

# Elementary Handbook 2022 - 2023

St. Charles Borromeo  
and  
Holy Ghost Schools



MCDONELL AREA  
CATHOLIC SCHOOLS  
Est. 1882

*Education for Life*



**St Charles and Holy Ghost Schools are Catholic Schools in the Diocese of LaCrosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our schools and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.**

Accredited by AdvancED - NCA CASI

Commission on Accreditation and School Improvement

Rev 8/2022

## TABLE OF CONTENTS

### GENERAL INFORMATION

Table of Contents .....	1-2
McDonell Area Catholic Schools Mission Statement .....	3
McDonell Area Catholic Schools Vision Statement .....	3
McDonell Area Catholic School Core Values .....	3-4
Elementary School Goals .....	5
St. Charles and Holy Ghost Office Hours .....	5
Who's Who in the Office .....	5
Calling School .....	5
Visiting School .....	6
Elementary School Staff .....	6
Daily Schedule .....	7
Before and After School Childcare Options .....	7
Emergency School Closings .....	7
Moving? .....	7

### HEALTH

Allergies .....	8
MACS Wellness Policy .....	8
Head Lice .....	8
Health Records .....	8
Immunization Requirements .....	9
Medication Guidelines .....	9
Vision and Hearing Screenings .....	9

### POLICIES AND PROCEDURES

Attendance and Truancy Policy .....	10
Behavior/Bullying Policy and Procedures .....	10-13
Cell Phones and Electronics Use Policy .....	14
Dress Code Policy .....	15
Entrance and Placement Policy .....	16
Fees and Payments .....	16
Field Trip Policy.....	16
Fundraising Policy.....	17
Internet Use Policy .....	17-18
Leaving School Early Policy.....	18
Medication Policy .....	18
Non Discrimination Policy .....	18
Notes and Messages .....	19
Pet/Animal Visitation Policy.....	19
Photo Usage Policy.....	19
Playground Policy .....	19

Religious Expectations .....	19
Separated/Divorced Parent Policy .....	20
Student Support Services Policy .....	20

Title I and Support Services Policy .....	20
Tobacco and Alcohol Use Policy .....	20
Toys From Home Policy .....	21
Vandalism Policy .....	21
Volunteer Policy .....	21
Weapons Policy .....	21

## STUDENT LIFE

Absences .....	22
Birthdays and Special Events .....	22
Class Pictures .....	22
Homework .....	23
Lost Textbooks or Library Books .....	23
Meals .....	23
Mentor Programs.....	24
Phone Calls to/from Students .....	24
Playground Guidelines .....	24-25
Report Cards and Grades .....	26
Safety at School, Safe Environment .....	26
Safety Patrols .....	26
Student Council .....	27
Swimming Lessons .....	27

## FAMILY INVOLVEMENT

Communication .....	28
Faith Binders/School Folders.....	28
Family Contact changes .....	28
Home and School Association (HandS) .....	28
MACS Athletic Boosters .....	29
MACS Faith Boosters .....	29

MACS Music Boosters.....	29
Lost and Found .....	29
Parent/Teacher Conferences.....	29
Student Transportation .....	29-30
Volunteering .....	30
Index .....	31

***McDonell Area Catholic Schools (MACS) reserves the right to make corrections and/or changes to this handbook as needed. Any corrections or changes will be posted and effective immediately in our 2020-21 Family Handbook, which can be found on our Website under both parent and student quick links.***

## **GENERAL INFORMATION**



### **Our Mission**

McDonell Area Catholic Schools are committed to the formation of community, academic excellence and the spiritual and physical well-being of each student in the spirit of Jesus Christ.

### **Our Vision**

We are the school of choice for an excellent Catholic faith based education within the Chippewa Falls area. We welcome all families to be a part of our school community no matter their faith or financial means. In partnership with our parents, we form the whole child in support of our values and mission.

Our vision of the whole child consists of a lifelong learner, who upon graduation, is academically prepared for postsecondary education and career, grounded in relationship with Jesus Christ, balanced physically and emotionally, and actively engages as servant leaders in family, parish, and civic communities.

**St. Charles Borromeo Primary and Holy Ghost Elementary Schools are Catholic Schools in the Diocese of La Crosse. As Catholic Schools we will teach and advocate our Catholic Faith. All students are welcome in our schools and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.**

### **Our Core Values**

#### **FAITH**

*"Now this is eternal life: that they may know you, the only true God, and Jesus Christ, whom you have sent."  
(John 17:3)*

I live my life in relationship with Jesus Christ, alive for us in his church.

- Strive to know and love God with all my heart, mind, soul and strength
- Maintain a living personal relationship with Christ through prayer and the Sacraments
- Seek to discern the Father's will for me, especially in terms of my vocation in life
- Receive spiritual nourishment by regular participation in the holy Eucharist
- Listen to God's Word present in creation, Scriptures, and the living Tradition of the Church
- Integrate my Catholic Faith into all my relationships and activities

## HONOR

*"My Father will honor the one who serves me." (John 12:26)*

I am honorable. I treat others with respect. I care about doing the right thing. I am civil. My actions reflect my respect. My conversations are without malice or envy.

- Be guided in all things by Christ, the Way, the truth and the Life
- Practice the virtue of justice in my relationship with others.
- Always be trusted to keep my promises
- Avoid doing things that make me feel ashamed
- Demonstrate manners in everyday actions
- Know there may be disagreements but resolve them respectfully
- Use my freedom to do what is good, and beautiful

## ACADEMIC EXCELLENCE

*"Whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things." (Philippians 4:8)*

I give my best to the work I do for the glory of God. I give my best to others for the love of God. I set high goals and expectations. I choose excellence in learning.

- Seek the truth in all things
- Practice the virtue of fortitude in pursuing what is good
- Strive to surpass good and attain excellence
- Have high expectations and standards
- Make school work personal and meaningful
- Set vigorous goals and challenges and develop support to meet them

## HEALTHY LIVING

*"Do you not know that your body is a temple of the Holy Spirit, who lives in you and was given to you by God? You are not your own." (Corinthians 6:19)*

As a temple of the Holy Spirit I live a healthy life. I am physically, socially and emotionally healthy.

- Practice the virtues of temperance and chastity.
- Eat well
- Exercise regularly
- Get sufficient rest
- Exercise my brain
- Focus on things I can change

## COMMUNITY

*"For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ." (I Corinthians 12:12)*

I am aware of the world that surrounds me and recognize that I must contribute to make it a better place to exist. I am compassionate. I notice and act when people are hurt or need my help. I take the time to show I care.

- Practice good stewardship of the gifts that God has given me
- Be actively involved with parish community
- Show empathy and share in others' pain and joy
- Forgive others when they make mistakes
- Reach out to others through conversation and activities
- Be interested in and accepting of other cultures
- Be helpful to all creatures of God

## SERVANT LEADERSHIP

*"The Son of Man has come not to be served, but to serve and give his life as a ransom for the many." (Matthew 20:28)*

I am a person of service after the example of Jesus, who gave himself that we might have life. I do my part to make a better world. I am a leader. I am responsible. I lead to serve others.

- Listen to understand before talking
- Look for opportunities to be of service to others and be committed to the growth of people
- Work with enthusiasm and to the best of my ability
- Admit mistakes without making excuses
- Be ready and willing to clear up misunderstandings

### **Elementary School Goals**

*In response to our mission to be committed to the formation of community, academic excellence and the spiritual and physical well-being of each student in the spirit of Jesus Christ; our school goals are:*

#### **Elementary School Goals:**

**Mind:** We will continue to research and implement standards-based reporting to accurately reflect student progress. We will improve student achievement in reading, writing and language arts through implementation of rigorous curriculum.

**Body:** We will increase physical activity through extended Physical Education classes by the restructuring of recess to encourage free play and team work and by encouraging healthy eating choices through snack and lunch.

**Spirit:** We will engage students in meaningful virtue formation at school gatherings. We will also demonstrate our commitment to Jesus Christ through weekly Mass participation and study of our faith.

**Community:** We will continue outreach to our community through school wide service projects, field trips and crafts.



### **St. Charles and Holy Ghost Office and School Hours**

St. Charles and Holy Ghost school offices are open from **7:00 a.m. to 3:30 p.m.**

The telephone number for the **St. Charles office is 715-723-5827.**

The telephone number for the **Holy Ghost office is 715-723-6478.**

There may be other staff in the building available to take emergency calls outside of those hours.

