2 weeks including all extracurricular activities for the first offense.
  - b. Immediate dismissal from Cathedral School up to nine weeks for the second offense.
  - c. A third violation will result in immediate expulsion from Cathedral School.
3. Students who remain in the continued presence of those who use, possess, buy, or sell illegal drugs or alcohol without reporting the activity will be subject to out-of-school suspension, including extracurricular activities, for a period of one to three days dependent on the frequency of the offense.

Students being disciplined as indicated above for distribution violations of drug and alcohol and possession violations of drug and alcohol are subject to the following in addition to the disciplinary actions stipulated.

1. The student and parents/guardians shall meet with the school principal.
2. Out-of-school counseling, in a program approved by the school without cost to the school will be a requirement for returning to school and activities.
3. 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.
4. The student and his/her parents/guardians shall sign a release authorizing the school to contact, speak with, and receive results of the counseling or drug/alcohol testing.

In all cases involving the use, possession, buying, or selling of illegal drugs or alcohol, the school retains the right to report student involvement to the authorities.

## **Emergency Measures**

The protection and safety of Cathedral School students and staff are of utmost importance. For this reason, fire drills are held monthly. Exits to be taken are posted in each classroom. A tornado drill is scheduled in the spring. Internal and external lockdown measures are in place and reviewed with all staff and students.

Parents or guardians are asked to complete an EMERGENCY NOTIFICATION form in the beginning of the school year in the event of sickness, accidents, and other emergencies or an early dismissal due to bad weather, fire, bomb threats, etc.

## **Expulsion (Dismissal)**

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

## **Faith Formation**

Every school day begins and ends with prayer. Formal religion classes are taught. Religion permeates the curriculum. Students are provided with a variety of prayer experiences, both in the classroom and in the worship area. These prayer experiences may include traditional, spontaneous, and contemporary prayers, Mass, Advent and Lenten prayers, liturgical services, Stations of the Cross, and Rosary services.

The staff at Cathedral School realizes that the primary responsibility for nurturing prayer lies in the home. A family which values prayer, prays together. The liturgical life of the school is not intended to be a substitute for the family's home prayer life, attendance at the Sunday Eucharist, penance services, or public prayer in the parish. The school staff functions in cooperation with the family so that children have a rich experience of prayer.

Students in second grade receive the sacraments of Reconciliation and Eucharist for the first time at their parish.

Mass or a Prayer Service Mass is held every Wednesday and/or on Holy Days of Obligation. Masses and Prayer Services are planned and ministered by homerooms. Homeroom students have an opportunity to participate as song leaders, preparation of the altar at offertory, offertory gift bearers, and petitions. Parents are welcome and encouraged to attend Masses and Prayer Services. The schedule of homerooms leading the Mass or Prayer Service is on the monthly school calendar.

## **Field Trips**

Cathedral School teachers and staff look forward to providing learning experiences outside of the classroom on field trips for each grade level. Parents are required to complete and sign the Diocese of La Crosse Comprehensive Child Consent and Release Form at the beginning of each school year. In addition, parents are required to complete and sign the Diocese of La Crosse Supplemental Child Consent and Release Form for each specific trip. Information about the trip will be provided on this form. The completion of these forms will allow the student to participate on the field trip experience.

## **Fines**

When there is vandalism or damaged property, negligent care of textbooks or equipment on school premises, a fine is imposed. Library fines are imposed for lost books.

## **First Aid**

In case of injury or illness, a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. Many of the school staff has taken First Aid Training from Red Cross certified personnel. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, 911 will be called and the student will be transported via ambulance to the emergency room. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor should be on file on the enrollment form of the student in the school office. This information must be kept current and it is the responsibility of the parent/guardian to do so.

(DSR 5501, DSP 5501)

## **Fundraising**

Fundraising does play an important part in providing special activities and opportunities for students at Cathedral School. Selling is always voluntary, no minimum sale is ever required, and we do not intend to burden families with fundraising. We hold a major fundraiser, magazine and cookie dough sale, in the fall. School fundraisers will be discussed at the Parent-Teacher Organization (PTO) meetings and must have the approval of the school principal.

## **Guardianship**

In any situation where there is a custody agreement, the school should have on file the portion of the agreement that stipulates custody and any other information pertinent.

(DSP 5302)

## **Harassment**

The Diocese of La Crosse has 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 *Sexual Misconduct Policy and Procedures* is available in each school office. These policies apply to all students in the Catholic schools of the Diocese of La Crosse. No student shall be subject to sexual abuse or sexual harassment as a student in the Catholic Schools of the Diocese of La Crosse. Any persons who engage in sexual abuse of any student shall, among other sanctions, be reported to the law enforcement authorities and be dismissed as a student, an employee, and/or volunteer. Any student who believes that he or she is being harassed shall report immediately such information to the school principal and the Diocesan Director of Catholic Schools who shall report the matter to the Diocesan Bishop. Any information reported shall be treated as confidential. All claims of harassment shall be thoroughly investigated by the school principal after consultation with the Diocesan Director of Schools. No student shall receive any retaliation of disciplinary action for reports of harassment made in good faith. (Diocesan Policy)

**Sexual Harassment** will be dealt with in the most serious manner. Sexual harassment is 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."

**Verbal or Written Harassment** includes (but is not limited to) actions taken by a student or students in which they distribute, or make public, materials which are considered to be for the purpose of intimidating, ridiculing, or embarrassing a student(s). This could come in either verbal or written form.

**Physical Harassment** includes (but is not limited to) threats, verbal intimidations, extortions, or physical violence toward another person(s). Any such action by a student or staff member will not be tolerated and will be dealt with promptly and in a severe manner.

**School-Based Hazing** is any action taken by another student or students which is used to initiate or humiliate another student or students. Hazing is prohibited and will be dealt with as harassment.

**Bullying:** Aquinas Catholic Schools strives to provide a safe, secure and respectful learning environment for all students. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. Aquinas Catholic Schools will consistently and vigorously address bullying to maintain the standards of a Christian community and ensure that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying behavior is prohibited in all school buildings and grounds, vehicles and property owned, leased, or used by the school system, and at school-sponsored activities. The school system reserves the right to address bullying that occurs outside of these venues if it affects or is likely to affect the learning environment.

Any school staff member or individual who observes or become aware of acts of bullying shall report these acts to the principal. Students who are either a victim of bullying or are aware of bullying involving another student are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal may take disciplinary action, including, but not limited to: detention, suspension, expulsion and/or referral to law enforcement officials.

## **Procedures for Addressing Harassment**

Each case will be handled individually using the following guidelines:

1. The witnessing teacher will make a written referral to the Principal or Counselor for screening an incident. The principal will determine the consequences depending on the severity of the case. Assessment will be done.
2. In all cases, the teacher or principal will call parent(s) for the first incident.
3. Consequences:
  - a. First Offense:  
Grades K-5 will be decided by one or more of the following: Teacher, and Principal or Counselor  
Grades 6-12 will receive and automatic detention.
  - b. 2<sup>nd</sup> Offense:  
Mandatory parent conference with consequences to be discussed  
(possible in-school suspension and/or counseling referral).

- c. 3<sup>rd</sup> Offense:  
Police are contacted and automatic out-of-school suspension

\*If behavior does not improve after third incident, student may be asked to leave school.

## **Head Lice Policy**

1. Only students strongly suspected of having head lice will be checked by the school. Because head lice can be transmitted so easily the County Health Department advises against checking all students.
2. If a student is found to have head lice the parent(s) will be contacted and the student sent home. The parent(s) may receive a written notification that the student has lice along with an informational sheet with suggestions for treatment. Written verification from the parent that the child has received treatment is required before the student will be readmitted to school. In addition, the student may be inspected for head lice prior to admission.
3. A note will be sent home to all parents in a class in which a student has been found to have head lice. Parents will be asked to check their child for head lice and be made aware of the fact that a case of head lice have been discovered.
4. If in returning to school and after verification of treatment by parent, a child is still infested with head lice, the student will be sent home and written verification of treatment from a doctor or the Health Dept. will be necessary before readmission.

