**St. Peter School Philosophy**

**St. Peter School is committed to:**

* Teaching the Catholic doctrine, teaching religion in such a way that it becomes a way of life for the students; encouraging preparation and participation of Mass
* Helping each child see, appreciate, and develop his/her own unique abilities and self worth.
* Building community with-in and beyond the school; sharing responsibility of education with the family.

**St. Peter Staff believes:**

* That basic truths and practices of the Catholic faith should be taught thoroughly; that religion should be taught as something to be lived; that Mass and prayer forms are an important part of their Catholic Education.
* That God has created and loves each person as an individual with unique talents and gifts; that children need to have successful experiences in school so they can feel good about themselves; that a school must make every effort to meet the need of every child.
* Catholic schools must be true communities of Faith. The school must complement, reinforce and extend the efforts of Catholic families. Parents and other community persons are an important and necessary resource. In a school, teachers and pupils experience together what it means to live in a life of prayer, personal responsibility and freedom.

**Therefore the St. Peter Staff will:**

* Teach the basic truths and practices of the Catholic faith; teach students how Christian living flows into service and respect for others.
* To use many different materials and methods to meet the needs of individual students; and will base individual student evaluation on ability and growth, not on comparison or competition with others.
* Join parents in guiding children in living a Christ-centered life, find opportunities to talk and listen to parents.
* And to help build good self-image in students and teachers; offer opportunity for spiritual growth; teach children how to know themselves better so that they can work, play, and live with others for a happier life.

**School Information and Procedures**

**Purpose of Handbook**

This handbook is distributed to parents of St. Peter School children to provide you with information and procedures of St. Peter School. It is intended to answer the questions you have about the regulations and procedures of school. Please refer to it when questions arise.

**Absences and Tardiness**

In accordance with Wisconsin law, parents/guardians are responsible for their child’s attendance and punctuality. If a child is consistently absent, the administration has the right to consider retention for the following academic year.

**Whenever a child is going to be absent from school, parents/guardians should call the school at 288-6250 before 8:00 a.m. giving the child’s name and the reason for the absence. A note explaining the absence must be sent when the child returns to school. Please make sure that the note is dated and signed.**

Longer absences due to trips should be reported to the office well in advance of the trip. Student’s work will be given before the student leaves. This work must be completed before the child leaves for the trip.

When a student enters school after 8:00 a.m. the student is considered tardy and will be recorded as such on the child’s permanent attendance record. If a note accompanies the child stating the reason why they are late, the child will not be marked tardy. If the bus is late, the child is not marked tardy.

A child will be marked a half day absent if they are more than two hours late for school or leaves two hours early. A child will be marked absent for the entire day if less than two hours are spent in school in any one day.

A child is responsible for any missing work. The teacher or a classmate will supply a list of the missing assignments and the date the assignments are due. Work will be sent home with a sibling, a classmate who lives close to the child or with a parent who has called and made other arrangements.

**Academic Progress**

Throughout the school year progress is evaluated on an on-going basis through daily classroom work, subject area testing, standardized test scores and report cards. Communication with parents/guardians is on-going throughout the school year.

**Activities Done by Students & Teachers**

Cards made with care for parish shut-ins and thank you notes to those who volunteer their services or give donations.

Services within the Parish & Community

Students are encouraged to develop a spirit of service in the school and parish community, volunteering assistance at parish functions, sacrificing their own money for the Missionary work of the church, especially during Advent and Lenten seasons. Students help out as servers and handmaids.

**Reporting Procedures**

**Mid-Quarter Reports**

These reports are given to the parent/guardian midway through each quarter noting satisfactory/unsatisfactory progress. The dates for these reports will be listed on the monthly calendar. Progress reports will be mailed home or they may at times be picked up by the parents. These dates will also be listed on the monthly calendars.

**Report Cards**

The school year is divided into two semesters: four quarters with nine weeks in each quarter. Report cards will be given out the week following the end of each quarter. First quarter report card will be given out at Parent/Teacher conferences. For the other quarters the report cards will be handed out to the students by Father.

**Admission Policy**

St. Peter School is first and foremost a Catholic School that strives to provide quality education formed by the Gospel values.

Any student interested in pursuing an education in such an atmosphere, and is willing to meet the religious, academic, social and behavioral standards of St. Peter School are welcome to be a part of the school community.

New students will be admitted on a space-available basis with priority given to members of St. Peter. As members of the school community, all students are expected to participate actively in religious classes, liturgical celebrations, class projects, and other related school assemblies.

**All students should maintain an attitude of respect for learning. It is the obligation of each student to take seriously the responsibility for academic achievement. Serious preparation of assigned homework, related class projects, regular attendance, and active participation in class discussions are also part of that responsibility.**

**It is expected that parents/guardians will work with the teachers and administration on behalf of their children and that they will do their part to support and uphold the code of behavior and discipline here at St. Peter School.**

**Statement of Non Discrimination**

The educational institutions of the Catholic Diocese of La Crosse are subject to the limitations of Title VII of the Civil Rights act of 1964 as mended, title IX of the Educational Amendments of 1972, the Age Discrimination and Employment Act of 1973, and the Wisconsin Fair Employment Practices Act, and do not discriminate on the basis of race, religion, color, sex, national origin, age, handicap, arrest and/ or conviction record, marital status of sexual preference, except as permitted by law.

Appropriate Behavior

**Playground**

Be kind and considerate of others

Use language that is becoming to a Christian girl and boy

Share playground equipment and space

Fighting, pushing, shoving, tripping, poking, and wrestling are not permitted.

Throwing of snowballs and ice chunks is forbidden on school grounds.