School day at St. Charles is **7:40 a.m. to 2:30 p.m.** at Holy Ghost is **7:40 a.m. to 2:35 p.m.**

### **Who's Who in the Office**

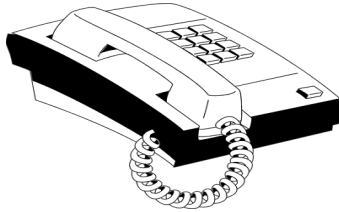
Our goal in the school offices is to serve our school community in a kind, caring and friendly way. When you call or stop in, you can expect to be greeted by one of the following:

Mr. Jerry Smith .....	St
Charles/Holy Ghost Principal	
Mrs. Carolyn Volrath .....	St. Charles Administrative Assistant
Mrs. Julie Yohnk .....	Holy Ghost Administrative Assistant
Mr. Scott Sokup .....	Head of
Maintenance	
Mrs. Brittany Sykora .....	St. Charles/Holy Ghost Counselor

### **Calling School**

Please feel free to call the school with any questions or concerns that you have. Our phone numbers are: **St. Charles (715-723-5827) and Holy Ghost (715-723-6478).** If you need to speak to someone in particular, you can call his or her

extension number found on our school website or ask the administrative assistant to connect you. **You can usually reach teachers before school between 7:15 and 7:30 a.m. or after school between 2:45 and 3:00 p.m.** All of our staff have voicemail, so you should feel free to leave a message.



## **Visiting School**

Guests and family members are welcome at our schools. We have numerous volunteer opportunities for parents, guardians and family members and we have an ongoing invitation for you to join your children for lunch! If you want to visit a specific classroom, please make sure you make arrangements with the principal and/or classroom teacher in advance. Volunteers need to complete the Diocesan Safe Environment paperwork.

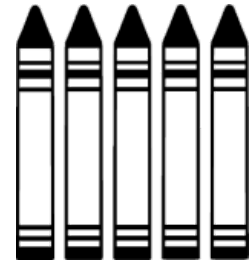
Our parking lots are also our playgrounds. If you come to visit during the school day, we ask that you kindly park on the street. Please avoid parking in our bus zones. Our school doors are locked during the day for the safety of our children and the staff. Please come to the front door and ring the buzzer. You may be asked to identify yourself and state your business with our school if we do not recognize you.

When you visit our schools during the day, **PLEASE** sign in at the office. You will be given a visitor's badge. This helps our students to know that you are supposed to be in the building. This procedure allows us to know who is in the building at all times and helps provide for the safety and security of our students and staff.

## **Elementary School Staff 2022-2023**

### **St. Charles Borromeo Primary School:**

Mr. Jerry Smith	Principal
Mrs. Carolyn Volrath	Administrative Assistant
Mrs. Krista Misener	Kindergarten
Mrs. Samantha Jandourek	Kindergarten
Mrs. Korina Colliver	Kindergarten Paraprofessional
Mrs. Jamie Dodge	First Grade
Mrs. Courtney Okerglicki	First Grade Paraprofessional
Miss Abigail Adams	Second Grade
Ms. Kris Malecha	Second Grade
Mrs. Rebecca Beaufeaux	Music and Art
Mrs. Valerie Siegenthaler	Physical Education and Spanish
Mrs. Brittany Sykora	School Counselor
Ms. Diane Hietpas	Student Support Services Coordinator
Mrs. Vanessa Talford	Student Support Services Assistant
Ms. Lexi Johnson	Student Support Services Assistant
Mrs. Roxanne Swoboda	Cook
Mrs. Tammy Brown	Cook
Mr. Brad Donaldson	Custodian
Mr. John Connell	PM Custodian



### **Holy Ghost Elementary School:**

Mr. Jerry Smith	Principal
Mrs. Julie Yohnk	Administrative Assistant
Mrs. Barb Eckwright	Third Grade
Mrs. Cheri Miller Van Dyke	Third Grade
Ms. Erica Abramowicz	Fourth Grade
Mrs. Bridget Ericksen	Fourth Grade
Mrs. Deb Dahl	Fourth Grade
Mrs. Kendra Rogers	Fifth Grade
Mrs. Maria Viergutz	Fifth Grade
Mrs. Maranda Nelson	Fifth Grade Paraprofessional
Mrs. Paula Hanson	Music/Band



Mrs. Rebecca Beaufeaux  
 Mrs. Valerie Siegenthaler  
 Mrs. Brittany Sykora  
 Ms. Diane Hietpas  
 Mrs. Kelly De Wolf  
 Ms. Lexi Johnson  
 Mr. John Connell  
 Mrs. Donna Keck  
 Mrs. Elizabeth Blum  
 Mr. Dan Hager  
 Mr Robert Kinnick

Art  
 Physical Education and Spanish  
 School Counselor  
 Student Support Services Coordinator  
 Student Support Services Assistant  
 Student Support Services Assistant  
 Student Support Services Assistant  
 Cook  
 Cook  
 Custodian  
 Custodian

## Daily Schedule

7:00 a.m.	Teachers begin their day
7:20-7:40 a.m.	Arrival of students -- Students are expected to go directly to their classrooms.
7:40 a.m.	Welcome Students-- Attendance, milk and lunch counts are taken.
7:45-8:00 a.m.	Morning Classroom Meetings
	Merry Mondays at St. Charles and Holy Ghost
9:20-10:05 a.m.	Morning recess at St. Charles
10:50-12:05 p.m.	Lunch and recess at St. Charles and Holy Ghost
2:25 p.m.	Begin getting ready for dismissal at St. Charles
2:30 p.m.	Dismissal at St. Charles
2:30 p.m.	First bell at Holy Ghost
2:35 p.m.	Dismissal at Holy Ghost



## Before and After School Childcare Options

**SUPERS** is a before and after school child care program offered at St. Charles School for students in kindergarten through fifth grade. Busing is provided each morning to Holy Ghost School for any student who attends the child care program before school. Students from Holy Ghost School can also be shuttled to St. Charles at the end of their school day. Snacks, homework time, gross motor and fine motor activities are provided. Students must be registered for SUPERS; they can not just show up for the program if arrangements have not been made in advance. Please contact Early Childhood at 715-723-2161 for more details and availability.

**Note:** *There is no childcare available at the middle and high school building. Do not have your student ride the bus to the middle and high school building to wait for an older sibling.*

## Emergency School Closings

MACS will make announcements regarding schedule changes and inclement weather days. A notice will be posted on our website, through Infinite Campus to your email, Facebook, Twitter all local radio stations and TV stations. The local TV stations also have a phone app for weather alerts that you may wish to download.

- If school is closed for the day, or there is a delayed starting time, the announcement will be made as soon as possible. School will be dismissed at the regular time on days in which school starts one or two hours late.
- If school is dismissed early, the announcement will be made as soon as possible. On these days ALL extra and co-curricular activities scheduled for that day will be canceled. This includes Scouting events.

It is **VERY IMPORTANT** for you to make arrangements for your child to get to school on a late start day and home from school on an early dismissal day unless your child is riding a bus. Because it is not possible to allow every child to phone and make arrangements on days when school closes early, it is imperative that you have a plan established in advance that you share with school personnel. Discussing the plan with your child will help to alleviate fear and anxiety. Any changes in your emergency plan should be sent in writing or emailed to the office.

## Moving?



If your family is moving, please inform the school office and your child's teacher as soon as possible. When a student is transferring out of our MACS System, adequate notice allows for the completion of appropriate records and assistance in easing your child's transition to a new school.

## **HEALTH**

### **Allergies**

If your child has special dietary needs due to food allergies or allergies to any particular animals or plants, etc., please contact the school office and complete a Food Allergy Action Plan.

### **MACS Wellness Policy**

The McDonell Area Catholic Schools promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. MACS supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools improve academic achievement and positive life-long practices.

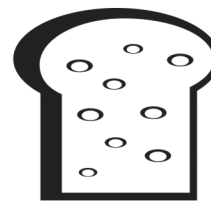
**Physical Education Program** - Our physical education curriculum teaches our children the importance of fitness and exercise by exposing students to a wide range of physical activities. These include movement based activities, recreation, team and individual sports. The importance of a well balanced diet and healthy eating combined with physical activity are encouraged.

**Physical Activity Outside of Physical Education** - MACS promotes daily activities outside of physical education classes. Supervised physical activity at recess is an important part of each school day. We also encourage participation in community events that support wellness and school events such as Jump Rope for Heart and MACS in Motion.

**Nutrition Programs and Education** - All MACS hot lunches meet the DPI nutritional guidelines. We go a step beyond for our students and provide homemade breads, buns and rolls each day. We also serve whole wheat pastas and brown rice. White milk is served daily and chocolate milk is served once a week.

Our students and parents are asked to provide a nutritional classroom snack two to three times per year. This helps to ensure that all children, especially those who may not have had a good breakfast or any breakfast at all, have a snack in the morning to begin their school day. Milk can be purchased to accompany their morning snack.

Health Education classes are taught at each grade level. Students in grades 3-5 also have swimming lessons during the school year.



### **Head Lice Procedures**

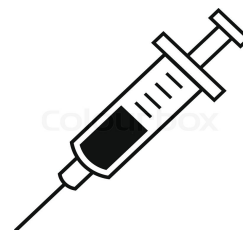
Unfortunately, it happens! If a student is found to have head lice (either nits or live lice), parents will be called and the student will be sent home. After the student has been treated and the nits removed, he/she will be allowed back into school. When a child returns to school after an absence due to head lice, the child will be checked by staff to ensure they are free from nits/lice before being allowed to return to class. It is our goal to maintain a safe school environment for all. We ask that you notify the school if you find head lice at home.