NOTE: Many times after a child has been treated for head lice, they will still have the nit or louse egg case attached to their hair. This egg case is dead but it is cemented to the shaft of the hair and can take several weeks for it to loosen and be combed out. During this interim period the child can appear to have lice but in actuality the lice have been killed. In all fairness to parent(s) and child we will not require that the child be free of nits before being readmitted to school.

## **Health Services**

Nursing services, primarily informational, are provided by the La Crosse County Health Department. There is no special nurse assigned to the school. Any problem that occurs is usually handled by the school. The teacher must exclude children from school with suspected communicable diseases. Emergency care is provided by school personnel and parents are responsible for the transportation arrangements. New students are asked to provide a health history and report any special health problems to enable adequate provision for needs of the child. All students must have an immunization record on file in the school office. Emergency information forms are required at the beginning of each school year and are kept on file in the school office. No medication will be administered to students at any time without the written permission of parents, or by telephone confirmation.

In cooperation with the County Health Department, Cathedral School participates in vision and hearing screening. Volunteers may be enlisted to assist with the screening. These programs are conducted in the Fall of the school year. The vision screening test may be administered annually to all students in P3-grade 1. The audiometric hearing test may be administered to students in P3-grade 1. If necessary, referrals are provided to the parent as a follow-up option with your child's pediatrician.

A Kindergarten Physical is required prior to admission in the K5 Program. Forms are provided to parents in the spring prior to the start of the school year. Forms are also available on line at the school website and in the school office.

## **Hot Lunch/Breakfast Program**

Cathedral Elementary School participates in the National School Lunch Program. The program will offer all children, even those with a negative food service account balance, the same breakfast (if applicable) and lunch choices served to all students on a daily basis. This meal will meet all current meal pattern requirement for claiming as an eligible breakfast and/or lunch.

The administrative staff will make every effort to collect all money owed by families to the food service program. They may use e-mail, hard copy statements, the USPS, phone calls, or any other means that are useful in attempting to collect these unpaid food service balances.

School lunch, under the Federal Lunch Program, is served at Cathedral School every full day that school is in session. The lunches are well prepared and planned according to government requirements. Every effort is made by a dedicated staff to provide the most nutritious, balanced lunches available for the minimal fee charged. A menu is published monthly. Lunch (student and adult) and milk prices can be found on our website. Lunch meals are purchased daily as desired (milk is included in the price). Milk may be purchased separately for those bringing a sack lunch. Lunch billing will be sent home biweekly. ACH payment for lunch is preferred. When a check is written for purchasing school lunches please make checks payable to Aquinas Catholic Schools, or ACS.

Families eligible for financial assistance may apply for free or reduced price lunches. Guidelines for this are published at the beginning of each school year. Forms are made available for all families at the beginning of the school year and if necessary, may be picked up in the main office or found online. All applications will be treated confidentially.

A reminder that a cold breakfast is available every morning from 7:15-7:45 a.m. Students qualifying for free and reduced meals qualify for free and/or reduced breakfast as well.

## **Immunizations**

IMMUNIZATION: The Wisconsin Immunization Law requires students through grade 12 and children in day care centers to be immunized according to their age/grade level by the beginning of the school year. Immunizations are required against measles, mumps, rubella, polio, diphtheria, tetanus and pertussis.

AGE/GRADE LEVEL REQUIREMENTS		NUMBER OF DOSES			
2 years - 4 years	4 DTP/DT	3 Polio	3 HepB	1 MMR	1 Var
Grades K – 5	4 DTP/DT	4 Polio	3 HepB	2 MMR	2 Var

As each student enters 3 year old Preschool/4 year old Kindergarten /5 Kindergarten, a record of immunizations is filed in the school office. Parents of students who enter school incompletely immunized or have not signed a waiver will be notified by the school within 15 and 25 days of being admitted regarding the legal consequences of failing to meet the immunization requirements.

### Wisconsin's Immunization Law:

The immunization Law, s. 252.04 Wis Stats., is intended to protect students and children in day care centers from vaccine preventable diseases-measles, mumps, rubella, polio, diphtheria, tetanus, varicella and whooping cough. Often more dangerous than the diseases themselves are the damaging complications which can result in blindness, hearing loss or deafness, mental retardation, and even death.

Another purpose of the law is to eliminate these vaccine-preventable diseases through immunization, just as smallpox has been eliminated from the world. Since this law went into effect May 20, 1980, cases of all vaccine-preventable disease in Wisconsin have dropped significantly. In May 1990, the law was changed to allow schools to exclude non-compliant students.

The Wisconsin Immunization Law requires students through grade 12 and children in licensed day care centers to provide documentation of immunizations or a signed waiver according to their age/grade level by the beginning of the school year. Students must present written evidence of completed basic and booster immunization, including the day, month and year. Student immunizations are required to be in compliance within 30 school days of admittance or exclusion is mandatory.

Students must meet these immunization deadlines, and notify their school regarding any additional vaccines they receive. Exemptions may be obtained for medical, religious and/or personal convictions must be signed by a parent, guardian or adult student. In the event of an outbreak of a vaccine-preventable disease, the Department of Health and Family Services may direct schools to exclude un-immunized students and those who have waivers on file. Students may remain excluded until the outbreak subsides.

## **Insurance**

All institutions of the Diocese of La Crosse are provided liability insurance through their property insurance policy. It provides payment of all sums which the school may become legally obligated to pay because of bodily or personal injury, or property damage, occurring on the school premises or because of the action of any personnel of the school.

Although Cathedral is covered under the Diocesan Liability Insurance plan for any legal action or negligence resulting in legal action against the school, this policy does not and is not intended to cover or pay for individual student accident and/or injury. Individual family health insurance plans will cover accident or injury at school.

(DSR 3330)

It is the responsibility of the student to inform the faculty member in charge of any injury occurring on school grounds or during a school-related activity. The faculty member will file an accident report with the Main Office. The school does not provide any type of health or accident insurance for injuries incurred by your child at school.

## **Internet Use**

The use of telecommunication networks, including the Internet is a privilege not a right, and users should take personal responsibility for their behavior while online. The school reserves the right to review any materials (e-mail, files, other correspondences and documents) sent and/or received via the Internet for their appropriateness in the light of legal, ethical, and Christian standards. It is expected that Cathedral School students will conduct their Internet activities under the specific guidelines outlined in the Cathedral School Student Internet Use Agreement. This Agreement should be reviewed and signed by the parent/guardian, and returned to the school.

## **Leaving the School Premises**

Students are not allowed to leave the school premises for any reason during the school day without the written permission of a parent or guardian. If a student does leave for an appointment, etc., the parent/guardian and student are to check out and in again at the school office. No student will be allowed to wait at a door or outside to be picked up.

## **Library Regulations**

All students are asked to take proper care of all books loaned from the library. Books are checked out for a period of two weeks. No more than three books are to be taken out at one time. Any student marking, damaging or losing a book will be asked to pay for the replacement. All materials taken from the library must be checked out at the desk and returned to the book return. References, such as encyclopedias, etc., may not be taken home.

## **Lost and Found**

Families are asked to mark all removable clothing and school supplies with the name of your child. Because of the accumulation of unclaimed articles of clothing throughout the school year, we would encourage parents to periodically check for lost items in the "Lost and Found" bins in the school lobby. Unclaimed lost and found items will be donated to charitable organizations several times throughout the school year.

## **Make-up Work**

When a student misses school due to an illness, etc., their work is collected and can either be sent home with a sibling or picked up in the school office between 2:50 and 3:15 p.m. A student has as many days as they were absent to make up the work. While teachers may be asked to prepare assignments in advance for students anticipating a scheduled absence they are not required nor always able to do so.