**Indoor Recess**

Stay in classrooms, unless given permission by classroom teacher

Speak in a conventional tone of voice

Play games that are appropriate for the classroom

**General School Rules**

**Be Respectful**

Treat all adults and students with respect

Remove your hat when entering school or church

**Be Honest**

Do not lie or cheat

**Be Considerate**

Raise your hand before speaking

Pass by classrooms quietly

Do not deface or destroy property

Do not steal

**Be Safe**

Remain seated during class

Do not tilt chairs

Walk at all times

**Be Clean**

Keep bathrooms, stairwells and classrooms free of litter

**Follow the Rules**

Follow the Dress Code

No Gum

Obey all school rules

**Arrival Time**

Students walking, riding bikes, or receiving rides from parents/guardians should not arrive until 7:45 unless other arrangements have been made with the principal and/or teachers. **Students that arrive before 7:30 will report to the 1st & 2nd grade classroom and remain there until their teacher arrives at school. Once in the classrooms, students should use this time to read, practice flashcards, ask questions of their teachers etc**.

**Asbestos**

For your information, the original EPA AHERA asbestos inspection management plan documents and additional information pertaining to response action activities, post response activities, periodic surveillance, 3-year re-inspections that are planned or are in progress are available for review during the school year by contacting the school principal.

**Assignments**

All students are expected to do all assignments by the date they are due. **Students who do not do their assignments can expect to stay in during morning recess (lower grades) and noon recess (upper grades) to complete them. Students who continue in this manner will have their parents contacted, be eliminated from any extra-curricular activities (such as field trips) and receive failing marks on their report cards.**

All assignments must meet the expectations of the teacher as far as neatness, punctuation, and grammar or the assignment will be done over.

All students receive an assignment notebook at the beginning of the school year. **These are to be used by the students to write all of their assignments in, these will be used as a line of communication between the teachers and the parents. Please look at these every day and when finished, please sign them. Students need to bring these notebooks back every-day.**

**Athletic Program**

Students of St. Peter who wish to participate in sports may do so by choosing what school athletic program they want to play for. The two schools that the students may choose from are the Chippewa Area Catholic Schools and St. Paul’s in Bloomer. Once the decision has been made to play for that school you have to remain with that program for the school year.

Students from the Bloomer district can participate in the CACS athletic programs. Any student participating in sports must maintain an academic average that commensurate to their ability, as well as follow any athletic code that has been set by the two schools. **Good conduct and respectful attitude in general school activities are required in order to participate in these athletic activities.**

**Attendance Hours**

School hours for St. Peter School are 7:55a.m. – 3:00 p.m.

**Band**

When available the student will be encouraged in personal growth, expression and creativity.

**Before and After School Hours, Responsibility**

On regular school days, St. Peter School admits bussing students at 7:30a.m. and all other students at 7:45 and dismisses students at 3:00. If students need to be dropped off earlier than 7:30 please contact the school office. **Students who need to wait for pick-up after school will wait on the school steps or inside of the school**. If parents/guardians are going to be late in picking up their child please call the school office before 3:00.

**Bicycles**

Students who ride bikes or scooters to school should place them in the bike rack located in the back of school. Bikes and scooters should be walked to the end of the sidewalk at the end of the day. These students should follow the bus and car riders. **For safety purposes it is highly recommended that bike helmets be worn.** At no time are the bicycles to be ridden on during the school hours. Each student is responsible for locking their bikes.

**Bus Transportation-School**

All concerns regarding bus transportation should be directed to Chippewa Trails (Chippewa Yellow Bus Company) 726-2441 and Geissler Bus Company at 568-4233. Bus Safety guidelines can be found in the Appendices of this handbook. The statement of Compliance which parents/guardians and students sign after reading the handbook includes the compliance with these school bus safety regulations. All students who ride the bus are expected to respect the drivers as well as other students.

**Change of Address**

Please inform the school office if you are moving or if there is a change of address or phone number. Please also list your cell phone number and e-mail address on the emergency cards that you receive in the beginning of the school year.

**Cleaning School**

Supplies are found in the basement, the cleaning list is sent home and is also listed in the monthly calendar. **The family listed first on your cleaning group is responsible for calling the other members of the group to remind them that it is their time to clean.** Please make sure you do your best when cleaning to keep the children free from germs as much as possible.

**Communication**

A yearly calendar is sent home at the end of the school year for the following school year.

Throughout the school year, monthly calendars and newsletters are sent home to inform the parents/guardians on updated information and reading material pertaining to your child’s education. **This information will be mailed, sent home with your child or emailed to you**. If you do not receive these materials please contact the school office. Please read these materials for it does include vital information at times or forms to be filled out. Don’t just throw it away. Please remember to check your child’s backpack on a daily basis for this information.

**Diocese of LaCrosse Policies which need to be known by Parents/Guardians and Students**

**DSP (Diocesan School Policy) 1391**

**Community and External Operations**

Any grievance by a parent/guardian against the school shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents/guardians 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 parent/guardian.

**DSP (Regulation) 1391**

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. Area Administrator (if there is any)
4. Pastoral Authority
5. Dean
6. Diocese

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 LaCrosse, 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 him 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 or drawing up good 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 of 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. 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 of receiving 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.

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 or transfer of a pastor unwilling to be transferred.

**DSP 1392**

**Community and External Operations: Penalty Status During Administrative Recourse Procedure**

The penalty for a violation on 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. The request can be made by the school, employee, student or parent affected. The request can be granted or denied.

**DSP 5101**

**Students: Nondiscrimination**

Every catholic school in LaCrosse 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 LaCrosse has the obligation to publicize its nondiscrimination policies.

**DSP 5115**

**Students: 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 to the students in the process of expulsion. All expulsions are to be approved by the diocesan director of the Office of Catholic Schools.

**DSP 5205**

**Students: Conferences**

As a personal means of informing parents/guardians as to the development of their children, schools are to schedule conferences on a regular basis. Normally, the children should have the opportunity to be at these conferences.

Conferences are to be scheduled at least twice a year, once during or shortly after the first quarter and once during or shortly after the second or third quarter.

**DSP 5210**

**Students: Retention/Acceleration**

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain should be made only after other serious reflections and evaluation and consultation with the teacher and the parents/guardians. The school administrator is the individual responsible for making the final decision.

**DSP 5505**

**Students: Drug Medication Administration**

The state legislature has provided for the 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 employees, 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, 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 bodily harm to another.”(The 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 the 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 appropriate instruction of persons who may be authorized to administer the drugs.

