

# NEWMAN CATHOLIC SCHOOLS

2022-2023

## PARENT – STUDENT HANDBOOK



**Fostering disciples of Christ through faith,  
service and academics.**

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# **Section I. Introduction, Goals, Directory, and Parish Information.**

Newman Catholic Schools is firmly committed to Catholic school education and has built upon the original elementary program started at St. Mary's in 1883. Newman Catholic Schools remains committed to its long-term mission of providing excellence in education in a Catholic school environment, offering high quality faith formation and education to youth in the Wausau area from the cradle to high school graduation.

Newman Catholic Schools is a Catholic school system in the Diocese of La Crosse. As a Catholic school system we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

## **Purpose of Handbook**

To answer some of the questions you many have concerning policies, we have prepared this handbook. This handbook is a summary of policies, procedures and general information we feel are important to every parent and student.

From time to time you may receive updated information concerning policy changes. If there is a conflict with any information contained in this handbook and other written documentation, then the terms of the handbook with the policy change and addendum will control.

Please read this handbook thoroughly and retain it for future reference. You will be asked to sign a disclosure statement that indicates that you have thoroughly reviewed its contents and have it for reference throughout the academic year.

## **Mission Statement**

Newman Catholic Schools promotes Catholic faith, service and academic excellence to cultivate a deep relationship with Jesus Christ and to become lifelong learners and disciples.

## **A Ministry Rich in Education**

Newman Catholic Schools stands by a set of guiding beliefs to fulfill our educational mission. We strive for NCS to be a system where:

- Students, parents, and teachers experience a community that fosters development in the Catholic Faith.
- Students are challenged to live a life filled with faith, love and devotion to God, and respect for others and self.
- There is a shared commitment among all involved in the operation and governance of the schools.
- A focus on Catholic Faith formation, academic excellence, and high expectations are values shared by all.

- The Catholic school community acknowledges its influences on students and uses this to help them grow in faith, personal responsibility, and confidence.
- Hard work is valued as a means to serve God and represents a life that leads one to their fullest potential as a person of God.
- Education beyond high school, and throughout one's life, is valued as a means to a life of service and leadership.
- There is a personal approach to each student

## **Saint John Henry Newman**

Cardinal Newman is the namesake of our school system. He was an avid Catholic writer and in response to the modernist education movement, he illustrated in his seminal work, *The Idea of a University*, he illustrated beautifully how Faith and education come together in a Catholic school. One of his prayers (excerpt from a longer prayer) below is important to our Newman identity.

God has created me to do Him some definite service,  
 He has committed some work to me which He has not committed to another,  
***I HAVE MY MISSION***  
 I may never know it in this life but I shall be told it in the next  
***I AM A LINK IN A CHAIN***  
 A bond of connection between persons He has not created me for naught  
 I shall do good -- I shall do His work

## **Vision for the Future**

Newman Catholic Schools will be the choice for a Catholic education built on academic excellence, strong community and a deepening relationship with Jesus Christ.

# **Locations**

## **Early Childhood Centers**

### **St. Michael**

615 Stark Street  
Wausau, WI 54403  
715.848.0206

### **St. Therese**

112 W. Kort Street  
Schofield, WI 54476  
715.355.5254

## **Elementary Schools**

### **St. Anne**

604 N. 6<sup>th</sup> Avenue  
Wausau WI 54401  
715.845.5754

### **St. Mark**

602 Military Road  
Rothschild, WI 54474  
715.359.9662

## **Middle / High School**

### **Newman Catholic Middle & High Schools**

1130 W. Bridge Street  
Wausau, WI 54401  
715.845.8274

## **Supporting Offices**

### **Advancement & Alumni Office**

619 Stark Street  
Wausau, WI 54403  
715.842.4805

### **Central Office**

619 Stark Street  
Wausau, WI 54403  
715.845.5735

# **Administrative Structure of Schools and System**

Newman Catholic Schools is governed by the Bishop of the Diocese of La Crosse, The Most Reverend William Patrick Callahan and then by local pastoral leadership, generally a dean to NCS. The Dean and Bishop appoint a system administrator, the President. The President is responsible for the business and educational operations of the NCS system and has authority over all NCS personnel. The President, in consultation with pastors and diocesan authority, appoints administrators and site directors to lead the operations at each school and early childhood center. The administrators and site directors do not have sole authority over the program as they are required to act with frequent consultation of the President.

## **Goals – Religious and Academic**

### **System-wide goals**

- Create an environment which stresses Catholic Christian values.
- Assist students in forming the foundation of a spiritual life that will carry them through adulthood.
- Provide an educational environment where all facets of each student; spiritual, intellectual, social, emotional, and physical potential is developed to its fullest potential.
- Provide students opportunities to learn 21st Century skills; critical thinking, creative problem solving, research, writing, inquiry, collaboration, and other related skills needed for the world of tomorrow.
- Accent an academic curriculum that include studies in; religion, English language arts/reading, mathematics, science, social studies, world languages, technology, art, music, and physical education.

## **Focused Goals by Level**

- **High School – Grades 9-12.** Newman Catholic High School acknowledges its special role as a Catholic, college-preparatory high school learning community, established in 1951. It is named for the 19th-century educator and philosopher, Blessed John Henry Cardinal Newman. To that effort, NCHS strives to help students serve as outstanding role models of Catholic faith, service, academic excellence, and school leadership.
- **Middle School Level – Grades 6-8.** Newman Catholic Middle School has a special role to assist students in transitioning from elementary to high school education. To that effort, NCMS offers a developmental approach to help students grow in learning, service, and personal responsibility.
- **Elementary and Early Childhood Programs – Birth to Preschool to 4K to Elementary Grades K-5.** NCS's elementary and early childhood programs strive to prepare students for school success. An emphasis on learning basic knowledge about the Catholic faith, literacy, mathematics, technology, world languages, fine arts and Christian service provide a solid foundation for further educational experiences.

## **Diocesan Administration**

- **Bishop**: Most Rev. William P. Callahan, Bishop of La Crosse Diocese.
- **Office for Catholic Schools**: Mr. Thomas Reichenbacher, Superintendent for Office of Catholic Schools.
- **Dean for Wausau Deanery**: Rev. Msgr. Mark R. Pierce, Pastor of Wausau Eastside Parishes (Resurrection and St. Michael).

## **Newman Catholic Schools Supporting Parishes**

- Church of St. Anne, Wausau, WI.
- Holy Name of Jesus Parish, Wausau, WI.
- Resurrection of Our Lord Jesus Christ, Wausau, WI.
- St. Mark Parish, Rothschild, WI.
- St. Matthew Parish, Wausau, WI.
- St. Michael Parish, Wausau, WI.
- St. Therese Parish, Rothschild, WI.
- St. Agnes Parish, Weston, WI: partially supporting grades K-12.
- St. Mary Parish, Marathon, WI: partially supporting grades 9-12.
- St. Paul Parish, Mosinee, WI: partially supporting grades 9-12.

## **Central Office Administration**

**Interim President:** Mr. Jeff Gulan

**Director of Instruction:** Ms. Amy Mettlach.

**Director of Advancement and Alumni:** Mrs. Sarah Keene.

**Director of Enrollment and Marketing:** Mrs. Jacci Lepak.

**Controller / HR Manager:** Ms. Samantha Nevienski.

**IT Coordinator:** Mr. Dave Radtke.

**SCRIP Coordinator:** Mrs. Christine Svenes.

## **Contact Information**

<p><b><u>NCS Central Office</u></b>            619 Stark St.            Wausau WI 54403            Phone: 715-845-5735            FAX: 715-848-3582</p>	<p><b><u>NCS SCRIP Office</u></b>            619 Stark St.            Wausau, WI 54403            Phone: 715-842-4805            FAX: 715-848-3582</p>	<p><b><u>NCS Advancement Office</u></b>            619 Stark St.            Wausau, WI 54403            Phone: 715-842-4805            FAX: 715-848-3582</p>
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**NCS website:** <https://www.newmancatholicschools.com/>

# **School Information and Start / End Times**

## **Newman Catholic Middle / High School – Grades 6-12**

Ms. Carl Fech, Middle School and High School Principal.

Mr. Paul Michlig, Dean of Students.

Ms. Keri Wulf, Middle / High School Counselor.

Ms. Amy Mettlach, Director of Instruction.

1130 W. Bridge St.,

Wausau, WI 54401

Main Office: 715-845-8274

Students Start @ 7:31am - End @ 2:48 pm – Attendance at 7:35am

## **Newman Catholic Elementary School (NCES): St. Anne – Grades K - 5**

**Mrs. Terry Vechinski, Principal**

**Mrs. Kim DeByle, Teacher-in-Charge**

604 N. 6th Ave., Wausau, WI 54401 Main Office: 715-845-5754

Students Start @ 7:55 am - End @ 2:45 pm

## **NCES: St. Mark –Preschool, 4K, K - 5**

**Mrs. Shirley Heise, Principal**

**Mrs. Mary Hart, Teacher-in-Charge**

602 Military Rd., Rothschild, WI 54474

Main Office: 715-359-9662

### **Preschool Classes**

3-Day Preschool Program (T/Th/F)

Start 8:00am - End 10:30am T/Th/F

### **4K Classes**

4K Community Collaborative – Morning

Start 8:00am – End 10:40am

4K Religion (optional program)

Start 10:40am – End 11:00am

4K Religion (optional program)

Start 11:40am – End 12:00pm

4K Community Collaborative - Afternoon

Start 12:00pm – End 2:40pm

### **Elementary Classes**

K-5 Students

Start 7:55am and End @ 2:40pm

## **NCECC: St. Michael – Preschool, 4K and Licensed Child Care Birth – Age 6, Summer 4K**

**Mrs. Sarah Welch, Child Care Site Director and 4K Administrator**

615 Stark St., Wausau, WI 54403

Main Office: 715-848-0206

### **Preschool Classes**

3-Day Preschool Program (T/Th/F)

Start 8:15am - End 10:45am T/Th/F

### **4K Classes**

4K Religion (optional program)  
 4K Community Collaborative – Morning  
 4K Religion (optional program)  
 4K Community Collaborative – Afternoon

Start 8:15am – End 8:40am 4-K.  
 Start 8:40am – End 11:10am  
 Start 12:05pm – End 12:30am 4-K.  
 Start 12:30pm – End 3:00pm

**Licensed Childcare**

Available year round

Open 6:30am – Close 5:30pm

**NCECC: St. Therese- Licensed Child Care Birth – Age 12 and Before/After School and Summer Care**

**Mrs. Amy Faust, Child Care Site Director and 4K Administrator**

112 W. Kort St, Schofield, WI 54476 Main Office: 715-355-5254

**4K Classes**

4K Community Collaborative - Morning  
 Afternoon

Start 9:00am – End 11:40am 4-K Community Collaborative -  
 Start 12:40pm – End 3:10pm

**Licensed Childcare**

Available year round

Open 6:30am – Close 5:30pm

**Newman Catholic Schools Education Commission**

**Parish/Dept**

**Pastor**

**Lay Member Reps.**

St. Anne	Rev. Tom Lindner	John Knoll
St. Matthew	Rev. Sebastian Kolodziejczyk	Jack Reeves
St. Mark	Very Rev. Allan Slowiak	Rick Svennes - Chair
Resurrection	Msgr. Mark Pierce	Laura Reamer
Holy Name	Rev. Sam Martin	Mike Murphy
St. Michael	Msgr. Mark Pierce	Cathy Hackel
St. Therese	Rev. Albert Saleth	Marcy Stenstrom
St. Agnes (Weston)	Rev. Roy Greg Bohren	
St. Mary (Marathon)	Rev. Joseph Diermeier	Claire Meney
St. Paul (Mosinee)	Rev. Don Meuret	
Finance Committee	Chris Pfender	
Booster Club	Ross Bodenheimer	
NCMS/HS	Rev. Eric Mashak, Chaplain/Associate Pastor, Eastside Parishes	
Ex-Officio	Mr. Jeff Gulan, NCS President	
Ex-Officio	Sarah Keene, Director of Advancement & Alumni	
Ex-Officio	Amy Mettlach, Director of Instruction	
Ex-Officio	Jacci Lepak, Director of Marketing & Enrollment	
Ex-Officio	Samantha Nevienski, Human Resources Manager & Controller	
Ex-Officio	Building Administrators	
Mr. Thomas Reichenbacher	Superintendent, Office of Catholic Schools, Diocese of La Crosse	



# **Newman Catholic School Non-Profit Corporate Status**

Newman Catholic Schools operates as a not for profit 501(c)(3) religious, educational organization. For claiming of tuition payments on Wisconsin State Income Tax yearly filings, use NCS Federal ID Tax Number: 39-1556442.

## **Section II. Relationship between Parish, School, and Families (Adopted in 1997 by the NCS Education Commission)**

NCS and its entities are a shared ministry of ten Wausau area parishes. It is parochial in nature, an important distinction. As a shared ministry, NCS supports a parish's educational mission by offering education in the Catholic faith and in academic subjects in a Catholic school experience. Revenue paid by the parishes to NCS is an important source of funding. Together, parishes, parents and others provide the necessary revenue to offer a Catholic school education in our community.

Families, schools and parishes work together toward the common goal of preparing students to live as disciples in their schools, parishes, and the larger community. Pastors and parishioners should be visible in the schools, and families and students should be visible in their parishes in order for students to live the message of Christian discipleship.

To meet these goals, it is important that families and NCS students do the following:

- Formally register as parishioners with a NCS supporting Catholic parish and strive to be active parishioners.
- Attend Sunday Mass weekly - school Masses do not replace the Sunday mass.
- Financially support the home parish on a weekly or monthly basis.
- To meet these goals, it is important for pastors to lead in the following ways:
- Be visible in NCS (including the middle school and high school) by being present at school social events and in classrooms, when possible.
- Support and promote NCS as the preferred method of teaching the faith.
- Act as celebrants for Masses with students and administer the sacrament of Reconciliation.

## **Sacramental Preparation**

Parents, along with parishes, are responsible for the "immediate" preparation for receiving the sacraments of Reconciliation, First Eucharist and Confirmation. The schools (and parish religious formation programs) provide the background education – the catechism, the history of the sacrament and theology. Parishes confer the sacraments, as well as provide the immediate preparation for the sacrament itself. Teachers are welcomed and encouraged to participate in parish celebration of the sacraments with their students.

By working together, families, schools and parishes do a more effective job of helping our students become the future of our Church.

# **Resolution and Appeals Procedures – Administrative Recourse**

This policy outlines the appeals process and chain of authority to be followed in resolving differences. Parents and students may be required to put appeals requests in writing. There are specific timelines set for appeals as it relates to dismissal and expulsion. See Section VII: Conduct and Discipline in this handbook:

1. Teacher, Coach or other school employee.
2. Activities Director if applicable to an athletic issue.
3. Principal.
4. President.
5. Pastoral Authority.
6. Dean.
7. 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 La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

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

If the grievance is against an authority of 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 such as members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. The pastor is obliged to respond to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10; 2, 20) if the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with this case, the diocesan bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

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

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the diocesan bishop in the case of the removal of a pastor (cf. Cann. 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Cann. 1749-1752)

## **Penalty Status During Administrative Recourse (Diocesan Service Policy [DSP] 1392)**

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

# **Section III. Faith Formation and Diocesan SAFE Environment Policies**

## **Faith Formation**

The religious program consists of formalized daily religion / theology instruction supplemented weekly through the celebration of the Holy Sacrifice of the Mass, regular prayer, Adoration and Reconciliation opportunities, as well as a shared love, respect and concern for others. The religious program relies on students and teachers sharing daily experience as it relates to Catholic teachings as a foundation for spiritual growth. The religion curriculum of the Diocese of La Crosse is followed.

## **The Holy Sacrifice of the Mass**

The Holy Sacrifice of the Mass is not only a ritual which reminds us of the sacrifice of Calvary, but through the ministry of ordained priests, Christ continues, until the end of time, His sacrifice of the Cross in an unbloody manner.

The Holy Mass is the sacrifice by which the Church not only remembers Jesus Christ, but really brings Him, His saving Death, and His Resurrection into the present, so that His followers might become part of it. The Church can do this because Jesus is united to His Church in the Holy Spirit. When the Catholic Church celebrates the Eucharist, Jesus is truly there, and it is He Who does once more what He did at the Last Supper.

At the Last Supper, our Lord instituted the Eucharistic Sacrifice of His Body and Blood, to continue for all time by His sacrifice of the Cross until He would come again. In the Mass, Jesus gave His Church a remembrance of His Death and Resurrection, which is a true sacrifice. In the name of the whole Church, the priest offers the Sacrifice of Jesus in an unbloody and sacramental manner in the Holy Eucharist. The priest, acting in the Person of Christ, brings about the Eucharistic Sacrifice and offers it to the Father in the name of all the people.

The Mass is a prayer to the Father, in which we give Him thanks and praise for the merciful redemption He has offered us in His Son, Jesus Christ. We also ask forgiveness for our sins and beg the Father's blessing upon ourselves and our fellowman.

The Mass is a sacrifice because it makes present our Lord's own offering of Himself to His Father, on the Cross. When we participate in the Mass, in memory of Him, we enter into that offering and become a part of it.

The Mass also makes present to us Jesus' Resurrection because His sacrifice establishes a bond of friendship and love between the Father and His children. Just as we share in Jesus' Death at Mass, so we also share in the new life of the Spirit which was bestowed upon Jesus in His Resurrection.

The Holy Sacrifice of the Mass is very important because it brings together all of the gifts which the Father has given us in Jesus Christ. It brings into our lives the very presence of our Lord Jesus, His sacrifice on the Cross, and the new life of the Holy Spirit which He opened to us by His Resurrection.

Students in K-12 generally attend Mass weekly. Non-Catholic students attend Mass and are encouraged to participate in the worship service. Per Catholic doctrine, non-Catholics may not receive the Eucharist. The pastors and school personnel assist Catholic and non-Catholic students in learning how to be engaged in the liturgical experience.