## **Medication and Drug Administration**

Parents/guardians are to notify the school if their child/ren must take medications during the school day. A "School Medication/Procedure Form" is available in the office and must be filled out and returned to the office before the medication can be given at school. If it is prescription medication, the parent must fill out the student information section, sign the parent consent section, and have the physician complete and sign the bottom section of the form. The label on the bottle from the pharmacy is not sufficient to administer medication to students at school. All medications must be provided by parents and come to school in their original container. If it is a non-prescription medication, the Medication Procedure Form must be filled out, excluding the information by the physician. These forms must be sent to school with each new or change in medication or prescription. For safety, all medications must be brought to the school office by the parent or guardian to be secured. Please remind your child to come to the office and take medications at times designated by the physician and/or parents. Students will not be allowed to take home any unused medication. At the end of the school year, parents will be required to pick up unused medications and supplies.

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.

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

The party authorized to administer the drug, and the school principal or administrator, 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 health care professionals.)

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

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 medication be administered in school. Medication will only be administered by authorized school officials. At Cathedral School the administrator, secretary or teacher will administer and record the dispensing of medication. NO MEDICATION IS TO BE KEPT IN THE STUDENT'S POSSESSION WHILE AT SCHOOL.

If a child is on medication and the parent or legal guardian wishes to come to school to administer the medication, they may do so. If, however, they wish authorized school personnel to supervise the child taking the medication, the rules below must be followed. The school will provide safe storage for the prescribed medication and will keep a basic record of any drug administration.

1. Medication shall be delivered to school in a container appropriately labeled by the pharmacist.
2. Written orders shall be received from the physician, dentist, or podiatrist.
3. Written permission shall be received from the parent or legal guardian.
4. Only enough medication shall be sent to school in a container appropriately labeled for that week. The container is to be taken home on Friday or the last day of school in a given week.
5. Notification shall be received when the drug is discontinued.

Students who need to take cough drops must have written permission from their parent or legal guardian. This is to be given to the homeroom teacher who will disseminate the information to the other teacher's where necessary.

(DSP 5505)

## **Non-Catholic Student Participation**

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

(DSP 6225)

## **Non-Custodial Parent**

Cathedral School respects the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child as permitted by law. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of this court order.

## **Non-Discrimination**

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.

(DSP 5101)

This intuition is an equal opportunity provider.

## **Parent-Teacher Organization/Homeroom Coordinators (PTO)**

The Parent-Teacher Organization (and Homeroom Coordinators) is an active group at Cathedral Elementary School. The purpose of this organization is coordinating the volunteer services needed by our school, to sponsor fundraising projects as a source of revenue for the school, to support the homeroom teachers and to promote a unified school spirit. In addition, these individuals serve as a resource to parents for questions regarding the school and encouraging involvement in the various school activities.

This group of parents meets regularly with the school principal and teacher representatives. Meeting minutes are taken.

All parents are welcome and encouraged to join the PTO! Check our website for meeting dates.

## **Parent-Teacher Conferences**

As a personal means of informing parents of the development of their children, schools are to schedule conferences on a regular basis. Children may have the opportunity to be at these conferences when requested by the parent and/or teacher.

Formal parent-teacher conferences are scheduled during the school year, specifically at the end of the first quarter and the mid third quarter. Parent-teacher conferences may be arranged at other times during the school year, in addition to the above, by contacting the

teacher in advance to arrange for an appointment.

## **Parties**

Birthday treats and simple classroom parties for special occasions are permitted. These should be held in the classroom. To avoid hurt feelings, parents are asked not to have children give out invitations to private parties at school unless everyone in the class (boys or girls or both) is invited. The teacher should be notified in advance if this is to happen.

## **Placement of Students into Homerooms**

At the end of the current school year, the teachers and principal begin to put together classrooms of students for the next school year based upon the current student enrollment. This is a process that involves consideration of a number of factors:

1. The need to balance, as nearly as possible, the number of students in each classroom,
2. The need to balance, as nearly as possible, the number of boys and girls in each classroom,
3. The need to balance a variety of student abilities,
4. The distribution of special needs students between classrooms in order to maximize instruction time,
5. The separation of students who do not work well together either for academic or behavioral reasons,
6. The separation of students from the same family,
7. The matching of specific learning needs and teaching styles.

Student classroom assignments are communicated to school families prior to the beginning of the next school year.

## **Playground Area, Supervision and Rules**

Assigned teachers and staff are directly responsible for playground supervision.

### Student Conduct on the Playground:

1. Show courtesy and respect to others at all times.
2. Exhibit safe conduct at all times. There is to be no fighting, rough play, pushing or hitting.
3. Follow general playground rules.

### General Playground Rules:

1. Playground equipment (Play Structure) is to be used properly. Use slide correctly-feet first, sitting down. Use of the play structure at recess time is managed by the supervisor(s).
2. Students are not allowed outside the fenced in playground area and are not permitted to play by the 13<sup>th</sup> Street doors, under the overhang by the rear playground entrance doors or on the grassy area near the 13<sup>th</sup> Street entrance.
3. Each grade is assigned a specific play area for kick ball on the school playground.
4. Rubber balls, Nerf balls and jump ropes are allowed at all recesses. Gloves/balls are not allowed (playing catch). Toys and/or play equipment from home must be approved by the classroom teacher before recess use. No electronic games or Frisbees will be approved.
5. Group/grade level games and activities are strongly encouraged. Tackle games and those involving rough-housing are not allowed. Pretend fighting, kicking, pushing, or chasing is not allowed.
6. Students are to stay away from the bike racks. Bike riding is not allowed on the playground.
7. Skateboards, scooters and roller blades are not allowed on the playground.
8. No food is allowed on the playground.
9. The throwing of sand, sticks, rocks, ice, snowballs, or bark chips is not acceptable.
10. When snow is on the ground students must wear snow pants in order to play on the snow hills.
11. Students without boots or a second pair of shoes will remain in a designated area, on the playground, for recess during winter months.
12. Students should report any playground problems directly to the teacher or staff person supervising the playground.
13. Any injury is to be reported to the teacher or staff person supervising the playground. Students must ask permission to re-enter the school building during recess.
14. Students should not visit with any strangers passing by the playground during recess time. Students are to report to the teacher or staff person supervising any attempt by a stranger to talk to them or ask them to leave the playground.
15. When the bell rings at the end of recess, students are to line up quietly and quickly by individual classroom in their designated class area on the playground.
16. Students are not allowed to play on the playground or school grounds before school. After school, students may not play on the playground or equipment unless supervised by their parent(s) or After Care Staff member(s). Liability requires that students leave the school grounds after dismissal and return with the permission of their parent(s). Due to After Care programming, the playground may not always be available for parents and students after 3:10 p.m.

### Consequences:

Immediate consequences to unacceptable playground behavior will be:

1. A verbal warning from a playground supervisor that activity or behavior is not acceptable.
2. An immediate time out from recess and playground activity in a designated area.
3. Walking recess(es) may be implemented.
4. No recess for a specified number of days may be implemented. The student will sit in the school office during recess time.
5. Contacting parent(s) by teacher or principal in cases of repeated infractions of playground rules.
6. Consequence options are not intended to be sequential and are dependent on the seriousness of student behavior/infraction.
7. Further disciplinary action for playground infractions will follow in consultation with the school administrator, parents and playground supervisors.

## **Progress Reports/Report Cards**

The student progress report/report card is one means of communication between teachers and parents which summarizes the individual student's growth in knowledge, skills, and Christian living. The student progress report/report card is designed to provide a meaningful and realistic summary of overall mastery of concepts and skills in the content areas.

Issued quarterly, the Progress Report/Report Card for grades 1 & 2 utilizes Achievement, Essential Skills and Personal conduct codes. Issued quarterly, the Progress Report/Report Card for 4 year old and 5 year old Kindergarten utilizes Achievement codes. Issued in January and May, the Progress Report for 3 year old Preschool utilizes Achievement Codes.

## **Recess**

When the weather permits, all students are required to play outside at recess times. Weather permitting, students will have two outdoor recesses each day.