**2010 ACT 160** requires any school employee who is administering prescription or non-prescription drugs to a student to receive proper training for that specific application. In addition, parents must provide all medications in their original packaging, and provide the school with separate, non-prescription medications like cough drops and aspirin for each child.

**DSP 5512**

**Students: Sexual Harassment**

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

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 the school purposes.”

NO student 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 measure.

Any student who believes that he or she is being sexually harassed shall report immediately such information to the 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.

No students shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith.

Please check the Appendixes for the Sexual misconduct for the Diocese of LaCrosse and Child Sexual Abuse Policy and Procedures of the Diocese of LaCrosse.

**DSP 5605**

**Students: Corporal Punishment**

Corporal Punishment is not to be administered to students.

**DSP 5691**

**Students: Elementary Students: Dress**

The same excellence and standards pursued in academics, discipline, and religious formation should be mirrored in a student’s attire in a Catholic school. Dress codes should emphasis neatness and high standards in this regard. The Diocese of LaCrosse strongly supports any school that would require uniforms for students.

Catholic elementary schools must have at least minimum standards in the area of dress, for these reasons:

1. The manner of dress helps the students to grow in the virtue of modesty which is at the foundation of their self-respect and their respect for others;
2. The dress code safeguards and promotes the Christian learning environment;
3. Students’ and teachers’ expectations are raised in a positive manner by a dress code-students coming to school dressed differently than at home realize even more that they are coming to school for an important reason: to receive an education;
4. A dress code minimizes differences among the students of different social classes;
5. School dress codes are economical and practical for families today, for they eliminate the need of a variety of clothes and decisions regarding the coordination of colors and patterns of clothing;
6. Decisions regarding what to wear are less time-consuming;
7. A dress code minimizes and eliminates the danger of gang identification and other inappropriate or harmful symbols on school dress, which is an increasing concern today;
8. A dress code is easier to enforce consistently when an explicit policy is in place;
9. A dress code creates a feeling of oneness and belonging; a dress code fosters immediate identification with fellow students and inspires unity;
10. A dress code permits non-students and strangers to be more

easily recognized;

11.Because the dress code allows for choices within certain limits,

It does not stifle creativity and individuality.

**DSR 5691**

**Students: Elementary Students: Dress**

Minimum standards for dress in all Catholic elementary schools in the Diocese of LaCrosse are as follows:

1. No t-shirts are permitted as primary wear during the school day.
2. Sweatshirts, if worn, shall be plain or have the school logo only.
3. No outerwear is to be worn within the school building during the regular school day without special permission of the administration. This includes, but is not limited to, jackets, windbreakers, ponchos, etc.
4. Hairstyles must be clean, cut to a reasonable length and be a reasonable natural color.
5. Shirts that are made to be tucked in are to be tucked in.
6. Shorts are seasonal wear and are to be worn, if allowed at all, only when the administration determines the weather warrants it, which is generally between May 1 and October1. When shorts are worn, they must be dress shorts and comply with all other aspects of the dress code.
7. The following types of pants/slacks are not permitted: oversized or ill-fitting pants sweat pants, athletic wear, leisure wear, blue denim, pajama bottoms, or any similar wear. Pants must be in good condition and are not to have holes or patches or be frayed.
8. Shoes must be worn during the school day. The type of shoe is not to pose a safety hazard. Any type of footwear that is considered beachwear is not permitted. Shoes that have laces are to be tied.
9. Any accessory that draws undue attention to a student is not permitted. This includes but is not limited to makeup, hairstyles, long looping chains, all unreasonable body jewelry, including that worn in but not limited to the tongue, nose, lips, eyebrows, excessive piercing in the ears, etc.

10.Body art (tattoos) is not to be publicly visible.

11 Shirts that can be buttoned are to be buttoned appropriately. In

most cases this would mean up to the second to the top button

on a normal shirt or blouse. Shirts or blouses must cover the

midriff during all movement and activity.

12. Hats, caps, bandannas or other types of headgear are not to be

worn in the school building during the regular school day.

13. Skirts, skorts, shorts, etc. are to be no more than two to three

inches above the knee.

14. When there is a need for special occasion dress, all dress must fit within the school’s local guidelines for modesty and safety. The school administration reserves the right not to allow participation in these activities if, judgment of the administration, dress does not measure up to the school’s own standards of modesty and safety.

15. At all times, there is not to be any saying, picture, or reference on clothing that is inconsistent with Catholic faith and morals. Items which reference drugs or alcohol, songs or musical group whose lyrics have content inconsistent with Catholic teaching, are in appropriate for wear.

16.These directives apply to all students for the entire school year. Exemptions are not to be granted for special groups.

Schools should begin implementation of the above dress code as soon as possible. All schools must be incompliance starting 2004-2005 school years.

**DSP 6225**

**Instruction: 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 curricula sans extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

**Computers**

The purpose of the computer program is to familiarize students with computer hardware and software and to provide them with the following skills; keyboarding, word processing and databases. **Food and drink are prohibited in the computer lab.**

**Contests**

Participation in contests sponsored by different groups in the area, are part of St. Peter School Curriculum. Students take part in contests in art, poetry, fire, and conservation posters and others, which may come up during the school year. Participation in the number of some contests are limited

**Conferences: Parent/teacher**

Mid-quarter conferences and quarter conferences are scheduled for the students. Parents/guardians meet the child’s classroom teacher to discuss the student’s progress. All conferences are mandatory unless specified. Appointments for any other conferences can be made upon a parent/guardian or teacher’s request.

**Courtesy and Greetings**

Students are expected to display Christian behaviors at all times while in school and participating in school related activities; field trips, sporting events and forensics. Adults, peers, volunteers and visitors should expect to be greeted respectfully and helped whenever possible.

**Curriculum**

The educational program at St. Peter School is the following:

Religion Science Spelling

Reading Physical Education Phonics

Language Arts Music Computers

Math\* Art Social Studies

Foreign Language (When possible)

\*Pre-Algebra and Algebra are offered at the 7th & 8th grade level.

