



Queen *of the* Apostles

CATHOLIC PARISH
& SCHOOL

Queen of the Apostles 315 W. Monroe St
Tomah, Wisconsin 54660

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www.queenoftheapostlestomah.com

Parent-Guardian-Student
2019 - 2020 Handbook

Pope Francis Speaks About Education to Students

School is one of the educational environments where one grows by learning how to live, how to become grown-up, mature men and women. ... Following what St. Ignatius teaches us, the main element in school is learning to be magnanimous ... This means having a big heart, having a greatness of soul. It means having grand ideals, the desire to achieve great things in response to what God asks of us and, precisely because of this, doing everyday things, all our daily actions, commitments, and meetings with people well. It means doing the little everyday things with a big heart that is open to God and to others.

First and foremost, school broadens not only your intellectual dimension, but also the human one. Catholic schools should make a supreme effort to develop the human virtues: loyalty, respect, and commitment. Pope Francis would like to focus on two fundamental values: freedom and service. Before all else be free persons! ... Freedom means knowing how to reflect on what we do, knowing how to evaluate ... which are the behaviors that make us grow. It means always choosing the good. Being free to always choose the good is challenging, but it will make you a person with a backbone, who knows how to face life, courageously and patiently.

Secondly we concentrate on service. In a Catholic school we should urge our students to participate in various activities that prepare them not to be wrapped up in themselves or in their own little world, but to open their hearts and minds to others, especially to the poorest and most in need, to work to improve the world we live in. Spiritual formation is the requirement for all this, and Pope Francis urges the students to “always love Jesus Christ more and more! Our lives are a response to his call and you will be happy and will build your lives well if you know how to answer that call. Feel the Lord’s presence in your lives. ... In prayer, in dialogue with him, in reading the Bible you will discover that He is truly close to you. And you should also learn to read God’s signs in your lives. He is always speaking to us, even through the events of our times and our everyday existence. It’s up to us to listen to Him.”

Queen of the Apostles – Points of Emphasis

Page 7 - Admission

The apostolate of a Catholic Education is so important, that Queen of the Apostles Parish is willing to offer a major portion of its budget (approximately 64%) in order to support our School. By any definition, this is exceptionally high. What motivates the sacrifice is the belief in what our School's primary function is, principally, to teach our children to follow the way of Jesus Christ, and through Him to worship God our Father as our first and highest love above all things. This enables us to live justly among one another and to build up society by our virtuous contribution to it. That having been said, most, if not all, of our heroic efforts to teach the faith in our school will be lost if the faith is not practiced in the home on a regular basis, which includes attending weekly Sunday Mass. Worshiping God on Sunday is directly tied to the practice of the Third Commandment of the Decalogue, namely, to keep holy the Sabbath (Lord's Day). Worship of God does nothing for Him since He does not need our worship. However, it helps us to order our lives correctly and to find the joy and peace that come from being involved in an "active, loving relationship" with the Living God.

Msgr. Richard Gilles

Page 7 - The Celebration of First Reconciliation & First Holy Communion

As Catholics, our unity with Christ is maintained and strengthened through our participation in the sacraments. As we celebrate the sacraments, we remember Jesus' life, death and resurrection. When our children receive Christ's gift of Forgiveness through the sacrament of Reconciliation and the gift of Himself in First Holy Communion, it strengthens our own faith and brings us closer to God and each other, while compelling one to a deeper commitment to an active practice of the Catholic faith. Preparing our children for these two sacraments is a sacred responsibility shared by the Holy Spirit, parents, clergy and staff of Queen of the Apostles Parish. Naturally, children are dependent upon their parents' support and assistance in this regard. Realizing how important this sacrament is and the great privileges (and therefore corresponding responsibilities) which come with it, the parish has published new guidelines. They are laid out fully in a letter from the Pastor. This letter will be distributed to Catholic parents of second grade students (and others as is appropriate) at the beginning of each school year.

Msgr. Richard Gilles

Page 19 – Food Service

Lunches are \$2.85 each for students and \$3.75 for adults.

Page 17 - Queen of the Apostles Dress Code—A Refresher-page 34

Queen of the Apostles Faculty and Support Staff

Msgr. Richard Gilles – Pastor

William Tourdot – Principal

Joan Brookman – School Secretary

Wanda Thorson -- Director of Religious Education

Lynn Furlano – 4 Year Old Kindergarten

Carrie Dutschek – 5 Year Old Kindergarten

Maureen Pike – Grade 1

Patricia Bauer - Grade 2

Elizabeth Kenworthy – Grade 3

Sue Farmer – Grade 4

– Grade 5

Amber Cramer – Grade 6/7

Carrie Busse – Grade 8

Tyler Nelson – P.E. / Technology

Rebekah Schoos -- Librarian

Heather Ravenscroft – Aide

Dominique Hruska -- Aide

Vicky Steigmaier– Food Service Director

Queen of the Apostles Parish Staff

Jeff Atteln – Maintenance Director

Cindy Bailey—Business Manager

Katie Pierce – Parish Secretary

Table of Contents

Mission, Vision, School Philosophy, Goals, Objectives	page 6
Admission, First Reconciliation, First Holy Communion	page 7
Aftercare Program, Attendance, Student Absence	page 8
Baptismal Records, Before/After School Procedures, Bicycles/Skateboards, Bus Transportation, Code of Conduct	page 13
Discipline Code	page 11
Room Courtesy, Internet – Computer – Cell Phone Use	page 21
Lunchroom Expectations, Hall Courtesy, Playground/Gymnasium Courtesy, Playground Expectations, Church Courtesy	page 16
Dress Code	page 17
Extra-Curricular Activities, Food Service Program, Fieldtrips	page 19
Eighth Grade Class Trip, Fire/Tornado Drills, Inclement Weather Dismissal Policy, Invitations, Medications, Music/Art/Physical Education and Outreach	page 20
Parent/Teacher Association, Parent/Student/Teacher Conferences, and Religious Instruction, Report Cards/Honor Roll	page 23
Retention/Acceleration, School Visits, Security	page 22
Sick Children, Testing Program, Textbooks and Tuition Policy	page 23
Use of the Parish and School Facility, Queen of the Apostles 4K.....	page 24
Extra-Curricular Handbook	page 25
Diocese of La Crosse Policy & Procedure	page 27
Safe Environment	page 30
School Supply List	page 30
Dress Code Refresher	page 34

Mission

Queen of the Apostles School's mission is to promote the spiritual, moral, intellectual, physical, cultural, social, and emotional development of each student. It is rooted in scripture and Catholic tradition, and offers a dynamic, integrated program which incorporates:

- A blend of current and traditional curricula and practice
- A Catholic environment which allows each child to grow in knowledge and commitment to his/her Catholic faith
- An opportunity for each child to develop Christian values which will give him/her the strength to live in the challenging world of today
- An atmosphere of support and understanding
- A nurturing of positive feelings about self and others.
- A recognition of the diverse needs and learning styles of each student
- An acceptance of racial, cultural, and social differences among students
- Involvement with parish and community, bringing in outside resources and providing student service opportunities

Vision

In accordance with the Catholic-Christian tradition, the parents and staff of Queen of the Apostles School strive to prepare our children to become mature, dignified, informed, and caring citizens of a global society in the twenty-first century.