## **Catholic Sexuality and Chastity Curriculum**

All NCS staff, parents and students are required to follow the directives and guidelines of the Diocese of La Crosse in regard to teaching the Diocesan Human Sexuality Curriculum. The parent is the primary educator of human sexuality and the school's role is to support, not replace, the parent. Chastity and the sanctity of marriage are vital messages for students to receive. Per Diocesan policy, explicit teachings of human sexuality are not allowed.

## **SAFE Environment Program of the Diocese of La Crosse – Child Sexual Abuse Policies and Procedures**

The Diocese of La Crosse including all NCS pastors and staff members are fully committed to protecting students from child sexual abuse and maintaining a safe Catholic school environment. Therefore, the Diocese of La Crosse has developed a SAFE ENVIRONMENT PROGRAM. All parents of enrolled students, along with all staff members, and volunteers working directly with students are required by the Diocese of La Crosse to read the safe environment policies and procedures regarding sexual abuse, complete required online training, and provide the required background check information. The training program, governing decrees, the child sexual abuse policy and reporting manuals are available to all through the Diocese of La Crosse website at:

<http://www.dioceseoflacrosse.com/safe-environment/Training.htm>

NCS will notify parents at the start of each school year regarding Safe Environment requirements and deadlines.

## **Non-Catholic Student Participation Policy**

As per Diocesan service policy (DSP 6225), non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities, both curricular and extra-curricular, and in courses of study as Catholic students, provided such activities are permitted by Catholic Church law. Newman Catholic Schools will comply with regulations pertaining to Wisconsin Parental Choice Program (WPCP) students and the Special Needs Scholarship Program (SNSP) students with regard to religious participation.

## **Prayer**

Prayer is an integral part of the Newman student's day. Students begin and end the school day with school-wide or classroom prayer, pray at varied times throughout the day, and attend communal prayer services throughout the year. Retreats are also an integral part of prayer life for students in grades 4 & 5, as well as all middle school and high school students. The Campus Minister for the Middle School/High School is responsible for the coordination of all retreats throughout the Newman Catholic Schools system.

# **Sacraments and Sacramental Preparation**

**Sacraments:** Each parish and St. Mary's Oratory prepares its members for reception of the sacraments. Initial preparation and reception of sacraments is a function of the local parish or oratory, and parents are an integral part in the preparation for the reception. Parents are asked to notify the school when a sacrament has been initially received. This information is recorded in the child's cumulative school record.

**Reconciliation:** Students are offered the opportunity to receive the sacrament of Reconciliation at varying times during the school year depending on the availability of pastors. In addition, all students and parents are encouraged to attend Reconciliation services at their home parish or oratory.

## **Service**

Christian service opportunities are provided for school-age students at the individual, classroom, grade or school level. Students in middle/high school are required to document their service hours and write a reflection on the experience.

# **Section IV. Administrative Procedures and Policies**

## **Academic Expectations and Course Information**

### **General Rationale**

The following list (not all inclusive) shows general expectations for student academic excellence. Students are expected to:

- Practice active listening and oral presentation skills.
- Study independently at home and use study time at school productively.
- Study and work cooperatively with other students.
- Complete all assignments, homework, projects by the required time and in the manner required by the teacher.
- Present completed work that is the student's own, not plagiarized, not copied and not previously submitted from a prior course, grade level or assignment.
- Participate fully in class activities being presented by the instructor.

### **High School**

- Course Requests - Every effort is made to honor course requests, but scheduling conflicts or class limitations at times prohibit this. Priority in scheduling classes is given to those required for graduation. Resolutions to scheduling conflicts include postponement of the course to a later time and/or selecting an alternate course.
- Participation in varsity athletics may be used to satisfy 0.5 credit requirement for physical education.
- High school courses are considered for credit toward graduation whether earned in middle or high school.
- Students lacking the sufficient number of credits may or may not be allowed to participate in commencement activities depending on individual circumstances. However, only students meeting graduation requirements will receive their NCHS diploma.
- An individualized service plan (ISP) will be developed for all students with identified disabilities (IEP).
- Students who have completed fewer than 14 credits at the beginning of their junior year or fewer than 21 credits at the beginning of their senior year, must meet with the School Counselor to review options for obtaining required credits.
- Junior and Senior students in good standing may apply as a Teaching Assistant for 1/4 credit per semester. This is a course and there are requirements noted on the application form. All applications are reviewed and approved by the administration, and selected by the instructor.

### **All Grade Levels – regarding Physical education participation**

A medical slip is required for a waiver from the physical education (P.E.) requirement, and is also required for a student's return to P.E. participation. The school reserves the right to require alternative programming in lieu of required participation. An individualized service plan may be written in these situations.

# **Academic Recognition – “Honor Roll,” and Academic Letters**

Student achievement is publicized. The NCS elementary schools do not issue academic honor rolls.

## **High School Academic Honor Roll**

- Highest Honors: Average GPA in the range of 3.75-4.0.
- High Honors: Average GPA in the range of 3.50-3.74.
- Honors: Average GPA in the range of 3.25-3.49.
- An “F” in any course automatically disqualifies a student for any honors.
- Honor Roll membership is determined 2x/year at the conclusion of each semester.

## **High School Academic Letter**

- A criterion for earning an academic letter and/or pin is based on a GPA of 3.50 or higher for the current year.
- Presentation of academic letters and pins are issued in the following fall semester.

## **High School Graduation Honor Cords**

Seniors who have successfully maintained GPA’s in line with the above honor roll criteria through the third quarter will be recognized at graduation with specific honor cords.

- Highest Honors – Gold.
- High Honors – Silver.
- Honors – White.

## **Middle School Academic Honor Roll:**

MS honor rolls are issued at the end of each grading quarter.

- Highest Honors – 4.0.
- Honors – 3.50 – 3.99.

## **Eighth Grade Academic Recognition**

Grade 8 students who have maintained honor roll status throughout grades 6-8 are recognized at the promotion.

## **Admission**

### **General Considerations**

Diocesan School Policy, DSP 5101, indicates that every Catholic school in the Diocese of La Crosse respects the dignity of every individual. Therefore, NCS will not discriminate on the basis of race, nationality, religion, or gender in regard to enrollment.



When there are more applicants than space available for a particular class, decisions on who will be accepted will be based on the date registration is received by NCS and the following considerations:

- Children who were NCS students during the previous year and place of previous attendance.
- Members of currently enrolled NCS families.
- Catholic and parish membership.
- School attendance boundaries and parish membership.
- Other pertinent information.

The NCS President is the final authority for assignment of registrations. No registration is secure until final approval by the school administrator. Registrations for all grade levels and programs are subject to space availability.

## **New Student Requirements**

### **General**

The principal will request information about the student(s) from the former school including past academic and behavioral records and exceptional educational needs and services needed prior to final acceptance of registration.

Age requirements for Preschool, 4K, Kindergarten:

- Preschool: Age 3 on or by September 1.
- 4K: Age 4 on or by September 1.
- K: Age 5 on or by September 1.

**Note:** Because of our public-school partnership in the delivery of 4K programming, age requirements may not be waived for 4K programs.

### **Home-schooled Students**

An assessment may be required to determine grade level placement.

### **Wisconsin Parental Choice Program**

Newman Catholic Schools (NCS) will only reject a student's choice application if they do not meet the State of Wisconsin Department of Public Instruction (DPI) mandated program requirements. If applicable, NCS will conduct a random selection within one week of the end of the open application period and before the count date. Appeals will follow the NCS guidelines.

### **WPCP Appeals Process**

Per Wisconsin statute 119.23(3) (a) which states that a school must, "Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason." A school may only reject an applicant for not meeting income and residence requirements, or for losing a random selection lottery. Under Newman Catholic Schools' appeal process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the

Newman WPCP coordinator or system president the applicant was improperly rejected. The evidence must include income and residency documentation. The NCS WPCP coordinator or system president shall respond to the applicant's appeal within five working days of receipt of the appeal, notifying him or her of the acceptance or rejection of the appeal. Following that process, appeals will continue through Administrative Recourse, noted in Section X of this handbook.

## **Proof of Guardianship**

In a situation where there is a custody agreement, the school must have the portion of the agreement that stipulates custody and any other information pertinent for the school (per Diocese of La Crosse School Policy 5302). Copies of custodial decrees must be on file at the school and parents are to notify the school immediately of any change in the agreement.

## **Transfer Students**

General guidelines for accepting transfers to NCS:

- Parents must sign a confidential release of records form and all required information must be received prior to admission/registration.
- Academic or disciplinary actions including expulsions from previous school will be honored.
- Evidence of rehabilitative progress is needed for students with a history of alcohol or other drug violations.
- Academic standing will be determined by the NCS principal in consultation other school personnel after receipt of transcripts/records from the previous school.
- Transfer students will be admitted at the beginning of the next semester in most cases in order to allow completion of current academic work.
- All transfer students are placed on a **probationary period, generally 9-weeks**. If at that time, when academic and/or behavioral progress has not been satisfactorily demonstrated, the school will initiate withdrawal proceedings.
- Wisconsin Interscholastic Athletic Association (WIAA) policy regarding eligibility will be followed by NCHS for athletics.

## **International Students**

NCS recognizes the need to learn about other cultures and the importance of developing global relationships. It is interested in accepting international students as a part of the high school program.

## **Local Host Families**

Current Newman families interested in hosting an international student should contact the NCMS/HS principal for more information. NCS reserves the right to approve all host families prior to final student admission.

## **International Families**

NCS is required to abide by all national and international rules for VISA requirements, as well as all Newman Catholic Schools and diocesan requirements for application and admission. Before being considered for admission and the issuance of an I-20 from Newman Catholic High School, all required information must be submitted to the principal. Only English proficient students will be

accepted. Costs associated with compliance of all requirements are the responsibility of the international family. NCHS does not offer financial aid to international students. All fees and tuition must be paid prior to accepted admission. If a student is attending NCHS for more than one academic year, fees and tuition for the upcoming academic year must be paid on or before August 1 or another NCS established date. Failure to do so will result in the student being dismissed and notification to US authorities. This will affect the student's legal status in the United States and the I-20 and/or VISA will more than likely be revoked.

The following conditions include, but are not limited to:

- A Test of English as a Foreign Language (TOEFL) score of at least 587-620 (paper score) a 95-105 range, or a 6.5-7.5 on an IELTS.
- Only tests administered by an official US agency, institution in the US, or the student's home country will be accepted. Documentation that the TOEFL test was administered in a supervised, approved location is required.
- Student essay to the school telling about yourself, why he/she would like to study at Newman, etc. must be written in English without translation devices and/or help from current English teachers. Should be 1-2 pages typed, double spaced.
- Current color photo of student, recommended size 4 x 5 – shoulders and face. Second photo of entire person also recommended.
- Clear copies of the 1) Birth Certificate, 2) Passport and 3) complete academic transcript from current school.
- Signed and notarized letter showing parent permission to attend Newman Catholic High School.
- Signed and notarized letter showing parent permission to live with specified host family. This letter must also include a *statement of custody* granting rights to the host family to act as guardian. The I-20 form may be issued prior to finalizing host family accommodations.
- Financial statement showing the necessary funds available for schooling and living expenses. Please see the Tuition and Fees Tables.
- Letter from current physician stating that you are fit to attend school and participate in athletic and other activities.
- Record of immunizations. Must be immunized as required for education in Wisconsin.
- Signed and completed Newman Catholic High School International Student Application. Students involved in an accredited exchange program will need to submit that application instead of the Newman Catholic High School International Student Application.
- In compliance with NCHS policy, in order to be eligible for valedictorian or salutatorian status a student must have attended Newman Catholic High School for a minimum of three consecutive semesters prior to graduation.
- An NCS Registration and Tuition Agreement form must be completed before admission is granted.
- The above information does not guarantee admission as an international student to NCS.
- Global Outreach (GO) students accepted into the program may attend Newman for one year only per GO policy.

## **Advanced Placement Course Options**

### **High School**

Participation in the Advanced Placement (AP) program is elective and dependent on the student's past academic performance and teacher recommendation. Students are nominated to

participate by their teachers and/or school counselor based on achievement. Advanced Placement course offerings are dependent on enrollment and teacher availability. Optional AP testing is administered in May for a fee. Students who are enrolled in specific AP courses are highly encouraged to take the corresponding AP test since the experience mirrors college level testing. The school will inform parents and students of required AP test fees. Refunds for tests not taken will be issued, less administrative costs.

NCHS awards regular high school credit for AP courses. Students who sign up for an AP course and decide to drop the course must conference with the instructor and school counselor. Certain book or material fees may be required when the course is dropped.

## **Assessments: Standardized Tests and Other Methods**

**Assessments – Standardized Tests and Other:** NCS will administer state required tests for students enrolled through the Wisconsin Parental Choice Program.

### **High School Level**

- **ACT and SAT:** Students planning to attend an institution of higher education (university, college, or technical school) should plan on taking the ACT and/or the SAT. ACT or SAT testing is voluntary, with the exception of all junior students who are required to take the ACT at NCHS expense. The school will inform students/parents of test dates via its usual communication vehicles. Generally, test costs are the responsibility of the parent or guardian.
- **Required:** Diocese of La Crosse Faith Literacy Test: Administered to students in Grade 11.
- **Required:** Several standardized tests are administered to students in the course of their high school career. The purpose is to help monitor student achievement and to evaluate the school's curriculum and teaching methodologies.
- **GRADE 11:** Diocese of La Crosse Faith Literacy Test
- **GRADE 10:** Wisconsin Forward Exam.
- **GRADE 9/10:** ACT Aspire™ in spring for 9th and 10th grade.
- **Optional:** PSAT-NMSQT Achievement Test (National Merit Qualifier)

### **Grades 4K-8**

- **Required:** Wisconsin Forward Exam for English Language Arts and Mathematics assessments in the spring for grades 3-8. Wisconsin Forward Exam for Science in the spring for grades 4 and 8. Wisconsin Forward Exam for Social Studies in the spring for grades 4 and 8.
- **Diocese of La Crosse Faith Literacy Test:** Administered to students in Grades 5 and 8.
  - **Star Early Literacy or Reading and STAR Mathematics** assessments are administered to students grades K-8 three times per year. More frequent testing may be required to assess student progress. Tests are administered electronically.
  - **4K student assessments** are administered as required by the partner public school district.

**Wisconsin Parental Choice Program (WPCP):** The Wisconsin Forward Exams and ACT Aspire™ test are administered to all students in the grades depicted above and ensure compliance with the assessment requirements for schools participating in a Wisconsin Parental Choice Program. Therefore, no student that is part of the WPCP will be singled out for testing separate from his or her peers.

**Assignment Notebooks:** Students in Grades 2 -8 are issued an assignment notebook as an

organizational tool. Students are expected to bring it to each class and record assignments as they are issued. Parents are encouraged to check assignment notebooks at home for completeness and pertinent information, and may be asked to sign the notebook to help students develop responsibility. If an assignment notebook is lost, a second copy may be obtained in the school office for a minimal fee.

## **Attendance Procedures and Policies**

**Attendance Requirement: Under Statute 118.16, Wisconsin students are required to attend and be on time for all parts of the school day including study hall, lunch hour, or any scheduled part of the school day.** Daily attendance at school is essential for a student to be successful in school. Wisconsin has a compulsory attendance statute and NCS requires parents and students to comply with it as part of continued enrollment. **NCS will enforce appropriate consequences either at the school level and/or beyond.** School is the student's full-time job. Therefore, all parents are responsible for their student's attendance until the student reaches 18. Students who are under 18 years of age and who violate state compulsory attendance laws are subject to referrals of truancy to the appropriate public authorities. Students over the age of 18 at the start of the semester are **not** subject to state law regarding compulsory attendance. Therefore, they are subject to disciplinary procedures at the school level which may include but is not limited to immediate dismissal from NCHS for failure to follow Newman attendance policies and procedures.

In keeping with WI attendance law, parents and students are **ADVISED** to plan vacations, family trips, college visits, and other job shadowing appointments, and medical/dental appointments, etc. around the school calendar and around the school's daily calendar.

IMPORTANT NOTICE: The Wisconsin state statute for mandatory attendance applies to all unexcused absences. According to WI law, the power to deem an absence as excused or unexcused lies with the school and does not lie with the parent, guardian, or student. The school administrator has the legal authority to determine if an absence is excused or unexcused. **Therefore, vacations, family trips of any length, college visits, and other absences – planned or unplanned - including various medical and dental appointments may be deemed *unexcused* by the school administrator and will be subject to the penalties of the law.**

### **Attendance Markings for Student's Attendance Records**

- **Full-day Absent:** Student is absent the entire school day.
- **Partial-day Absent:** Student is for a portion of the school day.
- **Tardy:** Arrives at school between the designated start time and before 25% of the school day has been completed.
- **Left Early:** Student leaves school prior to the conclusion of the school day.

### **Procedures for Unplanned Absences - Illness, family emergency, family tragedy, etc.**

On the day of an absence, the student's parent/guardian is expected to call the following before 8:30 a.m. to confirm the absence:

- **Middle / High School:** Contact the Attendance Office (715-845-5885)
- **Elementary:** Contact the School Office
- **Verbal or Written Excuse Requirement:** Parents/guardians are required to provide the school with a verbal or written explanation of the student's absence at the time they inform the school of the absence. Failure to call will necessitate appropriate school personnel to call the parent/guardian's home and/or place of employment as a means to confirm the absence, and at which time a verbal explanation of the absence must be

provided. If no excuse is provided for the absence at this time, it is likely that the absence will be defined as an unexcused absence and will be subject to the penalties applied to such absences.

- **Health information requirement:** Parents must inform the school of any communicable diseases/illnesses since the school has a responsibility to inform the Marathon County Health Department of situations that may affect the health of its pupils. Parents may also be requested to provide specifics of the student's illness to the school.

### **Requests for Homework**

Requests for homework must be made by 8:30 a.m. Requests made after that time may not be accommodated.

- **Grades 6-12:** Call the Middle School/High School Attendance Office (715-845-5885).
- **Elementary:** Call the School Office

### **Required Activity Attendance Policy**

Certain field trips, class trips, retreats, activities, etc. are part of the NCS curriculum and are deemed mandatory. Absences during these experiences may be marked unexcused.