Decisions to have outside recess during cold weather depend up on the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days or cancelled by the school administrator. Students should always dress for outside recess. All students must be on the playground during outside recess. Exceptions will be made if a teacher requests a student to remain inside for a particular reason.

Students will have supervised free time in the classroom, gym, and/or library on days when bad weather prevents outside recess.

## **Release of Records**

The school maintains records on all students. Included in these records are achievement test scores, copies of report cards, a copy of the baptismal certificate, records of medical immunizations, dental check-ups, and school registration forms.

The transfer of records for students between both local Catholic schools and public and private schools outside the locality is to be in accordance with the following guidelines:

1. All folders containing student records will be exchanged directly between the two schools involved.
2. The Progress Record will be retained permanently in the senior high schools.
3. Schools are required to transfer to another school or school district, all student records relating to a specific student, if the transferring school or district has received written notice from the parent/guardian that the student intends to enroll in the other school or district, or written notice from the other school or district that the student is enrolling.

Parents may request to be shown or be provided with a copy of their student's records. Upon written request from the parent/guardian, the school will make available to the person or agency named in the permission form, the student's progress, behavioral, or medical records.

(DSR 5301)

## **Retention**

The school is responsible for making the decision to retain a child. The process of retention will follow the proceeding schedule:

1. Letter sent to parents or guardians in January, notifying of possible retention.
2. Conference in January with parents or guardians to discuss student progress, possible retention and guidance.
3. Conference in March or early April with parents or guardians to discuss student progress and again possible retention.
4. Conference in May with parents or guardians discussing the decision to retain or not.
5. Final letter sent in May with official notification to parents or guardians of decision to retain or not.

The decision to retain is made with the best interest of the student in mind. The decision to retain should be made only after serious reflection and evaluation and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision.

(DSP 5210)

## **Sacramental Preparation**

Students in the second grade are prepared by their teachers, parents and parish for the sacraments of Holy Communion and Reconciliation. Students receive their First Holy Communion at their individual Parish. Students will be prepared for First Reconciliation during the second quarter of the school year and receive this sacrament at their parish.

Students coming into the school who wish to be baptized and continue with other sacramental preparation are provided with instruction on an individual basis. Arrangements are made with the pastor and principal.

In all good sacramental programs for children and students, parents should play an active role and help in the preparation and instruction of children. The Catholic school provides a wonderful opportunity in which this instruction can and should take place. The sacramental preparation will best be done when both the school and parent are working side-by-side, but the role of the school is to remain significant.

(DSP 6250)

## **School Hours**

School doors open at 7:15 a.m. Students arriving before 7:45 a.m. should proceed to the gym. Classes begin at 8:00 a.m. Classes are dismissed at 2:50 p.m. Students are not to linger after school, but go directly home.

The school is not responsible for accidents which may occur before or after school hours.

## **School Pictures**

School pictures for all students in grades 3P-grade 2 are taken in in the fall of each year. Parents have the opportunity to purchase a color package of portraits. All students are photographed for file copies and picture in the school year book. A picture re-take day is scheduled to accommodate students that were absent on picture day or need a different photo taken.

## **School Records**

Educational records are defined as those which are 1) directly related to a student; and 2) maintained by an educational agency. Student educational records means all records relating to individual students maintained by an elementary, middle, or high school.

Progress/Testing Records shall consist of the student's courses, grades, attendance records, and standardized test results and immunization records.

Behavioral Records means those student records which include records of conversations, and written statements relating specifically to an individual student's behavior, and any other reports which are not Progress Records or Health Records. All Behavioral Records shall be kept separate from all other records. Exceptional Education Records, including psychological tests and personality evaluations shall be maintained separately from all other school records and folders.

Health Records are those pertaining to the physical and mental health of the child. All health records shall be maintained. These records would include, but are not limited to: scoliosis screening forms, hearing and vision tests, physicals, etc. Chemical dependency records, mental health records and HIV records are strictly confidential, are to be kept separately, and are not to be transferred with physical and health records.

After a student graduates or transfers to a public school or another private school, the Progress Record must be retained permanently. Behavioral Records and Health Records are also to be retained permanently in the original school after a student transfers or graduates.

## **Access to School Records**

An adult student, or the parents or guardian of a minor student will upon request be shown and provided with a copy of the student's Progress Records. The school will comply with this request after a minimum twenty-four hour period of receiving such a request in writing, but in no case more than 45 days after the request is made.

An adult student, or the parent or guardian of a minor student, will upon request be shown, in the presence of a person qualified to explain and interpret the records, the student's Behavioral or Health Records. Such student or parent/guardian will, upon request, be provided with a copy of the Behavioral Records. The school will comply with this request after a minimum length of 24 hours after receiving such a request in writing, but in no case more than 45 days after the request is made.

Upon the written permission of an adult student, or the parents or guardian of a minor student, the school will make available to the person or agency named in a permission form the student's Progress Records of such portions of his Behavioral or Health Records as determined by the person authorizing the release.

Both parents, whether they are custodial or non-custodial, have the same right of access to the records, unless prohibited by a court order. Cathedral School requires a copy of the court order to be kept on file.

## **School Supplies**

A list of school supplies required for each grade is sent home in the spring for the upcoming school year. In addition, the school supply list will be posted on the website. The school supply list may also be picked up in the school office or obtained at local stores.

## **School Telephone**

Parents or guardians are asked to refrain from calling school to leave messages for their son/daughter except for an emergency. Students and teachers will not be called from class except for emergency calls. Students should not be calling home during the school day but should have their permission slips, directions for after school, and homework materials with them when arriving to school in the morning.

## **Security**

### Searches

If a concern or concerns arise concerning the safety of students: items such as coats and jackets, backpacks, books, and any other such items that students bring on school property are subject to searches by the school.

### Weapons

The possession or use of a weapon, explosives, look-alike weapons such as cap guns, or any other object, which can reasonably be considered to be a weapon, during the school day, on school premises, or during school-sponsored activities will result in immediate suspension. The parents and other proper authorities will be notified. Upon completion of an investigation, a decision will be made regarding consequences that may include but is not limited to further suspension, dismissal, or expulsion.

## **Sexual Harassment**

Policy: All students of the Catholic school 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 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 report immediately such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the diocesan director of schools.
5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith.

The Diocese of La Crosse has 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 are attached as Addendums in the Appendix. These policies apply to all students in the Catholic schools of the Diocese of La Crosse.

Provisions:

1. No student shall be subject to sexual abuse or sexual harassment as a student in the Catholic Schools of the Diocese of La Crosse.
2. Any persons who engage in sexual abuse of any Catholic student shall, among other sanctions, be reported to the law enforcement authorities and be dismissed as a student, employee and/or volunteer.
3. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but it not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
4. No student shall be subject to sexual harassment or other sexual misconduct, as a Catholic school student.
5. Any student or employee who engages in sexual harassment and/or other sexual misconduct shall be subject to severe disciplinary measures up to and including dismissal as a student or discharge from employment.
6. Any student who believes that he or she is being sexually harassed and/or is the victim of sexual misconduct shall report immediately such information to the Diocesan Director of Catholic Schools who shall report the matter to the Diocesan Bishop.
7. Any information 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 distributed to students and parents in the Diocesan catholic schools.
9. No student shall receive retaliation or disciplinary action for reports of sexual harassment, made in good faith.

(DSP 5512)

## **Smoking**

Smoking is not allowed in the school or on the school property.

## **Snack Break**

Cathedral students have snack break(s) during the school day. Students are able to have milk with their snack. Parents are responsible for paying the milk fee for their child's milk. Information concerning this milk fee and suggested snack items will be sent to parents at the beginning of each school year. Parents are encouraged to provide healthy and nutritious snacks per the homeroom snack schedule.

Special treats may be brought to school by students for special occasions and distributed to students in their homeroom. Families are asked to be aware of and considerate of any students with specific food allergies. Gum and candy are not allowed in school except as a special reward as determined by the homeroom teacher and/or the principal.