Philosophy

Queen of the Apostles is a Catholic elementary school which serves its parish community and the greater community of Tomah, Wisconsin. It is committed to the spiritual, intellectual, physical, and social development of each child. With the parents, parish, and extended community, QOTA School offers the opportunity for each child to develop moral values and life skills that are necessary for reaching his/her full potential. QOTA School is guided by the teachings of Jesus and his Church and is committed to the formation of responsible Christians who are prepared for their future responsibilities to church, family, and community.

Goals

Our goal is to provide an education that:

- Produces spiritual and academic excellence
- Develops responsible citizens of a global community
- Develops the intellect of each student
- Assists each student to develop the unique talents and abilities entrusted to him/her by God
- Encourages each student to learn, respect and live in harmony with nature and with people of different race, creed, and national origin

Objectives

- To provide an atmosphere conducive to spiritual growth through participation in liturgy, sacraments, and prayers
- To maintain a curriculum that meets the State of Wisconsin requirements and meets the needs of the students
- To support a curriculum reflective of methods and skills consistent with national and global standards

- To provide educational and social activities that facilitate a strong, positive, and moral self-image
- To promote parent/teacher/student communication through various avenues such as conferences, newsletters, personal interactions, telephone contacts, and other forms of communication
- To assist students to develop independent and constructive critical thinking skills
- To stimulate and develop creativity and appreciation of Art and Music through the use of liturgy, prayer services, and school curriculum
- To promote behaviors that recognizes the value of diversity in regards to race origin, color, sex, religion, health and financial status and political affiliation
- To examine diversity with the intention of learning to become peacemakers and leaders in modeling Catholic values

Admission

The apostolate of a Catholic Education is so important, that Queen of the Apostles Parish is willing to offer a major portion of its budget (approximately 64%) in order to support our School. By any definition, this is exceptionally high. What motivates the sacrifice is the belief in what our School's primary function is, principally, to teach our children to follow the way of Jesus Christ, and through Him to worship God our Father as our first and highest love above all things. This enables us to live justly among one another and to build up society by our virtuous contribution to it.

That having been said, most, if not all, of our heroic efforts to teach the faith in our school will be lost if the faith is not practiced in the home on a regular basis, which includes attending weekly Sunday Mass. Worshiping God on Sunday is directly tied to the practice of the Third Commandment of the Decalogue, namely, to keep holy the Sabbath (Lord's Day). Worship of God does nothing for Him since He does not need our worship. However, it helps us to order our lives correctly and to find the joy and peace that come from being involved in an "active, loving relationship" with the Living God.

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

A child must have reached his/her fourth/fifth birthday by September 1 of the current year in order to be admitted into 4 yr. old/5 yr. old Kindergarten program.

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

In the case of divorce or separated parents, it is necessary for a copy of the custodial agreement be kept on file in the school office. Without a copy of the custodial agreement it is assumed that both parents have legal rights to the child and all school records. The school also needs to be notified if there is a change in custodial agreement.

The Celebration of First Reconciliation & First Holy Communion

As Catholics, our unity with Christ is maintained and strengthened through our participation in the sacraments. As we celebrate the sacraments, we remember Jesus' life, death and resurrection. When our children receive Christ's gift of Forgiveness through the sacrament

of Reconciliation and the gift of Himself in First Holy Communion, it strengthens our own faith and brings us closer to God and each other, while compelling one to a deeper commitment to an active practice of the Catholic faith. Preparing our children for these two sacraments is a sacred responsibility shared by the Holy Spirit, parents, clergy and staff of Queen of the Apostles Parish. Naturally, children are dependent upon their parents' support and assistance in this regard. Realizing how important this sacrament is and the great privileges (and therefore corresponding responsibilities) which come with it, the parish has published new guidelines. They are laid out fully in a letter from the Pastor. This letter will be distributed to Catholic parents of second grade students (and others as is appropriate) at the beginning of each school year.

Aftercare Program

Queen of the Apostles offers an after school care program from 3:15–5:35 p.m. every school day, except on early dismissal days. This service is provided on a daily basis or as needed. The children have a snack, followed by supervised play, activities, or time for homework. If your child comes to Aftercare on a daily basis a note is needed informing us if he or she will not be coming on a particular day. Likewise, a note is required when a child who does not attend on a daily basis will be attending on a particular day. Send a note the day before your child will attend. Only in an EMERGENCY will children be allowed to come to aftercare on a last minute basis. Contact the school office for application and cost information. It is a wise idea to pay ahead and keep a positive balance in your Aftercare account.

Note: Aftercare will not be held on early dismissal days.

Attendance and Absence

Students must be in class in order to reach their potential. We realize that there will be times when a child is unable to attend school. When a child is going to be absent, a call should be made to the office prior to 8:30 a.m. The student should bring a note from home when returning to school. In any case the student should check into the office when returning after an absence of any kind.

Unexcused Tardiness

It is imperative that our students arrive to school on time, and for that matter, every class. Students who enter class late disrupt both the learning and teaching process. Students that arrive after the start of the day will be considered tardy. Times will be registered according to the master clock in the school office. Each student will be allowed to be tardy 2 times per semester. After 2 tardies, the principal will contact parent/guardian either through a phone call or a note.

Excused Absences

Students are expected to be in daily attendance at school unless they need to be absent for one of the following reasons.

- Personal illness, medical, and dental appointments (medical/dental appointments require a “proof of visit” note from the Doctor to be excused). If an illness becomes prolonged, more than 3 consecutive days, the principal may require a doctor’s note before excusing the student. If a student misses more than 5 days per semester due to illness, the principal may also require a doctor’s excuse to excuse the absence.
- Death in the family
- Required legal appearances

- Designated religious holiday service. If there is a service at night, the student will not be excused from school.
- Family emergencies (Administration approved)
- Approved school sponsored activities
- Prior approved absence deemed educationally beneficial for the student by the school principal. The student's parent/guardian must notify school of such absence at least 1 day prior to the absence. This may include family vacations and similar events.
- Others approved by the administration

Unexcused Absences

All absences not meeting recognized excused criteria would be regarded as unexcused. Students who are unexcused are required to make up work and tests.

Procedures for Pre-Planned Absence

The student should present a note signed by his/her parent/guardian to the office, noting the reason for the absence, a minimum of 1 day prior to the absence. Teachers are given the latitude to assign due dates for work missed at their discretion.

Absences: Excused and Unexcused Statutes and Consequences

When a student has been absent all or part of 10 days within a semester, parents will be notified through a letter or phone call. When a student has accumulated a total of 5 unexcused days in a semester, the school principal will notify parents. The parents will be made aware of the laws regarding school attendance and what the consequences of any further absences may be. A truancy referral may be initiated if appropriate.

When a student becomes a habitual truant the proper authorities will be notified and a referral made to the court. "Habitual Truant" means a pupil who is absent from school without an acceptable excuse under Wisconsin statute 118.15 for part or all of 5 or more days on which school is held during a semester. In accordance with state statute 118.15 students who are truant may be subject to the disciplinary measures by the court.