### **Returning to School after an Absence**

- **All Levels:** Upon returning to school, a student must present a signed and dated written excuse from the parent/guardian explaining the nature of the absence. All excuses are maintained in the student's file.
- **Grades 6-12:** Upon returning from an absence, a parental note is to be submitted to the Student Services Office.

### **Anticipated Absences: Including Planned Family Vacations**

- Anticipated or planned absence arrangements should be made at least a week in advance. All anticipated absences are to be approved by the school administrator or the school attendance office (high school). In the case of funeral leave, parents should inform the school of an anticipated absence as soon as they are able. Arrangements for makeup work must be made prior to the anticipated absence. Not all school work may be made up, in which case, an alternative assignment may be provided.
- Anticipated absences are discouraged because it may not be in the best academic interest of the student. Even a single day may cause a significant educational gap. Certain aspects of instruction may not be replicated including group work, discussions or demonstrations.
- All anticipated absences are subject to policies regarding excused or unexcused absences.

### **Unexcused Absences or Truancy**

**General Definitions:** According to Wisconsin Statute 118.16 for compulsory Attendance, **the school is the authority that excuses or not excuses any absence for all or part of any school day.**

Even if the parent grants permission to their student to be absent, a written parental excuse which clearly states the reason for the absence must be presented by the parent. This note is considered as a request from the parent asking the school to excuse the absence. The school may request additional information from the parent which is used to deem an absence as excused or unexcused. NCS will deem an absence as **UNEXCUSED OR TRUANT** in a variety of situations but is not limited to those listed below:

- Chronic or repeated absences or tardies at the start of the day or the start of any class
- Repeated absences for medical reasons without appropriate medical documentation
- Absences in which any of the above stated Newman absence procedures are not properly followed

- Any excessive absence without a valid excuse
- Absence due to school disciplinary action
- Family vacations, family trips, visiting relatives, college visits, etc.
- Non-school sporting events, concerts, etc.
- Students defined as “Habitual Truant” by Wisconsin law will be subject to disciplinary action by school and local authorities. **“Habitual Truant” means a pupil has been absent from school without an acceptable excuse for all or part of five (5) or more days on which school is held during a school semester. This rule includes tardies and/or times when a student leaves the school building before dismissal.”**
- Disciplinary actions for habitual truancy or excessive unexcused absences include but are not limited to:
  - A letter to parents relating the school attendance concern.
  - Mandatory conference with parent/guardian and student to determine attendance action plan and educational success.
  - Implementation of the school disciplinary code including conduct points or other building disciplinary model, detentions, suspensions, etc.
  - Failure to correct the problem after the above interventions have been applied may result in:
    - Referral to local authorities.
    - Termination or expulsion from the school.
    - Late rides
    - Students arriving late due to public school district sponsored transportation will be excused. Students arriving late due to private transportation will be unexcused in most cases.

**Off Campus Appointments/Departures:** Parents are encouraged to make medical and other non-medical appointments outside school time. Permission to leave school for scheduled appointments during school time is subject to the following procedures.

**Middle/High School:** Parent/guardian should make a request by notifying the Attendance Office before 9:30a.m. A pass slip will be given to the student to be excused from class. Before leaving the building, students must stop at the Attendance Office and “sign out” and upon returning from the appointment, students must return to the Attendance Office and “sign in” to receive a pass to class. Parents/guardians of **middle school** students should pick up their student in the Main Office.

**Elementary Schools:** Parents must submit a written note to the school office or teacher in advance of the absence. Parents must come into the school to pick up and drop off their child and are required to sign their child out when leaving/returning.

**Medical Excuses:** It is the general expectation of NCS that students well enough to be in school, should be well enough to participate in school activities, including recess and physical education classes. Parents must submit a physician’s excuse if the child is to be exempt from certain school activities and athletics.

**Tardiness:** A “Tardy” is an absence and is subject to the same rules, guidelines and disciplinary action as described above.

**Middle and High School:** Students must be in their assigned desk by 7:35 a.m. when attendance is taken. Students who arrive after that time are considered tardy and must report to the Attendance Office.

- **Discipline Plan for Unexcused Tardiness**

- First and second offenses - verbal warning and documentation on student record
- Third through sixth offenses - 1 30-minute detention after school for each tardy, to be served within one week. Failure to attend a scheduled detention will result in additional consequence as described in Section VII.
- Seventh offense - One half day of “In School Suspension” to be served on a non-class day or non-class half day.
- Additional tardies will be addressed by the administration on an individual basis as required.
- Excessive tardiness for the same class during the school day will receive.

**Elementary Schools:** Tardy is marked on a student’s attendance record for arrival after the start of the day up to 9:30 a.m. Morning attendance is taken at the time the school day officially begins and all students are expected to be in their assigned desk at that time. A pupil is tardy if he/she is not in his/her assigned place. The parent/guardian should provide an explanation regarding the reason for the tardy at the time of arrival.

**Release of Students – Custody Information**

- Students will be released only to parents/guardians listed on registration forms. Parents must notify the school, in writing, if they desire the school to release their child to an adult other than the child's legal parent/guardian. The school will not release students to other parents for the purpose of social outings during the school day such as leaving the building to go out for lunch as a group of school friends, leave early for sporting events, etc. Cases of emergency may dictate alternative procedures.
- When court ordered custody arrangements prohibit or limit contact to a child by one or more parents/guardians, the parent(s) must present a copy of the court document outlining specific custody arrangements. Without this information, the school is unable to restrict release of the student to the other parent.

**Awards**

Awards are presented to students from a variety of areas and organizations. Awards may require student application and/or faculty recommendation. Each school maintains a list of awards and selection criteria.

**Childcare Options**

A variety of childcare options are available to NCS families. Please refer to the NCS website or contact the school or early childhood center for additional information.

**Communications with Parents**

NCS issue a variety of publications to parents, students and alumni including the NCS website, Constant Contacts, Skylert emergency messaging system, school newsletters, Annual Report, informational letters, NCS parish bulletins, etc. Most communications are sent to families electronically and **updated email addresses are required from each family**. Parents are expected to read all publications and check the website on a regular basis to stay informed and involved with the school.

NCS parents and staff members are expected to use 2-way communications, phone call or conference, to discuss student or school related concerns. Email conversations generally are 1-



way and limit the quality of the discussion. Parents are reminded teachers and administrators make every effort to respond to emails and calls, but may be unable to do so due to other obligations.

## **Communications with Students**

- **General Procedures:** Daily announcements may be made at the start and/or end of each school day. This is one of the primary ways the school communicates with its students. Messages over the public address system regarding class or group activities must first be approved by the faculty advisor, and/or principal and dated. Students must have authorization to make school announcements. All posters displayed in school must be approved by the administration.
- **Student Produced Publications, Video, and other Media Productions:** Students also issue a variety of communications, including newspapers, yearbook and other written works and media presentations. All student-made publications and presentations whether part of a class, club, or individual effort are subject to approval by the principal or designated faculty advisor before being distributed to other students and faculty. Unauthorized dissemination of the above mentioned items is considered a serious violation and will result in disciplinary action.

## **Concerns by Parents: Administrative Recourse**

NCS is committed to helping parents resolve concerns they may have about the school, school programs, personnel, academic progress, etc. It is expected parents will not speak negatively about NCS or its staff when students are present. There is a specific process or order to work toward a possible solution. Failure to follow the steps to resolve an issue may result in additional time as the parent will be referred back to the proper authority. Parents are asked to refer to **Section X, Administrative Recourse**, for further information. Parents should always follow the chain of communication with order of contact as:

- Teacher, coach, or staff.
- Athletic director (sports only).
- Principal.
- President.
- Dean.

## **Concerns by Students**

Students are encouraged to seek solutions to concerns they may have. If it involves something relating to a classroom, class, grade, etc. Students should begin by making an appointment and talking to the teacher. If a student feels uncomfortable, he or she should seek out the school counselor, another staff member, or the principal who may work as their advocate to help them achieve a solution.

## **Credit Transfer Policy**

- **Transfer student - credit and transcript review - grade or course placement.** Upon admission to Newman Catholic Schools, student transcripts and records will be reviewed. NCS reserves the right to place students in grades or courses as it deems appropriate. Academic testing may be administered as a means to determine placement.

- **High School Credit for 7th and 8th Grade Students:** Seventh or eighth grade courses determined equivalent to 9th grade or beyond are granted high school credit upon successful completion, and students are allowed to take the next course in the sequence of study, e.g. Spanish II in 9th grade. The determination of equivalency is made by the school administrator in consultation with teachers. These earned credits also count toward the requirements for graduation. The course title and grade are included on the student's high school transcript; however, the grade does not count in the student's high school GPA.
- **High School, College or Other Credit:** A student in good academic and disciplinary standing may take a university or technical college course in lieu of an elective. Parent permission is required. The principal is authorized to determine and grant credit for non-Newman higher educational study. Parents may be responsible for additional fees. Certain fees may be required to be paid to Newman and will be due prior to the first day of class.

## **Procedures**

**Before enrolling**, a student must complete and follow the guidelines listed below.

- Contact the School Counselor with intent.
- Complete and submit to the School Counselor, a Course Request Form by the designated deadline according to the Department of Public Instruction.
- Follow all Add/Drop procedures as outlined by the school.
- Qualifying courses may not be the equivalent content of a course offered at Newman, but must be a subject not offered at NCHS, or the next in a sequence for which Newman does not offer the next course. Examples of allowable courses at NCHS: Astronomy is not offered at Newman. Calculus II is the next in a sequence. Exceptions may be made in extenuating circumstances at the discretion of administration.
- Successful completion of the college/tech course with a grade of "C-" or higher will receive credit at NCHS. Some courses may require a higher grade for qualifying.
- The grade will not count in the Newman grade point average since another institution is not held to the same grading policies.
- For the purpose of converting college credits into high school credits, the following formula will generally be used: One (1) college/university credit will generally = .25 Newman credits. School administration reserves the right to alter the formula based on factors of educational minutes, difficulty and rigor of course, etc. as it compares the course to Newman standards.
- Newman may consider on-line college/university courses as well as courses taught locally at institutions of higher education.
- Students taking outside courses are still held to all Newman graduation requirements, e.g. 28 total credits including specific required courses, and a 7 credit minimum total course load per year. The administration reserves the right to alter that requirement based on individual circumstances.
- Parents and students are responsible for transportation and any paperwork or deadlines the higher educational institution may require.
- The student must provide a copy of proof of registration from the other institution prior to the start of NCHS classes each semester.
- At the conclusion of the course(s), an official transcript of grades/credits must be submitted to NCHS.
- If a student registers for a course, but fails to complete it, withdraws, or fails to achieve the minimum required grade, NCHS graduation requirements still remain in effect.
- Students must notify the school counselor or principal if they no longer attend an off-

campus course. Those not doing so will be considered truant and will forfeit any future opportunity to pursue off-campus courses and are subject to the school's discipline code.

## **Curriculum and Academic Standards**

- **Religion standards:** The Diocese of La Crosse Religion curriculum has been adopted.
- **Academic standards:** Newman Catholic schools follows the Diocese of La Crosse academic and curriculum standards as a basis in its PreK-12 academic curriculum.
- **Other standards:** Newman Catholic Schools also follows curriculum standards issued through the Diocese of La Crosse and AdvancED.

### **Grades 6-8**

The curriculum reflects depth in Catholic faith formation supported with core academic subjects. A deep curriculum positions students for higher level faith formation and academic learning.

#### **Curricular Subjects**

Religion	English	Mathematics	Sciences	Health
Social Studies	World Language	Fine Arts	Physical Ed	Technology

Elective courses are offered beginning in Grade 6.

### **Grades 9-12**

The curriculum reflects depth in Catholic faith formation supported with core academic subjects. A deep curriculum positions students for higher level faith formation and academic learning.

#### **Curricular Subjects**

Theology	English	Mathematics	Sciences
Fine Arts	History	World Languages	Social Sciences Health/Phys Ed

**Elective Courses:** Elective courses are offered beginning in grade 9 that allow students to explore academic interests and curate transcripts in preparation for post-secondary education. In addition to courses taught by NCHS instructors, students have the option to enroll in virtual classes, distance learning classes, online offerings and through partnerships with St. Mary's University of Minnesota, Northcentral Technical College and University of Wisconsin – Stevens Point.

### **K-5 Curriculum**

#### **Curricular Subjects**

Religion	Language arts (reading, writing, grammar, spelling, and phonics)			Mathematics
	Science	Social Studies	Spanish	
Art	Technology	Vocal Music		
Physical Education	Instrumental Music – Optional course for Grade 5			

- Band lessons are during the school day: This is a graded course and affects academic standing.
- Parents are responsible for purchase or rental of an instrument – support may be available.
- Performance requirements: Christmas concert and spring middle school concert.
- Performance dress requirement: concert dress.
- Practice requirement: Mandatory springtime rehearsals during after-school times at Newman.

### **Preschool and 4K Curriculum**

**Display of Student Works:** NCS employees or others authorized by NCS may be displaying student work at school and/or outside of the school building such as the public library, museum, website, etc. as a way of promoting NCS. Parents who do not wish to have their child's work or name included in such displays should contact the school principal and provide a written statement explaining their wishes.

**Flyer Distribution Guidelines:** All requests for distribution of information from outside organizations must first receive the proper administrative approval by a Central Office administrator. If approved, it must contain the following disclaimer: *"This is not a Newman Catholic Schools sponsored event or activity and the opinions expressed are not necessarily those of the School System or its personnel."*

Newman Catholic Schools reserves the right to determine which, if any, information to be distributed, and if approved, will require all copies for distribution to be provided by the entity requesting such.

## **Grading and Assessments**

**General Information:** Teachers set grading criteria for assignments, projects, units or courses. This information is communicated directly to students and/or parents. High school and middle school academic grades are available to parents through Skyward; the system student management software. K-5 parents are issued paper copies of quarterly grade report. The dates that grade reports become available in Skyward (6-12) are posted on the school calendar. Generally report card grades may not be changed unless there has been an error in calculating the grade.

**Procedures to resolve grade disputes:** Parents and students must follow administrative recourse in cases of grade disputes. In the case a grade dispute is not resolved between the teacher and student, or teacher and parent; the parent shall present his/her concern in writing to the school principal within 1 month (within 10 school days for high school) following the issuance of the grade. The letter shall include a description of communications with the teacher to resolve the concern. Grade disputes presented after 1 month of issuance (10 school days for high school) will not be processed. The principal has the authority to investigate grade disputes and set resolution.

**Recordkeeping procedures:** Copies of quarterly grade reports are included in a student's cumulative school file. High school semester grades are included on the student's official transcript.

**Middle and High School:** Parents should access grade reports through Skyward Parent Access. Grade reports are available at the end of each grading quarter and semester. An email will be sent to parents to alert them when final grade reports are ready for parent viewing.

**Elementary K-5:** Quarter grade are generally sent home with the student about 1 week after the close of the quarter. Report card envelopes are sealed with an official school sticker as consideration to student privacy. A report card envelope with a broken seal may indicate the report card envelope has been opened after it was issued to the student. Parents are encouraged to discuss report card grade privacy with his/her student.

Students are graded on Achievement and Effort. Art and Spanish grades will be issued only at the semester, two times per year.

### **Preschool and 4K**

- 4K uses the required progress report from the collaborative public school district.
- 3-Day Preschool students receive progress reports at the close of the semester; two times per year. Reports are sent home with the student.

**Grading Scale and Grade Point Average (G.P.A.):** Teachers reserve the right to establish the standards, weights, and norms into their courses for determining the final grade. Teachers may consider academic performance on tests, projects, quizzes, homework, etc. and may also consider promptness of completing work, classroom attitude, participation, cooperation and other factors in determining the grade. Teachers also reserve the right to allow or disallow extra credit for a course.

**High School**

**School-wide grading scale – letter grades based on percentage average**

A	92-100	A-	90-91						
B+	88-89	B	82-87	B-	80-81				
C+	78-79	C	72-77	C-	70-71				
D+	68-69	D	62-67	D-	60-61	F		59 and below	

**Computation of Grade Point Average (G.P.A.)**

Letter grades are used on report cards and permanent records. G.P.A. is recorded only at the semester. The grade point equivalent in computing grade point average (GPA) is the following:

A	4.0	A-	3.7	B+	3.3	B	3.0	B-	2.7	C+	2.3
C	2.0	C-	1.7	D+	1.3	D	1.0	D-	0.7	F	0

I=incomplete 0 (student has not completed course work at this time.) W=Withdrawal no credit given if student withdraws from course

**Standard for passing a course, assignment, etc.** A letter grade of “D” is considered passing.

**Middle School**

**School-wide grading scale – letter grades based on percentage average**

A	92-100	B+	88-89	C+	78-79	D+	68-69
A-	90-91	B	82-87	C	72-77	D	62-67
		B-	80-81	C-	70-71	D-	60-61
						F or U	59 and below

**Elementary Schools**

**Grades 4-5 grading scale – letter grades based on percentage average**

A+	100	B+	92	C+	84	D+	75
A	94-99	B	86-91	C	77-83	D	71-74
A-	93	B-	85	C-	76	D-	70
						U	69 and below

**Grades K-3 grade scale**

E	Excellent	S	Satisfactory	N	Needs Improvement
W	Works sufficiently for this student’s aptitude, although below grade level				

**4-Year Old Kindergarten:** The approved report from collaborative public school district is used.

**Preschool**

N	Developing Normally	I	Let’s help the child improve
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**Graduation and Diploma Requirements**

**Diplomas**

NCS awards diplomas only at the completion of 12th grade, the last grade in the system. Certificates of promotion are awarded at other program exit levels such as Grades five and eight. No diplomas or certificates are awarded at the end of preschool, 4K or K level and there are no graduation ceremonies at these levels.