**Discipline**

It is expected that a student come to school with a respectful, courteous and cooperative attitude which will assist teachers in planning maximum learning experiences for him/her. The principal, teachers and students will, in most cases, resolve problems arising in the area of behavior. If serious problems occur, you will be asked to help, advise or cooperate in the solution of the problem.

**Dress Code**

Every student must be in complete dress code at all times. The following is the dress code for students at St. Peter School:

1. Girls in grades 1-4 wear navy pants or plaid or solid blue jumpers that are sold through Donald’s Uniforms or any of the stores in the Chippewa/ Eau Claire area. All shirts should be tailored blouses, white polo shirts, short or long sleeved or St. Peter logo shirt (blue or white). **White turtlenecks can be worn underneath the school shirts. These turtlenecks are not to be worn by themselves.**
2. Sweaters can be worn as long as they are solid white or blue. School sweatshirts can be worn as well. School shirts are to be worn under sweatshirts. No hooded sweatshirts.
3. Girls in grades 5-8 wear navy blue pants, navy blue skirts or jumpers (plaid or solid blue). Shirts are to be the white tailored blouses, polo shirts (short or long sleeved) or the school logo shirt. White turtlenecks can only be worn underneath school shirts.
4. Socks must be worn at all times. **No open toed or heeled shoes are** **allowed.** Tennis shoes shall be worn for Physical Education classes.
5. Girls wearing thin quality shirts should consider wearing a camisole or girls undershirt underneath the school uniform shirts.
6. Boys in grades 1-8 wear navy blue pants. (These will not hang below the waist), with light blue polo shirt or dress shirt. Short or long sleeved, or the school logo shirts in white or light blue. Navy blue sweaters, vests, or St. Peter sweatshirts can be worn. School uniform shirts must be worn underneath the school sweatshirts.
7. Jackets and any other type shirts, sweaters or sweatshirts are not to be worn in the classroom. Students will be asked remove these items if they do not adhere to the dress code.
8. No make-up is permitted and girls wearing make-up will be asked to remove it. Earrings should be no longer than 1 inch in length.
9. Navy blue shorts, skorts or capris can be worn in the months of September and May. Shorts and skorts are to be two or three inches above the knee. If they are any shorter the student will be told they may not wear those any more.

**Non Uniform Day**

Once a month the students are allowed these variations of the regular dress code:

* T-shirts and sweatshirts (St. Peter, high school logos, Jump Rope for Heart, Math-a-thon and other school sponsored contest t-shirts can be worn, as well as colleges, sport teams) If wearing Nike or Addias shirts, logos should be no larger than a dollar. No drug, alcohol, cigarettes or inappropriate sayings are allowed.
* Blue jeans must not be torn or have holes. They must not be baggy or dragging on the ground. The administration will announce jean days and other special dress days. These will be noted on the monthly calendars.

**DSP 5508**

**Drugs and Alcohol Policy**

“Every individual, precisely by the mystery of the Word of God who has 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 the mission of proclaiming the Gospel of Life in all the world and to every creature”(cf. Mk 16:15). (Evangelium Vitae, Introduction, Section 3: paragraph 1)

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

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

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

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

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

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

The Diocese of LaCrosse adopts the following Drugs and Alcohol Policy for all Diocesan schools.

**DEFINITIONS:**

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

1. Illegal drugs;
2. Alcohol;
3. Illicit drugs (legal drugs for illegal or improper purpose); and
4. 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 will be permanent. No opportunity of reinstatement.

The term “dismissal”:

Termination of 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/assessment.

**PROHIBITIONS**

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
2. No student may possess or use drugs or alcohol on school property, or within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
3. No student may be under the influence of or knowingly remain in the continued presence of (except at school functioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

**REQUIRED MINIMUM SANCTIONS**

1. For students who have violated Category 1 Prohibitions- dismissal or immediate expulsion.
2. For students who have violated Category 2 Prohibitions- suspension, dismissal or expulsion.
3. For students who have violated Category 3 Prohibitions- suspension or dismissal.

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

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

* The nature of the substance;
* The amount of the substance;
* The age of the student;
* The degree of risk posed to other students; the cooperation or lack of cooperation of the student: and
* The students record

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

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

**INVESTIGTORY AND/OR REMEDIAL MEASURES**

1. The students and parents/guardians shall meet with school authorities.
2. 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.
3. The student shall be suspended pending completion of the investigation and may be suspended during the assessment.
4. The student will be required to cooperate with and undergo an immediate assessment evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
5. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
6. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
7. For students suspended or dismissed, before any student may be readmitted and continue as a student, the following minimum conditions must be met and consistently maintained:
8. The student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
9. The student must cooperate with any and all recommended actions and conditions of his/her treatment.
10. The student must refrain from any future drugs and alcohol offense.
11. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student’s licensed professional and/or agency to monitor compliance with these conditions.
12. The student must cooperate with local school authorities.

**Eligibility for Extra-Curricular Activities**

Students who participate in extra-curricular activities sponsored by Holy Ghost, Notre Dame Middle School and St. Paul Catholic School are required to have at least a passing grade in each core subject: Religion, English, Reading, Math, Social Studies, Science, Physical Education, Music and Art.

Because it is believed that academic education is very important, class attendance is expected of all athletes at all times.

If the student athlete receives a failing grade; a 10 school day probationary period will immediately follow the last grading period. Practice and play will be allowed during this period. Anytime during a school year that a student is placed on a second 10 school day probationary period, he/she will only be allowed to practice during this probation. Failure at the end of this probationary period will result in the student becoming ineligible for the remainder of that sport season.

If the student is failing any classes after the initial probation period of 10 days, a second probationary period of 15 days will follow with no competition allowed; only practice.

If a student is failing after the second probationary period he/she will be ineligible for the remainder of that sport season.

Eligibility for each quarter will be determined by the grades earned the previous quarter.

Academic eligibility is checked at each mid-quarter and at each quarter. Eligibility is checked at each mid-quarter and at each quarter.

**Emergency Information**

Every family must have an emergency card on record in the school office. If the address or phone number should change during the course of the school year; the office must be notified immediately.