Release During School Hours

If an absence should be required during school hours, the parent/ guardian must send a release note or place a phone call to the attendance secretary. The note must state the nature, time and date of the absence. In the interest of safety, the parent/guardian should make every effort to pick the child up from school. If a student becomes ill, the teacher, principal or secretary will try to contact parent/guardian or someone listed on the emergency card. Failure to seek permission to leave school will be handled according to the school discipline policy.

No child will be sent home without proper notification and assurance of the child's safety. It is of extreme importance that we have alternate phone numbers in case parents cannot be reached.

Vacation Taken on School Time

Families should avoid scheduling vacations, if at all possible, that would require their son or daughter to miss school. Make-up work for days missed is never the same as being present in class. If families wish to take their son or daughter on a vacation outside of the regular

school holidays, they should notify the office in writing at least one week in advance.

Baptismal Records

Students who were not baptized at Queen of the Apostles are required to have a copy of their Baptismal Record on file in the office.

Before / After School Procedures

The school day begins at 8 AM and ends at 3:15 PM. Students are not to arrive on the playground prior to 7:30 a.m. Supervision of students starts at 7:30. Students should be at school by the 7:50 bell. For the first week of school the kindergarten students may enter the building and report directly to their classroom upon arrival between 7:30 and 7:50. 4K students should enter using the main school entry. All other students are to remain on the playground until the bell rings. After the first week, kindergarten students will also remain on the playground until 7:50. In case of inclement or extremely cold weather students may report to the gym using the playground entry doors and wait for the bell.

Bicycles/Skateboards Etc...

If a student rides a bike to school they should check with the principal to make sure they are stored in the proper location during the school day. All bikes should be locked. The school is not responsible for the theft or damage to any bicycle. Skateboards, pogo balls or any other types of recreational equipment that endanger students in any way may not be used on the playground.

Bus Transportation

Our students make use of the Tomah Area School District bus system. Bus schedules are published in the local paper prior to the beginning of the school year. Questions regarding bus services should be directed to the Tomah School District Bus Transportation Manager at 374-7377. Students are expected to be courteous and to follow the directions of the bus drivers and the rules of the school district. Complaints about behavior on the bus will be referred to parents. Repeated misbehavior may lead to suspension of bus privileges.

Code of Conduct

Christian courtesy is a goal that each teacher and staff member strives to attain in their everyday teaching and service to students. Learning to share, to respect other opinions, and to listen to each other are essential to the overall growth of each student. Rules and regulations are formulated with much thought and deliberation. Without set rules and regulations our school cannot run in an orderly and efficient manner. A student at Queen of the Apostles assumes the responsibility for his/ her conduct. As a member of the school community the student is obligated to be considerate of fellow students and all staff members. Each student must accept this responsibility in order to be an integral part of the school community. The basic attitude of respect, Christian conviction, and love of neighbor will show through in the attitude of the student toward education, other students, and all members of the school community.

A Queen of the Apostles student is expected to conduct himself/herself according to the following principles:

- To be honest in all dealings with students, teachers, and administrators
- To cooperate positively with students, teachers, and administrators

- To respect the rights and values of all individuals on the school grounds

Discipline Code

Philosophy - Queen of the Apostles believes in providing children with a Christian educational environment in which to grow and mature. Therefore, the staff and students will provide a positive environment by their behavior, attitude and interest in learning. Peace and justice are reflected in the staff's and students' attitudes and behavior.

Rights of Students

- Students have the right to a Catholic environment.
- Students have the right to the number of school days required by the laws of the State of Wisconsin.
- Students have the right to a positive environment for learning.
- Students have the right to a safe environment.
- Students have the right to be taught by professionally certified teachers.

Responsibilities of Students

- Students are to contribute to the Catholic environment by participating in Religion classes and contributing to a positive environment by their actions.
- Students will come prepared to attend class regularly and arrive and depart from school on time.
- Students will adhere to the rules and regulations stated in the school handbook.
- Students are to behave in a reverent and respectful manner while attending any worship service including Mass and prayer services.

Rights/Responsibilities of Teachers & Support Staff

A good learning atmosphere is the joint responsibility of the teacher and the student. This atmosphere will be promoted through clearly established and understood rules and regulations. Though there are some rules that pertain to the whole school, there are also rules that will vary from class to class. Each teacher must be free to determine what is good for each class. Just as students are unique, so are teachers. Students are to adapt to each teacher's distinctive personality, just as teachers work to accommodate the needs of their students. The faculty has the responsibility to act on infractions of classroom and school rules. They are to use interventions and clearly defined boundaries with students. The faculty has the authority to correct any infraction of the rules that they observe during the school day, be it one of their students or a student from another class. In cases where classroom interventions prove ineffective and when the presence of the student in the classroom would be detrimental to the well-being of others, the student will be removed from the classroom and conference with the teacher at a later time. The purpose of removing the student from the classroom is to reestablish the learning atmosphere which has been disrupted and to provide a setting for the student to examine the actions that caused him/her to be removed from the classroom.

Fairness Policy

When conflicts arise, this procedure is to be followed:

- Parent/guardian/student will talk with the teacher to discuss the issue and seek common ground.
- Parent/guardian/student will talk with the principal.
- Parent/guardian, teacher, and principal meet to achieve a solution.

Chain of Command

In order to satisfy all parties involved in a teacher-student conflict, the following is the proper chain of command once the parent/guardian has been contacted:

- Parents/guardian contacts teacher and discuss the matter.
- Parent/guardian contacts the principal and relays information.
- Parent/guardian contacts the parish priest with concerns.

Disciplinary Action

The following acts of misconduct by a student on school premises, or off school premises at any school sponsored activity, shall constitute sufficient cause for disciplinary action. Disciplinary action includes but is not limited to written or verbal warning, detentions, suspension and/or expulsion. Incident reports may result in punishments that include Detention, In-School Suspension, and Out of School Suspension.

Discipline Notice

The Discipline Notice provides a method of written communication of unacceptable behavior from teacher to Parent/guardian. The Discipline Notice states the problem and must be signed by the parent/guardian. The parent keeps a copy and a copy is returned to school the following school day. If not returned when due, the teacher will contact the parent/guardian. Discipline Notices are cumulative for the year, but are not a part of a student's permanent record.

Discipline Notices are intended to provide an opportunity for early intervention by teachers and parent/guardian to stop unacceptable behavior before it escalates into a more serious problem. Repeated unacceptable behavioral incidents will result in a meeting with the principal.

Detention

Detention should be considered as punishment for inappropriate behavior, excessive tardies (3 or more per semester) or failure to abide by school rules. A conference may be scheduled to discuss the offense. The parent/guardian will be contacted using the Discipline Notice form to notify them that the student is to serve detention. Detention periods will be held from 3:15 p.m. to 3:45 p.m. with the teacher issuing the detention. Detentions issued by the office will be served in the office. The parent/guardian is responsible for the student's transportation and to make certain he/she attends the scheduled detention. Late arrivals to detention will result in an additional detention period. Purposely missing a detention may result in an in-school suspension.