## **Speakers, Outside Programs, AV Materials (Including Movies and Videos), and Literature**

All outside speakers, programs, AV materials, and literature used in the school are to have the prior approval of the school principal. Care will be taken to see that all of the above are appropriate for the grade level and age of the student, and the value of Catholic schools.

All outside speakers, programs, AV materials and literature used in the school are to have the prior approval of the school administrator. Care should be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools. The USCCB movie rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location of those recommended by school personnel. If the rating of a movie cannot be found, the Diocesan Office for Catholic Schools should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years or older.

(DSP 6410)

## **Special Learning Needs**

By parent or teacher referral, students at Cathedral School are eligible for exceptional educational needs testing through the School District of La Crosse. Comprehensive testing is done by a team of professionals to determine if a special educational need does exist. Results of the testing are discussed with the parents and recommendations are made based on the need of the child. Participation in some special education programs may take place at Cathedral School while others must take place on site of the public school. All special needs testing and/or services will be under the direction of the school administrator and/or school.

## **Teacher-in-Charge**

All schools are to have a teacher-in-charge who is to function with an assigned job description in the absence of the principal. If a teacher-in-charge is responsible for the school for a prolonged period of time, there should also be a second teacher-in-charge.

The teacher-in-charge becomes responsible to the pastor (or president in joint-parish schools) in the following cases:

1. Prolonged absence of the principal.
2. The ability of the parish/school system to hire a principal due to lack of acceptable candidates.
3. A period between the resignation of a principal and the hiring of a new one.

In cases where a pastor assumes the principal duties for a temporary period of time, he is to be considered the "acting principal".  
(DSP 2310, 2311)

## **Telephones**

Students may use the telephone in the school office for emergency calls only, and then only with the permission of the homeroom teacher or school secretary. Forgetting homework, books, clothes, shoes, and permission slips may not be considered an emergency. The phone is not to be used by students to set up social engagements. Unless it is an emergency, students or teachers should not be called from the classroom during school hours. Messages will be accepted and relayed to the party involved.

Students may NOT use cell phones, beepers, walkie-talkies, and any other type of electronic communication device at school.

## **Textbooks**

The Aquinas Catholic School principals and teachers designate a committee of teachers and principals who study the textbook needs of the elementary schools. This committee is responsible for keeping textbooks updated, reviewing and selecting options for updates, and meet the needs of the students as well as the requirements of the State of Wisconsin.

## **Toys**

Students may bring toys or other such items to use before school or if requested to do so by a teacher. Personal tablets (ipads, etc.), music players (ipod, mp3 players, etc.) as well as small computer toys should not be brought. The school is not responsible for broken, or lost toys.

Occasionally students bring their own jump ropes or playground balls to school, but when lost, misplaced, or damaged, the school is not responsible. Please label all items with student's name and grade.

## **Transfer/Withdrawal from School**

Please notify the school office as soon as possible if you will be transferring/withdrawing a student from Cathedral School. A "Request for Withdrawal Form" will need to be completed by the parents/guardian at the time of the transfer/withdrawal.

## **Truancy**

Truancy is an unexcused absence. A student who is truant from school violates not only school regulations but also Section 40.77 of the Wisconsin State Statutes.

## **Tuition: Billing & Payment Policies**

### **Billing and Payment Options:**

Aquinas Catholic Schools provides families online access to their financial account and options for managing the payment of tuition and fees. Families can use this system to confirm their account balance, review transaction history, and make payments via credit card or automatic bank draft. Families can choose to pay their tuition bill in a variety of ways over 1 – 11 months. Details on the various payment plan options will be provided to families in the spring.

### **Late Entry / Early Withdrawal:**

Students who begin attendance at Aquinas Catholic Schools within the first two weeks of classes will be billed the full annual tuition rate. After the 2nd week of classes, late enrollees will be billed on a prorated basis. Tuition for early withdrawals will be prorated on the same basis, as well as any financial assistance awards. Tuition credits for early withdrawals will be posted to the ACS family account. If a family is overpaid, a refund check will be issued by the Aquinas Catholic Schools Finance Office.

### **Family Accounts:**

Aquinas Catholic Schools relies upon tuition collection for 42% of the budget to provide quality Catholic education to our students. Therefore, when tuition payments become delinquent, it affects the successful operation of the school system. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Aquinas Catholic Schools Finance Office to make alternate payment arrangements.

When tuition payments are not made as scheduled, the following steps will be taken:

1. **30 days past due** - The family account is considered past due when the account is 30 days beyond the scheduled payment due date under the agreement established with ACS. It is the responsibility of the family to contact the Finance Office to correct the situation or make an acceptable alternate plan for payment.
2. **60 days past due** - When the family account is 60 days beyond the scheduled payment due date under the agreement established with ACS, the following steps will be taken:
  - a. The family shall receive written notification that their account is past due, with a copy of this policy.
  - b. If the family has not made a payment or contacted the Finance Office to make alternate payment arrangements, a \$25.00 late fee will be added to the family account balance.
3. **90 days past due** - When the family account is 90 days beyond the scheduled payment due date under the agreement established with ACS, the following steps will be taken, in addition to the above steps:
  - a. Report cards and transcripts will be withheld until payment in full is received, or an acceptable alternate payment plan is implemented.
  - b. Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate payment plan is in place.

### **Families with Senior (12<sup>th</sup> grade) Students:**

All account billing and fees for senior students must be paid by May 15<sup>th</sup>, or the family must have an alternate plan for payment approved by the Finance Office. Senior students will not be permitted to receive grade transcripts or their diploma until the balance is paid in full or acceptable arrangements for payment are made.

### **End of School Year Balances:**

All tuition bills must be paid by May 31, or the family must have an alternate plan for payment approved by the Finance Office. The following steps will be taken for families with unpaid balances that do not have an acceptable payment plan in place with the Finance Office:

1. Family shall receive written notification that their account is past due, with a copy of this policy.
2. Report cards and transcripts will be withheld until payment in full is received, or an acceptable alternate payment plan is implemented.
3. Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate payment plan is in place.
4. Families not re-enrolling in Aquinas Catholic Schools for the following year will have their delinquent balance turned over to a collection agency.

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

## **Tuition: Financial Guidelines**

Paying for a Catholic education is a shared investment in your child's future. The true cost to educate each student averages \$7,900+ per year and tuition pays for only 42% of the total cost. Every student attending Aquinas Catholic Schools receives financial assistance for the remaining portion of actual costs through the generous contributions of supporting parishes (33%), and contributions from the Aquinas Catholic Schools Foundation and individual benefactors (25%).

We recognize that even these significantly reduced tuition levels may be a strain on some family's finances. Therefore, Aquinas Catholic Schools awards scholarships and grants to help qualifying families with financing their child's education.

**Current Tuition Rate can be found on the Aquinas website.**

### **Fees:**

\$100 per family is required at the time of registration. This fee is non-refundable.

**RETURNING FAMILIES:** Families who complete the registration process by the early registration date will have the fee credited toward their tuition bill in the fall. For re-enrollments registering after, the fee will not be credited toward tuition.

**NEW FAMILIES:** The registration fee will be credited toward fall tuition, regardless of the date of registration.

**CHOICE PROGRAM APPLICANTS:** No registration fee is required for families whose choice program application has been verified as eligible for the program.

Aquinas Catholic Schools does not charge other annual fees. However, families are expected to pay for special events at different grade levels such as graduation/commencements, retreats, field trips, and may be asked to pay a nominal fee for some courses.