**Faculty and Staff**

**Administration**

Tammy Christopher Principal

**Faculty**

Tammy Christopher 1st &2nd

Heather Weimert 3rd & 4th

Janelle Dachel 5th & 6th

Alysia Bowe 7th & 8th

Kathy Wild Music/1st & 2nd Science

**Staff**

Lisa Stoffel School Secretary

**Clergy**

Rev. Edward Shuttleworth

**Field Trips**

Field trips are part of the school day. These trips will include going to museums, local businesses, community services, zoos, nature study areas, and others. Field trips are meant to be educational and will be conducted by a licensed public carrier. Teachers and or principal will arrange the trips. Field trips are a privilege. Schools can set minimum academic, effort and conduct expectations for participation in such trips. Permission slips are required for any student going on a field trip. Students who do not have permission slips turned in by the assigned date will not be permitted to go. That student will remain at school and do assigned educational tasks.

**Fire Drills**

According to city regulations fire drills are held regularly during the school year. Directions as to which exits are to be taken by each classroom will be posted near the door. Tornado drills will be scheduled for twice a year.

**Fluoride**

Weekly fluoride treatments are administered under the supervision of the school secretary. There is annual fee of $1.00 to cover the cost of the fluoride treatment. Permission slips are sent home in the beginning of the school year. Please sign and return to the school office. These slips are then kept on file.

**Grading System**

The grading system is as follows:

**A: Outstanding**: Excellent understanding and application of grade level skills.

**B: Above average**: Better than average understanding and application of grade level skills.

**C: Average** understanding and application of grade level skills.

**D: Below average**: Below average understanding and application of grade level skills.

**U: Immediate Improvement Needed**: Consistently does not meet minimum standards.

**Graduation**

Graduation ceremonies for the eighth graders will be simple, appropriate and inexpensive. Specifics for graduation will be planned by the classroom teacher, students and principal. Students are responsible for their graduation expenses.

**Gum**

No gum is allowed on school or church property at any time of the school day. Unless given permission by the teacher or principal. A fine of $.75 cents will be collected and this will be given to the missions.

**Guidance**

The administrator and teachers counsel and strive to meet the needs of all students. If a student needs the attention of a specialist; referrals are made through outside agencies.

**Health/Safety**

Yearly screening clinics include: Vision, Height and Weight

Hearing test: for 1st grade and other students (as a request by parent or teacher.)

Scoliosis testing for upper grades

Any child running a fever, or having a rash, bad cough, sore throat, sore that will not heal, or communicable disease, should be kept home from school until well.

**Homework**

“Homework is a reliable predictor of academic achievement provided the student does it himself.” Ex-Secretary of Education William Bennett

Children are given homework for certain reasons:

\*To complete an assignment not finished during the school day. Children in multiple classrooms do have time during the day to finish assignments. If a child is bringing homework home that lasts for more than an hour over consecutive nights, the parent/guardian should contact the teacher to see if the child’s work habits in school should be improved or if there is a problem of not understanding the assignment.

\* To provide an opportunity for independent study.

\* To provide an opportunity for parents/guardians to participate in the education of their child. **Parents/guardians please notify the teacher if you feel your child struggles at all on their assignments at home. The child may need extra help or did not fully understand the assignment.**

**Assignment Notebooks**

An assignment notebook is to be purchased by each student at the beginning of the school year from the school office. The cost is $ .00

Please sign the assignment notebook daily. The assignment notebooks should be returned to school every day.

The purpose of the assignment notebooks are:

* To help students organize and complete the material needed for each school day.
* To identify to the parent/guardian the material present in each area: and
* T provides a means of communication between the teacher and the parent or guardian.

Parents/guardians will be contacted if the assignment notebook is being used incorrectly, or if parent signatures are forged.

Students are also required to have all books and materials necessary for full class participation. All schoolbooks should be covered, with schoolbook covers, brown paper bags or cloths that can be purchased at retail stores. All students should have a backpack of some kind. Those that have wheel the students will be asked to carry them up and down the stairs.

**Home and School**

The Home and School Association is established to unite forces of Church, Home, School and Community on behalf of the students. It is essentially an educational informational body for the school. Meetings are held three times a year. This association can help in fundraising for the school, especially for special needs. It does not set policy for the school nor does it directly involve itself in the administration of the school.

**Core Program**

The program of religious education is the prime reason that St. Peter School opens its door each day. The Religious Education Program develops in students an attitude of prayer throughout their daily experiences. It fosters the knowledge and appreciation of the richness of Catholic teachings. The school’s objective is to bring the child to a better understanding of our heritage as Catholic Christians and of Jesus Christ through traditional prayers, daily religion classes, integration of religion, virtues and values into the core curriculum, and Eucharistic liturgies. (See Appendix in regards to religion questions.)

**Insurance**

Neither St. Peter School nor the Diocese of LaCrosse provides student accident insurance. Student accident insurance is the responsibility of the student’s parents and/or guardian.

**Library**

Library books, tapes and DVD’s may be checked out for one week. If a book/tape is lost or damaged, the student must pay the complete cost of the book or tape. **Please encourage your child to use the library, for the Circles of the Church have spent a great deal of time, money and effort in creating a great library facility for your child.**

**Liturgy**

St. Peter School provides the pupils with prayer experience daily. Prayers are recited in the classroom, all school religious activities held once a month. Students attend Mass once a week where all students participate in some way and form.

**Lost and Found**

Articles found on the school premises are brought to the office; lost articles may be identified and claimed there. **All items need to be marked** **with the child’s last name,** thereby facilitating the identification process.

**Lunch**

Students bring their lunch to school and they eat in their classrooms. There is a microwave in each classroom. Permission slips are sent home in the beginning of the school year giving students permission to use the microwave. There are no refrigerators for the children’s lunches, you should use ice coolers or send it in a small cooler. Milk is offered for noon lunch. **NO pop** should be sent for a beverage, for we try to instill the food pyramid and good healthy eating skills.