In-School Suspension

Students serving an in-school suspension (principal's office) will be expected to come prepared with a full day's worth of academic school work related material. Teachers will make every effort to deliver classroom assignments missed for the suspended day. Students will be expected to have said assignments completed as per teacher direction.

Out of School Suspension

Students serving an out-of-school suspension for a serious offense will be expected to make up all missed required course work.

Procedure for Suspension or Expulsion

The parent/guardian will be contacted immediately and a conference scheduled within one day of an incident. The parent/guardian may be required to remove their child from school immediately until a conference can be held. After this conference, every effort will be made

to reach a decision within three days concerning the child's future status. The result may be suspension or expulsion.

Minor Offense - Failure to follow the school rules will result in the student receiving disciplinary action. A minor offense may result if a student does not abide by the following guidelines.

- Students are expected to respect and obey all school personnel. School personnel include teachers, aides, maintenance staff, lunchroom and playground staff and monitors and all parent volunteers.
- Students may leave the classroom only with the permission of the teacher.
- Students are expected to do their own assignments. Students involved in plagiarism or cheating will receive a zero for the assignment. This policy includes homework and long term assignments. Other disciplinary measures may be taken.
- Students are expected to be respectful and obedient and to exhibit a positive attitude towards themselves, others and their environment. Insubordination, disrespect and insolence will not be accepted at Queen of the Apostles School.
- Students are expected to refrain from the use of obscenities. The use of obscene language, verbal or written, and the use of obscene gestures will not be tolerated.
- Students are expected to respect school property and the personal property of others. Destruction of school or personal property will result in restoration of property in kind.
- Students are expected to act appropriately and work cooperatively with others during class or other school/church activities.
- Students are expected to behave appropriately in restrooms and locker rooms.
- Students are expected to obey the playground and lunchroom regulations, which are designed to provide structure and ensure their safety.
- Students are expected to demonstrate appropriate behavior during disaster drills. Proper behavior for disaster drills are discussed in the classroom on the first day of school.
- Students are expected to walk in the hallways for their safety and the safety of others.
- When a parent signature is requested on school papers, students are expected to comply with this request and obtain their parent's signature. The forging of a parent signature will not be tolerated.
- Students are not permitted to eat during class.
- Students are not permitted to chew gum on school grounds.
- Students are expected to adhere to the dress code. In emergencies, a note signed by the parent/guardian must accompany the student and be approved by the principal. If a student comes to school dressed inappropriately and does not have a note of explanation signed by the parent, the student will be sent to the office where the parent will be called to bring proper attire to school. If no change of clothes is available, one will be provided in the office.

- Students are not allowed to use the elevator without permission from a staff member.
- Students may not mark personal items such as gym bags, book bags, lunch bags/boxes, book covers or any other items brought to school with graffiti of any kind.
- Students are not permitted to have pen/ink/marker words, pictures, drawings on their skin.
- Students are not permitted to use personal electronic devices or communication

equipment during the school day. Such items will be confiscated and held in the school office to be retrieved by a parent/guardian. Examples of such devices may include pagers, cell phones, 2-way radios, CD players, iPod, etc...

More Serious Offenses - Resulting in Parent/Guardian Conference, Detention, and/or Suspension.

- Repeated violations of school rules that indicate a pattern of misbehavior.
- Harassment of any kind. Each student is expected to be considerate and respectful of the rights of the students, staff and visitors. No person should be subject to harassment on the basis of race, color, medical condition, national origin, ancestry, citizenship, religion, disability/ability level, age, or gender. Therefore, harassment of any kind will be taken seriously and appropriately disciplined. Sexual harassment will not be tolerated. Sexual harassment includes slurs, sexual advances and requests for sexual favors, verbal or physical conduct of a sexual nature, references to sexual themes in a manner offensive to the listener or observer.
- Secret societies, gangs, sororities, and fraternities are not permitted.
- Theft.
- Acts of vandalism including serious damage to school or personal property.
- Language or action that is threatening or abusive.
- Cheating and/or lying.
- Truancy including leaving school premises without permission of the principal during school or school sponsored activities.

Most Serious Offenses - Resulting in Parent/Guardian Conference, Detention, and/or Suspension/Expulsion.

- Repeated violations from the School Rules and/or "More Serious Offenses" categories that indicate a pattern of misbehavior.
- Possession and/or use of drugs and/or alcohol or selling of drugs and/or alcohol at school or school sponsored functions. Student must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. This includes any authentic-looking counterfeit substances.
- Pretending to possess and/or use drugs and/or alcohol or pretending to sell drugs and/or alcohol at school or school sponsored functions. Student must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. This includes any authentic-looking counterfeit substances.
- Attendance at school or school sponsored functions under the influence of drugs and/or alcohol. Student must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment.
- Possession of and/or smoking cigarettes or use of other tobacco items in school or on school grounds during school or at school sponsored functions. This includes any authentic-looking nontobacco items.
- Possession of a weapon (be it real or an authentic-looking toy). A specialized agency must assess the student with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered

for continued enrollment.

- Physical abuse. The Public School Psychologist or a specialized agency must assess the student with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment.
- Activating the school's fire alarm system. This includes pulling the fire alarm lever located in the hallways as well as calling 9-1-1 from a school phone.
- Bullying another student or faculty member. Bullying is persistent unwelcome and/or unkind behavior, using criticism, nit-picking, fault-finding, name-calling and/or any other negative comments or actions. Exclusion, isolation, being singled out and treated differently, being shouted at, humiliated, excessively monitored, having verbal and/or written warning imposed and much more constitute bullying.

The Administration reserves the right to carry out disciplinary measures for any inappropriate conduct related to school, even though not mentioned specifically in the lists above. If warranted, law enforcement agencies will be contacted. Parent/guardian is responsible for any fees incurred for the assessment.

Room Courtesy

- Students will enter classes prepared with the necessary materials and be attentive and ready for the class presentation to begin.
- Students will respect the answers of all peers.
- Each student will maintain a level of quietness and awareness appropriate for the instruction being given.
- Personal grooming should not take place in the classroom.
- Common spoken courtesies like please, thank you, excuse me, you're welcome, etc. are expected.
- Students will listen to instructions and follow directions.
- During presentations and group discussions students are to avoid trips to the pencil sharpener, wastebasket, etc. Chewing gum, snacking and drinking pop are not allowed. Occasional classroom parties may be cleared through the office.

Internet - Computer - Cell Phone Use

- The use of the computers and Internet are a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Use of the Internet must be in support of education and research. Transmission of any material in violation of any public regulation is prohibited. This includes, but is not limited to copyright material, threatening or obscene material, or material protected by trade secret. Use for commercial activity is prohibited. Use for product advertisement or political lobbying is prohibited.
- Users will not attempt to modify, alter, or damage software and equipment.
- Users may not send/receive e-mail. This includes Face-Book and other communication including chat rooms.
- Users may not use their own software programs on the Internet workstations.
- Queen of the Apostles School is ultimately responsible for the content, quality, or accuracy of the information obtained from the Internet. Queen of the Apostles strives to provide users with legally appropriate and moral Internet information and access.
- Cell phones are not allowed during the school day—7:50-3:05. Phones will be confiscated and held in the Principal's office for parent pick-up.