**\*Supporting Parishes of Aquinas Catholic Schools:**

- La Crosse:** Blessed Sacrament; Holy Trinity; Mary, Mother of the Church; Roncalli Newman; St. James the Less; St. Joseph the Workman Cathedral
- North:** St. Elizabeth Ann Seton-Holmen; St. Patrick-Onalaska
- South:** St. Charles-Genoa; St. Mary-Coon Valley
- East:** St. Joseph-St. Joseph Ridge; St. Leo the Great-West Salem; St. Mary-Bangor; St. Peter-Middle Ridge

## **Tuition: Scholarships and Grants Available**

### **High School Students: James Kiffe Scholarship**

All Aquinas students in grades 9-12 are eligible to receive up to \$1,260 toward tuition. To receive the grant, a parent must complete a grant request form, specifying the amount of grant requested. Financial documentation is not required. We ask each family to prayerfully and thoughtfully consider the grant amount needed. Unrequested funds will remain in the Kiffe Scholarship Fund for future Aquinas students and current students with greater need.

### **Wisconsin Parental Choice Program**

Choice program vouchers may be available to income-eligible students. Students who receive a choice voucher have no tuition obligation, as the state pays the cost of their education. Families who have a choice application verified as income-eligible do not need to submit a FACTS application – they will automatically be considered for ACS scholarships if they do not receive a choice voucher. For more information visit [choice.aquinaschools.org](http://choice.aquinaschools.org).

### **All Students grades 4K-12: FACTS Application (grades 4K-12)**

Families not eligible for the choice program who would like to request need-based grants and scholarships are required to submit a FACTS Grant & Aid Application along with supporting documentation in the form of tax returns. Approximately one-third of Aquinas students receive need-based scholarships.

#### **A. Eligibility:**

- a. Only students in 4-year-old Kindergarten through 12<sup>th</sup> grade are eligible
- b. A student must be enrolled and have paid the \$100 family registration fee
- c. The family must have a verified Choice Program application or submit a FACTS application and the required tax documents
- d. Scholarships are only awarded one year at a time and families must reapply each year.
- e. A family's financial account must be paid in full or an acceptable payment plan in place before any aid award for a subsequent year is made.
- f. In order to keep a scholarship/grant for the entire school year, a student must make satisfactory academic progress and adhere to the rules and regulations of Aquinas Catholic Schools.

#### **B. Procedures:**

- a. Aid is given to families based on financial need.
- b. In order to award financial aid that is truly representative of the needs of each student and his or her family, ACS makes use of the FACTS Grant & Aid Assessment Service.
- c. Only FACTS applications or Choice applications that are "verified" will be processed. Supporting tax documentation must be submitted to FACTS to verify each application.
- d. All financial information is treated confidentially.
- e. Aquinas believes that every family should make some level of investment toward their child's education. Therefore, no "full-ride" scholarships are awarded by ACS. The Choice Program is the only source of assistance that pays the entire cost of education.
- f. Aquinas does not award scholarships to participate in sports or based on athletic ability.
- g. If a student withdraws from ACS during the school year, any scholarship awards will be prorated and the unused portion returned to the appropriate scholarship fund.

#### **C. Criteria:**

- a. ACS contracts with FACTS to process financial applications and provide an objective analysis of each family's need. The school system considers this analysis as well as total family income, household size, total ACS tuition for the family, and other extenuating circumstances.
- b. Only the president of Aquinas Catholic Schools has the authority to award scholarships.

#### **D. Timeline:**

- a. FACTS aid applications are available in January of each year. Forms may be obtained from any school office or the ACS finance office. Applications may also be submitted online at <https://online.factsmgmt.com/aid>. There is a \$30 application fee that must be paid directly to FACTS.
- b. Aid is awarded in several rounds. **The earlier an application is submitted, the greater the chances of receiving aid. We encourage families to apply as early as possible.**

1. Early application deadline is March 14 (notification by April 30)
2. Priority application & Kiffe Grant deadline is April 15 (notification by May 23)
3. New families/late enrollees should submit a FACTS application as soon as possible. After October 31, only paper applications are accepted by the ACS Finance Office.
4. Emergency applications – Families experiencing an unforeseen change in family finances (job loss, medical issue, or other) during the school year may apply for a “Guardian Angel” Grant. Please contact the ACS Finance Office for more details.

## **FREQUENTLY ASKED QUESTIONS:**

### **Can I afford Catholic education?**

The parishes, benefactors, and foundation of Aquinas Catholic Schools pay 58% of the true costs to educate ACS students, greatly reducing parent tuition. In addition, we will do everything possible to help tuition fit your family budget.

### **Why are Parishioners, Catholics, and Non-Catholics charged different rates?**

Our 14 deanery parishes make a substantial investment in our Catholic schools to lower the cost for their contributing members. Catholic families not registered and participating in a La Crosse Deanery parish receive a lesser subsidy. Non-Catholic students do not receive the benefit of parish subsidies, but the full cost of their education is offset by fundraising and development funds. Parish memberships are verified with our pastors and they are the final authority on whether a family is qualified to receive the subsidized parish rate.

### **Are there any income limits when applying for aid?**

There are income limits for the Wisconsin Parental Choice Program, but there are no income limits for ACS aid. Each family's unique financial circumstances are considered when assessing need. Aquinas does ask that families considering scholarships honestly review their financial situation and priorities. If the family needs assistance, they should not hesitate to apply.

### **Is my personal financial information shared with anyone else?**

No. Information is held strictly confidential and only the ACS President, controller, enrollment coordinator, and family's pastor see individual financial information.

### **Who decides how much aid a family receives?**

The president of Aquinas Catholic Schools makes all aid determinations, with assistance from the ACS controller. The pastor of each Catholic applicant may also consider applying parish aid to a family's account. This process is now handled in a coordinated way. Completing the FACTS application is all that a family needs to do to be considered for both school and parish assistance. Families no longer are required to approach their pastor in addition to applying to ACS.

### **How much aid can I expect?**

Students in grades 9-12 will receive up to the maximum Kiffe Grant requested. Additional amounts cannot be determined until after the FACTS analysis is complete, as individual family circumstances vary widely. Families should be aware that ACS scholarships will not cover the full tuition cost and every Aquinas family is expected to make some level of investment toward their child's education.

### **Do you offer a multiple child discount?**

ACS does not offer an automatic discount for multiple children, but household size and total ACS tuition are factored into the needs analysis. Families with multiple children enrolled should submit a FACTS application to be considered for tuition reductions.

### **What else can I do to lower tuition?**

Many parishes in the area offer scrip that can be used at your favorite stores just like a gift card. You pay the face value for each card, but the parish is able to purchase the cards at a discounted rate. Several parishes allow portions of the profits to be applied to a family's tuition bill. The parishes send these funds directly to ACS and the family does not need to take any additional steps to receive the credits. Many ACS families reduce their tuition investment by hundreds of dollars each year just by using this free program! Parishes currently offering scrip tuition credits are:

Blessed Sacrament Parish  
 Holy Trinity Parish  
 Mary Mother of the Church Parish  
 St. Joseph the Workman Cathedral Parish  
 St. Patrick Parish (Onalaska)

### **Who can I contact with additional questions?**

Please contact Kelly Reinhart in the Enrollment Office at 784-8585 or [kelly.reinhart@AquinasSchools.org](mailto:kelly.reinhart@AquinasSchools.org).

## **Valuables**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administration and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them with the school secretary or principal in the office.

## **Vandalism**

Our school and school equipment is the property of Cathedral School and Aquinas Catholic Schools. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for or a payment plan be arranged before a student is allowed to return to class. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism.

## **Visitors and Office Sign-In/Sign-Out Policy**

Parents are always welcome to visit the school, but should make arrangements with the administrator beforehand. Anyone coming into the building for any reason is to first report to the school office.

The following sign-in procedure for Cathedral School assist in providing security for our students:

1. All students arriving late in the morning must check in at the school office. (notify school secretary)
2. All students leaving early at the end of the day must sign-out in the school office. (See #3)
3. Parents must sign-out all students leaving school for an appointment. (e.g. dental, medical, etc.) You MUST come into school to pick up your child.
4. Parents must sign their student back into school after appointments.
5. Parents must register in office before meeting with a teacher. This includes early morning or during school hours.