**Medication/School Nurse**

Students are discouraged from bringing medication to school unless absolutely necessary. Students are not permitted to keep prescription or over-the-counter medication in their desks or in their backpacks for any reason, this does include cough drops. The medication will be kept in the office. Written parent request must be received. Prescriptive medications are to be sent in the original container. Only the dosage is to be taken during the respective school day and is to be sent to the school office. A record of medications given to students, including aspirin, will be kept.

The Chippewa County Health Department provides a part-time nurse. The nurse is responsible for conducting health programs throughout the school year to answer questions that arise.

If a child becomes ill during the day, **the school will notify the** **parent/guardian** to make arrangements to have the child picked up as soon as possible. Teachers or students will not contact parents on their cell phones without the office’s knowledge. If your child has a fever please keep them at home until the fever is no more.

**Money**

When it is necessary to send money with a child it is to be enclosed in an envelope with the child’s name, grade, and the purpose for the payments.

**Permission**

All students need to have written permission from a parent/guardian that states they will not be riding the bus home, riding with other parents/guardians or walking home. Students will be sent on the bus without this written permission. In some cases a phone call from the parent will be accepted.

**Personal Materials**

To prevent lost articles, all materials such as jackets, hats, caps, mittens, boots, lunch boxes, backpack, snow pants and school supplies are to be marked with the student’s name

**Places of Quiet**

* Entrance to School
* Entrance to Church/within Church
* Corridors-especially during bathroom breaks and drinks.
* Bathrooms
* Library
* Computer Lab

**Playground Supervision**

The playground supervision schedule is handed out at the end of each school year. A time for each parent/guardian is assigned. If you cannot meet your obligation you are responsible in finding someone to fill your time period. You can call the office to see if there is list of subs. **Please check in at the office when you arrive for supervision so you can sign in and check on the rules and regulations.**

The playground supervisor is in charge of the playground and any decision of the playground supervisor is final. All teachers will stand behind the decision of the playground supervisor. The principal will decide if the children will be going outside due to inclement weather. If the children will not be going outside that day, the supervisor will be notified by the school office. The playground supervisor can decide if the students can remove outerwear if the weather is to warm, unless the classroom teacher has specified otherwise. **Any student that argues with the supervisor will be sent to the office.**

The children must remain on the playground in back of the school. **No** **one should be out in the front at any time.** They also are allowed to play on the field in the back of school. Any child who needs to use the restroom should ask the playground supervisor for permission, only one student at a time. Students should ask for permission to go across the street to retrieve a ball. **No student is allowed to climb down the behind the church fence to retrieve a ball, this will gotten by the janitor.**

**Playground Rules**

Certain rules will be in effect at all times on the playground:

* Tackle football is not allowed. Touch football may be played, but will be stopped by the playground supervisor if it becomes too rough.
* No standing on the merry-go-round
* No playing near the bike rack
* No hanging on the basketball hoops
* No playing on the front steps of the school or church
* No food is allowed on the playground during noon recess
* No King of the Mountain during the winter months
* No pushing of anyone down the snow hills
* No throwing snow of any kind
* No snow tunnels
* No pushing of anyone on the playground equipment.
* Upper grades are not allowed on the playground equipment
* First bell rings at 12:40 for grades 5-8
* Second bell rings at 12:45 for grades 1-4
* All students are to enter thru the front door of school
* Students in grades 1-4 play between school and church
* Students in grades 5-8 play on the field next to the cemetery

**Basketball Court Schedule**

* 3rd & 4th grade will have the small basketball hoop everyday at noon recess. The big ones at morning recess
* 5th & 6th grade will have the court on Tuesdays & Thursdays
* 7th & 8th grade will have the court on Mondays & Wednesdays
* On Fridays the students in grade 5-8 can share the court.

**Clothing for Winter Months**

During the winter months the older students (5-8) may wear shoes in place of boots as long as they have a dry pair to change into when they come from recess (including a dry pair of socks). If these students want to play completely in the snow they are to wear the same attire that the students in grade 1-4 wear. (Boots, snow-pants, gloves, coats, scarves).

**Policy for Cold Weather**

* Students are to dress appropriately for going outdoors. This includes hats, mittens, boots, coats, etc.
* Actual temperature above 0 degrees, students are required to go outside.
* Actual temperature below 0 degrees, students will not being going outside.

**Proof of Guardianship (DSP 5302)**

In any situation where there is a custody agreement, the schools should attain the portion of that agreement that stipulates custody and any other information pertinent for the school. Schools are to indicate in their registration materials that this is a condition of enrollment. This should also be stated in the parent/student handbook along with the statement that indicates the parents are to notify the school immediately of any change in the agreement.

**Registration**

Registration for each new school year is held during Catholic Schools Week, which is held the last week of January. Visitation for all new first graders is held during the month of May.

**Safety Patrol**

The school operates with the Chippewa Police Department in an effort to promote bus and street safety. Students in grades 7 & 8 will patrol students to the bus at the end of the day along with assigned teacher.

**School Pictures**

School pictures are taken in the fall of each school year. The exact date is given after school starts. The students can wear their school uniform or wear dress up clothes. Purchasing of these pictures is optional. Pictures are taken by Harrison Photography.

**School Property**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure any school property, break windows, damage equipment will be required to pay for the damage done or to replace the item.

**Student Responsibilities**

* To know what is expected of each student as stated in the Parent/Student Handbook and act accordingly.
* To respect the rights and needs of others, classmates, teachers, clergy and other adults in authority.
* To care for school property and report any damage or defacing
* To learn and have fun as much as possible
* And to be an example of Christian behavior to other children in the school.
* Roughness or yelling inside the building at anytime will not be permitted
* Lockers should remain in neat condition. Lockers are the property of the school. If a student jams a door or breaks anything, damages will be paid for. Any student who mars a desk or furniture in anyway will be responsible for damages and the marred part will be repaired at the student’s expense
* Every student is responsible for the books and materials used in school. All books should be covered. Books are to be carried in a backpack. If books or materials have been ruined or lost, the student will be held responsible for a fine or asked to replace whatever is ruined.

**School Supply List**

Each family is sent a copy of the supply list home at the end of the school year. Each student is requested to purchase all school materials as the supply list states. If another list is needed; please call the office.