Lunchroom Expectations

Proceed through the line quietly; Sit on seats with feet under the table; Use low, indoor voices at all times; Drink milk, eat food and scrape tray Walk always

Hall Courtesy

It is important to change classes efficiently and quietly. Hall passes are to be used at all levels. Students will wait for the teacher's dismissal and will not enter a room without showing the proper courtesy. At the end of the day students will leave quietly and efficiently. Students will walk quietly in the halls and stay to the right when using stairs. Students will greet others with a pleasant and helpful attitude.

Playground /Gymnasium Courtesy

A general list of all playground rules is posted in each classroom. They include, but are not limited to, the following: Students using game balls should do so in a safe and non-destructive manner. Students will not be allowed to use any equipment that is potentially dangerous to other students. Students are to stay in designated areas. Fighting is considered to be a serious offense. A real attempt to include everyone in activities should be made. Verbal abuse of others is as serious as physical confrontation. Please be mindful of the words you choose as they often hurt others more than you realize.

Playground Expectations

- Swings must be shared by all. Twisting and rocking swings is dangerous and will not be allowed.
- Monkey bars are to be played on – not sat on or walked across.
- Be considerate of those playing other games. Return balls or other playground equipment gently to those who may have lost them. Do not throw anything at another person. Throw it to them.
- No fighting, swearing, name calling or games that involve tackling your opponent. Violations of this rule will result in removal from the playground.
- Sand, snow, rocks, etc. must stay on the ground at all times.
- The handrails are for your hands, not your feet. You may not walk across these at any time.
- If you take out playground equipment, you are responsible for returning it.
- Always slide down the slide one person at a time. No walking up the slide.

Above all, listen to, obey and show respect for the supervisor. This person is out on the playground to insure the safety of everyone.

Church Courtesy

- Use signs and symbols with reverence.
- Enter and leave church quietly and be aware of the need of those around you to pray without distraction.
- Participate and experience to your fullest potential the joy and peace that Jesus brings to us through the Eucharist and other community celebrations.
- Dress in appropriate attire that will help create an atmosphere of reverence and respect.

Dress Code

Each student's appearance must be appropriate to a Catholic School setting. The administration reserves the right to judge what is appropriate and to act on the judgment. The administration also reserves the right to amend the dress code as needed. 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 a natural color.
- Ear piercing only. No more than two earrings per ear. No body piercing other than ear piercing.
- No visible tattoos, real or artificial.
- Worn, faded, frayed, or baggy clothing may not be worn. No form fitting clothes.
- Headwear may not be worn indoors, e.g., sweatbands, scarves, hats, helmets, bandannas, etc.
- Jackets, coats, hooded tops of any kind, or other items intended to be worn outdoors are not to be worn indoors. Hooded Queen of the Apostles sweatshirts are the only exception to this rule.
- Official scouting uniforms may be worn on meeting days.
- Shorts, Capris, or Jeans are not to be worn on Mass days.

Spirit Monday

Every Monday is “Spirit Monday”. Students and staff are encouraged to wear Queen of the Apostles logo wear on this day. College or professional team logo wear may also be worn if that team is playing— example—Packers vs. Vikings on Monday Night Football. All other dress code criteria will be followed on Spirit Monday.

Specific Clothing

On Mass days students should come dressed in appropriate clothing. This includes dress pants/slacks, collared shirts and/or dresses. Note: Spirit wear is acceptable on any day of the week except on a scheduled classroom or all-school Mass Days. Students may change into jeans and spirit wear once Mass is over.

Shirts/Blouses

Polo shirts, dress shirt/blouses with collar or turtleneck— no longer or shorter than hip length. St. Mary’s logo t-shirts are OK. No writing on shirts. Small manufacture’s graphics/logos that are no larger than an inch are allowed. Color: Any solids, plaids, stripes, or prints. Shirts/blouses with buttons must be buttoned except for the top two buttons. Shirts/ blouses need not be tucked in; however they must adhere to proper length requirements. No sleeveless tops. No cap sleeves.

Sweaters

Style: Fleece or knit cardigan, V-neck, crew neck, turtleneck, mock turtleneck, hooded and sweater vests are acceptable. No writing. Color: Any solids, prints, plaids, or stripes. Underwear must be worn under turtlenecks and mock turtlenecks. We urge students to wear collared shirts/ blouses, turtlenecks or mock turtlenecks under sweaters. Sweaters (whether fleece or knit) must be of appropriate length. Long dress cardigan sweaters are allowed.

Sweatshirts

Style: Long sleeved crew neck - Queen of the Apostles logo sweatshirts or plain solid color sweatshirts are allowed. We urge students to wear collared shirt/ blouse, dickie, mock turtleneck, or turtleneck must be worn under all non-hooded sweatshirts. Only hooded St. Mary sweatshirts are allowed on any school day provided this does not cause a distraction.

Pants

Style: Tailored cotton, cotton-polyester, jeans (five pocket style) or corduroy. **Yoga and**

tight jean type pants are allowed if in good taste. No logos, no designs. Color: Any solid/print color. No bib pants, wind pants, sweatpants, carpenter pants, zip off pants, camouflage, stirrup pants, or super baggy/zippered cargo pants, (Capri pants are considered shorts). All pants must be worn at the natural waist (no hip huggers). Pant hems may not touch the floor. Elastic or adjustable waistband is acceptable. Pants may be straight leg, flared or bootleg. No bell bottoms. Leggings can be worn under a jumper or skirt only. Pants that have the flat pocket on the side may be worn (no big pockets or cargo pockets). Crop pants (pants that are 1-2 inches above the ankle) may be worn to Mass.

Shorts:

Style: Tailored walking shorts no shorter than 3 inches above the knee (measure from the middle of the knee cap). Capri Pants and skorts are considered shorts and are allowed as long as they are tailored and are not skintight. No logos or designs. Shorts may have the flat pockets on the side (no big or cargo pockets). Shorts are not to be worn on Mass days. Students may bring shorts and change after Mass. Color: Any solid/print color, jean shorts or print. No athletic shorts. Shorts may be worn in September, October, April, May, and June. Elastic or adjustable waistband is acceptable.

Footwear - Safety First

Style: Normally, dress, athletic and most closed toe/back footwear is acceptable. For students in grades 5-8 open toe shoes/sandals/crocs etc.... are acceptable as long as they have a back strap. For students in grades PK-4 all foot wear must be closed-toe and include a back strap or solid back. For safety reasons flops, clogs and platform/high heeled shoes are not allowed for students of any grade. Socks, tights, or nylons must be worn for safety and hygiene purposes with all normal closed in shoes/boots. Socks are not required when wearing open-toe shoes/sandals/crocs etc.... provided this does not cause a disruption. Color should be coordinated with other clothing. Shoestrings must be tied at all times (good luck). It is highly recommended that students have appropriate athletic shoes for PE class.

Skirts/Jumpers/Dresses

Style: Cotton, cotton-polyester, denim, or corduroy. Color: Any solids, prints, stripes, or plaids. Dresses, jumpers, and skirts are to be no shorter than 2 inches above the knee even when wearing leggings. Slits may not go above the knee. In the interest of modesty, tights or shorts are to be worn under skirts, jumpers, and dresses. Dresses do not have to have collars but need to be modest (no spaghetti straps).