### **Health Records**

State law requires that school personnel keep a health record on file for every child in school. You will be asked to indicate health concerns and give updated immunization information at the start of each school year. If your child's health information changes during the school year, we ask that you contact the school office so that we can update your child's health records.

## Immunization Requirements

State law requires that all children be immunized prior to enrolling in school unless parents file an exemption waiver. The following are the minimum required immunizations for each age/grade level. Please check with your family doctor or the school office for more information.



AGE / GRADE	NUMBER OF DOSES					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT	3 Polio	3 Hep B	1 MMR	1 Var	
Grades K through 5	4 DTP/DTaP/DT/Td	4 Polio	3 Hep B	2 MMR	2 Var	
Grades 6 through 12	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Var

## Medication Guidelines

The State Medical Examining Board has issued guidelines for schools concerning the administration of medication by school personnel. The following requirements must be met before school personnel can legally administer medication:

- A parent or legal guardian must sign the proper forms (located in the school office or on the MACS website).
- The child's physician must sign the proper forms (for any prescription medicine).
- Medication must be delivered to the school by the parent or legal guardian.
- The medication must be properly labeled from the pharmacy and the label must match the medication administration form filled out by the physician.

Over the counter medication such as Tylenol or cough drops should be kept in the office, in their original container, with a note from the parents regarding specific instructions for dispensing to their child. The classroom teacher should always be informed when medication is taken at school.



## Vision and Hearing Screenings

Vision and hearing screenings are intended to be conducted in the fall of each school year.

## POLICIES AND PROCEDURES

### Attendance and Truancy Policy

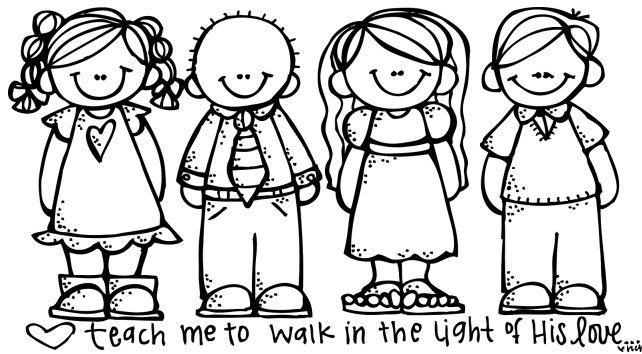
Regular attendance is very important to success in school and is required by the state of Wisconsin. Because of this, we ask that you schedule appointments and vacations around the school calendar whenever possible. Please try to support your child's daily attendance. We know that when children are in school regularly they find school more enjoyable and are more successful.



**Our instructional day begins promptly at 7:40 a.m.** Students are considered tardy if they are not in their classroom by that time.. Parents are asked to call school between 7:15 and 7:45 a.m. to notify the school office when a student will be tardy or absent. Please contact St. Charles at 715-723-5827 or Holy Ghost at 715-723-6478. When you call, please indicate the reason for your child's absence. Your call to us is very important since your child's absence, it will be documented as unexcused if communication is not received. If attendance becomes an issue, school administration will work closely with you to help you improve attendance before serious consequences arise. A student becomes **truant**, **excused** absences from school exceed 10 days in one school year. Illness that totals 10 days or more in a school year requires a note from a medical provider. *(See page 21 for more information regarding school absences.)*

### Behavior/Bullying Policy and Procedures

Our goal is to make sure our Catholic Schools are a safe, caring place where learning happens. We work to incorporate our Catholic beliefs into every aspect of our school system including our behavior policy. We believe that *"the signs of the spirit are among us . . . love, joy, peace, patience, kindness, goodness, trustworthiness, gentleness and self control."* (Galatians 5:22-23)



We believe that in order to reach our goal that all students should be respectful, responsible and come to class ready to learn. The following chart lists our behavioral expectations.

## BEHAVIORAL EXPECTATIONS

	HALLWAY	BATHROOM	CLASSROOM	CAFETERIA	PLAYGROUND
<b>RESPECTFUL</b>	Wait your turn  Single file line  Keep hands, feet and objects to yourself  Hold the door for those behind you	Flush and wash hands  Give others privacy  Conserve supplies	Follow classroom and school rules  Use kind words  Raise your hand  Keep hands and feet to yourself  Stand up for others	Use quiet voice  Use kind words  Follow directions  Keep hands and feet to yourself	Anyone can play  Help others and take turns  Follow directions  Keep hands and feet to yourself  Stand up for others
<b>RESPONSIBLE</b>	Walk  Use the right side  Use every step on the stairs	Wait your turn  Keep hands and feet to yourself  Throw garbage in the trash can	Follow directions  Wait your turn  Be an attentive listener  Clean up after yourself  Always do your best	Wait patiently in line for your food  Keep food to yourself  Clean up trash  Stay seated until dismissed	Use kind words  Dress for the weather  WALK when it is slippery
<b>READY TO LEARN</b>	Remember others are learning  Remain quiet	Get a hall pass  In and out quickly	Complete homework  Have needed materials  Be on time and in your place  Ask if you do not understand	Get all you need before seated  Walk directly to your next class	Use bathroom and get water before bell  Walk to and from area  Pick up, line up, and listen when the bell rings

## **Handling Infractions of Behavioral Expectations**

St. Charles and Holy Ghost Schools will maintain a major/minor system for handling infractions of behavioral expectations. Outlined below is the system along with the instructions for handling behaviors:

**All minor behaviors are handled by the classroom teacher or the staff member witnessing the incident. Teachers will use discretion when needed.**

### **Minor behaviors may include:**

Skipping others in line	Inappropriate use of food
Being out of line	Leaving seat without permission
Forgetting to wash your hands	Inappropriate clothing for weather
Using more supplies than you need	Interrupting other students' learning
Breaking class rules or school rules	Leaving without permission
Speaking out of turn	Taking a long time in the bathroom
Not listening	Does not have materials needed
Being exclusive to others	Late or out of seat
Forgetting to take turns or ignoring others	Does not ask for help
Running or horseplay	Does not go directly to class
Using the whole hallway	Waiting to use the bathroom or getting water until after the bell rings
Skipping stairs	Taking your time to line up
Throwing garbage	Having electronics during the school day
Not paying attention	Not caring
Leaving a mess	Leaving items on the playground

**Step 1:** The student will be given one warning about their inappropriate behavior.

**Step 2:** If it continues the student will be asked to go into the hallway to take a break or complete a "Think Sheet".

**Step 3:** The student will return to the classroom once the "Think Sheet" is completed and will give it to the teacher.

**Step 4:** The teacher will discuss the "Think Sheet" with the student as soon as possible.

### **Consequences such as these might be appropriate for minor behaviors:**

- Missing one brain break or one recess per day
- A written or verbal apology
- Cleaning up
- A consequence that the teacher and/or student feel is appropriate

**Step 5:** The "Think Sheet" will be sent home to be signed by the student's parents. The teacher will email or call the parents if the "Think Sheet" isn't returned. Once returned, the "Think Sheet" should be placed in the school counselor's mailbox. A meeting between the student and school counselor can be requested by the teacher and/or parents.

**Step 6:** If another "Think Sheet" for the same incident is required OR more than one "Think Sheet" is completed by a student within a week, the teacher will call and make parents aware and discuss any possible reasons.

**Step 7:** If minor behaviors have not improved after two weeks, a meeting will be set up with the student, parents, classroom teacher, school counselor and/or principal to discuss a behavior plan and consequences for home and school.

\* Three minor behaviors constitutes one major behavior.

### **Major behaviors may include:**

Hitting, kicking, throwing inappropriate objects  
Invading another's privacy  
Using mean or inappropriate words or actions  
Inappropriate touching  
Damaging personal or school property  
Lying or stealing  
Bullying\*  
Not listening to adults  
Fighting  
Not turning in or completing homework  
Inappropriate use of electronics

*\*Bullying is defined as ANY behavior that is chronic and malicious with intent to bring harm.*

**Step 1:** The student's parents will receive an email, phone call or face to face contact. The behavior will be discussed and a plan to eliminate the behavior will be decided. It is essential that parents support the behavior plan so that the student understands that home and school are working as a team.

**Step 2:** If behaviors continue to occur, parents will be called to pick up the student if the behavior warrants removal from school. Students will be given adequate school work to do at home. School work is expected to be completed and returned the following day. This work will be graded.

### **Extreme behaviors include:**

- Arson
- Bomb threat, false alarm
- Use, possession of prescription or nonprescription drugs
- Use, possession of tobacco
- Use, possession of weapons

**Extreme behaviors will be referred to the office immediately.** The teacher will complete an Office Discipline Referral form to accompany the student. Consequences for students who engage in extreme behaviors will include removal from the classroom for a period of time. An administrator will notify the parent.

### **STAR Awards**

Both elementary schools give out STAR awards. Any teacher or student noticing someone exhibiting a virtuous or **exceptional** behavior and/or extraordinary act of kindness will be recognized and awarded a STAR AWARD at our weekly school wide gatherings.