**Criteria for High School Diplomas and Graduation**

- Attended eight semesters (or credit equivalent) of approved secondary school.
- Student met total credit requirements as noted below. Classes that generally meet each student day during the entire year are considered one (1) credit courses (exceptions are noted in course bulletin).
- Student record has been formally reviewed by an approved high school administrative team. The committee is appointed by the principal and will consist of the school counselor, dean of students, chaplain, and curriculum director. The Diploma Review Committee will convene during the final or 8th semester of the student's course of study.
- Student has carried the required course load each year of secondary school. Each student is expected to take a minimum of seven (7) credits per year.
- **Twenty-eight (28) credits are required for a diploma from Newman Catholic High School.** Students must successfully complete all required courses with a D or better in order for a NCHS diploma to be conferred.

#### Credits Required for Graduation

Theology	4.0*
English	4.0
History	3.5
Mathematics	3.0
Science	3.0
Physical Education	1.5
Fine Arts	1.0
Health Education	0.5
Senior Capstone	0.5
<b>Total Required Credits</b>	<b>21.0</b>
<b>Electives</b>	<b>7.0</b>
<b>Credits Required for Graduation</b>	<b>28.0</b>

\*WPCP students who have presented parent/guardian written permission to opt out of a required religion course must make up one (1) credit per year since Theology is a required subject. Make up credit must be from non-required academic courses and must be approved by the principal as eligible for make-up credit. The school requires notice prior to the start of each course. Courses and credits already required for graduation are not eligible to be counted as credit in lieu of religion course credit.

**Middle School Homeroom Placement Policy:** Students are assigned to a specific homeroom based on a variety of factors: ratio of boys to girls, course/elective selections, teacher recommendations, overall size of the grade/homeroom, etc. Parents are informed of homeroom placements prior to the start of the school year. Homeroom change requests are highly discouraged once the placements are communicated. Homeroom changes at any time are subject to administrative approval.

## **Homework**

**Rationale:** Homework is assigned to reinforce material already taught, introduce new material, and foster habits of research and independent study. It can have positive effects on achievement and character development and may serve as a vital link between the school and family. The amount of homework a student may have on any given day will vary depending on the nature of the assignment, the amount of work the student completed in school, and the efficiency with which the student completes his/her work, schedule changes, etc.

**Homework Requirement:** All students are expected to complete all assigned work to teachers' instructions by the required due dates. The teacher has full authority to set the due date, regardless of the class schedule. In the event of an absence, refer to Attendance Procedures and

Policies in this handbook and consult with the teacher(s) regarding individual classroom policies.

**Incomplete Grade Policy: High School Policy:** A report card grade of incomplete (I) is generally given for work missed due to circumstances beyond the student's control, (ex. illness, family crisis.) An "Incomplete" requires prior administrative approval. Generally, the time limit for make-up work is 2-weeks into the next grading period, but may be extended by the administrator in consultation with the teacher.

Teachers must obtain administrative approval in order to issue an incomplete. Incompletes are generally not granted in situations when the student has failed to exhibit an appropriate level of responsibility and initiative in completing course requirements, etc.

### **Independent Study Policy**

Juniors and seniors may participate in independent study in certain situations. Students must apply for approval of independent study prior to the start of a semester and/or no later than the Course Add/Drop deadline. All applications require teacher and administrative approval. Independent Study application forms are available in the Student Services office.

### **Intervention Programs: Students with Special Educational Needs**

NCS complies with Diocesan School Policy DSP 5105 "Students With Special Needs." The respective NCS schools are open to working with students with special needs and their families. Before admission and/or placement are confirmed, a thorough review of all student records and information is required along with consultation with parents, special needs teachers and the diocese. Special needs placement and provision for services and accommodations is dependent on a student's individual educational needs. NCS is committed to working with the local public school districts or other outside resources to help parents pursue additional educational testing in order to correctly assess a student's needs and services.

Additional support for students at the high school level is first provided through the Response to Intervention (RTI) process, a three-tier program provided at the classroom level, used to document and determine learning needs, goals and progress for specific students. The interventionist's role is to provide consultation with the classroom teacher to assist student skill acquisition. If the RTI process does not achieve intended results, interventionist will consult with the student's family and with consent, refer the student for outside testing. At this point, the interventionist becomes directly involved with the student in an instructive role. If the student qualifies for an Individualized Education Plan (IEP), an Individualized Service Plan (ISP) will be developed. If the student does not qualify for an IEP, other accommodations may be made through the auspices of our English Language Learner (ELL) or at-risk programs.

Additional support for students at the middle school and high school level is provided by interventionist through the Intervention Program. Students are referred for additional help and support by teachers. Parents and students who are interested in learning more about this program and/or who would like to be admitted to the program should contact the middle school principal. Following the RTI process, an Individualized Service Plan (ISP) may be written for a student. The ISP will outline additional support for students either in academics or behavior or both.

At the elementary level, teachers, interventionists, aides, and volunteers assist students with development of basic academic skills as part of the overall intervention strategy.

## **Library Services**

- NCS Elementary Schools have libraries available to students. Concerns regarding censorship of library materials must be addressed first with the principal. The Diocesan recommended review process of questionable materials will be used.
- The school library is open to students throughout the day or in some buildings at set times.
- Books and magazines may be checked out for a period of time, generally a one-week interval. Fines are issued for lost, damaged and overdue materials. Fines not paid by the assigned due date will result with a bill being sent to the parent by the school or NCS Central Office.

## **Meaningful After School Study Hall: M. A. S. H.**

### **Middle School** **Description of Program**

Meaningful After School Study Hall (M.A.S.H.) provides students with study time to complete late work or receive extra help from teachers. M.A.S.H. is held after school on most Tuesdays and Thursdays, 2:45-3:30 p.m. Generally teachers work with individuals or small groups of students during M.A.S.H. times.

Students become involved in the program in three ways.

- **Voluntary attendance:** Students pick up M.A.S.H. referral forms from their teacher and return it with a parent signature at least one day in advance.
- **Recommended attendance:** Teachers will recommend students to M.A.S.H. for extra help or to complete late work. Teachers will give M.A.S.H. forms to these students.
- **Academic Probation:** Students placed on Academic Probation are automatically recommended to attend M.A.S.H. Students are responsible to pick up M.A.S.H. forms in this case. The school does not place a consequence on students who are recommended to attend M.A.S.H. and do not do so. Choosing not to attend M.A.S.H. after a recommendation is made will make further academic success difficult to achieve. M.A.S.H. is not intended to be a punishment.

### **Parental Involvement Requirement**

Parents will be notified if their child is referred to attend M.A.S.H. Parents must provide transportation home at 3:30p.m. Parents must sign the M.A.S.H. form, giving permission for their student to stay after school. Parents are asked to make every effort to support teacher recommendations.

**Student Responsibilities:** Students who wish to attend M.A.S.H. on a voluntary basis or in cases of academic probation must contact their teacher at least a day in advance to receive the necessary M.A.S.H. form.

**Non-Discrimination Policy:** As per DSP 5101, every Catholic school in the Diocese of La Crosse respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment.

## **Parent-Teacher-Student Conferences**



Formal parent-teacher-student conferences are available two times a year, after the first quarter and mid-way through the third quarter. Parents are notified of dates and times via the school calendar, the school newsletter, and the school website. (Diocesan policy DSP 5205) Conferences other than the scheduled times may be requested by teacher or parent, and will be scheduled at a mutually agreeable time.

Students at all levels are invited to attend conferences with their parents(s)/guardian(s). This is a good opportunity for students to hear firsthand not only recommendations for improvement, but positive input from teachers. In addition, high school and middle school students are expected to attend their conferences because students will gain valuable experience in setting goals and in planning their educational career, a skill needed at all educational levels and beyond.

Conferences may be teacher or student led.

### **Parking Lot – High School Policies**

- Parking lot policies are in effect 24 hours a day 7-days a week. All signs and speed limit requirements must be followed. Violators will be towed at owner's expense and may be prohibited from using the lot in the future.
- Students parking cars in the Newman lot are required to complete a vehicle registration form and submit it to the school office. Students are required to maintain current information with the school.
- Students are assigned student parking areas and individual spaces are on a first-come basis.
- Students must observe 10 mph speed limit in the parking lot.
- Students and parents must observe all reserved and NO PARKING areas.
- Student loitering, inappropriate language, and unsafe behaviors are not allowed in the parking lot.
- NCS is not responsible for damage or theft associated with vehicles in the NCHS lot.
- Students are not allowed to go to their vehicles during the school day without administrative approval.
- Parking in the NCS lot beyond the length of a typical school day, athletic event, or field trip is not allowed without prior approval by the principal.
- Authorities will be called to enforce parking and safety violations.
- The parking lot is under twenty-four hour video surveillance.

### **Part-Time Student Enrollment Policies**

Newman Catholic High School accepts part-time students based on the following guidelines:

- A part-time student shall be defined as a student taking less than 5.0 credits from Newman Catholic High School. Full-time students shall be defined as students taking a minimum of 5.0 credits per year in the high school building, and a minimum of 2.0 credits at an institution of higher learning (dual enrollment) and/or other accredited institution.
- Students seeking part-time status must schedule an appointment with the Newman Catholic High School principal and counselor to discuss their circumstances and educational needs.
- The student must have no record of behavioral issues.

- The family must complete the Newman Catholic Schools' Registration and Tuition Agreement forms.
- Tuition and fees must be paid in full before the start of the academic school year. Tuition and fees shall be determined by the NCS president. There will be no refunds if the student withdraws at any time after the start of the first day of school.
- Part-time students are not eligible for tuition assistance.
- Part-time students will not be considered for valedictorian, honor roll, or academic letters.
- Part-time students would not be eligible to participate in interscholastic/varsity competitions, per WIAA policy.
- Participation eligibility in school sponsored co-curricular activities and required joint approval with the teacher and principal. Associated costs for activities are not prorated based on enrollment.
- Part-time enrolled students are held to the same discipline standards as full-time enrolled students and may be removed from the activity if there is a violation. Part-time students participating in school sponsored co-curricular activities may be eligible for any awards or recognitions awarded to members of that club or activity.
- Part-time enrolled students and their parents will be held to all NCS policies as outlined in the NCS Parent-Student Handbook. Violations of system/school policies may result in dismissal, a failing grade on their transcript, and no refund of their tuition.
- Part-time admission is at the consensus of the high school principal and system president.

**Party Invitations, Gift Distribution, and Birthday Parties:** Party invitations may be passed out at school only if all members of the class are invited or if all the boys or all the girls in the class are included when the party is gender specific. If parties do depart from school, all students must submit written parent permission to the school prior to leaving. Permission notes must state the name of the adult who is authorized to transport the student.

## **Phones – School Phones and Personal Mobile Devices/Cell Phones**

- School Phones - The school and classroom telephones are business phones. Messages will be given to students as the school schedule permits. Students must seek permission to use a school or classroom phone.
- Student Phones - Student rules for cell phone / mobile devices use are listed under **SECTION VII. CONDUCT AND DISCIPLINE.**

**Photographs of Students:** Newman Catholic Schools employees, members of the news media, or other individuals involved with the business of NCS may take photos, record videos, or use other forms of media to record images of students involved in school activities. These materials may be used for, but not limited to, promotional materials, the system website, yearbook, school newsletters, news articles, advertisements, etc. Parents who do not wish to have their child included in these items should sign the "Do Not Photograph" form and return it to their school office.

## **Progress Reports**

Progress reports are prepared to commend students who are doing well and to inform parents of unsatisfactory progress. Progress reports may contain academic or behavioral information. NCS policy requires teachers to issue reports in situations when a student's grade is "D+" or lower by the mid-quarter, generally during the fifth week. Dates of each school's progress report times are listed in the school newsletter. Teachers are also encouraged to issue reports to students in situations when the mid-quarter grade is borderline and remaining tests, projects, etc. could have a negative impact on the quarter or semester grade.

Copies of reports are included in the student's cumulative file. Parents are encouraged to follow-up the receipt of a progress report by contacting their student's teacher. Teachers may also issue additional progress reports at other times in the quarter.

### **High School and Middle School**

Parents and students have access to grade-reports through Skyward. Parents who need assistance in accessing this information should contact the student services office.

In the middle school, progress reports are issued during the mid-quarter time and mailed to parents of students receiving a D or a U. Parents should follow up with the respective teachers following receipt of a formally issued progress report.

At the high school level, the teacher will contact a parent of any student who has a D or an F on a progress report, either by phone or email.

### **Elementary Schools**

- Students are issued a minimum of 2 reports per year with the first report generally occurring in the 1st quarter.
- Reports are sent home with students.
- Reports are part of the student's cumulative file.

## **Registration and Recruitment Procedures**

Registration forms must first be completed and submitted to the NCS Central Office with financial arrangements completed (See Section VI. Financial Information). Families receive NCS forms from the Central Office generally on or before February 1.

A review of past academic and behavioral records is completed by the school administrator.

No registration is complete until final approval by the school administrator. The family will be notified by e-mail from the Central Office when registration is complete.

Middle School and High School Course Selection Procedures - Course selection takes place at the school with instruction from the School Counselor and the faculty. Students are issued Course Request Bulletins and are asked to complete and return the Course Request Forms with parent approval as soon as possible. Registrations in specific courses are subject to space, teacher availability and seniority.

Individual appointments with the School Counselor are encouraged to ensure that students are on track for high school graduation, college admissions, or vocations. Parents are asked to assist their student in determining courses and to sign the course selection sheet. Students may need teacher approval for enrolling in certain courses as designated in the Course Bulletin.

Families of future preschoolers, kindergarteners, middle school and high school students will receive recruitment information from NCS Central office, middle school or high school in the fall.

For example, 5th and 8th grade students will receive specific information about the upcoming transition and transfer to the next level. Dates for student visitation of the upcoming school, parent informational meetings, and other pertinent recruitment information will be announced via the school newsletter or sent to parents as a separate notice.

All NCS schools follow the guidelines and procedures as listed in the NCS Recruitment and Retention plan.

## **Retention / Acceleration**

As per DSP 5210, the school is responsible for the decision to retain a student or to accelerate a student to another grade or course. Exceptions to this rule are subject to administrative approval under special circumstances only. The decision to retain or to accelerate should be made only after serious reflection and evaluation and consultation with teachers, counselor, administration and parents. The school administration is responsible for making the final decision.

Students at the high school level who have not passed a required subject must repeat that course.

Students at the middle school and elementary level who have not passed a particular subject or course at the end of the year will have a letter placed in their permanent record. Parents will be informed in writing about this action.

A student may be accelerated in a specific subject or grade level depending on a student's unique educational needs. The school administration is responsible for making the final decision, and the school will follow diocesan guidelines as per DSP 5210.

## **Schedules for Classes**

**High School - Adding a Course:** Course add requests will be considered until the 10th school day of each semester. An "Add Slip" must be obtained from the student services office and must be signed by the appropriate persons listed on the form before being submitted. Course add requests must be approved by the instructor of the requested course.

**High School - Dropping a Course:** "Drop" window is no later than the 10th day of the new semester. A "Drop Slip" must be obtained from the Student Services office and must be completed appropriately before being submitted. Class drops after the 10th day of the semester are reserved for very unusual circumstances only (e.g. illness) and require a consultation with the teacher, student, parents, school counselor, and principal. The principal is the school official to authorize a drop. A student must continue to carry a minimum of seven credits (7) per year.

**Full Year-Two Semester Course Requirement:** Students who sign up for a full year course (i.e. - chemistry) are expected to complete both semesters. Exceptions will be handled on an individual basis with the teacher, school counselor, and administration. The administration has final approval. In cases where a yearlong course withdrawal is approved, a "W" (withdrawal) designation will appear on the student's transcript.

**Student Course Schedules:** NCHS will make every attempt to accommodate student course requests however factors with the master schedule may impact the school's ability to place students in selected elective courses.

## **Scholarships**

### **Graduating Seniors**

Some college level scholarships are distributed directly by Newman. Interested seniors must complete applications by the required date.

Responsibility for all scholarship applications lies with the student and/or parent. Families are encouraged to begin investigating college scholarships at least one year in advance.

The NCS Development Office assists graduates and families with the process of issuing the actual award. Depending on the award, payments may be directed to the student's college or to the student and most require proof of college enrollment prior to payment.

Instructions regarding reimbursement and thank you letters are included with scholarships awarded by NCS.

**Scholarships – Returning Students – 8th Grade or Other:** Newman Catholic Schools, local parishes, and other organizations offer certain scholarships to returning students generally at the end of 8th grade. Some scholarship opportunities exist for returning families of other grade levels and the school will alert families of application deadlines and processes. Interested students and parents must complete applications by the required date and must have the upcoming year's registration materials and fees on file with Newman Catholic Schools.

### **School Closing - Emergency**

- **General System Information:** In the event of inclement weather, NCS will follow the same school closing procedures as the public school district in which the NCS school is located.
- **Middle and High School:** Follows Wausau School District Closures.
- **NCES - St. Anne:** Follows Wausau School District Closures.
- **NCECC - St Michael 4K Only:** Follows Wausau School District Closures.
- **NCES - St. Mark:** Follows D.C. Everest School District Closures.
- **NCECC – St. Therese 4K Only:** Follows D.C. Everest School District Closures.

**NOTE:** Sometimes D.C. Everest School District is closed while the Wausau School District remains open, NCHS and NCMS will be open and students residing in the Everest District will not be provided transportation by D.C. Everest. If possible, parents are asked to provide transportation to these schools; however, if that is not possible, parents should call the school immediately to request an excused absence. Students would be responsible to make up any missed work, but appropriate documentation is included on the student attendance record.

**Early Childhood Centers (Licensed Childcare Only):** Generally remain open. However, in extreme conditions centers will close and/or parents may be called to pick up their children early.

**Elementary Before / After School Care:** Is not available when school is closed.

**Media Announcements:** School closings are announced or listed on local radio and TV stations generally beginning at 6:00 a.m. or listed on media websites. In addition, NCS will publish information all its social media platforms as well as a Skyward SkyAlert (automated call). Furthermore, both the Wausau School District and the D. C. Everest District post all school closings related to the weather on the local media. Newman Catholic Schools isn't consulted in the public school district decision to delay arrival or close. However, we generally try to get a curtesy call 15- to 30-minutes prior to the public school district publishing a public announcement. Although

we have pre-programmed messaging, there still may be slight delays in NCS publication of closures, either on social media and/or through a Skyward SkyAlert, after a public school district announcement.