ALL visitors are required to report to the school office upon entering the school building. At the office, they will be required to sign in, pick up a visitor badge, and upon leaving return the badge and sign out on the Visitor/Volunteer Log. Parents, relatives and friends of students are welcome and encouraged to visit the school. If you are visiting a classroom, notice of at least 1 day is required and should be made to the school principal.

(DSR 6350)

## **Volunteers**

Parents and other volunteers are welcome to help out in our school. Volunteers may be needed in the school library, computer lab, and lunchroom. Many teachers also utilize volunteers in the classrooms throughout the school year.

When working in schools, volunteers should check in and out of the office by signing the Visitor/Volunteer Log. Volunteers are required to follow school regulations and guidelines. Volunteers are required to complete the Diocese of La Crosse Safe Environment Program. (DSP 4180)

## **Walking Students**

Students who walk to school should come straight to school, remain on sidewalks at all times and cross only at designated crosswalks.

Remember the safety rules:

1. Walk with a friend.
2. Never accept rides from a stranger.

## Civil Rights – National School Lunch Program and/or Breakfast Program

AD-3027

(1/19/12)

OMS Control Number 0508-0002

**UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)**  
**Office of the Assistant Secretary for Civil Rights**  
**USDA Program Discrimination Complaint Form Instructions**  
(The complaint form is below the instructions)

**PURPOSE:** The purpose of this form is to assist you in filing a USDA program discrimination complaint. For help filling out the form, you may call any of the telephone numbers listed at the bottom of the complaint form. You are not required to use the complaint form. You may write a letter instead. If you write a letter it must contain all of the information requested in the form and be signed by you or your authorized representative. Incomplete information will delay the processing of your complaint.

You may also send a complaint by FAX or e-mail. We must have a signed copy of your complaint, so if you send your complaint by e-mail, be sure to attach the signed copy to your email. Incomplete information or an unsigned form will delay the processing of your complaint.

**FILING DEADLINE:** A program discrimination complaint must be filed not later than 180 days of the date you knew or should have known of the alleged discrimination, unless the time for filing is extended by USDA. Complaints sent by mail are considered filed on the date the complaint was signed, unless the date on the complaint letter differs by seven days or more from the postmark date, in which case the postmark date will be used as the filing date. Complaints sent by fax or email will be considered filed on the day the complaint is faxed or emailed. Complaints filed after the 180-day deadline must include a 'good cause' explanation for the delay. For example, you may have "good cause" if:

1. You could not reasonably have been expected to know of the discriminatory act within the 180-day period;
2. You were seriously ill or incapacitated;
3. The same complaint was filed with another Federal, state, or local agency and that agency failed to act on your complaint.

**USDA POLICY:** Federal law and policy prohibits discrimination against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs).

USDA will determine if it has jurisdiction under the law to process the complaint on the bases identified and in the programs involved. Reprisal that is based on prior civil rights activity is prohibited.

**PROPERTY ADDRESS:** If this complaint involves a farm or other real estate property that is not your current address, write in the address for that farm or real estate property. Otherwise, this part of the form can be left blank.

**PLEASE READ IMPORTANT LEGAL INFORMATION BELOW  
CONSENT**

This USDA Program Discrimination Complaint Form is provided in accordance with the Privacy Act of 1974, 5 U.S.C. §552a, and concerns the information requested in this form to which this Notice is attached. The United States Department of Agriculture's Office of the Assistant Secretary for Civil Rights (USDA) requests this information pursuant to 7 CFR Part 15.

If the completed form is accepted as a complaint case, the information collected during the investigation will be used to process your program discrimination complaint.

Disclosure is voluntary. However, failure to supply the requested information or to sign the form may result in dismissal of your complaint. If your complaint is dismissed you will be notified. The information you provide in this complaint may be disclosed to outside parties where USDA determines that disclosure is: 1) Relevant and necessary to the Department of Justice, the court or other tribunal, or the other party before such tribunal for purposes of litigation; 2) Necessary for enforcement proceedings against a program that USDA finds to have violated laws or regulations; 3) In response to a Congressional office if you have requested that the Congressional office inquire about your complaint or; 4) To the United States Civil Rights Commission in response to its request for information.

**REPRISAL (RETALIATION) PROHIBITED:**

No Agency, officer, employee, or agent of the USDA, including persons representing the USDA and its programs, shall intimidate, threaten, harass, coerce, discriminate against, or otherwise retaliate against anyone who has filed a complaint of alleged discrimination or who participates in any manner in an investigation or other proceeding raising claims of discrimination.



**UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)  
Office of the Assistant Secretary for Civil Rights  
Program Discrimination Complaint Form**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

E-mail address (if you have one): \_\_\_\_\_

Telephone Number starting with area code: \_\_\_\_\_

Alternate Telephone Number starting with area code: \_\_\_\_\_

Best Time of the Day to Reach You \_\_\_\_\_

Best Way to Reach You, (check one): Mail Phone E-mail Other: \_\_\_\_\_

Do you have a representative (lawyer or other advocate) for this complaint? Yes \_\_\_ No \_\_\_

If yes, please provide the following information about your representative:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Who do you believe discriminated against you? Use additional pages, if necessary.

Name(s) of person(s) involved in the alleged discrimination (if known):

Please name the program you applied for (if known/if applicable):

Please check (  ) the USDA Agency below that conducts the program or provides Federal financial assistance for the program (if known):

- Farm Service Agency                       Food and Nutrition Service   
Rural Development                       Natural Resource Conservation Service   
Forest Service                       Other: \_\_\_\_\_

2. What happened to you? Use additional pages, if necessary, and please include any supporting documents that would help show what happened.

3. When did the discrimination occur?

Date:     \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
                    Month                                      Day                                      Year

If the discrimination occurred more than once, please provide the other dates:

4. Where did the discrimination occur?

Address of location where incident occurred:

\_\_\_\_\_  
Number and street, PO Box, or RD Number

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
                    City                                      State                                      Zip Code

5. It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs) Reprisal is prohibited based on prior civil rights activity.

I believe I was discriminated against based on my



## **PAPERWORK REDUCTION ACT AND PUBLIC BURDEN STATEMENTS:**

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.) requires us to inform you that this information is being collected to ensure that your complaint contains all the information required to file a complaint. The Office of the Assistant Secretary for Civil Rights will use the information to process your complaint of program discrimination.

Response to this request is voluntary. The information you provide on this form will only be shared with persons who have an official need to know, and will be protected from public disclosure pursuant to the provisions of the Privacy Act, 5 U.S.C. § 552a(b).

The estimated time required to complete this form is 60 minutes. You may send comments regarding the accuracy of this estimate and any suggestions for reducing the time for completion of the form to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Washington, DC 20250-9410.

An Agency may not conduct or sponsor, nor is a person required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The OMB Control Number for this form is 0508-0002.

# **Diocesan Sexual Misconduct Procedures**

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

The Most Reverend Raymond L. Burke  
Bishop of La Crosse

October 18, 1997  
Feast of Saint Luke, Evangelist

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

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

Dear brothers and sisters in Christ,

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

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

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

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

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

Saint Luke, whose feast we celebrate today, tells us that our Lord Jesus sent forth the Twelve on their mission "to proclaim the reign of God and heal the afflicted." (Lk 9,2) Let us pray that the revised Sexual Misconduct Policy and Procedures will be a fit instrument to assist in healing the terrible affliction of sexual misconduct. Let us invoke the intercession of the Blessed Virgin Mary, Mother of the Church, to bring health and healing to all in the Church.

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

Yours sincerely in Christ

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

## Decree

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

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

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

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

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

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

#### Sexual Misconduct Policy

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

#### Sexual Misconduct Procedures

- PURPOSE

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

- PROCEDURE

1. All allegations of sexual misconduct against Diocesan agents (clergy, consecrated persons and/or lay persons) shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and appropriate response to the allegations. This initial assessment will address the issues of possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter acknowledging the allegations and providing the accuser/reporter a copy of the Diocesan Sexual Misconduct Procedures.