Sometimes students forget to follow our school behavioral expectations and guidelines. In the event this happens, gentle reminders and sometimes a consequence are given by staff members and/or "THINK Sheets" may be completed by the students. If further actions are necessary a meeting, email or phone call with the parent/guardian may occur.

### **Cell Phones and Electronics Use Policy**

Students are prohibited from using cell phones, iPads, smartphone-type devices such as the Apple iWatch, pagers and other electronic devices in school buildings or at any school sponsored activity or field trip unless authorized by a staff member. **For safety reasons, elementary students must turn cell phones into the office as soon as they arrive in the morning** if the phones are brought to school. Phones will be placed in a secure location. Violations can lead to phone confiscation in which case parents may be called to come pick up their child's phone in the office. Phones will be available to be picked up by the student at the end of each school day.





## **Dress Code Policy**

McDonell Area Catholic Schools require student attire that is conducive to a learning environment. MACS has established guidelines to help in matters of appropriate dress for elementary students. Parents will be called to bring appropriate clothing if their child is not in uniform or the student will be asked to wear items from the school emergency supply. For your convenience, each school has a uniform exchange sponsored by Home and School. Please feel free to take clothing from the uniform exchange free of charge. Give back by dropping off lightly used uniform appropriate clothing which no longer fits your children at the uniform exchange.

### ***Daily dress code, grades K-5, is as follows:***

- Students may wear solid black, gray, navy blue or khaki dress pants.
- Collared or turtleneck shirts of solid white, red, pink, yellow, gray, black or any shade of blue with or without MACS school-logo (long or short sleeve) may be worn. T-shirts are allowed only on non-uniform days.
- Solid white, red, pink, yellow, gray, black or any shade of blue sweaters or non-hooded sweatshirts.
- Hooded sweatshirts /sweaters are allowed only on non uniform days.
- Girls may wear solid gray, black, navy blue or khaki skirts or jumpers of appropriate length with collared shirts or blouses. It is recommended that girls wear leggings or tights underneath during the cold winter months.
- Sturdy shoes or tennis shoes are recommended.
- Socks, tights and leggings of solid white, gray, black or navy blue may be worn under a jumper or a skirt.

### ***Non-Uniform attire such as:***

- Stretchy knits, denim jeans, sweat pants, wind pants, cowboy/cowgirl boots, shoes with heels over one inch may only be worn for special events or on a non-uniform day.
- Bandannas, hats, hooded sweatshirts, and fleece jackets may only be worn outdoors.

### ***Jewelry and other external additions:***

- Post earrings only may be worn by girls with pierced ears -- hoops and dangling earrings may be worn for special events or on a non-uniform day.
- Makeup may only be worn for special events and with the approval of a parent/guardian.
- Plain headbands are allowed

### ***Shorts Season: April 15- October 15***

- Solid solid black, gray, navy blue or khaki dress shorts (no jeans shorts), skorts or capris may be worn with uniform shirts until October 15 and again starting April 15, until the end of the school year.
- During shorts season only, sandals with heel straps may be worn but are not recommended. Socks must be worn at all times. Students should wear athletic shoes on Phy-Ed days.
- Students will not be allowed to change into/out of shorts during the school day. Plan accordingly.

### ***Physical Education:***

- Students at St. Charles do not change for Phy-Ed. All students are required to have well-fitting athletic shoes on Phy-Ed days.
- At Holy Ghost only, modest clothing for Phy-Ed consists of t-shirts and long shorts or sweatpants of any solid color. Socks and athletic shoes are required.
- Being prepared for class counts for part of the Phy-Ed grade for students in grades 3-5.

### ***Special Events and Non-Uniform Days:***

- You will be informed in writing of days when uniforms are not required (dress-up days, special events, etc.). Acceptable attire will be stated in a note.
- Team jerseys can be worn on a school day if there is a game that day of a playoff celebration.

### ***Jeans/MACS Spirit Wear Fridays:***

- Every Friday (unless otherwise indicated), students are allowed to wear jeans with a uniform shirt or MACS spirit wear shirt. At the elementary schools, those students choosing to wear jeans are encouraged to bring a monetary donation for a community or parish organization such as Casa Hogar, the diocesan mission orphanage in Peru, etc.

## **Entrance and Placement Policy**

Entrance requirements regarding age and medical records are consistent with our local public school district. A birth certificate and/or baptismal record may be requested upon entrance into kindergarten. A student must be five years old by September 1st to enter kindergarten. Repeating kindergarten will be considered on an individual basis.

Prior to placement the principal and/or school counselor may contact personnel from a student's former school to learn more about the child's past academic and behavioral performance. McDonell Area Catholic Schools would like to ensure that we have the personnel and means to help your child be successful and reach his or her greatest potential.

Student class placement is based on several factors. Teachers and administration work very hard to ensure the proper balance of academic, behavioral and social needs in each classroom. In the spring, a parent class placement request notice will be sent home to all families. This form must be completed and returned by the stated deadline in order to be considered by administration in the class placement process. Special classroom requests will be given serious consideration, however, the administration reserves the right to place every child in an educational environment where their academic, social and emotional needs can best be met.

Student grade placement is very important. When students advance a grade level when they are not ready, they may have important gaps in their education. They may also struggle to interact with students of a different age level. Students who are retained in a grade level for an additional year may also struggle. (Did you know? Students who are retained are five times more likely to drop out of high school before graduation!) Therefore, MACS considers grade level promotion and retention very seriously. Additional testing and data collection will be required to make an educated decision, in collaboration with parents, regarding a student's grade level placement. If you have any concerns regarding your child's placement, please contact school administration.

## **Fees and Payments**

All field trip fees must be paid prior to your student's participation. All other school payments (such as hot lunch, library books, etc.) must be paid prior to the end of the school year. Any school events where money is collected must be approved in advance by the building principal.

## **Field Trip Policy**

Occasionally our teachers and students leave school property to take an educational field trip. All parents/guardians will be asked to sign a general permission slip that allows their child to leave school grounds. You will also be notified in writing before each off site field trip. Students are expected to maintain appropriate behaviors when on a field trip.

Parents who have completed the Diocesan Safe Environment and have been approved by our diocesan office may volunteer and/or be asked to chaperone a field trip. Contact the MACS Central Office (715-723-0538) annually for safe environment compliance. Parents are expected to provide supervision for an assigned group of students on each field trip. We encourage parents to make alternate arrangements for younger siblings so that they can enjoy the field trip experience with their elementary school student. The staff tries to give all interested parents an opportunity to join us for field trips but the number of accompanying parents may be limited for certain outings. Because field trips are a part of the curriculum, we encourage all students to attend. If a student has been excused from a field trip by their parents, the school may not be able to provide childcare for the student for the duration of the field trip. Please make other arrangements for your child if the class will be off campus for the entire school day.



## **Fundraising Policy**

McDonell Area Catholic Schools limits the number of system wide fundraisers. Our three primary fundraisers are Scrip, the Spaghetti Spectacular, held the second Sunday in November, and the Mardi Gras celebration, held on the second Saturday in February. Parents are asked to volunteer to help at each of the events. The Scrip gift card program helps to offset a student's tuition and provides needed funding for McDonell Area Catholic Schools. Parents and family members, friends and supporters are encouraged to purchase local or national gift cards on a regular basis. Learn more about our fundraisers on our website under Support MACS.

Smaller student fundraisers such as a bake sale may be held in the individual schools (with prior administrative approval) to help defray the cost of large field trips or for the purchase of specific, approved items.

## **Internet Use Policy**



### **MACS Acceptable Use Policy**

#### **I. Educational Purpose - Use the Internet only for school activities.**

A. The MACS Internet connection has been established for educational purposes. These include class activities, career development, and various high-quality discovery activities.

B. McDonell schools have the responsibility to place reasonable restrictions on material accessed or posted through its network or devices.

#### **II. Personal Responsibility - Where you go on the Internet is not a secret.**

A. Users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them reflects upon them and the school as a whole. Therefore, all users will behave in an ethical and legal manner.

B. Internet, lab or network maintenance and monitoring may lead to individual data scans or security reviews if there is reasonable suspicion that a user has violated this policy. This includes camera surveillance.

C. When you use a computer network:

1. You leave electronic footprints. The odds of getting caught doing something illegal or immoral are as good as they are in the real world. Your use of the Internet can be a mirror that will show what kind of person you are.
2. McDonell uses firewalls and filtering software to monitor content and activity 24/7 together with student and teacher vigilance as promoted by [class instruction and/or staff development](#).

#### **III. Unacceptable Uses**

##### **A. Personal Safety Issues - Do not give out personal information about yourself or others.**

1. Beyond that, users should not post personal contact information that reveals your location such as an address or telephone number. Students should not reveal another person's name, address, or telephone number, nor transmit or use pictures of others without their consent.
2. Users agree not to meet someone in person who they have met online without parent approval.
3. Users should promptly tell a teacher or an administrator about any message that is inappropriate or makes you feel uncomfortable.
4. Hate mail, harassment, discriminatory remarks, obscene or profane material, and other antisocial behaviors are unacceptable in any communication.
5. As protection against a claim that you have intentionally violated this policy, should you mistakenly access inappropriate information, immediately inform your teacher, principal, guidance counselor, technology director or administrator.
6. The MACS system fully expects that students will follow their parent's instructions to access appropriate material.
7. Each of the schools will integrate digital literacy into portions of the curriculum.