### **Two-HOUR Late Start Policy**

A Two-Hour delay for “Wausau Parochial and Public Schools” means that YELLOW buses only will be running their routes two hours late, but Metro Ride buses will run as usual and SCHOOL WILL BEGIN AT THE USUAL TIME. All students who travel to school by private auto, Metro Ride or by walking are expected to be in school at the USUAL start time.

A Two-Hour delay for “DCE Parochial and Public Schools” means that buses will be running their routes two hours late and CLASSES at NCS - St. Mark WILL BEGIN AT approximately 9:45AM.

### **Preschool and 4K Procedures for Late Start Days:**

4K-WSD – (St. Michael site):	Morning cancelled	Afternoon cancelled
PRESCHOOL – St. Michael site	Morning cancelled	Afternoon cancelled
4K-DCE – (St. Mark and St. Therese sites)	Morning cancelled	Afternoon cancelled
PRESCHOOL – (St. Mark site)	Morning cancelled	Afternoon cancelled

### **Early Dismissal Information**

Students will be informed as soon as the school receives official notification. Parents should listen to the local media for announcements of early school closing and/or check the NCS website.

All schools have a limited number of phone lines and personnel available to answer calls, please be prepared for delays.

Parents and students should discuss a plan in advance of the actual emergency for what the student is to do should the school be dismissed early. Parents are encouraged to write instructions and send them to their child’s teacher.

In the event of an early school closure, the afternoon sessions of preschool and 4-K will not meet.

**Event/Activity Cancellation Policy:** No school or early school closure means **ALL SCHOOL ACTIVITIES ARE CANCELLED.**

- Examples of cancelled activities includes:
- All evening activities
- Athletic practices and competitions
- Concerts
- School or system meetings – Commission, Finance, Development, Home School mtgs., etc.
- Parent conferences
- Athletic dinners, banquets, awards ceremonies, recruitment meetings, etc.
- One exception – WIAA sponsored tournaments may still be held on a school cancellation day. This is an area NCS does not have control over.
- The school will make every attempt to announce cancellations and inform families.
- Check the NCS website and listen to media outlets for announcements.

### **Upperclassmen Lunch Privilege and Field Trip Cancellation Policy**

In the event of inclement weather, open campus lunch privilege for high school upperclassmen and field trips may be canceled.

**Senior Capstone – High School:** Seniors complete a comprehensive research assignment which culminates an NCS education. A complete description of Senior Capstone, components, and timelines are sent to parents and students during the second semester of their junior year. At the end of the junior year, students select an academic area of interest and submit it for formal review and approval. Students work on Capstone during the summer before and the first semester of senior year. Students are required to work independently with guidance from a faculty advisor and a project mentor. This is a comprehensive learning experience – similar in scope to a semester long course and is awarded 0.5 credits upon successful completion. Senior Capstone grade is factored in to G.P.A and successful completion is required for graduation. The Senior Capstone Coordinator is a faculty position and assists students, parents and faculty.

### **Student Demonstrations and Protest**

All student initiated demonstrations and protests must have prior administrative approval. Students participating in unauthorized demonstrations or protests are subject to disciplinary action including but not limited to unexcused absences or tardies, conduct points, detentions, suspensions or dismissal.

### **Student Emancipation Policy**

Emancipation for educational purposes is a system decision. Emancipation is when a school system transfers full educational and fiscal responsibility of a student's education over to the student. Newman Catholic Schools sets emancipation upon graduation from Newman Catholic Schools. Therefore when an NCS enrolled student reaches age 18, NCS continues to maintain the parent as the responsible party over the student. The parent continues in the role of the primary contact for communications, permissions, decisions, access to educational information, and the parent/guardian maintains responsibility of all related NCS fiscal obligations. Newman Catholic Schools enrolled students are expected to reside with a parent or legal guardian until graduation and not establish residency independent of the parent/guardian.

### **Study Time and Study Hall**

Follow all school rules and behave in a manner that enhances an atmosphere conducive to learning for self and others. Show respect to all students and faculty / staff.

Talking and social visiting during study time is not allowed.

Study hall is intended for academic purposes only. Therefore, any technology used must be for that purpose.

Students must have in advance, a pass from the receiving teacher, in order to leave a study hall. Students may not be sent from a classroom to a study hall without prior permission from the study hall teacher.

Students must use time to completed academic related work such as school assignments or projects, research work, extra credit, appropriate reading materials, etc.

Trips to lockers are kept at a minimum.

Study halls are electives. Failure to report to a study hall affects the student attendance record.

## **Supervision of Students – Before and After School**

**High School:** NCHS does not provide before and after school supervision of its students. Students are expected to behave in a mature and responsible manner. The school is open to students beginning at 7:00 a.m. until 3:15 p.m.

**Middle School:** NCMS is open to students 7:15 a.m. – 3:10 p.m. Please do not drop middle school students off prior to 7:15 or pick students up after 3:10 as there will be no supervision outside of these times. Students are expected to behave in a mature and responsible manner.

### **Elementary Schools**

Adult supervision is not provided on school grounds before 7:30 a.m. unless a child is attending a before school child care program. Students should not arrive before 7:30 a.m.

Failure to comply with this rule will result fees charged to parent for before school child care services.

Parents are expected to pick up children promptly at dismissal time. The school is not responsible for persons who are on the premises when no adult supervision is scheduled.

Unsupervised children will be enrolled in the afterschool child care program and parents will be charged a fee.

Parents who pick up their children after school and allow their child (ren) to play on the playground, must actively and physically be on the playground to supervise their children and enforce the school's playground rules.

On days of extreme cold or bad weather, students are allowed to come into the building during the time supervision is provided and must report to the designated areas within the building.

Parents are responsible to supervise their child (ren) at all after school, evening or weekend events unless the students are required to report to a staff member.

## **Supplies and Supply Lists**

**High School:** Each teacher informs students of specific supply requirements at the start of each course. Suggested general supplies are noted in the back-to-school newsletter each August. Graphing calculators and other devices may be required.

**Middle and Elementary Schools:** School supply lists are made available to parents before the start of the school year. Lists are posted on the NCS website.

**Teacher Course Expectation Letters:** All NCS teachers are required to provide students and parents with a grade appropriate course syllabus and / or expectation letter at the beginning of the school year, semester or course regarding general expectations of students, grading, evaluation rubric, and homework requirements. Parents are generally asked to sign and acknowledge the syllabus or expectation letter.

## **Textbooks**



**General:** For most classes and / or courses, students are issued a numbered textbook that is the property of Newman Catholic Schools. Proper care and maintenance of the book is the responsibility of the student. All textbooks must be covered to lengthen the life of the text. Fines are issued for lost or damaged books. Unpaid fines may be rolled into the family's tuition account and are then subject to all policies regarding unpaid tuition and fees. Lost or damaged books must be reported immediately to the teacher. However, consumables, such as workbooks and paper handouts are designed to be used by the student for that academic year and not returned to Newman Catholic Schools.

**High School Theology:** Newman Catholic Schools purchases and issues the Theology textbooks for each high school student. These are not meant to be NCS property, rather they are a career issue to the student in order to help the student assemble their first set of theological texts and start an apologetics library. The current issue is the *Didache Semester Series* published by Midwest Theological Forum. The current selections are:

- **9th Grade 1st Semester:** *The Didache Bible and Understanding the Scriptures*, Semester Edition
- **9th Grade, 2nd Semester:** *Faith and Revelation*, Semester Edition
- **10th Grade, 1st Semester:** *The Blessed Trinity and Our Christian Vocation*, Semester Edition
- **10th Grade, 2nd Semester:** *The History of the Church*, Semester Edition
- **11th Grade, 1st Semester:** *The Sacraments: Source of Our Life in Christ*, Semester Edition
- **11th Grade, 2nd Semester:** *Our Moral Life in Christ*, Semester Edition
- **12th Grade, 1st Semester:** *Social Doctrine of the Catholic Church*, Semester Edition
- **12th Grade, 2nd Semester:** *Vocations and the Universal Call to Holiness*, Semester Edition

If students opt to not partake in this extraordinary gift, it is asked that the parents ensure the text book is returned to NCS rather than thrown out, as we can build up a used book inventory to replace those that may get inadvertently lost or destroyed.

## **Transportation**

Wausau and D.C. Everest School districts provide free transportation for students who qualify. For detailed information, parents need to contact their school district bus company. For Wausau School District residents, yellow bus riders contact First Student at 715-842-2268 and city bus riders contact Metro Ride Transit System at 715-842-9287. D.C. Everest School District residents should contact Lamer's 715-245-9986.

Students are responsible for following bus rules set forth by each public school district. Newman Catholic Schools will follow and enforce the transportation policies and consequences set by the districts that transport students to any NCS school. In addition to the public school policies and procedures, NCS may impose additional disciplinary policies.

Students wishing to ride the yellow school bus (not a public city bus) to another student's home must give the bus driver a note signed by the student's parent and notify the school office of the change. Specific conduct expectations are listed in **SECTION VII. CONDUCT AND DISCIPLINE.**

## **Valedictorian Award**

## **Valedictorian**

Students must be in attendance at NCHS during their 6th, 7th, and 8th semester in order to be considered eligible for Valedictorian. The Valedictorian is determined after the completion of third quarter and after an evaluation of transcripts based on factors of grade point average (GPA), number and rigor of credits earned, and ACT if necessary. There may be multiple students named to each honor. A student's discipline record, however, may also be considered at the discretion of the Administrator.

## **Honoring Excellence Award**

Marathon County Honoring Excellence Banquet acknowledges the top two students from the graduating class. In order to be eligible, seniors need to have attended as a full time student for the previous three full consecutive semesters (fall junior year, spring junior year, and fall senior year).

- Selection of Marathon Honoring Excellence Students
  - Grade point average is the primary criterion used for selecting the student honorees. Grade point average for this award is calculated at the end of the seventh semester and may include transfer credits attained prior to the fall of the junior year. The GPA shall be based on a 4.0 scale and is calculated to the thousandth decimal place.
  - In the event that three or more students have identical GPAs, the two students with the highest number of AP courses shall break the tie. In the event that the number of AP courses do not resolve the tie, the two students with the highest composite scores on the American College Testing (ACT) shall break the tie and be selected as the Marathon County Honoring Excellence Honorees.

## **Wisconsin Academic Excellence Scholar**

NCHS supports the State of Wisconsin initiative to encourage Wisconsin's top scholars to remain in higher education programs within the state.

The number of higher education recipients is determined by state statute, commensurate with the number of students enrolled in a particular high school as of September of each year. Statute provides one scholar to be designated for every 500 students enrolled in a school.

Scholarship, as measured by grade point average, is the first criterion that must be used when designating a Wisconsin Academic Excellence Scholar. The grade point average for this award will be calculated following the end of the student's seventh semester. Newman Catholic Schools established the following additional criteria as part of the Academic Excellence Scholar identification process:

- This scholarship is to be awarded to a graduating senior from NCHS who has been enrolled as a full-time student for the previous three full consecutive semesters (fall junior year, spring junior year, and fall senior year).
- The determination of a student's grade point average shall be determined on a 4.0 scale to the thousandth decimal point (three decimal points).
- If a "tie" situation based on GPA should occur in the selection process, the high school principal shall notify the tied students via a letter and apply the following criteria, in the order presented, to designate the school's Wisconsin Academic Excellence Scholar:

- The principal will request the tied students and/or parents to submit a written commitment indicating their intent to attend a college/university or technical school in the state of Wisconsin within 14 days of official notification of a tie.
- The student with the larger number of Advanced Placement courses successfully completed for credit shall be selected. If a tie remains then . . .
- The student with the higher composite score on the American College Testing (ACT) shall be selected. An appeal to the decision must be filed in writing with the building principal no later than ten (10) days following the selection date established by state statute.

Newman Catholic High School shall not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in determining the Wisconsin Excellence Scholarship.

### **Wisconsin Virtual School, Cooperative Educational Service Agency 10 (CESA 10) Distance Learning (Live) and CESA 10 Online Offerings (Previously Recorded)**

**Grades 9-12:** Wisconsin Virtual School and CESA 10 may be used with approval of the NCHS Principal for students who have failed a required course or who are interested in taking a course that is not currently offered, may be a candidate for taking an online course through the Wisconsin Virtual High School. Interested students or parents should contact the school guidance counselor for more information. Additional course fees may be required, which are the responsibility of the student(s) enrolled and their parent(s).

### **Visitors to the School – Parent, Other Adults, and Non-enrolled Students**

- Parents are welcomed visitors during the school day and required to comply with all policies and rules during their visit.
- NCS reserves the right to restrict or limit parent and other visitor access as needed to provide a safe and orderly experience for students.
- Entering: All parents and visitors must enter the school through the main secured access entrance and sign the visitor form before proceeding elsewhere in the school building.
- Visitor Badges are issued once identification has been validated.
- Student pick-up: Parents picking up children are to wait in the school office until their child arrives or until they are escorted or authorized to proceed to the classroom.
- Leaving: Parents and visitors are to check out at the school and return the visitor badge prior to exiting the building.
- Non-Enrolled Student Visitors: A written request by the host family and / or visiting student's parent/guardian must be submitted to the principal at least 3 school days in advance. Requests must include written permission from the visiting student's legal parent / guardian and written permission from the host student's parents and includes appropriate emergency contact information. Visiting students must be of similar age/grade level to be granted a visit.
- NCS reserves the right to grant or deny requests for student visitation. If visitation is approved, visiting students will be issued a pass upon their arrival on the day of the visit.

## **Youth Apprentice Program**

**High School:** Newman Catholic Schools partners with North Central Technical College (NTC) to offer interested students apprenticeship opportunities. Parents are responsible for all additional costs. Students may gain college credit applicable to NTC post-secondary majors and will gain valuable work experience in a chosen field. Interested parents or students should contact the Newman Catholic High School guidance counselor for details.

# **Section V. Parent Involvement Expectations, Opportunities, and Organizations**

## **Code of Conduct and Expectations for Parents**

The display of responsible, enthusiastic, positive sportsmanship is required of all Newman parents at all Newman related events either during the school year or in the off season.

- Parents who are not displaying appropriate behaviors may be removed for the event or not allowed to attend future events of the same nature. NCS and its administration in consultation with its pastoral leadership reserve the right to permanently ban parents or other spectators from events.
- Serve as a role model of faith and discuss matters of your faith frequently with your children.
- Communicate on a regular basis with their child about school, classmates, classes, homework, etc.
- Listen objectively to help your child develop strong conflict resolution skills.
- Set study at home as a family priority and include a set time and environment.
- Attend Parent-Teacher-Student conferences and school activities and parent meetings regularly.
- Communicate with your student first and then with teachers/administrators when a concern arises.
- Serve as a volunteer and remain a positive fan and representative of NCS in the community.

## **Home and School Associations**

Each NCS school sponsors a Home and School Association. All parents are members of the Home and School Associations. Meetings are open to any parent who wishes to participate and have input into the school and its programs. The format of meetings, structure of leadership, and number of meetings per year may vary from building to building. Parents interested in more details should contact the local building principal. Officers representing each local Home and School Association are:

- To act as a support group for the school and its employees and students.
- To offer, through well-planned programs, information of special interest to parents which will assist them in fulfilling their responsibilities in the Christian formation of their children.
- To provide opportunities to build communities among parents, students, faculty, staff, administrators, and pastors especially activities which contribute to developing a faith community.
- To provide a setting in which parents may be of service to the school and where faculty may be of a service to parent.
- To offer a limited number of fundraising activities with the approval of the school and Central Office administration for the support of the school.
- All parents who wish to organize a meeting with other NCS parents to discuss school/NCS related topics must first contact the building administrator for assistance.

NCS requires all meetings of this nature to have a pre-set agenda and a copy of it given to the administrator a week in advance of the meeting. It also requires that all meetings of this nature be held at the school, minutes are prepared, and meeting attendance be taken.

## **NCS Athletic Booster Club – System-Wide Committee:**

The NCS Athletic Booster Club is a fundraising organization which functions under the direction of the NCS Athletic Director, school administrator, and the NCS President. All parents of student-athletes are members. Meetings are held bi-monthly. NCS families are expected to support the fundraising activities of the Booster Club. Interested parents should contact the NCS Athletic Director for more information.

## **Parent Involvement Requirement for Athletics**

**Work Requirement:** It is policy that all parents of NCMS and NCHS athletes are required to work at school-sponsored athletic events. Names of all parents with athletes at these levels are placed on a rotating schedule. Parents will be assigned a shift and specific duties such as admissions, concessions, etc. ***This is a mandatory requirement.*** Parents are responsible to find appropriate adult substitute workers in the event they are unable to fulfill this obligation.

**Parent Meeting Attendance:** All parents of athletes in grades 6-12 attend a parent information meeting. Dates for these meetings are included on the system website.

## **Other Opportunities**

There are many ways to be involved. NCS schools, Central Office and various departments publish a variety of volunteer opportunities.

# Section VI. Financial Information

## General Information

Figure 1. *Funding Sources for Newman Catholic Schools*

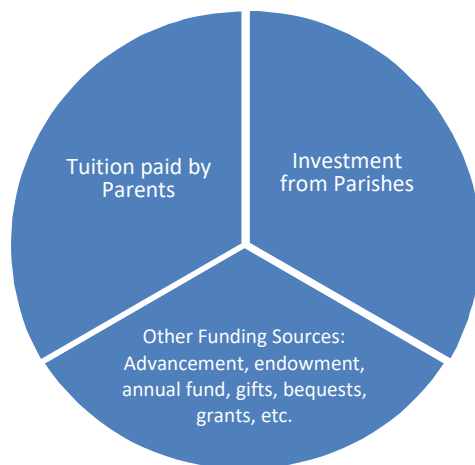


Figure 1 shows three main areas of NCS funding sources. The arrangement of the entities as shown in Figure 1 are not intended to reflect an order of importance of one funding source over another. Rather NCS strives to maintain a balance between the funding sources and all are important to the fiscal strength of the system. Each portion is critical to the daily operations of the system and the loss of revenue through any of the above sources negatively impacts the business operations of the system. Newman Catholic Schools encourages families to maintain open communication with its Central Office to ensure an understanding of each family's financial circumstances. A goal of NCS is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

The success of Newman Catholic Schools relies upon the commitment of families to make Catholic education a financial priority, to be involved in their student(s)' education, and make their tuition and fees payment(s) on a timely basis.