**Security**

The school doors are now locked at all times. Please use the buzzer to gain access to the school. Please make sure that you are in view of the camera before being buzzed in. Before going to your child’s classroom, please go to the school office to sign in.

**Snow Days**

The following procedures will be observed when snow or ice prevents school buses from operating:

1. Please listen to local radio/T.V. stations for an announcement of school closing, early closing or late start.
2. Please do not drop off your child at regular starting time when school has been delayed by an hour or two. Also, please have a standard plan of where or what your child is to do when school dismisses early.

**Telephone**

Parents are asked to refrain from calling the school office to leave messages for students, except for emergencies. Personal calls are not emergency calls. Students or teachers will not be called from a classroom for calls except for emergency calls which are explained in substance to the secretary before the individual is called. Students are not to use the office phone to call for things she/he has neglected to bring with him/her to school. **Students bringing cell phones to school will give them to the teacher for the school day and will be given back to the students before they leave for the day.**

**Testing**

St. Peter School follows the diocesan program for testing achievement and aptitudes. Parents/ guardians receive all testing results as they become available. Results are kept in the students files in the school office.

Students in grades 4 and 8 will also participate in the Religious testing set by the Diocese.

When offered by the Diocese, students in grade 8 will participate in the EXPLORE test, an ACT testing program which is a good predictor for high school course selection as well as higher education aspirations.

If a student needs further professional testing, he or she is recommended to the Chippewa Falls Unified School District for evaluation. Parents/guardians are encouraged to notify us of this choice so we can then notify the public school as early as possible.

**Tuition**

The Pastor and the Parish council decide tuition fees. Tuition for St. Peter Parish members is $550.00 per student, along with a $250.00 fair share agreement (per family).There is also a registration fee of $75.00. Tuition for non-parish members will be according to the CACS level. In other circumstances, tuition will be handled by the Pastor. Tuition can be paid in full or paid installments.

**Visits/School**

If at any time during the school day, parent/guardians wish to speak with a teacher, they must report to the school office when entering the school. Visits to the classrooms are not permitted during the school hours unless previous arrangements have been made through the school office.

**Problems should be discussed first with the teacher involved.** If there is a need to have a conference with the principal, an appointment should be made through the school office.

**Volunteers**

St. Peter School expect parents, grandparents and others to have a strong commitment to excellence in Catholic education and who are willing to share their talents and energies with the students here at school.

We need help in many areas of the school programs such as aides for the classrooms, library helpers and computer lab. If you are interested in one of these areas, please call the school office 288-6250. There is always a job for willing workers.

**Weather/ Inclement**

In the event of inclement weather, St. Peter School follows the Chippewa Falls Unified School District decision on closings, late arrivals and early dismissal (we close at 12:00).

Local radio and T.V. stations will announce all school information.

In extreme cases the decision to close St. Peter School will be made by the Pastor and the principal, and be announced on the radio. Please do not call the school office during bad weather to see if school will be closing, these phone calls tie up the phone for official closing notification. Please have a plan set with your child for these situations.

If school is canceled this does include all scheduled games, practices, meetings, etc.

**ST. Peter School Bus Safety Guidelines**

* Our #1 school bus goal at St. Peter School is the safety of every bus rider.
* Greet the driver when entering the bus.
* Voices should not be heard within a seat or two of the other passengers. NEVER raise your voice. This distracts the driver’s attention from his or her responsibilities in maintaining safety for all passengers.
* Remain in your seat throughout the entire ride.
* Practice crowd control. Encourage others around you to settle down if they are not obeying basic safety rules.
* Protect those children who are younger than you. If they are being intimidated, report this to the bus driver when you exit.
* Be prompt to your bus pickup in the morning
* Never eat or drink on the school bus unless given permission from the bus driver.
* Be aware of the busyness and weather conditions around you. Always practice good behavior under general conditions, but when there is heavy traffic, or weather conditions (rain, snow and ice) which make travel hazardous, be exceptionally quiet.
* Take all things off the school bus with you.
* Clean up any messes that are made. Take pride in your bus and in its cleanliness.
* Be aware of where the emergency Exits are on your bus.
* Watch for loose strings, shoelaces, straps etc. both on the bus and when you enter and exit the bus.
* Move a safe distance from the bus when the bus arrives and as soon as you exit it. Remember that there are, on an average, forth deaths a year in our country on bus loading/in-loading zones.
* Be aware that drivers of automobiles do not always follow the rules, especially the rule of not passing a school bus with its warning lights on. This problem is increasing each year in our nation and in Chippewa Falls.
* Thank the bus driver as you exit the morning and afternoon.

**Diocese of LaCrosse Sportsmanship Expectations**

St. Peter School along with the students at Holy Ghost and Notre Dame Middle School will follow the expectations as promulgated by the Diocese of LaCrosse

**Mission Statement**

The ideas of good sportsmanship, Catholic values, ethic al behavior and integrity permeate our schools. The value of good citizenship and high behavioral standards apply equally to all school activities. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and Christian concern for others. Further, awareness is expected of the impact of an individual’s influence on the behavior of others. St. Peter views good sportsmanship as a concrete measure of the understanding and commitment to fair play, Christian values, ethical behavior and integrity.

**Expectations of School Administrators**

* Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school.
* Provide appropriate school personnel for each interscholastic event
* Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans
* Attend events whenever possible.

**Expectations of Coaches**

* Coaches’ comments to the media about the officiating should always be positive and professional
* Always set a good example and avoid use of profanity at all times
* Instruct participants in proper sportsmanship responsibilities and enforce penalties for participants who do not abide by sportsmanship standards.
* Treat opposing coaches, participants and fans with respect.
* Develop and enforce penalties for participants who do not abide by sportsmanship standards.

**Notre Dame and Holy Ghost Elementary School Athletic Program Guidelines**

**Philosophy**

The Indianhead league will be organized to help student athletes learn to develop a sense of fair play and sportsmanship. A strong emphasis will be placed on learning the skills of sports rather than on winning. Every opportunity should be made to allow all students athletes to participate in games. Coaches, athletic committee members, parents, and students must realize that sports are extra-curricular activities and, as such, need to be kept in their proper perspective.