## **B. System Security - Do not use technology to go where you are not supposed to go.**

1. Do not attempt to gain access to any other computer system through the Internet beyond your authorized access. Do not look for security problems. This may be construed as an illegal attempt to gain access. Immediately notify a teacher or the technology director if you have identified a possible security problem.
2. Do not make deliberate attempts to disrupt the computer system or destroy data.
3. Do not attempt to bypass security restrictions that are in place to protect network integrity, including any internet filtering mechanism.

## **C. Respecting Resource Limits - Share our resources with others.**

1. MACS has a reasonably fast network, internet connections and 1:1 and Bring Your Own Device (BYOD) initiatives. Nonetheless, network resources and availability may at times be limited. Academic use always takes priority.
2. Paper use is monitored. Please conserve and use print resources wisely.

## **D. Plagiarism and Copyright Infringement - Do not copy without giving proper credit.**

1. All information accessible online should be assumed to be subject to copyright protection. Internet sources should be credited appropriately, as with the use of any copyrighted material.
2. Users will not transfer or store copyrighted materials through the network because, in some cases, such actions may result in legal action being taken against MACS as well as the user.

## **IV. Consequences for Violation of the Internet Acceptable Use Policy**

Violations of this Internet Acceptable Use Policy may result in the loss of network privileges. Repeated or severe violations may result in disciplinary action. McDonell Area Catholic Schools will cooperate fully with law enforcement officials in any investigation related to any illegal activity conducted through the MACS digital network.

## **Leaving School Early Policy**

If your child is leaving school early, we ask that you send a note or email or call the office to let us know the time and reason your child will be leaving. A parent or guardian is required to come to the office to sign their student out. The classroom teacher will then be called and asked to send your child to meet you in the office.

## **Medication Policy**

The State Medical Examining Board has issued guidelines for schools concerning the administration of medication by school personnel. The following requirements must be met before school personnel can legally administer medication:

- A parent or legal guardian must sign the proper forms (located in the school office).
- The child's physician must sign the proper forms (for any prescription medicine).
- Medication must be delivered to the school by the parent or legal guardian.
- The medication must be properly labeled from the pharmacy and the label must match the medication administration form filled out by the physician.

Over the counter medication such as Tylenol or cough drops should be kept in the office, in their original container, with a note from the parents regarding specific instructions for dispensing to their child. The classroom teacher should always be informed when medication is taken at school.

## **Non-Discrimination Policy**

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

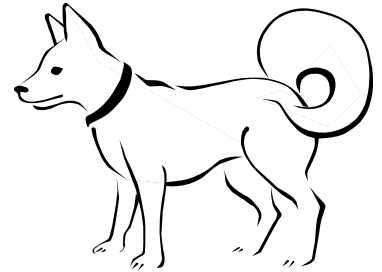
## Notes and Messages

ANY notes or messages sent home with students must be approved by the building administrator. All notes and messages from outside organizations, after approval, must provide the necessary number of paper copies to be distributed and include this MACS disclosure: "This is not a McDonell Area Catholic Schools sponsored event or activity and the opinions expressed are not necessarily those of the MACS school system or its personnel."

### Pet and Animal Visitation Policy

The following requirements must be met before a pet or animal may visit:

- Animals must be clean and healthy.
- Proof of current rabies vaccination is required for all cats, dogs and ferrets.
- All animals must be kept in proper restraints.
- Permission from administration must be granted prior to any animal visitation.



### Photo Usage Policy

Throughout the school year, students and parents are photographed or videotaped during classroom activities, special programs or events. The pictures are used to share MACS news and successes of your children. Photos would be used in newsletters, yearbooks, MACS promotional items, on the website, in social media, in local newspapers, etc. The Diocese of La Crosse may also use your child's photo.

**NOTE:** MACS and the Diocese of La Crosse reserve the right to choose which photographs are used, when they are used, and for what length of time they will be posted.

In order to be certain we do not infringe on the privacy of your child/family we ask your permission first. **You will be asked to sign a household permission form before the beginning of each school year.**



### Playground Policy

MACS playground rules are made to protect all children on the playground and to keep them safe. For this reason, it is important that everyone knows and obeys the rules and guidelines. These are posted in each classroom and throughout our school building. Our playground supervisor, parent volunteers and teachers are on the playground to help keep our children safe but occasionally bumps and falls occur. If this happens, students are escorted to the office for band-aids, ice packs and some tender loving care. If the injury is severe or questionable, parents will be notified by phone.

### Religious Expectations

All students attending McDonell Area Catholic Schools are expected to attend our weekly school Masses. Those students who have received their First Communion will be allowed to receive the Holy Eucharist at Mass. Any student (or staff member) who is not Catholic and attending our school will receive a blessing from the priest at the time his/her classmates receive the Holy Eucharist. **Attendance at our weekly school Mass does not fulfill your weekend Mass obligation.** We encourage all families to attend church together the weekends and to participate in their parish events.

All students are expected to participate in all religion classes and religion activities that are school related. All students are expected to understand, follow and live the Catholic virtues of faith, hope, charity, prudence, justice, fortitude, temperance, respect and friendship. These virtues are part of our curriculum and encouraged in our daily routines, school activities and events.

Parents and guardians are welcomed and encouraged to attend Mass with their child and his/her classmates any time. Students at both schools usually attend Mass on Wednesdays at 8:30 a.m.



on

## **Separated/Divorced Parent Policy**

MACS elementary schools maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by a court order.

Prior to the beginning of each school year, each parent enrolling a student will be requested to provide the principal with current information regarding any court order that indicates specific rights for the child's parents. In the absence of a court order, neither parent will have rights over the other parent. A form authorizing individuals for pick up from school will be sent to every family at the beginning of the year. It is of the utmost importance that we have up to date information regarding who is allowed to pick up the child(ren) from school. Should any arrangements change throughout the course of the school year, the custodial parent(s) are required to approve changes to the authorized pick up list. This is for the benefit and safety of all students in our schools.

Unless directed by a court order, both parents, custodial and noncustodial, are entitled to all grade reports, newsletters, disciplinary action and teacher/principal conference appointments. Delivery of all such information will be made in the same manner to both parents. This information will be sent with the child unless other arrangements are made with the administration.

## **Student Support Services Policy**

Students who demonstrate academic or behavioral needs may be eligible to receive some assistance through a MACS Accommodation Plan. This plan is not a legal document, and is not a substitute for special education services. MACS Accommodation Plans are created through collaboration with teachers, student support staff, buildings administrators and students (when appropriate).

Students who have disabilities may be eligible for an Individualized Service Plan (ISP) or 504 Accommodation Plan through the Chippewa Falls Unified School District. Determination of eligibility is made through formal evaluation by Chippewa Falls school psychologists. More information on rights of students with disabilities who attend private schools can be found on the WI Department of Instruction's website: [dpi.gov/sped/topics/private-schools](http://dpi.gov/sped/topics/private-schools)

Families who transfer to MACS from another school are asked to sign a form releasing their students' records to MACS, and to share any information about previous special education and academic or behavioral intervention.

## **Title I and Support Services Policy**

Title I is a Federal program to assist schools with meeting the needs of students who live in households with income levels that qualify for free and reduced lunch. MACS elementary students who qualify may receive Title I services through the public school system.

If you have any questions, there are resources available through the Wisconsin Department of Public Instruction or the Federal Department of Education. You are also encouraged to contact our school staff for more information.

## **Tobacco and Alcohol Use Policy**

No smoking or alcohol consumption is allowed in school buildings. Exception for alcoholic beverage consumption on school premises or at school-sponsored activities may occur only when specifically permitted in writing and approved by the school administrator or president and when such use is consistent with state law, local ordinances, and school policies.



### **Toys from Home Policy**

Please do not send any toys or valuables from home to school. We try to provide all indoor and outdoor recess equipment that students need. In addition, toys and other such items such as baseball trading cards, Pokemon cards, hand-held video games, etc., can be very distracting to learning.

If students have toys and non-school gadgets at school, the toys will be taken away from the students. In some cases, the toys will be returned to students at the end of the school day. In other situations, a parent or guardian will have to come to school to pick up what has been taken from the child.

### **Vandalism Policy**

Our goal is to be respectful of our buildings, furnishings and supplies. Students will be taught how to care for materials and supplies. Teachers will also inspect materials before they are checked out to students. If a student breaks, damages or vandalizes (writes on, carves into, etc.) anything at school, parents will be notified and repairs or replacement fees will be expected. Please discuss this policy with your child to help keep our buildings, furnishings and supplies in good condition. We are proud of our schools!