4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused with a copy of the Diocesan Sexual Misconduct Procedures. If the accused is a cleric of another Diocese or a consecrated person, the ecclesiastical superior of the accused shall also be notified.
5. When necessary, the Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
6. The investigative protocol shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communication with the accuser and to the Diocesan Bishop shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including a written statement from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communications with the accused and to the Diocesan Bishop shall be confidential.
9. When appropriate, the Diocesan Bishop may request a third-party assessment of the accuser and/or accused, including independent medical, psychological or other examinations at Diocesan expense. All documents and/or reports are confidential.
10. After the investigative protocol is completed, the Diocesan Bishop shall make a determination whether or not the accusation is sufficiently confirmed.
11. If the accusation is not sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, placed and recorded in the confidential records of the Diocese.
12. The following will apply if the accusation is sufficiently confirmed:
  - a. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved and to prevent the misconduct from being repeated.
  - b. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
  - c. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
  - d. No cleric, consecrated person or lay person who has engaged in sexual misconduct may be assigned in the future, if ever, to any Diocesan position, unless and until he or she has successfully completed any and all recommended assessment and initial therapy, is professionally deemed as presenting no unreasonable risk of reoffense, has had a prolonged period without recidivism, is reasonably monitored and supervised, and demonstrates to the satisfaction of the Diocesan Bishop that he or she presents no reasonable risk of harm.
  - e. Confidential written records shall be maintained by the Diocese concerning any accusations of sexual misconduct. All records of the investigative protocol are confidential and shall be kept in the secret archives.
13. When it is apparent that the accusation of sexual misconduct has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

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

- **SCOPE**

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

# **Diocesan Child Sexual Abuse Policy**

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

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

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

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

Dear brothers and sisters in Christ,

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

In response to the present crisis, the United States Conference of Catholic Bishops, in June of 2002, promulgated the *Charter for the Protection of Children and Young People* to assist Diocesan Bishops in responding more effectively to the grievous crime of sexual abuse of a child by a priest or deacon. At the same time, the Bishops approved the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, which required the review and approval of the Holy See. In accord with the requirements of the *Charter*, with the assistance of a special committee, I formulated and promulgated on August 6, 2002, the *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*.

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

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

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

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

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

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

Let us pray through the intercession of Saint Agatha, Virgin and Martyr, whose memory we celebrate today, that the implementation of this policy and these procedures will help to bring the healing of Christ to those who, as children, have suffered the deep and most injurious wound of sexual abuse by a priest or deacon. May the promulgation of the *Revised Child Sexual Abuse Policy and Procedures* be the occasion for all in the Church to make reparation for the crimes of sexual abuse perpetrated against children and to seek an ever greater holiness of life. Through our prayer and penance, may we all be instruments of healing and reconciliation for our brothers and sisters involved in acts of child sexual abuse.

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

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

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

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

Benedict T. Nguyen  
*Chancellor*

DECREE

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

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

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

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

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

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

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

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

Benedict T. Nguyen  
*Chancellor*

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

• SCOPE

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

• DEFINITIONS

Child: A person under the age of 18 years.

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

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

• POLICY

1. Sexual abuse of a child is a crime and "an appalling sin in the eyes of God." (cf. *Address of Pope John Paul II to the Cardinals of the United States*, April 23, 2002)
2. Sexual abuse of a child by any Diocesan priest or deacon is contrary to Catholic faith and morals, is outside the scope of his duties and responsibilities, and is absolutely prohibited.
3. No child shall be subjected to sexual abuse by any Diocesan priest or deacon.
4. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual abuse of minors; all laws requiring the reporting of known or suspected instances of sexual abuse of minors; and all requirements, procedural and substantive, set forth in this policy.

• PROCEDURES

1. All allegations of sexual abuse of a child against a priest or deacon of the Diocese shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and the appropriate response to the allegations. The initial assessment will address issues of the possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter, acknowledging the allegations and providing the accuser/reporter a copy of the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. The accuser shall be advised of any civil or criminal law reporting requirements and shall be assisted in such reporting, if the accuser desires.

4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused a copy of the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. If the accused is a cleric of another diocese, or a consecrated person of an institute of the consecrated life or society of apostolic life, the ecclesiastical superior of the accused shall be notified. The accused shall be informed of the nature of the accusation and of any civil or criminal law reporting requirements, and shall be advised to retain the counsel of both a civil/criminal lawyer and a canon lawyer before making any statements.
5. The Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
6. The canonical preliminary investigation shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accuser shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including written statements from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accused shall be confidential.
9. When appropriate, the Diocesan Bishop may request a mutually-acceptable third-party assessment of the accused and/or accuser, including independent medical, psychological or other examinations at Diocesan expense, provided this does not interfere with the investigation by civil authorities. All documents and communications shall be confidential.
10. If the accusation is not admitted, the matter will be referred to the Diocese of La Crosse Child Sexual Abuse Review Board.
11. After the canonical preliminary investigation and the Diocese of La Crosse Child Sexual Abuse Review Board process have been followed, the Diocesan Bishop shall make a determination of whether or not the accusation is sufficiently confirmed.
12. If the accusation is not admitted or sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, and shall be placed and recorded in the confidential records of the Diocese. Every step possible will be taken to restore the good name of the priest or deacon.
13. The following will apply if the accusation is either admitted or sufficiently confirmed by the Diocesan Bishop.
  - A. The Congregation for the Doctrine of the Faith shall be notified.
  - B. The perpetrator shall be permanently removed from the ministry. He will not be permitted to celebrate Mass publicly, to wear clerical garb or to present himself publicly as a priest or deacon.
  - C. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved, and to prevent child sexual abuse from being repeated.
  - D. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
  - E. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
  - F. Confidential written records concerning any accusations of sexual abuse shall be maintained by the Diocese. All records of the canonical preliminary investigation and of the Diocese of La Crosse Child Sexual Abuse Review Board process are confidential.
14. In any case involving canonical penalties, the processes provided for in canon law must be observed.
15. When it is apparent that the accusation of sexual abuse has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

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

1. **Composition and Appointment.**  
The Diocese of La Crosse Child Sexual Abuse Review Board shall consist of six persons appointed by the Diocesan Bishop and who serve at the pleasure of the Diocesan Bishop. All persons must be of outstanding integrity and good judgment. At least five of the persons must be in full communion with the Church.
2. **Qualifications.**  
No less than four (4) of the members shall be adult lay persons not in the employ of the Diocese of La Crosse, one of which, at least, shall have particular expertise in the treatment of the sexual abuse of children. In addition, one experienced and respected pastor of the Diocese and the Diocesan Attorney shall also serve on the Board.
3. **Term.**  
The term for each Review Board member shall be five (5) years, which can be renewed.
4. **Purpose.**  
The purpose of the Diocese of La Crosse Child Sexual Abuse Review Board shall be:
  - A. To assist the Diocesan Bishop, at his request, in assessing specific allegations of child sexual abuse by a priest or deacon, when the allegations have not been admitted;
  - B. To review regularly the Diocesan policy and procedures for dealing with child sexual abuse by a priest or deacon and to recommend to the Diocesan Bishop any modifications; and
  - C. To render such other advice and counsel regarding child sexual abuse, when requested by the Diocesan Bishop.
5. **Confidentiality.**  
All matters submitted to and proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and the assignment of clergy. The process is therefore privileged under the First Amendment. The procedures may require the examination of documents and records which are privileged. They may require seeking and hearing legal advice which is privileged, and may require the review of privileged communications between priests, doctors, psychologists, social workers, and lawyers. By its very nature, the Diocese of La Crosse Child Sexual Abuse Review Board's proceedings involve matters of

a highly personal nature, protected by the Wisconsin Privacy Law. Therefore, all of its communications, proceedings and records are confidential and may not be disclosed or made public.

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

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

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

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

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