Physical Education Apparel

The dress code for students in grades 5-8 for gym classes is any solid, plain (no writing, no graphics) T-shirt. Any solid color pair of shorts (loose fitting – no stretch shorts, biker shorts, etc.). Students may wear officially sanctioned Queen of the Apostles logo wear. Notes from home do not change the school rules and will not be honored unless some unusual circumstance prevails. During the cold weather season, students should have warm clothing for outside recess, including hats, gloves/mittens, scarves, snow pants/snowsuits and boots.

Extra Curricular Activities

Many activities are offered to students that are not part of the regular school day or are in addition to the core subjects. Some of these activities include boys' and girls' athletics and choir. Students in grades 6-8 will be invited to participate in school sponsored social activities from time to time throughout the year. Please take note of the extra-curricular Handbook that gives rules and guidelines for students who participate in extra-curricular activities.

Food Service Program

Queen of the Apostles no longer offers the breakfast program due to lack of student participation. We apologize to those few who took part in the program, however we were not able to recoup the cost associated with this program. We urge all families provide their child(ren) with a proper breakfast each morning before arriving at school. We will continue with the morning milk break for children in grades 4K through 4 as well as the morning snack break for our middle school students.

Lunch periods for students are:

4K – Grade 4	11:10 – 12:15
Grade 5 – Grade 8	12:15—12:55

Hot Lunch under the Federal Hot Lunch Program is provided at Queen of the Apostles every day that school is in session. Students are free to choose either hot lunch or to bring cold lunch. Those who carry their lunch may purchase milk. DPI regulations state that students may not have soda for lunch. Juice boxes are fine.

A mid-morning milk break is provided to students in grades K-4 if they choose to participate. Milk is \$.50

The hot lunch program is set up on a computer system. Monies are placed into a family account. As students take breakfast, lunch or morning milk their bar code ID is scanned and money is deducted from the family account. Money may be deposited into the account at any time and for any amount. It is always a good idea to have a positive balance in your child's account. Lunches are \$2.85 each for students and \$3.75 for adults. Extra milk (both for morning and for lunch) is \$.50. Parents are welcome to eat lunch with their child. When the family balance is low a notice is sent home. Parents who need assistance may apply for lunches at a reduced price or for free. All families receive information regarding these programs and participation is confidential. Lunch prices are subject to change due to rising food costs and shipping expenses.

Fieldtrips

Teachers are encouraged to take the students out of school for a variety of educational experiences that are enjoyable and fit in with the educational objectives being taught. All trips will be planned carefully and prior to any trip, parents will receive all pertinent information. Two school outings are planned each year. Students will have the opportunity to attend a play as well as visit one of the local parks for a field day.

No student has an absolute right to a fieldtrip. If he/she is not meeting academic or behavioral requirements, teachers have the right to deny the student participation in the trip. The student is to remain at school and assignments are to be given. A Diocesan Permission Form is used for fieldtrips. A comprehensive form will be sent home at the beginning of the year for each child. This needs to be filled out and returned. A Supplemental Diocesan Fieldtrip form will be sent home for each field trip. This form will give the details of a field trip. It will need to be signed and returned before the fieldtrip.

Eighth Grade Class Trip

The eighth grade class will hold fundraisers throughout the school year in an effort to raise money to go on a class trip. This trip has traditionally been an all day trip and involves the cooperation of all students and parents of eighth grade students. The trip must be pre-approved by the administration and be in kept within the guidelines given by the Diocese

of La Crosse whose policies and procedures we are bound by.

Fire/Tornado/Lock Down Drills

Students are kept informed of any and all emergency procedures. We have regularly scheduled fire drills, tornado drills and lock downs in order to insure knowledge of procedures. Lock Downs will be called over the PA and a special ring tone will be sounded. Teachers will direct students to a safe place away from windows if possible, lock all doors and duck and cover. All students will remain on lock down until the all-clear is given by the principal, school secretary, or local law enforcement personnel. In the case of an evacuation, everyone will proceed to the KC Hall or other site as designated by the principal.

Inclement Weather Dismissal Policy

Queen of the Apostles will follow all related cancellations in accordance with the Tomah Area School District and will be announced as follows: WKBT Channel 8 (CBS); WXOW Channel 19 (ABC) & www.queenoftheapostlestomah.com. A cancellation of school in the Tomah Area School District will affect all private and public schools.

Medications

Any student required to take medication during the school day must have a current and completed medication form on file in the school office. All medications, prescription or non-prescription (including Tylenol) must be kept in the school office and will be dispensed by a school authority.

Music / Art / Physical Education

Music is an essential part of a child's development. Older students have the opportunity to join choir. If a student chooses to participate in choir we expect a commitment for the school year. The importance of learning aesthetic beauty of the fine arts is without contention. Therefore, Art is also part of the curriculum. P.E. is essential for healthy development of motor skills. This course also helps students develop a good sense of team play and an understanding of the basic skills needed at the secondary level.

Outreach

As part of the global community, we are responsible for our brothers and sisters who are less fortunate. Symbolic of the responsibility is our decision to adopt a child. The child we adopted from Casa Hogar Juan Pablo II. The child adopted will be corresponding with students at Queen of the Apostles throughout the year. Our school and parish will send a monetary donation yearly. Additional donations will be used to help at Christmas, Easter and birthday time. Our goal is to bring our students to an awareness of the world and its needs through personal involvement.

Parent / Guardian / Teacher Association

The parent organization of Queen of the Apostles is officially known as the Parent Teacher Association. The Executive Board meets throughout the year and general meetings, to which all parents are invited, are held three times per year. The purpose of this group is to act as a support to the school and to help generate additional funds. A scholarship fund has also been established by this group to award a scholarship each year to a graduate of Queen of the Apostles School going on to post high school education. Applications for this scholarship may be obtained in the school office.

Parent / Guardian / Teacher Student Conferences

Regular conferences are scheduled at the end of the first quarter and mid third quarter. These are opportunities for you to talk with your child(ren)'s teachers about any concerns you may have. Progress reports are sent home at mid-quarter in grades 5-8. These are meant to give you feedback on how things are going. Please feel free to contact your child's teacher whenever you have a concern. You may schedule an appointment by calling the teacher. School records are kept in the office and may be viewed by the parents/guardians upon request.

Religious Instruction

Staff members who teach Religion classes are qualified to do so. Members of our staff attend regularly scheduled in-service days as provided by the Diocesan Department of Catholic Education. Liturgies are divided into two units, 4K-4, and 5-8. Approximately once a month an All School Liturgy is planned. Students have the opportunity to receive the Sacrament of Reconciliation during the course of the school year. The children in second grade receive First Reconciliation and First Eucharist. We try to infuse Catholic Christian Values into all areas of the curriculum. Non-Catholic students are expected to participate in all school activities and courses of study, both curricular and non-curricular.