## Delinquent Tuition and Fees Payment Policy for Preschool – Grade 12

Policy Approval: NCS Commission w/Supporting Pastors: Tuesday, January 26, 2010

NCS relies upon the tuition and fees as an important revenue source necessary to operate an excellent faith formation and educational program. Therefore, when tuition and fees payments become delinquent; it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, **it is the responsibility of the family to contact the system administration as soon as possible.** Typically, this occurs when a family experiences hardship through emergency circumstances, illness, change in family income, separation, death, etc.

When payments are not made in the manner described by a parent/guardian's tuition agreement form, the following steps will take place:

**Current Balances:** All families with students enrolled in Preschool – Grade 12 may check their tuition balance online through the Family Access program.

### **30 Days Past Due**

- At **30 days past due** under the arrangements established by the Tuition and Fees Agreement Form or through an accepted alternate payment plan, past due notice mailed along with a copy of this policy.
- It is the family's responsibility to contact NCS Business Manager within 15 days of receipt of the past due notice to correct the situation or request an alternate plan for payment.

### **60 Days Past Due**

At **60 days past due** under the arrangements established by the Tuition and Fees Agreement Form or through an accepted alternate plan for payment, the family shall receive written notification that their account is past due along with a copy of this policy. **Additionally:**

- Pastoral leader will be informed of family account balance and activity.
- Report cards and transcripts will be withheld and/or family and student shall not have access to grades through Parent Access in Skyward.
- Students will not be permitted to participate in athletic activities.
- Students will not be permitted to participate in extra-curricular activities.
- Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangements.
- Students will not be permitted to pre-register for classes or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.
- A \$25.00 late fee will be added to the family account balance.

### **90 Days Past Due**

At **90 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with a copy of this policy. **Additionally:**

- Pastoral leader will be informed of family account balance and activity.
- The NCS Finance Committee will be informed of family account balance and activity.
- Report cards and transcripts will be withheld and/or family and student shall not have access to grades through Parent Access in Skyward.

In connection with overdue accounts, Newman Catholic Schools may pursue legal action against, or require promissory notes from, parent/guardians for failure to honor their Tuition and Fees Agreement. Such notes or legal action will only be sought in an amount equal to the fair market value of the educational goods and services provided as established annually by the commission of education, or the parent/guardian's unpaid tuition and fees commitment, whichever is less.



Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of La Crosse, Diocesan Office of Catholic Schools, and diocesan attorney for review.

**180 Days Past Due:** If a parent/guardian refuses to act in good faith, Newman Catholic Schools' administration, after consultation with the Wausau Deanery Dean and the families' local pastor, NCS may refuse to accept future enrollment requests from the family and may turn the delinquent balance over to a collection agency.

**Families with Students in Grade 12:** All account billing and fees for students in Grade 12 must be paid by April 30<sup>th</sup> or the family must have an alternate plan for payment approved by Newman Catholic Schools. Senior students will not be permitted to participate in the graduation ceremony or receive grade transcripts until the balance is paid in full or acceptable arrangements for payment are made.

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

All account billing and fees must be paid by April 30<sup>th</sup> or the family must have an alternate plan for payment approved by Central Office.

Families with account balances and unpaid fees that do not have an alternate plan for payment approved by Central Office shall receive written notification that their account is past due with copy of this policy. **Additionally:**

- Pastoral leader and NCS Finance Committee will be informed of family account balance and activity.
- Report cards and transcripts (if permitted) will be withheld and/or family and student shall not have access to grades through Parent Access in Skyward.
- Students will not be permitted to participate in all off-season league activities.
- Students will not be permitted to participate in extra-curricular activities.
- Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangements.
- Students will not be permitted to pre-register or return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.
- Students will not be issued class schedules, letters of recommendations, etc. until the above conditions have been met.

**Other Fees – Trips, Snack Fees, etc.:** Certain field trips and special projects require additional fees to be paid. Some field trips and projects are voluntary. In these cases, fees are usually determined by the number of participants. Generally, trip fees in these situations are not refundable. At the preschool, 4K and kindergarten levels, a snack fee will be assessed.

**Cash Payments:** Cash payments are accepted at the NCS Central Office. A written receipt will be issued.

**Child Care Tuition and Fees:** Please contact directly NCECC St. Michael or NCECC St. Therese for the latest weekly tuition rates.

**Expectation for Free and Reduced Price Meal Program:** Families who are experiencing an emergency financial situation and/or are on alternative payment plans who have outstanding tuition balances are encouraged to apply for free and reduced price lunches.

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

### **Small Claims Court and Collection Agencies**

It is an important mission of the Catholic Church that children receive an education rich in faith formation and outstanding academics, and a Catholic school education is the ideal way to accomplish that. NCS is committed to reach out and work with families to find payment solutions to meet their family's needs.

We believe each party has a responsibility to work together for account resolution. Failure to communicate and work with NCS for resolution of accounts in arrears is a serious matter. Therefore, in cases when the debtor has failed to appropriately communicate and work with NCS to resolve his or her tuition account, NCS will be forced to pursue other options for account reconciliation including but not limited to small claims court and/or outside collection agencies.

### **Delinquent Tuition/Fees – Licensed, Non-Licensed Child Care**

#### **General Information**

All NCS child care programs—LICENSED, NON-LICENSED AND MINI-CARE—are required to follow the general policies regarding Tuition and Fee Collections and Delinquent Accounts as stated above in **Section VI FINANCIAL INFORMATION** of this Handbook.

**Non-refundable registration fee for Licensed Childcare:** Each program and center charges a non-refundable annual registration fee per family.

#### **Payment Schedule**

- Parents contract in advance for a specific program of care.
- Tuition for full-time and part-time care is due the Friday before the upcoming week of care. Tuition for drop-in care is due upon arrival at the center.
- Tuition for non-licensed care at the elementary schools should be paid weekly in advance of the service.
- Licensed care tuition is not reduced because of vacation, scheduled holidays, illness, or other times of absence. No allowance is given for makeup days.

- Children enrolled in the non-licensed Before- and/or After-School Childcare Program or Mini-Care Preschool Childcare Program will be billed weekly for care and lunch, if applicable.

## **Late Payment Policy**

**For licensed care:** an accruing late fee of \$15.00/day is assessed for all or partial late tuition payments unless prior arrangements have been approved by the center administrator, NCS Controller, or President.

Credit is not issued for closed holidays, sick days, school holidays or school closings, snow days, etc. In cases of child hospitalization and/or extreme family emergency (death of an immediate family member) weekly rates for non-attendance may be reduced to the 50% reservation fee for up to 2 weeks, at which time the parent/guardian is expected to confer with the center to discuss future enrollment/care reservation.

**Tuition** is charged for all reservation days regardless of child's attendance.

**Disenrollment** in a Newman Catholic Early Childcare Center is routinely made when tuition accounts are two or more weeks in arrears. Care for children will be refused in these cases. All past due payment arrangements are subject to final approval by the NCS Controller and/or the NCS President.

**Small Claims Court and Collection Agencies:** NCS is committed to work with families to find payment solutions to meet a family's needs. We believe each party has a responsibility to work together for account resolution. Failure to communicate and work with NCS for resolution of accounts in arrears is a serious matter. Therefore, in cases when the debtor has failed to appropriately communicate and work with NCS to resolve his or her tuition account, NCS is forced to pursue other account reconciliation including but not limited to small claims court and/or outside collection agencies.

**Sign-In Policy:** Parents are required to sign their child in and out each day in the center's "Parent Sign-In Logbook". If a parent doesn't sign his/her child in and out, the parent's account will be charged for a full day (11 hours).

**Change in Schedule Fee:** Schedule changes may be made only with the consent of the director. Three schedule changes are allowed per school year without an additional charge. For families requiring more schedule changes there will be \$20.00/change charged unless previously authorized by the NCS Controller or President.

**Cash Payments:** Families who choose to pay in cash are asked to do so in person at the NCS Central Office. NCS is not responsible for cash payments that do not follow the above procedures. A written receipt will be issued.

**Additional Fees:** Parents will be notified in advance when special projects, field trips, or other school activities require additional fees.

**After Closing Late Pick-Up Fee:** A late fee of \$11.50 per child will be assessed for the first five-minutes after the official closing time. Thereafter, every minute after the first five minutes will be assessed at a rate of \$1.50 per minute per child billed to tuition accounts after official closing time. Habitual lateness will result in dismissal from the center. When a child remains at the center after the close of business, the staff will make every effort to contact the parent; however, the local police will be contacted 60 minutes after close. The authorities will determine the next measure to be taken regarding the care of the child(ren) in question.

### **Tuition/Fees – General Information**

- **Non-consumable books, uniforms, technology equipment:** fines or replacement costs may be issued when items have been lost or damaged. Students may be required to buy certain instructional items.
- **Field Trips:** Certain trips may require fees to be paid by the student.
- **Print/copying:** Students may be charged for copies of printed materials.

### **Fundraising**

- According to Diocesan policy, student, parent, and athletic fundraisers must receive prior approval by the system Director of Advancement and NCS President.
- According to IRS rules and diocesan policy, funds raised by the school or any entity of the school/system including all parent and student organizations must be used solely for the local school programs and for outside organizations only as approved by the administration.
- Newman Catholic Schools organizations are not allowed to establish bank or credit accounts outside of NCS or hold NCS money under private accounts.
- All NCS organizations are required to enforce all NCS cash handling policies.
- According to Diocesan policy, expenditures of money by parent and student organizations should have the prior approval of the building principal, NCS Development Director, and the NCS President.
- All use of the NCS tax exempt status for private or non-authorized use is a federal violation and NCS will report such individual activity to the appropriate authorities.
- Newman Catholic Schools and the Diocese of La Crosse pursues legal recourse when violations and Mismanagement regarding NCS funds and accounts has occurred.

### **Food Service and Milk Program Policies**

**Prices, payment schedules and information** regarding the school lunch program is posted on the NCS website at: <https://www.newmancatholicschools.com/Page/28>  
Refer to Section VIII of this handbook: **STUDENT SERVICES, HEALTH, AND SAFETY INFORMATION** for complete information on the NCS – School Lunch/Food Service Program and Policies.

### **Non-Sufficient Funds (NSF) Check Policy**

NCS family accounts that have a check returned for non-sufficient funds will be charged a NSF fee of \$35.00. Following the receipt of an NSF check, NCS reserves the right to require cash, money orders, or other forms of payment for services including hot lunch, field trips, childcare, etc.

## **Tuition**

The tuition for each academic year is approved by the Bishop of the Diocese of La Crosse and is recommended to the Bishop by the Pastors in consultation with NCS Education Commission and NCS Finance Council. NCS makes every effort to maintain a moderate tuition while justly fulfilling its own financial obligations. The school system is helped with this objective by a financial investment from local parishes, contributed services of its religious and lay faculty, major advancement activities, state funding for vouchers, public 4K partnerships and the generosity of parent organizations and donors.

- **Tuition Schedule:** An updated schedule is posted on the NCS website “Enrollment” page and is printed in the registration form:  
<https://www.newmancatholicsschools.com/site/handlers/filedownload.ashx?moduleinstanceid=2699&dataid=5490&FileName=2019-20%20Tuition%20and%20Fees.pdf>
- **Tuition Assistance Opportunities:** The application procedures are posted on the NCS website “Enrollment” page: <https://www.newmancatholicsschools.com/Page/1453>
  - **Grant and Aid Program (GAP):** This program is available and arranged through the NCS Central Office under the authority of the President. Families interested in applying for Financial Aid must do so annually and are required to apply through the FACTS Grant Management program at their web site:  
<https://online.factsmgt.com/signin/3FCZR>.
  - **Wisconsin Parental Choice Program (WPCP):** Students are not eligible for tuition assistance since there is no tuition charge while receiving a state voucher.
  - **Special Needs Scholarship Program (SNSP):** Students are not eligible for tuition assistance since there is no tuition charge while receiving this state scholarship.
  - **Work study:** This program is available to high school students during the summer to help families defray tuition costs for the upcoming year. Families who apply for the Work Study must also apply for Financial Aid. Students must have academic and discipline records in good standing.
  - **Scholarship:** Opportunities for returning students are communicated to parents and applications are issued. Scholarships vary in amount, selection criteria, and eligibility per donor instructions. Families seeking tuition assistance are also encouraged to apply for financial aid. Scholarship awards for returning students are credited to a family’s tuition account. In most cases, cash is not awarded directly to the family or student.
  - **SCRIP Gift Card Fundraising –Tuition Rebate Program:** This is a year round way to earn tuition credit through everyday purchases to support offset the cost of tuition.
- **eFunds Online Payment Account:** all registered NCS families with tuition and fee obligations will have an eFunds account automatically set up at the time of registration, which can be accessed in Skyward Family Access under Fee Management. Step-by-step description of eFunds can be viewed via: [Step-by-Step Guide to eFunds](#)  
To access the eFunds system: <https://payments.efundsforschools.com/v3/districts/56251>
- **Tuition Policy for Families Not Registered with an NCS Supporting Parish:** Catholic parishes, through the support of their parishioners, provide an important level of financial support needed to operate our schools and their support is specifically set aside for parishioners. Published tuition rates include a discount for families who are

members of supporting parishes. Registered families who are not parish members are billed a higher level of tuition which accounts for the lack of parish support.

- **Early Withdrawal:** Families who withdraw their children during the school year are responsible for tuition up to and including the quarter in which they leave the system. The only exception is preschool, which is prorated weekly.

# **Section VII. Conduct and Discipline**

## **Middle & High School Grades 6-9: Conduct and Discipline**

Click on the link below for access to NC MS/HS Conduct and Discipline Policies –

<https://www.newmancatholicschools.com/site/handlers/filedownload.ashx?moduleinstanceid=2661&dataid=5727&FileName=MS-HS%20Dress%20Code%202022-2023.pdf>

## **Elementary K-5: Conduct and Discipline**

### **Academic Integrity and Honesty Policy – General System Expectations**

#### **(Plagiarism or Other Forms of Academic Dishonesty)**

NCS believes academic integrity and honesty is integral to learning and expects all students to conduct their academic studies to reflect these values. Academic dishonesty which includes—but is not limited to—plagiarism, fabrication, deception, cheating, sabotage, or other academic misconduct is not allowed because it impedes student learning and does not support our Catholic gospel values of respect, honesty, justice, honor, hard work, etc.

NCS values collaborative learning as an important part of the educational process and a lifelong skill. Collaborative learning involves talking about academic work in a meaningful way that constructs knowledge for all parties involved and properly acknowledges the contributions of all sources. Students are cautioned to use care in the collaborate process and acknowledge actions or behaviors that may inadvertently contribute to acts of academic dishonesty. Allowing another student to view homework assignments, essays, or other material that will be or has been graded may position the student and the other party to be questioned regarding this policy.

As students grow and learn about academic integrity, the failure to acknowledge or understand one's role in acts of academic dishonesty is by itself not a sound argument. From the beginning of 9<sup>th</sup> grade, students receive extensive instruction regarding this topic and are expected to act in a manner that supports academic honesty and integrity.

Any actions and/or decisions leading to or contributing to academic dishonesty are serious offenses and are subject to penalty. In cases where more than one student is involved (a contributor and receiver of information), all parties are subject to the consequences set forth in this policy.

### **Examples of academic dishonesty include—but are not limited to:**

- Plagiarism.
- Fabricating or omitting citations.

- Failure to give credit to an author on any written or recorded source.
- Cheating by copying the work of one or more people or groups when the test/assignment/project is to be completed as an individual.
- Passing answers of work or tests to other students when not authorized to do so.
- Giving another student one's independent work without any regard for the collaborative process and/or not being authorized by the teacher to do so (any action that willfully contributes to cheating by another student).
- Using translation or transcription services when not authorized by the teacher.
- Impersonating parents or other authority through forged signatures, emails, etc.
- Turning in previously completed/graded work from a different course and representing it as first-time work.
- Distributing answers to a test, assignment, etc. to others.
- Using non-authorized technological or mobile devices during a test, etc.
- Using direct quotes or paraphrased content from other sources and represented as one's own work.
- Failure to properly acknowledge or cite sources.
- Falsification of source

## **Newman's Commitment**

- Students will receive instruction as grade appropriate regarding construction and proper use of citations.

## **Teachers are expected to:**

- Assume responsibility to instruct all students in practices that support honest and authentic academic work.
- Show respect for the student throughout an investigative process with regard to this policy.
- Provide direct instruction and/or review the plagiarism policy and practices in the context of their particular course prior to meaningful times (i.e. beginning of the course, before exams, projects, etc.).
- Carefully consider and investigate situations where there is a suspicion that academic integrity has been violated.
- Maintain complete investigatory field notes.
- Report all suspected violations immediately to the principal or delegated authority before contacting the student or parent and/or implementing consequences
- Update the principal throughout the process.
- Allow the student an opportunity to be heard and listen to all students involved before making a final recommendation to the principal.
- Follow the policy for implementing consequences.
- Contact parent or guardian as directed by the principal.
- Maintain confidentiality.

## **Students are expected to:**



- Learn and follow the academic integrity and honesty policy.
- Consult with their teacher if unsure of how to properly present academic work.
- Be honest in all explanations of work procedures.
- Accept consequences if/when the school determines a violation has occurred.

## **Parents are expected to:**

- Be familiar with standards and expectations regarding academic integrity and honesty.
- Discuss and review the standards at home with their student.
- Follow administrative recourse when not in agreement to the resolution

## **Consequences for Grades K-8**

Teachers will assess each situation in consultation with school administration. Teachers may be allowed discretion regarding make up work and allowance of partial credit depending on the grade of student and circumstances of the situation as determined in consultation with school administration. Parents will be informed of all student violations with regard to this policy.

Teachers will assign consequences based on individual situations. Students may be allowed an opportunity to make up work for partial credit at the teacher's discretion. The school will also assign conduct points as a consequence.