### **Volunteer Policy**

Volunteering is an excellent way to support our Catholic Schools and live the virtue of charity. Families are required to volunteer a minimum of 30 volunteer hours per school year. Families can sign up for most volunteer events on the MACS web page under Parents - SignUp. Other volunteer activities are recorded and verified by MACS staff. If you are a parent volunteer and cannot be here on your chosen day, we greatly appreciate it when you make arrangements for a replacement. We also encourage parents to make alternate arrangements for younger siblings so that they can enjoy the volunteering experience with their elementary school student. **All volunteers MUST have completed the La Crosse Diocesan Safe Environment and have been approved by the diocesan office before participating in any volunteer opportunities with any McDonell Area Catholic Schools. Contact the MACS Central Office (715-723-0538) annually for safe environment compliance.**



### **Weapons Policy**

No weapons are allowed on school property at any time except by authorized law enforcement personnel. Suspension and expulsion are possible consequences for violations of this policy.



**NO GUNS  
KNIVES OR  
WEAPONS  
ALLOWED ON  
PROPERTY**

## **STUDENT LIFE**

### **Absences**

MACS makes a special effort to make sure all of our students are benefitting fully from their education by attending school regularly. Attending school on a regular basis helps children feel better about school. Children start building this habit in preschool to help them learn right away that attending school on time and everyday is important. Attending school consistently will help children be more successful in high school, college and at work.

Students should, of course, remain at home when they are ill. Please contact school at 715-723-5827 (St. Charles) or 715-723-6478 (Holy Ghost) by 7:45 a.m. on days when your child is unable to attend. Your call to us is very important because, unless we hear from you, we will expect your child at school. When you call, please indicate the reason for your child's absence, as it is important for us to know when we have any contagious diseases in school.

If, in general, attendance is not a problem (meaning your child has only a few absences throughout the year), we will try to be understanding and accommodating of special needs to take a child out of school. If attendance is a concern (many tardies or absences), we may not be able to excuse absences that are not of a serious nature.

Absences that occur because of the following reasons will be considered excused:

- Illnesses that prevent a child from learning, or are contagious to other children
  - Medical appointments that cannot be scheduled after the school day
  - A death in the family
  - Religious holidays
  - Family emergencies such as a significant illness of another family member
  - "Special" family trips that cannot be taken at other times
  - Attendance at unique learning experiences outside of school
- Do you know why children fall behind?
- Starting in kindergarten, too many absences (excused or unexcused) can cause children to fall behind in school.
  - Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
  - Having perfect attendance the first 30 days of school leads to greater success and school engagement.
  - Students can still fall behind if they miss just a day or two every few weeks.
  - Being late to school can lead to poor attendance.
  - Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
  - By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.

Please reference page 10 for the Truancy Policy. If you have any questions about excused or unexcused absences, please call the principal.

### **Birthdays and Special Events**

We enjoy recognizing student birthdays at our schools and do so at our "Merry Monday" meetings as well as in individual classrooms. All treats, whether birthday or special events, must be approved in advance by the classroom teacher. No homemade treats will be allowed. All treats must be individually wrapped.

Parties are very exciting and a child may want to hand out birthday invitations at school. If the invitations are distributed in school, they must include the entire class, or all the boys or all the girls. We ask that invitations be mailed to a child's home when only a few students are invited to a party in order to avoid hurting the feelings of those students who are not invited.

### **Class Pictures**

Individual student photographs as well as class composites will be taken in the fall. Photograph packets may be purchased by families. The pictures will also be published in "The Little MACS" yearbook in the spring.



## Homework

We believe that when parents, students and teachers work together, students learn more. Teachers at St. Charles and Holy Ghost schools may assign homework according to the following guidelines:

**1st Grade: 10 minutes/night**

**3rd Grade: 30 minutes/night**

**5th Grade: 50 minutes/night**

**2nd Grade: 20 minutes/night**

**4th Grade: 40 minutes/night**

Some homework assignments will require family assistance and others should be completed independently by the student. Students are encouraged to read independently and with their parents at least 20 minutes each night. This consistent reading will greatly improve your child's reading achievement. We hope that you see homework as a way to follow your child's learning and as an opportunity to partner in your child's education.

Missing or late assignments for students in grades 2-5 will be noted in your child's planner. If missing assignments persist, the classroom teacher may also email or call you but ultimately it is your child's responsibility to complete his/her assignments. It is important that parents take time to read and sign their child's planner each night so that you are aware. In the event your child misses a day or more of school, he or she will be given reasonable time to make up missing assignments. Homework will not be given to a student prior to their absence.

## Lost Textbooks or Library Books

All students will be assigned textbooks in their classrooms. If a student loses a textbook, parents will be notified and will have the opportunity to pay for the lost book before their child will be issued a second textbook. Students are encouraged to return library books by the due date. If any books are still out at the end of the school year, families will be asked to pay a replacement fee.

## Meals

Free and reduced lunches are available to those who qualify. You may apply anytime during the school year in the MACS Central Office. Lunch menus will be available on the MACS website. The USDA set cost for student lunch at St. Charles and Holy Ghost Schools to \$2.85 (this includes milk). Morning milk or milk purchased with a cold lunch is \$0.50. Adult lunch for staff and all guests to our schools is \$4.65. Breakfast is available to students for \$1.50/day.

Each student has his/her own lunch number and a family lunch account is set up on Infinite Campus where payments can be deposited at any time. Lunch and milk payments should be sent to the school in a clearly marked envelope with the child's name, amount of money enclosed and the purpose of the payment (i.e. lunch account). Students' envelopes will be collected in the classroom at the beginning of the school day, then sent to the office and deposited into your family's lunch account. You may send lunch payments to your child's school or to the MACS Central Office. Wherever it is received, it will be deposited into your family account.

Students have two options at lunch:

1. Enjoy a hot lunch offered by our Food Service Department for \$2.85 a day.
2. Bring a sack lunch (cold lunch). Students may bring their own beverage or buy milk for \$0.50. Because we believe a nutritious lunch is important for health and learning, *pop and sugary drinks are not allowed*. Adults are not permitted to bring take out food to school for their children. Please save restaurant outings for family meals.

Parents and other immediate family members are welcome to come to school and eat lunch with their children.

When you join us for lunch, please follow the procedures below:

- Please call the school office ahead of time and let us know that you are coming. 24 hour notice is appreciated
- Sign in and get a visitor's badge at the office.
- Please pay in the school office, in advance, if you plan to eat a school hot lunch. (Guest lunch cost is \$4.65)
- You may also bring your own sack lunch from home.
- Wait near the office until your child's class starts down for lunch.
- Although it is a special lunch for you and your child, we ask that you help us by following all established school rules. Please listen to and follow the directions of the adult lunchroom teachers and workers.

**No food can be shared with other children. This is an important health and safety rule.**

**Snacks:** All students will have a healthy snack break each day. Each class will send home information on how "snack" is handled in that grade.

## **Mentor Programs**

Chippewa Area Mentoring Program is a school and community partnership in which responsible, caring adult volunteers are matched one-to-one with students who need encouragement to succeed in school. Information can be obtained by contacting the director at 715-726-2400.

## **Phone Calls to/from Students**

We ask that you try to make all arrangements with your children before the start of the school day. Sometimes things come up during the day, so if you need to get a message to your child, call the office and we will see that it gets to him/her. Messages for students that we receive near the end of the day are the most difficult for us to deliver. Please plan ahead so that we can avoid problems that can arise from last minute change in plans.

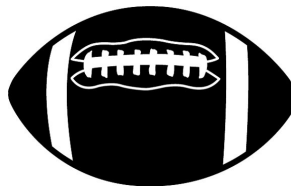
Students are allowed to make emergency calls from the office, but we cannot allow them to use the phone for arranging rides, getting assignments, band instruments or gym clothes, or making social plans.

The office is a busy place and we appreciate your help in keeping calls with messages for students to a minimum.

## **Playground Guidelines**

The purpose of our playground is to provide a safe, fun, outdoor area for students to release energy, exercise, socialize and enjoy fresh air.

We want to emphasize that there is no playground supervision before the start of the school day. Please do not drop your child off before 7:20 a.m. Students should arrive at school between 7:20 and 7:40 a.m. and go directly to their classrooms. Classes begin promptly at 7:40 a.m. All students are expected to leave school property, including the playground, at the end of the day unless they are with their own parent or guardian or part of the after school childcare program offered at St. Charles. If a student is not picked up by 2:45, they will be sent to the after school childcare (if space is available) and a fee will be charged.



### **Outdoor Weather Policy:**

The decision to have recess inside or outside will be made by the playground supervisor. The outdoor weather policy for cold weather is as follows:

- All children will be expected to go outside when the actual temperature is 0 degrees and above.
- All children will stay indoors for recess when the actual temperature is below 0 degrees.
- All children will stay indoors for recess when the wind chill is below 0 degrees.
- All children will stay indoors if the weather is too inclement for outdoor play.

Although recess is usually an unstructured time for our students, we have found that we still need a few guiding rules.

### **Playground Attire:**

Children should dress appropriately for the weather and for the type of play they want to engage in. Warm coats, snow pants, hats, mittens and boots will be needed for winter recesses. Children should wear clothes that they feel free to play in. If you have a daughter who wants to climb, hang or tumble, you will want to send her in clothes that are appropriate for those activities.