Report Card / Honor Roll

Report cards are given out four times per year and follow the diocesan system of reporting. A system that recognizes that it is equally important to consider both student achievement as well as student effort in each subject area. The two categories are listed separately on report cards for 1-4 so that you may see how your student is progressing in both areas. Effort on report cards for 5-8 is listed under personal development. Achievement is the measure of how well the student has mastered the grade level objectives. In grades 1 and 2, achievement is reported by using "E" for excellent work, "S" for satisfactory work and "N" for work that needs improvement. Other classes/grades use the following grading scale:

A = 93-100	B = 86-92	C = 78-85
D = 70-77	U = 0-69	N = No Grade

(Grades 5-8 uses an F instead of U)

Effort is considered to be an indicator of a student's commitment to learning. It is a judgment by the teacher on the effort that a student has put forth in school and the progress that he/she is making on his/her own. So that you have an idea of the types of things that teachers consider when making this effort judgment the following list of student indicators for effort has been developed. They include, but are not limited to:

Preparedness; Attitude; Involvement in work; Staying on task; Cooperation; Curiosity; Class participation; Resourcefulness; Pride in work; Attention in class; Promptness in finishing work

Schoolwork is expected to be done and ready to hand in at the time the teacher assigns. Assignments not handed in at the designated class are considered late. Work will be accepted after it is due. The teacher, at his/her discretion, may lower grades for late or unfinished assignments.

Questions regarding the report card format, or on the distinctions between effort and achievement, should direct inquiries to the principal's office.

Levels of Honor Roll

All "A" Honor Roll - No achievement grade below A

High Honor Roll - 5's and 4 B's

Honor Roll - All A's and B's with one C allowed

IMP Award - To any student who has brought up a grade in at least one subject area and has not gone down in any subject area. (IMP=Improvement)

Retention / Acceleration

The principal is responsible for making the decision to retain a child or to accelerate a child to another grade. This decision will be made after careful and serious reflection, evaluation, and consultation with both teacher and the parents.

School Visits

Parents are encouraged to visit the school, but please make arrangements prior to your visit. Just popping in to talk to the teacher or your child at any time is disruptive to the entire class. Contact the teacher or principal to schedule a meeting time. Please stop in the office to sign in and to pick up your visitors badge. At the end of the day, please wait quietly outside the classroom for your child. Going into the classroom before dismissal is again disruptive.

Security

All the doors with the exception of the front doors of the new addition facing Monroe Street are locked during the school day. All people entering the building must sign in at the office. Name tags are to be worn by all people who are not staff members. During After Care hours the doors to the Church Hall are locked. Parents should pick up their child up at the west entrance of the church near the parking lot. This entrance has a security camera and a buzzer to let the supervisor know someone is at the door. Queen of the Apostles, in conjunction with the Public School System, is a part of the Risk Management Program. Risk Management helps the local authorities when dealing with emergency situations.

Sick Children

If your child becomes ill in school, we will first have them rest on the sick cot. If they do not feel better after a reasonable amount of time you will be contacted to give us further directions. It is very important that all emergency information be filled out so that we have an alternative person to contact if we cannot reach you. **If your child has been ill, the recommended procedure is to not send him/her back to school until 24 hours have passed since a fever has broken or the child has thrown up.**

Testing Program

Students in grades 2, 4, 6, and 8 are administered a Standardized Test designated by the Diocese. The test results are sent home. Students in grades 4 and 8 are given a Diocesan Religion Test.

Textbooks

All textbooks and workbooks are provided by the school and should be treated with the proper care. Hard cover books are to be kept covered at all times. Loss or damage to textbooks will result in students being fined or in paying to replace the textbook.

Tuition Payment Policy

A contract agreeing to the payment of tuition is essential to the operation of a Catholic School. Tuition covers about 25%-30% of the cost to educate a student. The key word in any private school is commitment. Parents need to make an active commitment to Queen of the Apostles in order for the school to succeed. We are a community, and as such, policies and regulations must be formed in order to increase the effectiveness of our unique educational system. Your support, input, and willingness to contribute financial and personal resources will make Queen of the Apostles achieve excellence.

A \$40.00 non-refundable, registration fee is required of each family at the time of registration (date set by the principal in the spring of the current school year) to insure placement for the fall term. Non-payment of the registration fee means that there is not a place being held for the student. Tuition for the current school year must be paid in full before your student may return the next school year unless special arrangements are made with the principal. Student records will be held until tuition (and all other debts) is paid.

Tuition may be paid in several ways as outlined in your tuition agreement.

- Payment in full by the first day of school.
- 2 payments: ½ by August 15, ½ by November 15
- 4 payments: ¼ by Aug. 15, ¼ by Oct. 15, ¼ by Dec. 15, ¼ by Feb. 15.
- 10 monthly payments: August through May.
- 12 monthly payments using automatic bank transfer
- Personal arrangements with Principal/Pastor

Tuition grants (partial and full) are awarded to active Catholic families in need of assistance. They are considered by the pastor and principal and are held in confidence. Tuition grants should be applied for by September 15th of each new school year.

Tuition payments are due according to the tuition payment schedule chosen. Notice of past due accounts will be sent when there have been several missed payments. Those who have not made a payment or contacted the school after receiving notice will be sent a letter. If there is no payment or contact made with the principal within 10 days of receiving the letter, parents will be contacted by certified mail. If there is still no response to the above, the pastor and the principal will make a personal attempt to contact the family directly.

Please see the pastor or the principal when there is personal hardship. Your concerns will be kept confidential and it is always our goal to be compassionate and understanding in times of need.

USE OF THE PARISH AND SCHOOL FACILITY

Any group that wishes to use the building or grounds must complete The Queen of the Apostles Facility Usage Application. Applications may be picked up in the school office during business hours.

Extra-Curricular Handbook

Purpose of Extra-Curricular Activities

The primary purpose of education is to provide each student with the values and training necessary to lead a rewarding and happy life. The extra-curricular program is an integral part of this process as it provides certain opportunities and emphasizes definite activities.

It is the desire of Queen of the Apostles School to generate a program of extra-curricular activities that will provide opportunities for the youth of the community to develop the proper ideals of sportsmanship, ethical conduct, and fair play. Participation in this program is a privilege and each participant must be willing to act responsibly and meet his or her obligations.

Objectives of Extra-Curricular Activities

- To provide “whole school” activities that will enhance school pride in all students.
- To develop within the student the discipline, determination, and dedication necessary to complete his/her chosen goals and lead a fulfilling life.
- To foster development of individual self-esteem and sense of accomplishment.
- To provide opportunities to observe and exemplify good sportsmanship as well as a willingness to place the good of the group before the desires of the individual.
- To provide a constructive outlet for competition, which focuses on achieving excellence without diminishing the dignity of others.
- To provide opportunities for lasting friendships with others.

Definition of Extra-Curricular Activity

Extra-curricular activities are those events that occur outside classroom assignments and are beyond the scope of the academic day. This does not include class field trips or other curricular outings.

Responsibilities

All students are invited and encouraged to participate in Queen of the Apostles extra-curricular program. In so doing, they assume the responsibility for following these rules:

- Show respect for oneself and others by displaying Christ-like social behavior.
- Respect those in authority and follow their directions.
- Wear clean and appropriate attire while attending an event.
- Display a genuine spirit of cooperation.
- Use language that offends no one.