## **Backpacks**

**High school students** are allowed to carry backpacks to class if the teacher allows it. Backpacks, music cases, etc. are not allowed to be on the floor of the halls in the academic areas. Students are not allowed to take backpacks into the commons at lunchtime. Disciplinary action may result in those situations. Students must keep backpacks in their lockers when not in use.

**Middle school and elementary students** are **not** allowed to carry backpacks between classes.

**Books:** The school will issue a variety of instructional materials to students including textbooks, library books, etc. All items are considered as a loan to the student and must be returned to the school in good and usable condition. Materials are inspected upon return. Books that are lost, damaged, show signs of unusual wear are subject to fines which may range from a few dollars to the entire replacement value. Diplomas, report cards, or other documents may be held pending the payment of fines. The school administrator has the authority to set the amount of the book fine.

## **Bullying or Harassment**

All students and staff of Catholic Schools of the Diocese of La Crosse are entitled to learn in and work in an atmosphere that is **safe** and free from bullying and harassment and to be in an environment where people are treated in a way in which Jesus would treat them. Bullying and harassment of any kind is never permitted. The NCS Employee Handbook addresses the course

of action dealing with bullying or harassment of employees by other employees. The following applies to students and defines various types of harassment, but is not limited to those listed.

Students at Newman Catholic Schools will not be allowed to engage in any form of bullying or intimidation toward other students. Any individual who engages in bullying, intimidation, or instances of aggression will be subject to immediate discipline. "Bullying" is repeated and/or targeted unwanted behavior and includes, but is not limited to—striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; engaging in a course of conduct or repeatedly committing acts of intimidation which cause discomfort to or humiliate another person or which interfere with the recipient's academic performance or wellness within Newman Catholic Schools.

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

Bullying behaviors may include, but are not limited to:

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

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

Bullying behavior is prohibited in all school buildings and grounds, vehicles and property owned, and at all school functions, activities, and at all NCS programs. Electronic evidence (pictures, calls, writings, blogs, and texts) of bullying may result in either in-school or out-of-school suspension or dismissal depending on the severity of the evidence. If done during school time, this offense will also be considered an electronic device offense and the device will be held according to the electronic device policy in addition to the school's consequence related to behavioral matters.

The school system reserves the right to address bullying that occurs outside of these venues if it affects or is likely to affect the learning environment.

## **Reporting Procedures**

Any school staff member or individual who observes or becomes aware of acts of bullying is required to report these acts to the principal. Students who are either a victim of bullying or are

aware of bullying involving another student are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated. Parents reporting bullying of their child may be asked to provide a written description of the events as they perceive it. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal may take disciplinary action including—but not limited to—detention, suspension, expulsion and/or referral to law enforcement officials.

The school will follow standard investigative procedures and enforce the school's discipline code accordingly.

## **Other Bullying or Harassment specifically state in Diocesan Policy (DSP 5512)**

### **Sexual Harassment**

As per Diocesan School Policy (DSP 5512) sexual harassment is defined as ANY unwanted sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes—but is not limited to—"the deliberate repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

No 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 measures. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school principal. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the Diocesan Director of Schools. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith.

### **Other Forms of Harassment**

- **Racial or Ethnic Harassment** is ANY unwanted comments regarding a person's ethnic or racial makeup. Examples: ethnic or racial slurs, name calling, etc.
- **Verbal Harassment** is ANY unwanted oral or written comments, which make a person feel bad or unsafe. Examples include teasing to cause embarrassment, threatening to cause harm to the person, or teasing about an individual's clothing, hairstyle or appearance.
- **Physical Harassment** is UNWANTED behavior of a physical nature. Examples include pushing, striking another student, or any action causing physical harm. Physical harassment often is a legal issue and is defined as battery, assault, or disorderly conduct.
- **Intimidation** is UNWANTED threats to cause harm. Telling someone to "watch your back" or warning that someone else is going to "beat you up" are just two examples.

- **Disability Harassment** is UNWANTED comments or actions regarding a person's disability be it physical, learning, mental, etc.
- **Other:** Any other behavior that is deemed to bully or harass another student.

## **Consequences for Bullying or Harassment**

Bullying and harassment are in direct conflict with the teachings and values of the Catholic faith and show disrespect for human persons; all situations involving bullying and harassment will be dealt with severely and according to the school discipline plan.

## **Recourse**

Students and parents should follow the appeals process noted in administrative recourse to resolve disagreements related to bullying or harassment.

## **Bus Rules and Behavior Expectations**

- Students are to follow the NCS behavior code while riding the bus.
- This includes treating all people with respect and courtesy.
- Students are expected to follow the directions of the drivers and staff members.
- Remain seated while the bus is in motion.
- Always walk toward the bus and cross in front of it in view of the driver.
- Avoid running alongside a bus and reaching for items under the bus.
- Talk in a conversational tone, no yelling, shouting, etc.
- NCS supports the rules of all school transportation providers and applies the school conduct code and the other applicable disciplinary codes to school bus related violations.

## **Cafeteria Rules**

- NCS students should pray before lunch in the classroom or cafeteria.
- The same rules and respect expected in the classroom are expected in the cafeteria.
- Students are to follow the directives of the cafeteria supervisors.
- Quiet voices, good table manners, walking, waiting to be dismissed or seeking permission to be excused, etc. are expected.

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

**Conduct in Public:** Any student who exhibits conduct without concern for the rights of others or for the image presented as a member of the NCS community is subject to immediate disciplinary action, which could include—but is not limited to—non-attendance at

future school events, suspension from class, probation, dismissal, expulsion, or referral to local authorities.

**Conduct at School Events:** The following behaviors are unacceptable on field trips, home or away events, etc.:

- Use of abusive or profane language
- Displaying suggestive or rude signs
- Booing or harassment of officials, opposing team members, NCS community members, fans, etc.
- Refusing to follow directions of those in authority
- Stomping, jumping on bleachers
- Throwing things or rushing onto the field or court before, during, or after the event.
- Being on the game field or court when not authorized.
- Wearing inappropriate dress for the occasion
- Consequences will result in—but are not limited to—non-attendance at future school events, conduct points, suspensions, and/or other disciplinary actions.

## **Desks and Other School Furniture or Equipment**

Students are expected to treat all school furniture and equipment with respect and care. Fines will be assessed to students and/or parents for school items damaged by students due to carelessness, misuse, vandalism, etc. The value of the fine may include all or part of the replacement value.

## **Discipline Plans – Definitions**

**Detention:** a set time determined by each school (usually 30-60 minutes), either outside of normal school hours or during a recess or lunch period in which a student is to report to an assigned room supervised by a staff member. Students may be assigned detention for violation of school or classroom rules.

**Suspension:** is a special condition when the student is prohibited from attending classes or certain school activities. NCS is committed to follow due process and provide students and parents an opportunity for a notice (letter, email, phone call) and meeting before being deprived of the educational services offered by NCS. Generally, students are ineligible to make up work on suspension days and grades of zero may be issued.

- **In-School Suspension (ISS):** Administration may remove students from a classroom due to unacceptable or unsafe behavior, and this will be classified as an ISS. During an in-school suspension, a student must report to the school for either the entire day or an assigned portion of the day. In-School Suspensions at the middle and high school levels may be assigned on non-student attendance days. Students serving an ISS are required to give up “time off” or other activities in order to serve the suspension. Students are assigned to a specific area in which to serve the ISS and are expected to study, do homework, or sit quietly at the desk they are assigned to. Talking and visiting with other students or staff during an ISS is not allowed. Students are expected to have lunch at a designated place and are permitted periodic restroom breaks. Students serving an ISS

are ineligible for athletic practices or other school events scheduled on the day of the ISS.

- **Out-of-School Suspension:** During an out-of-school suspension, a student is not permitted to attend school nor any school functions. All daily work and scheduled tests will be graded as zero. A parent conference is required before re-admittance to the school program.
- **Probation:** is a special status and period of time imposed by the school administrator in which the student must fulfill specific stipulations set forth at the beginning of the probationary period. Generally, a period of three weeks is assessed for probation. During probation, a student may not have Off-Campus Privileges, campaign for any school office/position—elected or otherwise, and may not be allowed to attend certain non-mandatory or enrichment-type field trips. Any student officer or representative placed on probation will be relieved of the position immediately. Probation may also affect athletic and club participation eligibility.

**Dismissal** – Per DSP 5115, **Dismissal**, is the termination of a pupil as a student from the school for less than permanently (indefinite or for a given term).

**Re-enrollment after Dismissal:** Any student who has been dismissed in accordance with the provisions of NCS's discipline policies/procedures may request re-admittance to NCS for the following school year. If such a request is made, the student will be required to display evidence of a change of attitude/behavior consistent with the expectations of all students enrolled in a Catholic school. Any student who is re-admitted under this policy will be placed on a probationary status as determined by the administration. Any subsequent problems resulting in suspension will result in immediate expulsion without the privilege of re-admittance.

**Personnel in Charge of Discipline:** The school principal has the overall authority of matters regarding discipline. All teachers, aides, cooks, custodians, secretaries, coaches, and other staff have authority to enforce school rules and policies.

## **Discipline Plan: Preschool – Grade 5**

### **Rationale**

- In setting our high standards of conduct for students, NCS attempts to develop positive programs of self-discipline by stressing moral and spiritual values. All students are expected to behave as young Christians.
- The expected behavior and demeanor in every school situation is that of responsible students. When standards for behavior or not met, every effort will be made to assist the students to change unacceptable behavior.
- The Principal has overall responsibility for school discipline and provides the necessary support to teachers and students in helping maintain order needed for a good school experience. Students must comply with all school rules, policies, and all classroom rules and procedures as set forth by their respective teachers. At times students will be

referred to the school principal, depending on the seriousness of the offense, number of prior actions, warnings, etc. In that event, the principal will enforce the school discipline plan, which includes a process of warning, detentions, suspensions, and ultimately expulsion. Parents are informed at various points in this process and depending on each unique situation.

## **Consequences for Inappropriate Behavior**

### **Minor behavioral problems**

- Verbal warning.
- Loss of recess or other consequences.
- Call and/or letter to parent(s).
- Conference with parent(s).
- **Major behavioral problems:** The school will contact the parents/guardians and/or appropriate authorities. Possible recommendations range from:
  - In-School Suspension: Students must report to school for the entire day, but cannot attend classes or school activities. Time is spent in an assigned room other than the classroom with no interaction with other students including recess and lunchtime. The student is responsible for school work during this time. A parent conference is required.
  - Out-Of-School Suspension/Counseling: The student is not permitted to attend school, nor any school functions. A parent conference is required before re-admittance.
  - In serious cases, an outside professional behavioral assessment may be a requirement for continued enrollment.
  - The school reserves the right to initiate expulsion or dismissal proceedings in cases where student infractions are serious, chronic, and harmful to self or others, illegal, etc.

**Appeals process:** Parents and students are to follow administrative recourse to appeal disciplinary consequences.

## **Elementary Dress Code Policies – found on next page**

# Dress Code Elementary School

2019-2020 Newman Catholic Schools - Elementary Dress Code	
Item	Description
<b>Rationale</b>	Supports standards set by the Diocese of La Crosse to encourage personal and family responsibility. <b>Adherence (or Enforcement) is the student and family's responsibility.</b> NCS administration and staff will support the family's efforts. Failure to adhere to this policy could result in a request to bring a dress code appropriate change of clothing.
<b>General Guidelines</b>	Neat, clean, no visible rips, frays, holes, hemmed Modest styles. Undergarments may not be visible.
<b>Logo and Acceptable Clothing Color and Pattern Guidelines</b>	Manufacturer's Trademark/Emblem/Logos smaller than 3"x3" are acceptable with manufacturer's name only (no other words). Clothing - all colors, solids, stripes, plaids, overall prints i.e. geometric, floral, polka-dots, patterns are permitted  <b>No</b> Graphics, Pictures, or Words (except 3"x 3" manufactures name/logo) are permitted on garments fabrics; Sheer/see-through fabrics
<b>Pants/Slacks/Capris</b>	Khakis - Any color No Blue Jeans - All other colored jeans are acceptable Tight Knits, Jeggings, Leggings - <b>ONLY</b> if top is mid-thigh or longer  <b>No</b> Blue denim jeans/jeggings, pajama bottoms, yoga pants, sweatpants, spandex, warm-up/workout pants
<b>Shorts/Skort/Dresses/Skirts</b>	Modest styles of appropriate length - mid-thigh or longer Shorts may only be worn in August, September, May, and June
<b>Shirts/Sweaters/Sweatshirts</b>	Covers entire upper torso during usual classroom/school activities Non- collared shirts are acceptable Modest necklines Sleeveless only if shirt covers majority of collared/chest/neck area Hooded Sweatshirts - as outer-wear only (May have appropriate graphics)  <b>No</b> Tank tops as primary wear, off-the-shoulder, exposed shoulders, spaghetti straps, midriff or short shirt styles
<b>Shoes/Socks</b>	Worn at all times; complies with student safety and activity needs P.E. Classes all grades - socks and athletic style shoes required Sandals with back straps are permitted  <b>No</b> Flip-flops, open-backed, slides, roller shoes, combat boots
<b>Hair/Make-up/Accessories</b>	Neat, clean, reasonable length, natural colors  <b>No</b> Caps, hats, bandanas, sunglasses indoors, unless medically necessary <b>No</b> Makeup <b>No</b> Accessories that distract or draw attention <b>No</b> Visible tattoos
<b>Mass, Prayer Services, Dress Up Days</b>	Dress to a higher standard than other school days - Mass is special  <b>No</b> Shorts, athletic style clothes, all other restrictions apply
<b>NCS Spirit Day (Most Fridays)</b>	Blue jeans may <b>only be worn with NCS Spirit Wear.</b> If not wearing an NCS Spirit shirt, regular dress code must be followed
The school will communicate to students and families guidelines for special occasions such as- field trips, athletic events, and school music concerts. Dress code reviewed/revised June 2019	



## **Dress Code for Physical Education Classes**

- All Grades - Socks and athletic style shoes required
- High School - Athletic style shorts, a T-shirt with logo compliance and gym shoes
- Middle School – A PE uniform is used -athletic style red shorts and regulation middle school P.E. T-shirt.
- Elementary School – Students do not change – wear loose clothing on PE days to foster movement and gym shoes

**Dress Code for Field Trips:** The school will inform parents when special dress is required during field trips.

**Spirit Days:** Blue jeans and NCS spirit shirts are allowed on Fridays unless otherwise noted by the school. Please check the school calendar. All spirit wear clothing must follow usual dress code guidelines with the exceptions of blue jeans and athletic style T-shirts.

**Athletic Events - Home and Away:** Students are required to wear appropriate attire at Newman Athletic events.

**School Musical Concerts – 5th grade and up:** Students in Band and Choir are required to wear “concert wear”. Music teachers will inform parents of concert wear requirements at the start of the school year.

**Special Occasions:** When there is need for a special occasion dress, all manner of dress must fit within the guidelines/standards set forth by the school for the class or event (i.e. graduation, promotions, prom, Peppermint, dances, socials, parties, field trips, away or home sporting events, special school dress up days, etc.). The school administration and supervising staff members reserve the right to restrict admission or participation in these activities and/or initiate disciplinary actions, if, in their judgment, the manner of dress does not comply.

## **Dismissal – Due Process**

When a student has been recommended for dismissal, the parent will be notified in writing of the intent to dismiss. The parent may request a dismissal hearing or withdraw the child from the school.

**The procedures for a dismissal hearing:** Students who are recommended for dismissal have the right to a hearing. The hearing is conducted by an expulsion committee comprised of members who are chosen by the principal and may include pastoral representation and the dean of students. The committee members are advisors to the administration. Per Diocese of La Crosse policy, the principal is responsible to make a decision for dismissal in consultation with the system president and the Diocese of La Crosse Superintendent of Catholic Schools. The decision is delivered to parents in writing within 3 schools days following the dismissal hearing. Parents maintain the right to withdraw a student voluntarily in writing up until the time the final disciplinary action that has been determined and approved result takes effect.

- Per Section X ADMINISTRATIVE RECOURSE, DIOCESAN POLICY #1391 in this handbook, parents have the right to appeal the principal's decision. In the case of a dismissal the following procedures are also to be included in the appeals process. Parents must present in writing to the system president their request for an appeal within five (5) school days following the notification of the dismissal. The system president shall respond in writing with 15 business days.
- Per DSP 5115, Expulsion is the termination of a pupil as a student from the school permanently (no opportunity for reinstatement). The decision for the expulsion rests with the Principal and President and must be approved by the Diocesan Director of Schools.
  - A student can be expelled from NCS when the relationship of the student and the school is determined to be no longer mutually beneficial. The student and/or parents shall have the opportunity to present information to the Principal before a final decision on expulsion is made.
  - ***Please take further notice*** that, in considering whether to expel a student, the Principal, the President, and the Diocesan Director of Schools in consultation with the student's pastor and the Diocesan Attorney may consider the student's complete prior disciplinary and academic record. These records are available for review prior to a hearing.

## **Field Trips**

- All field trips are subject to the policies and guidelines of the Diocese of La Crosse and NCS.
- Field trips are of educational and cultural value and are directly related to the curricula or function as a co-curricular activity. Going on a field trip is a privilege, and some students may not be allowed to attend as a result of disciplinary action. All supervisors' directives, school rules, and event rules are to be followed at all times. Courtesy and respect to all people including other students, guides, chaperones, teachers, bus drivers, etc. is expected. Please note: in situations where a student disregards these expectations while attending overnight, extended stay, or out of town field trips, the parent will be contacted and must pick-up their child from the field trip location. Additional fees for trips may be required.
- Each trip includes the following:
  - Signed and dated Release forms from parents (blanket form with individual notification or individual form).
  - Students must travel to and from the activity on the transportation provided by the school under the supervision of designated teachers or staff.
- Parents who have elected to transport their child to or from the event via private auto must submit written notice to the teacher prior to the trip. Parents who elect to transport their child from the event must also provide written notice to the teacher or trip supervisor. Students are not permitted to return from trips with anyone other than their parents/guardians. As soon as a student is released to his/her parent or guardian, Newman Catholic Schools is not responsible for the student.
- Preplanning with student learning and safety as a primary goal, adequate transportation and supervision.
- Parents transporting students are to have a copy of their liability insurance on file with the school (DSR 6325) with minimum limits of \$100,000/\$300,000 and must complete a

Confidential Questionnaire. Vehicles are also subject to inspection and inspection forms must be on file in the school office prior to the trip.