### **Playground Behavior:**

The same behaviors that are expected in school will be expected on the playground (refer to behavior policy). All students and staff are to be respectful of each other, responsible for their actions and if a conflict arises in play, students are expected to try to solve the problem themselves. If that doesn't work, they are encouraged to seek help from the teacher, playground supervisor or parent volunteer. When a student is unruly, disobedient, displaying harmful behaviors or involved in unsafe activities, refuses to listen to reminders and/or does not respond to directions, he/she may be temporarily "timed-out". Our time-out area on the playground is against the building wall. Depending on the misbehavior, the playground supervisor may discuss it with the student and/or the student's classroom teacher or principal. Appropriate consequences may result. The "THINK Sheet" is often used for playground incidents. It is our belief that playground incidents should be handled immediately and during the school day but we recognize that this is not always possible. If that is the case, parents may be notified or called.

### **Playground Rules for Volunteers:**

Anyone supervising students on the playground must be aware of specific health concerns and know the child by face, proper emergency procedures and the location of any medication if necessary. It is the expectation of the staff that playground/ recess/lunchroom volunteers be there from the first bell to the last. We count on you to help us keep our students safe. Rules should be reviewed periodically and followed consistently by all volunteers. Volunteers must be in a position to watch all playground areas and should be free of distraction from others (i.e., not playing catch, jumping rope with students, shooting baskets, or talking with other adults etc.).

First aid is available in the office or carried in a fanny pack. In case of a minor accident, another student should accompany the injured child to the office. In more serious situations, a student should be sent to seek help.

### **Playground Rules for Students:**

1. Students will avoid any activity that involves intentional contact with another individual (pushing, tackling, throwing items, twisting swings, etc.). Report these violations to the playground supervisor immediately. Also, report an injury to the immediate supervisor and the office upon return to the school building.
2. Students will use the playground equipment properly. Play safely by taking turns and avoiding any contact with others. Avoid climbing up the body or the sides of the slides or across the top of the monkey bars. On swings, swing forward and backward only, sit in an upright position, one person at a time. Leave pea gravel, sticks, snow, etc., on the ground at all times.
3. Students will remain on the playground until the bell rings or with the supervisor's permission a student may enter the building or retrieve a ball. NO students are allowed outside the fenced area or playing fields.
4. In snowy/wet conditions, bootless children must stay on the blacktop.
5. Children must wear coats, snow pants, boots, hats and mittens to play in the snow. ICE COVERED AREAS ARE OFF LIMITS!
6. All drinks and bathroom breaks should be taken care of prior to entering the playground area.
7. Play should be confined to areas away from any vehicles parked in the play area. Driveways should be blocked off during recess times. Suspicious cars, people, and all animals should be reported to the supervisor immediately. Pets are not allowed at any time (unless it is a planned class program).
8. Children who continue to display harmful behavior after a serious warning or who use offensive or disrespectful language will be removed from play for a period designated by the teacher/supervisor.
9. Experience has taught us that certain activities are dangerous and need to be curtailed.

Here are some activities that are not allowed:

- Games that involve tackling, tripping or pushing
- Crawling "up" the slides
- Standing on the swings
- Playing "King of the Hill"
- Throwing snowballs
- Sitting on top of the monkey bars or playground equipment
- Jumping from a height higher than the child's head
- Playing with guns/weapons - real or imagined



## Report Cards and Grades

St. Charles uses a version of standards based report card. Students at Holy Ghost are graded using letter grades, comments and progress reports.

GRADING SYSTEM		RANGE
A+ = 100	C+ = 78-79	A = 90-100
A = 93-99	C = 73-77	
A- = 90-92	C- = 70-72	B = 80-89
B+ = 88-89	D+ = 68-69	C = 70-79
B = 83-87	D = 63-67	
B- = 80-82	D- = 60-62	D = 60-69
	U = 0-59	U = 0-59

If a student requires a modified curriculum, his/her parents will be notified in advance and his/her report card will reflect this modification.

## Safety at our Schools

It is our responsibility to provide a safe learning environment for everyone in our building.

Children come to us with rights that need to be respected. Most children act responsibly, which allows for optimum learning. **We will always recognize responsible, respectful behavior.**

Parental support and follow-up will assist us in providing a safe school environment and in teaching students to be respectful. Remember, we all have the same goal -- **SUCCESS FOR EVERY CHILD!**

All our schools require any person volunteering his/her time to have completed the La Crosse Diocesan Safe Environment and have been approved by the diocesan office before participating in any volunteer opportunities with any McDonell Area Catholic Schools. Contact the MACS Central Office (715-723-0538) annually for safe environment compliance.

Our school doors will remain locked throughout the school day. Anyone wishing to enter our elementary buildings may ring the doorbell for entry. When you visit our schools during the day, **PLEASE** sign in at the office. You will be given a visitor badge. This helps our students to know that you are supposed to be in the building. This procedure lets us know who is in the building at all times and helps provide for the safety and security of our students and staff.

Our school district has a policy forbidding any drugs or weapons (including look-alike guns, knives, etc.). Suspension and expulsion are possible consequences for violations of this policy

## HG Safety Patrols

Fifth grade students have the opportunity to be trained and serve on the Safety Patrol under the direction of a staff advisor. It is the responsibility of the safety patrols to assist students after school with crossing streets and boarding buses safely. Listed below are some of the expectations that are taken into consideration when selecting safety patrol students.

- Shows responsibility by making sure his/her homework is in on time
- Shows responsibility by having his/her planner signed regularly by a parent/guardian
- Is prepared to begin his/her school day
- Report card shows significant strength in personal development
- Is someone who has not received a "Think Sheet"
- Follows school rules
- Has consistent attendance
- Is courteous, respectful and kind to others at all times



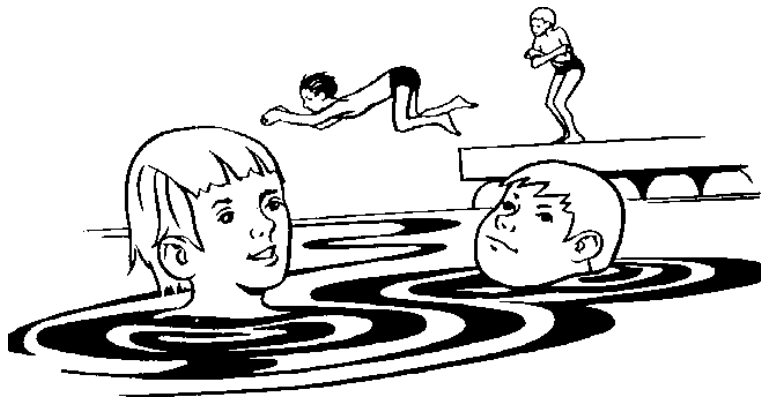
## **HG Student Council**

At Holy Ghost School, the Student Council is a service-based group that focuses on providing learning and leadership opportunities for grades 3-5 students. Council members campaign for office and are elected by their peers. A fifth grade president and fourth grade vice president are chosen and a representative from each homeroom is elected to represent their classmates. The council plans school activities, community service projects and much more!



## **HG Swimming Lessons**

All students at Holy Ghost School participate in swimming lessons at the YMCA as part of their physical education requirement. An additional fee will be charged for the cost of the swimming lessons and the bus transportation to and from the YMCA. Parents will be expected to pay this additional fee before their child can participate in swimming. Any family unable to pay this fee should contact the principal.



## **FAMILY INVOLVEMENT**

### **Communication**

Good communication between MACS staff and families is one of the most important elements of our success as a learning center. In order to ensure that you receive all vital information from school, we will use various vehicles of communication:

- Infinite Campus
- Our website at [www.macs.k12.wi.us](http://www.macs.k12.wi.us)
- If families do not have computer access, important school information will be sent home with your children. Many times we send these communications home with the youngest child in the family.
- You will receive a monthly MACS family newsletter via email. The newsletters can also be viewed on our website under the Parents quick link.
- Teachers send out weekly information pertaining to their classroom.

Successful communication needs to go both ways. We are partners in the education of your children and welcome your ideas, questions, thoughts and concerns.

If you have concerns that you would like addressed by a particular staff member, you should feel free to make an appointment to see that person. All staff members have voicemail where you can leave a message if they are unavailable when you call. Of course, our principal is always willing to address any concerns that you have, too. If your concerns require further attention, our MACS president followed by the area dean and ultimately the Diocese of La Crosse are options.

### **Faith Binders/School Folders**

Every student in grades K-5 has a daily take home folder or faith binder (Kindergarten). Students in grades 2 to 5 also will receive a student planner. The use of these materials provides families and teachers the opportunity to communicate on a daily basis.

Students should bring their folders and student planners with them to school every day and take them home every night so that parents and guardians can look over completed assignments, read informational notes and announcements, sign important papers and sign their name in the appropriate spot to indicate that work has been reviewed. Teachers will check folders and planners daily and read any notes that families have attached.