The following are general regulations for all players and their coaches:

1. The school Administrators shall supervise and oversee the Athletic Program with the assistance of the Grade School Athletic Association and Athletic director.
2. All schedules are to be printed in advance of the seasons. Games and any changes approved by the School Administrators before the changes are made. The Athletic Director and the School Administrator will cooperatively decide when games will be canceled due to weather conditions.
3. Practices will last no longer than two hours and all practices must end by 8:30 p. m. League schools may determine practice times beyond 8:30p.m. time if, for example, gym availability makes a later practice necessary. This must be approved by the School Administrators, and it will be rarely if ever done.
4. Once practice times are set, they must be maintained. These practice schedules will be published and distributed. The Athletic Director must be informed in the event that the coaches need to switch practices with each other.
5. If a coach has personal rules, these must be submitted to the School Administrators before they are distributed to the players
6. If school is canceled or dismissed early, all athletic events and practices are canceled for that day. This may not include tournaments. Exceptions must be made by the Area Administrator.
7. If a student is sick or absent from school for any reason for all or part of a school day, he/she may not practice or play that evening. The School Administrators may make exceptions if the reason(s) for the absences warrant a different decision.
8. Coaches are responsible for clean up and supervision of equipment. In addition, they are responsible to distribute uniforms and collect uniforms from all players.
9. The coaches will be supervised by the Athletic Director. The Athletic Director report directly to the School Administrators and indirectly to the Area Administrator. The Athletic Director and the School Administrators report to the Area Administrator.

10.Teams will be limited to membership to students in a given school, unless arrangements are made for combinations of teams for a sport. Any arrangements like this must be first approved by the school’s administrator and by the Indianhead league.

11.Competitive Varsity Football may involve 7th and 8th graders.

12. Competitive Volleyball is limited to students in Grades 5-8

13. Competitive Basketball is limited to students in Grades 5-8.

14. Competitive Cross-Country & Track are limited to students in Grades7-8.

15. Physicals are required every other year for all students participating in athletics, beginning with the first year of participation. Physicals must be signed and dated by a medical doctor.

16. All parents must sign a waiver or show proof of insurance coverage before the athlete may participate.

17. Relevant document, including but not limited to physical and waiver forms, will be kept on file in the school offices. Copies may be made for coaches and moderators as well as for the Athletic Director.

18. All schools must use standardized physical form.

19. Coaches shall turn in to the Athletic Director a roster of his/her players before the first game of play.

20. In-service opportunities should be given serious consideration by the Athletic Director. Topics should include general first-aid, building maintenance, supervision practices, care and collection of equipment and uniforms, rules regarding use of school keys and the Bloodbourne Pathogens policy.

21. Regarding schools 35 miles or more from Chippewa Falls, the final game may not begin after 7:00 p.m. on school nights.

22. Every coach must participate in a workshop on Bloodbourne Pathogens and must sign off as having attended such a meeting. While this informational meeting is required of each coach once, it is recommended that the coach attend each subsequent sign in-service to refresh his/her knowledge.

23. Games will not be made up once the season is officially over for each athletic event.

24. Uniforms will be distributed in subsequent years to individuals who return their uniforms and equipment the prior year. In the event that the player becomes a high school student at McDonell Central High School, every effort will be made to secure the prior year’s uniform before the high school uniform is issued.

25. Students may participate in only one same sport at a time. For example, if a boy or girl is in a community basketball program, he/she may not be a member of the Holy Ghost or Notre Dame Middle School basketball teams at the same time. In the fall, NDMS students may participate in either Football (boys), volleyball (girls) or Cross Country.

**Guidelines for Individual Sports**

The most recently revised League rules and regulations will be given to each player of the following sports before the first game of play each season.

Volleyball

Football 7-8

Basketball

It will become the responsibility of the Athletic Director to disseminate the Indianhead League rules and regulations to the coaches who will then pass them on to his/her players.

**Procedures for Recourse Policy**

Realizing that problems may occur within a scheduled season, the following recourse steps will be available to all parties:

Diocese of LaCrosse Policy and Regulation 1391: Community and External Operations

Diocese of LaCrosse Policy 1391: Community and External Operations: Penalty Status During Administrative Recourse Procedure

These policies are found in the Parent and Student Handbooks.

Expectations of Parents and Other Fans

* Realize attendance at an n athletic event is a privilege and not a license to verbally assault or be generally obnoxious.
* Respect decisions made by contest officials
* Be an exemplary role model by positively supporting both teams.
* Be a fan …. Not A Fanatic!

Expectations of Spirit Groups

* Stimulate desired crowds response using only positive cheers, without antagonizing or demeaning opponents.
* Treat opposing spirit groups and fans with respect.
* Recognize outstanding performances on either side of the playing field or court.
* Know rules and strategies of the contest in order to cheer at proper times.

**Expectations of Student Athletes**

* Treat opponents with respect; shake hands prior to and after games.
* Respect judgment of contest officials; abide by rules of the contest and display no behavior that could incite fans.
* Accept the responsibility and privilege of representing the schools. Display positive action at all times.
* Live up to a high standard of sportsmanship established by the coach.

**Examples of Acceptable Behavior**

* Applause during the introduction of players, coaches, and officials.
* Acceptance of all decisions of officials
* Handshakes between participates and coaches at the end of the contest, regardless of the outcome.
* Treatment of competition as a game, not a war.
* Searching out opposing players and coaches to recognize them for outstanding performances.
* Applause at the end of a contest for performances of all participates.
* Showing concern for injured players, regardless of the team.
* Encouragement to surrounding people will be to display only sportsmanlike conduct (crowd control).

**Examples of Unacceptable Behavior**

* Yelling or waving arms during opponent’s free throw attempts.
* Throwing confetti or other items; stomping on bleachers.
* Standing on the bleachers if it interferes with the view of others.
* Bringing signs which do not convey positive messages.
* Making disrespectful, derogatory yells, chants, songs, or gestures.
* Criticizing officials in any way; displaying temper with officials’ calls.
* Refusing to shake hands; blaming others for loss of game.