Eligibility Rules

Queen of the Apostles will follow these two General Rules of Eligibility of the Wisconsin Inter-Scholastic Athletic Association (WIAA).

- A student may not participate in inter-scholastic athletics until the school has an Examination/Permit Card on file in its office attesting to parental permission.
- An athlete shall be suspended from inter-scholastic athletics (competition) for a period of time designated by his/her school in its code of conduct for use of alcoholic beverages, drugs or tobacco, profanity, acts of immorality, or any other unacceptable conduct.

Code of Conduct

In order to represent Queen of the Apostles School in athletic inter-scholastic competition, a student must meet all eligibility requirements. The following are specific regulations for extra-curricular participation set by Queen of the Apostles.

- Any participant that has an unexcused absence (one not sanctioned by the principal/designee) of one hour or more from school on the day of an activity shall be ineligible to participate in any other activity on that day.
- Using, transporting, or possessing alcohol, illegal drugs, or tobacco will not be allowed at any time. Violation of this rule will result in immediate suspension from the activity. Subsequent violations will result in further suspension/expulsion from the activity. The participant will be required to attend all practices during a suspension. Attendance is expected at all practices and events or contests. Permission for an absence must be obtained from the coach or group advisor. This person is responsible for dealing with missed practices. An unexcused absence from a competitive event may result in suspension from the activity.

Supervision of minors is the responsibility of the parents before, during, and after any event. The school does not provide supervision after school hours.

Grade Notification of Students in Sports

Parents who have students in sports need to be aware of how their child is doing academically. Parents must help by looking at scores on daily work and tests and contacting the teacher with any questions or concerns.

- An evaluation of grades of students participating in sports will be done at regular grading times. If a student has not received a C average in any subject at that time, the parents will be notified.
- Any student who is failing in any subject area, at any of the evaluations will not be allowed to play in games. Parents will be notified the day the principal receives the evaluation forms.
- Any student who has been unable to play because of a failing grade, may start to play at the time the grade is up to passing. If a student who has had passing grades at the time of an evaluation is found to have less than passing grades in any subject area, that student will not be allowed to play in games until the grade is passing. With this policy it is very possible that parents will be notified that their child will not be playing on the same day as the game or the day before.

Enforcement of the Extra-Curricular Code

Written reports of violation must be filed with the principal/designee who will consider the incidents and render a decision. If the participant is not satisfied with the decision, he/she may appeal it (Diocesan Administrative Recourse).

Sport Guidelines

- Coach takes attendance at every practice.
- Notify the Athletic Director of changes in roster due to a player's lack of attendance, probation, low numbers on a team, or for any other reason.
- All changes must be cleared through the Athletic Director and approved by the principal.
- Coaches make sure balls, water bottles, and other equipment used by the team are put back before leaving the building. Coaches must make sure all lights are off in the gym, locker rooms, bathrooms and that doors are locked before leaving the building.

General

Absolutely no one will be allowed in practices without a permission slip, physical form, and an Athletic Agreement slip filed with the Athletic Director before the season begins. If a student is sick for any part of a day, he/she will not play in that night's game. If a player is medically suspended from Phy. Ed., he/she is also suspended from sports for

the same time period. Only students on the team will be allowed in the gym after school.

School Equipment

One of the values of extra-curricular activities is the learning of responsibility, which includes the care of school equipment and property. The original equipment issued to a participant must be returned at the end of each season. If equipment is in need of repair or a change in the size of a uniform is required, notify the coach and note the change on the equipment sheet. Participants will be financially responsible for lost or damaged equipment.

Diocese of LaCrosse Policy and Procedure

DSP 1391 Community & External Operations: Administrative Recourse

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

- Teacher or other school employee.
- Principal.
- Area Administrator (if there is one).
- Pastoral Authority.
- Dean.
- Diocese

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

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within thirty calendar days 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/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 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 resolution of the conflict. No consultative body as such or member 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.(sf.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 1749-1752)

DSP 1392 Community and External Operations: Penalty Status During Administrative Recourse

The penalty for a violation of a school or diocesan policy 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.

Rather than strict confidentiality in regard to student/school employee communication (verbal and written), the Diocese of La Crosse 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:

- Information that concerns violation of the law.
- Matters involving the health and safety of the student or any person.
- Serious moral issues.
- Any other matter that raises 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 5512 SEXUAL HARASSMENT

The policy concerning sexual harassment as outlined by the Diocese is as follows: All students of the Catholic Schools of the Diocese of La Crosse are entitled to learn in an atmosphere free from sexual harassment.

Provisions

- Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical contact of a sexual nature” includes, but is not limited to “the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.
- No child shall be subject to sexual harassment as a Catholic school student.
- Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
- 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 principal after consultation with the diocesan director of schools.
- No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith.

SAFE ENVIRONMENT

Policy and Procedures of the Diocese of La Crosse (Green Book) Sexual Misconduct Procedures (Red book)

Both the Red and Green Safe Environment Booklets are found under separate cover along with the Safe Environment Video which can be found at <http://www.dioceseoflacrosse.com> in the “Safe Environment”

Queen of the Apostles Dress Code—A Refresher

Philosophy and General Statement to Parents and Guardians

Queen of the Apostles believes that school performance and future success are enhanced by appropriate dress and good grooming. Parents and Guardians are strongly urged to work closely with the school to insure student's adherence to these standards. Parents and Guardians are encouraged to enforce moderate hairstyles and high standards of dress for their students, which can be found in the Dress Code section of this booklet. Parents and Guardians will be serving the welfare of our students and helping us as educators by emphasizing standards of neatness, cleanliness, safety, and decency in dress and grooming. The Dress Code is in effect for students while attending school functions or school sponsored activities on or off school property. Exceptions to this for certain school-related events are determined by the Principal.

While it is inevitable that there will be differences of opinion as to the appropriateness of dress, grooming, and/or determining whether or not a student's attire is acceptable, the final determination will be made by the building principal. A student's family will be contacted to address dress code issues. It goes without saying that students grow physically from year-to-year and how well we know styles change. Dresses that were once knee length are now 4 inches above the knee and pants are now considered "high waters" - just dating myself. As a parent or guardian, please adhere to our dress code as best you can. Leggings don't necessarily mean a dress is now long enough.

Here is a recap regarding updates to our "Dress Code"

General - No visible tattoos, real or artificial. Band-Aids cover well.

Specific Clothing - On Mass days students should come dressed in appropriate clothing. This includes dress pants/slacks, collared shirts and/or dresses.

Footwear: Safety First - Normally, dress, athletic and most closed toe/back footwear is acceptable. For students in grades 5-8 open-toe shoes/sandals/crocs etc... are acceptable as long as they have a back strap. For students in grades 4K-4 all footwear, including sandals/crocs, must be closed-toe and include a back strap or solid back.

Shoestrings must be tied at all times (good luck).

Dresses, jumpers, and skirts must be no shorter than 2 inches above the knee - even when wearing leggings.

Pants - Yoga and tight jean type pants are allowed if in good taste.