**Friday Folders are also used to transport important information home.** Please return the Friday folders when your child comes back to school.

### **Family Contact Changes**

It is very important for the school office to have current student data on every child. Please inform the office whenever you have a change of telephone number, address, place of employment, etc. Families may update such information themselves in their Infinite Campus parent portal as well. Please inform the school office of any changes.

### **Home and School Association (HandS)**

Our Home and School Association is an organization for McDonell Area Catholic Schools parents that supports teachers and families by assisting them in fulfilling their responsibilities in the Christian formation of their child. All parents, guardians, and staff are encouraged to become involved in HandS by attending quarterly meetings and volunteering to help with the numerous opportunities that build community relationships and support our students' education. It is through the Home and School efforts that our students enjoy such activities as the Harvest Hoedown celebration, the Annual Snowflake Dance, family game nights and such things as an author visit during Catholic Schools Week. The St. Charles/Holy Ghost "The Little MACS" yearbook is designed by our HandS parents. They will be available in the spring. HandS also awards "Make It Happen" grants to faculty members and supports teacher appreciation events.

### **MACS Athletic Boosters**

MACS Athletic Boosters is for all parents of athletes in grades 5-12. Parents are encouraged to come to monthly meetings (second Wednesday of every month at 6:00 p.m. in the McDonell Library) and are welcome to run for elected positions. This organization has fundraisers to help pay for uniforms, coaches' salaries, equipment, referees and capital improvements. Fundraisers include candy bar sales and running concession stands during home games at Holy Ghost School. All parents are expected to work the concession stand when their child is playing a game at Holy Ghost. These duties will be assigned by the coaches and/or a team parent. Recording sheets for volunteer hours are available on the MACS web page and should be brought to the school office when completed.

### **MACS Faith Boosters**

MACS Faith Boosters' mission is to support the faith formation efforts of MACS families and MACS staff. Our goal is to underpin endeavors that foster an environment in which all MACS staff, students, parents, and stakeholders can grow in the practice and application of their Christian and in particular Catholic Faith. All families and staff of MACS are members. Meetings are held the second Monday of the month at 7:00 p.m. at McDonell Central Catholic High School.

### **MACS Music Boosters**

This organization supports all of the music and fine arts programs at MACS. All parents in grades K-8 are considered members of the Music Booster Club (as music is a mandatory part of the school curriculum) in addition to parents with students in the high school band and choir. This group meets on the second Monday of every month at 6:00 p.m. at McDonell High School to discuss fundraisers, where to spend the money and any other issues. The main fundraisers for this group are the concession sales during football and track meets and the craft shows in fall and spring.

### **Lost and Found**

Each year the number of articles "found" is much larger than the number of items claimed. Our "Lost and Found" items will be located near the school office. Your children should be encouraged to check this table if they have lost something. Small valuables such as watches and jewelry will be kept in the school office. The labeling of clothing and possessions is helpful in returning lost items to the rightful owner. All unclaimed Lost and Found items will be donated to a charity at the end of the school year.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are held twice a year. Prior to conferences, a note is sent to parents asking for their preferred times. The staff makes every effort to accommodate busy family schedules. We expect that at least one parent/guardian will attend their child's conference. Additional Parent-Teacher Conferences may be held throughout the school year if warranted. A conference will be requested if your child is struggling to maintain grade level work or the student has some behavioral concerns. Parents or guardians may also request a conference with their child's teacher at any time if they have any concerns. We believe that scheduled time to share information and discuss a student's progress proves valuable to both the teacher and the family, and also reinforces to our students that schools and families work together.

### **Student Transportation**

If you meet the district requirements for busing, and have not received any busing information such as bus numbers and pick up/drop off locations, please contact the bus company (715-726-2454).

#### **Arrivals and Departure for St. Charles Students:**

Students who ride a bus to school and attend St. Charles School are dropped off in front of the building on Spruce Street each morning. A staff member will be at the door to greet all students and families as they arrive between 7:20 and 7:40 a.m.

Parents who drive their students to school are asked to park and walk in with their students to ensure their safety. Parents may park on either side of Spruce Street, except in the bus zone. **PLEASE DO NOT PARK IN THE BUS ZONE EVEN FOR A SHORT MOMENT!**

At the end of a school day, students riding a bus are picked up in front of St. Charles. If your child is riding home with you, parents are asked to enter the Pearl Street entrance and drive behind and around the school. Your child will be dismissed by staff members through the side door of St. Charles School between the playground and the school building (three or four students at a time).

#### **Arrivals and Departures for Holy Ghost Students:**

Students who ride a bus to and from Holy Ghost School are dropped off and picked up on Greenville Street. **PLEASE DO NOT PARK IN THE BUS ZONE EVEN FOR A SHORT MOMENT.** A staff member will be at the door to greet students and families as they arrive from 7:20-7:40 a.m.

Parents who drop off or pick up their students at Holy Ghost School are asked to enter the playground/parking lot through the opening furthest from the school door and exit using the opening closest to the school door. Parents will be driving in a horseshoe shape. In the morning, parents may stop by the back door and drop off their child without exiting their car. If a parent wishes to come into school, they should park behind the church.

In the afternoon, parents are asked to park in the parking lot facing the school and remain in your car. This will make it easy for you to exit using the opening closest to the school door. Students riding with parents/guardians will be dismissed to come to your car once the afternoon buses have departed.

#### **Bus Supervision:**

School personnel will supervise students waiting for buses. Supervision on board the buses is the responsibility of the bus company. Riding the bus is a privilege. Parents will be notified by the bus company, using Infinite Campus, if a child's behavior is unacceptable. All students will have an opportunity to meet with the bus company staff to review the PBIS model (Positive Behavioral Interventions and Supports) and expectations for riding the Chippewa Yellow Buses at the beginning of the school year.

### **Volunteering Opportunities**

Parents, guardians and families are greatly valued as partners in the education of their children. We encourage you to become involved in the many different areas of school life. Your involvement may occur mostly at home with your child (offering guidance and support, modeling education as a priority, and providing a successful learning environment in your home) and you may opt to volunteer in one of our school buildings or for school activities/events. Some examples of volunteer opportunities are: library parent, recess/lunchroom parent, classroom aid, reading buddy, Harvest Hoedown, Santa Shop, Spaghetti Spectacular, Mardi Gras, concessions at games, field trips, homeroom parent, or copy person. If you plan to volunteer at school, please remember that volunteers **MUST** have completed the La Crosse Diocesan Safe Environment and have been approved by the diocesan office **BEFORE** participating in any volunteer opportunities with any McDonell Area Catholic Schools (MACS). Contact the MACS Central Office (715-723-0538) annually for safe environment compliance.



We also encourage parents to make alternate arrangements for younger siblings so that they can enjoy the volunteering experience with their elementary school students. We highly value your role in the educational process and look forward to our partnership with you.



## INDEX

Absences 22  
After School Childcare Options 7  
Alcohol Use Policy 20  
Allergies 8  
Animal Visitation Policy 19  
Athletic Boosters 29  
Attendance/Ttruancy 10, 22  
Before School Childcare Options 7  
Behavior/Bullying Policy & Procedures 10-13  
Birthdays 22  
Calling School 5  
Class Pictures 22  
Cell Phones and Electronics Use Policy 14  
Communication 28  
Conferences 29  
Core Values 3-4  
Daily Schedule 7  
Divorced Parent Policy 20  
Dress Code Policy 15  
Emergency School Closings 7  
Entrance Policy 16  
Faith Binders 28  
Faith Boosters 29  
Family Contact Changes 28  
Fees and Payments 16  
Field Trip Policy 16  
Folders 28  
Fundraising Policy 17  
Goals 5  
Grades 26  
HandS (Home & School) 28  
Head Lice 8  
Health Records 8  
Hearing Screening 9  
Homework 23  
Immunization Requirements 9  
Internet Use Policy 17-18  
Leaving School Early Policy 18  
Lost Library Books 23  
Lost Textbooks 23  
Lost and Found 29  
Meals 23  
Medication Guidelines 9  
Medication Policy 18  
Mentor Programs 24  
Mission Statement 3  
Moving? 7  
Music Boosters 29  
Non Discrimination Policy 18  
Notes and Messages 19  
Office Hours 5  
Office Staff 5  
Pet Policy 19  
Phone Calls to/from Students 24  
Photo Usage Policy 19  
Placement Policy 16  
Playground Guidelines 24  
Playground Policy 24-25  
Religious Expectations 19  
Report Cards 26  
Safe Environment Policy 16, 20, 25, 29  
Safety at School 26  
Safety Patrols 26  
School Staff 6  
Separated Parent Policy 20  
Student Council 27  
Student Transportation 29  
Student Support Services Policy 20  
Swimming Lessons 27  
Title I Policy 20  
Tobacco Use Policy 20  
Toys from Home 21  
Vandalism Policy 21  
Visiting School 6  
Vision Screening 9  
Vision Statement 3  
Volunteer Policy 21  
Volunteering Opportunities 30  
Weapons Policy 21  
Wellness Policy 8