- All regulations regarding size and weight restrictions for children riding in front seats of autos with airbags and size and weight restrictions for children regarding booster seats must be followed.
- As per diocesan regulations, a signed Permission Form for each specific event must be on file for all students participating in each field trip.
- Students are to dress appropriately for the activity. The school will provide guidelines for dress in advance of the trip.
- Toys or electronic devices are generally not allowed on field trip. The school will provide guidance for trips where this may be an exception.
- Students are to show a positive attitude, be respectful and courteous and use common sense at all times. The rules of a classroom and the school will apply to field trips.
- Students are not to leave the facilities or have unauthorized visitors without the consent of the advisor.
- The trip supervisor must be informed of any participant on prescribed or over the counter medication or any existing illness in advance of the trip.
- Damage or vandalism to property of others will become the responsibility of the participants and their parent/guardian.
- Overnight trips are subject to all diocesan policies and guidelines. No adult, unless it is the student's parent/guardian may be allowed to sleep in the same room as a student. As per diocesan policy, a "Comprehensive Overnight Field Trip Permission Form" must be completed for all overnight trips.
- At times parents have not accepted the schools' transportation to or from an event for their child and authorized their child to transport him/her to the event. Should this happen, it is against school policy for the student to transport another student.

## **Food and Beverages – Classroom Treats**

- **Lunch** time is an official part of the school schedule and is subject to attendance requirements.
- The school cafeteria provides hot lunch and a la carte food items are available for high school students.
- Students may also bring their own cold lunch.
- All NCS schools have a closed lunch period and students are expected to eat their lunch in the school cafeteria. High school juniors and seniors may earn the privilege of eating outside when the weather permits. High school students are not allowed to eat lunch in the parking lot.
- No NCS student may leave the school property during lunch time unless excused through the school with appropriate procedures followed and with written parental permission.
- The junior and senior class may petition the faculty for open campus lunch privilege. Junior and seniors in good standing may be granted open lunch privileges with parental permission. Parental consent forms and agreements to abide by regulations must be completed prior to exercising this option.
- **Food and Beverages:** Food and beverages are not to be consumed outside the cafeteria during the school day unless as part of a classroom activity, recess, or party supervised by

a teacher. These situations are at the teacher's discretion and should include the entire class.

- **Treat Policy - 4K Wausau School District, 4K DC Everest School District, Preschool and licensed child care:** Only purchased treats with the store or production labels on it may be brought to school for distribution to early childhood students. No homemade, non-store or manufacturer prepared treats may be used in licensed child care, preschool or 4K classes. Foods may not contain peanuts or peanut products. Treats not meeting the above guidelines may not be distributed to students.
- **Treats for K-12 students.** The teacher must be notified in advance of a student or parent's intent to bring a treat to the class; minimally one class day prior. **Store purchased treats with the labels intact are recommended. Treats containing peanuts or other nut products are not allowed.** Alternative safe treats should be provided for students with special dietary needs. Treats should be provided for the entire class and teacher. **Healthy and nutritious snacks are required per the NCS Wellness Policy.**
- Gum chewing is generally not allowed Preschool – Grade 8.
- Computer Labs – **No food or drink is allowed in computer labs at any time.**

## **Gang Policy**

A "gang" is defined by the policy as a group of three or more individuals with a unique name, identifiable marks or symbols, who claim turf or territory, who associate on a regular basis and/or engage in antisocial or criminal activity.

Newman Catholic Schools recognizes that the presence of gangs, gang activities, and/or gang affiliations could cause disruption of or interfere with school and school activities. As a result, gang affiliation and/or activities will not be tolerated.

Gang or gang-like activity can result in dismissal from Newman Catholic Schools. Students' printing or displaying gang-style graffiti, clothing, grooming, tattoos, symbols, colors, slogan or language, associating with known gang members, being stopped with a known gang member by police, or being identified by a reliable source as a gang member will be placed on probationary status. Parents/guardians will be notified by the school of any of the above activities involving their student. The school reserves the right to notify the civil authorities of suspected or actual gang affiliation and/or actions. The school will cooperate with police investigations regarding this topic.

## **Lockers – Middle School and High School**

Each student is assigned a locker by number and is to use only that particular locker. Students are required to lock their lockers at all times. Nothing is to be written on nor placed on the outside of the locker unless permission has been granted by school personnel. All personal possessions in the locker must be completely removed at the end of the school year. Any photos, pictures, or images attached to the inside of the lockers must be appropriate and consistent with the standards of actions expected of students in a Catholic school. Students will be held accountable for any damage done to the lockers, and fines will be assessed for damages. **The locker remains the property of the school, and as such, the administration reserves the right to inspect the contents of the locker at any time. Students are not allowed to place locks on lockers other than the one assigned to them.** In unusual circumstances, students should ask the assistance of the

principal, registrar, office staff, or any teacher in helping them secure their valuables. **The school is not responsible for items taken from a locker.**

## **Locker Rooms**

Students are required to maintain the integrity and cleanliness of the locker rooms. The same rules and expectations applicable to hallway lockers also apply to the lockers in the locker rooms.

Students are reminded that the locker rooms are not a secure area. **Students must provide a master lock combination lock for his/her gym/athletic locker.** Key locks are not permitted. Students must report the lock combination and serial number to the gym teacher. If not enrolled in gym, students must still report lock information to the gym teacher. They should not bring valuables, money, watches, jewelry, etc. to the locker rooms when changing for gym class or for athletic practices. Students should lock these things in their school locker. In unusual circumstances, students should ask the assistance of the principal, registrar, office staff, or any teacher in helping them secure their valuables.

Lockers are cleaned out periodically and students will be reminded to remove all contents from their athletic locker. Failure to do so may result in the contents of the locker being removed by school personnel and being placed in the lost and found container, disposed of, or donated to a local charity.

## **Lost and Found**

Each school has a designated area for “Lost and Found.” Please check with each school office to receive assistance in locating lost items. Valuable items that are found are usually kept in a secure location. Items remaining in the “Lost and Found” after the school year generally will be disposed of or donated to charity.

## **Personal Possessions**

Newman Catholic Schools upholds and enforces the basic Catholic premise that all students respect another’s possessions, and that tampering with, stealing, or defacing someone’s possessions is unacceptable. However, students are responsible for proper care of their possessions. This includes keeping items secure in a **locked locker or other place designated by the teacher or school,** not leaving items lying about, and avoid bringing valuables to school. **The school is not responsible for lost or stolen items.** In certain situations, the school may need to conduct an investigation to help a student recover a lost or stolen item, or may need to contact legal authorities.

## **Public Recognition**

No student may publicly receive any type of school-earned award if on disciplinary probation or suspension at the time the award is to be presented. Any such award is to be given privately.

## **Recess and Playground Rules**

Students are allowed a set time for outside recess each day, weather permitting. Times vary by building and grade level. Students are given specific directions by playground supervisors and teachers as to where they are allowed to play, and play areas vary depending on the season and

field conditions. Students are reminded to take personal items with them to recess or lunch as they are generally not allowed to return to their lockers or classrooms during recess/lunch time.

Students generally go outside for recess. They are expected to dress accordingly for all weather conditions. Recess will be held indoors when weather is rainy or very cold, generally zero degrees or below or in cases of severe wind chill is the standard used to determine if recesses are inside. Students are allowed to stay indoors only at the request of a teacher or for unusual cases of illness. Each school operates under the assumption that if a student is well enough to be in school, then he/she is well enough for outside recess.

- Students are to conduct themselves in a safe and respectable manner. Students are expected to obey, respect, and be within the vision of the supervisors. Students should exhibit good sportsmanship.
- The school's discipline plan is applied to recess behaviors.
- Not allowed: Climbing of trees or hanging on trees or bushes, snowball throwing, rough play, jumping off of equipment, any games or activities deemed to harm the student or others, no tackle/physical contact sports, no toys from home.
- Elementary students should wear boots, snow pants, jackets, hats, and gloves/mittens for recess as directed by the teacher or school.

## **Technology Policies including Mobile Phones, Outside Devices, School Devices, Networks, and Internet.** **(Content Supports DSP 6420)**

- **Devices:** - Definition - cell phones, computers, games, cameras, other electronic equipment, etc.
- General policies regarding phones and other devices
  - Students and parents have full responsibility for all personally owned devices brought to school, student trips, etc.
  - The school is not responsible for damage, theft, loss, breakage, etc. for personally owned devices.
  - Devices should be turned off while at school or child care, stored in a locker (high school), homeroom (middle school), school office (elementary), etc., unless authorized for use during instruction.
  - No pictures or video are allowed to be taken by students while at school or school activities unless authorized by school personnel.
  - Students who need to make a phone call during the school day should do so through the school office and use the school phone.
  - High school students may use phones or other personal devices during activity period and lunch unless otherwise directed by staff. All use must comply with the NCS technology use policy.
  - Social media communications/access should not occur during school instruction and the school's devices should not be used to conduct social media communications unless authorized by the teacher.
  - Cell phones are not permitted at any time in locker rooms.

## **Elementary Schools – Grades K-5: Use of Personal Device Statement:**

Students are encouraged to leave devices such as cellphones and Smartwatches at home. If these devices are brought to school, students will be required to turn their cellphones/Smartwatch/electronic devices into the office upon arrival at school. The items can be picked up from the office at the end of the day.

### **Internet Use – General Information**

- The school's internet connection is regulated and contains necessary safety filters to be in compliance with the Childhood Internet Protection Act (CIPA).
- Therefore, the school is not responsible for internet content obtained through personal devices. The use of the Internet, computer equipment and instruction in computer/technology related courses in the NCS is a privilege and not a right.
- All computer and technology equipment regardless of ownership (school or personal) must be consistent with Catholic teaching, doctrine, morality and values.
- Generally, students will be granted Internet privileges after students and parents sign an Acceptable Use Agreement form and it is on file at the school.
- Restrictions may apply at each school depending on age, grade of the student and availability of equipment and resources.
- Use of the Internet for academic work, research and school projects is encouraged.
- Students are reminded to use proper citations of Internet sources.
- Translation services for the world language classes are generally not allowed unless authorized by the teacher.
- Internet use for other purposes, which would conflict with the mission of NCS or the values and morals of the Catholic Church is forbidden.

**Internet use restrictions:** The following is a list of things not allowed. It is not intended to be fully inclusive and other restrictions may apply as technology changes. This list applies to both school and personal devices.

- Violations of the copyright law and/or plagiarism, including, but not limited to: copyrighted software, text, graphics, music, multimedia, etc. Such action is considered theft and is a violation of Christian moral standards.
- Sending or receiving illicit or obscene materials, messages, or other information in violation of Catholic virtues.
- Accessing resources or information belonging to others. This includes, but is not limited to, passwords, e-mails, personal files, financial statements, and secure restricted Internet sites, etc. This will be considered as theft and in violation of Catholic moral standards.
- Violation of school policies and behavior standards.
- Transmission of information about the school system, school or any school personnel.
- Use of technology for personal financial or commercial gain.
- Degrading, wasting, vandalism, disrupting equipment or system and/or network performance.
- Downloading on school devices' hard drives, network, hacking, sending mass e-mail messages, or other actions that can be a negative impact, etc.

- Sending or knowingly opening viruses.
- Unauthorized video or pictures of classes, students and teachers.
- Unauthorized access to the school's network.
- Misuse of school technology equipment.
- Use of food or drink is not allowed in any school computer labs and around all technology equipment.
- Unauthorized gaming, texting, etc. on school devices.

### **Other Considerations and Restrictions**

- The school reserves the right to review any activity on school or personal devices used during school time.
- Use of the Internet or computer/technology equipment is restricted to school curriculum-related issues.
- Use of the Internet or computer/technology devices is subject to supervision by school personnel.
- Equipment malfunctions, or inappropriate information that appears during student use should be reported to the teacher immediately.

**Personal Use.** Use of the school network for personal messages including text messaging or other personal activity via the network is only allowed during activity or lunch period.

Consequences due to violations of personal use may include, but are not limited to:

- Suspension from computer and technology privileges
- Restitution for any damages or service costs
- Loss of course credit, incomplete, and/or failing grade
- Technology violations are subject to the school's disciplinary code
- Technology violations regarding plagiarism and academic honesty are also subject to the plagiarism code.

**Printers and copiers:** may be available for student use with permission. Fees may be charged to cover printing costs in certain circumstances. Printing of computer generated material is subject to all of the above guidelines.

### **Passwords**

Passwords issued to students are considered private and should be not be shared. Any attempt to gain unauthorized access to files not specifically granted to a student is a serious offense. The school disciplinary plan is in effect.

## **Tobacco and Alcohol/Drug Policies (DSP 5508)**

The following excerpt is a direct quotation from a diocesan policy:

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



- The Catholic Schools of the Diocese of La Crosse are Christ-centered educational communities, which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.
- The presence and abuse of drugs and alcohol presents a clear and present danger to health, safety, and welfare of all pupils in our schools. Therefore the Diocese has a paramount obligation to protect its students from the dangers of drugs and alcohol. Additionally, as Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol. Recognizing the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse, and also recognizing the need to articulate strong, clear, and consistent policies and procedures in this area, and also recognizing its obligation to set the moral and ethical standards we expect from our schools and pupils, the Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all of our Diocesan schools:
- Tobacco, Vaporizers, Electronic Cigarettes and Other Related Use  
The possession of tobacco, vaporizers, electronic cigarettes and other items by minors, in any form, is a violation of state law. Use by any student is not permitted at any school event or function. The school's discipline plan is used to determine consequences.
- Drugs & Alcohol  
NCS complies with the policy of the Diocese of La Crosse to protect students from the dangers of drugs and alcohol and to provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol. NCS will inform parents of students' alcohol or drug use if it becomes aware of that information through a credible source, whether it be a school related offense or not. In most cases, a drug or alcohol assessment at the parent's expense will be required as a condition for continued enrollment.

Topics relating to drugs and alcohol are part of the Health curriculum. Demonstrations and information from the local police departments are a means of educating the whole student body. The Wausau Police Department Canine Unit is available to the schools for periodic inspections of lockers and the parking lot.

It is important to note that the diocesan policy addresses drug and alcohol use or influence on or near school property or at school events. NCS believes that alcohol or drug use away from the school is equally destructive to the student and is committed to inform parents of students' alcohol or drug use or activities if it becomes aware of such information regardless of the location or time of the alcohol or drug use. In most cases, a drug or alcohol assessment, at the parent's expense, will be required as a condition for continued enrollment.

## **Diocesan School Policy 5508**

- Definitions – the phrase “drugs or alcohol” includes, but is not limited to:
  - Illegal drugs
  - Alcohol

- Illicit drugs (legal drugs used for illegal or improper purposes)
- Look-alike drugs (substances represented as illicit or illegal drugs or alcohol).
- The term “expulsion” is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).
- The term “dismissal” is: Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).
- The term “suspension” is: Temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.
- Prohibitions and required minimum sanctions
  - No student may distribute, offer, and/or conduct any transaction leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
    - Sanction: For students who have violated any Category 1 Prohibitions – dismissal or immediate expulsion and the appropriate assessment and follow-up as described in Section C.
  - No student may possess or use 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.
    - Sanction: For students who have violated any Category 2 Prohibitions – suspension, dismissal or expulsion and the appropriate assessment and follow-up as described in Section C.
  - No student may be under the influence of, or knowingly remain in the continued presence of (except at school-sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
    - Sanction: For students who have violated any Category 3 Prohibitions – suspension, dismissal or expulsion and the appropriate assessment and follow-up as described in Section C.
- The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category. In determining within each category which 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 student’s prior record.
- Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances 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.

### **Investigatory and/or remedial measures**

- The student and parents/guardians shall meet with school authorities.
- The student shall be suspended pending completion of the investigation and may be suspended during the assessment.
- 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.
- 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.
- Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
- For students suspended or dismissed, before any student may be re-admitted and continue as a student, the following minimum conditions must be met and consistently maintained:
  - 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.
  - The student must cooperate with any and all recommended actions and conditions of his/her treatment.
  - The student must refrain from any future drugs or alcohol offense.
  - 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.
  - The student must cooperate with local school authorities.
- Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to diocesan-approved drug and alcohol testing, if and when deemed necessary by the diocese.

### **Reporting Requirements**

- The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.
- The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.
- **Consultative Requirements** – Drug and alcohol offenses are serious matters. They involve complicated and at times, contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office for Catholic Schools when implementing and enforcing this policy, including approval for any dismissal or expulsions.

- **Relationship to Other Student Conduct Codes** – This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement, not replace, those student conduct standards and procedures.
- **Education** – All schools are required to develop and implement a policy of parent/guardian and student drug/alcohol abuse education. This education program is to be in place no later than January 14, 1998, and is to be reviewed annually.
- **Effective Date** – This Drugs and Alcohol Policy is to be implemented no later than August 15, 1997, and is to be reviewed annually.
- Originally dated 1/14/92, revised 1/12/98, revised 1/12/99.

## **Vandalism and Stealing**

Any student who steals, damages, or defaces property of the school or another person will be subject to disciplinary measures including replacement/repair costs, conduct points and/or suspension, dismissal, etc. This includes tampering with fire control equipment, computer equipment, etc. The severity of the action will determine whether or not police will be called.

## **Weapons**

- Instruments that could be used as weapons and/or appear to be a weapon (i.e. guns, knives, swords, chains, homemade devices, aerosol cans, etc.) are not allowed on the school premises, on buses, or at school-related activities. Such items will be confiscated and violators will be referred to police authorities, if necessary, and/or the school may invoke the school's disciplinary plan and impose a consequence. Depending on the circumstances, a student may be suspended from school immediately and the parents called. The student will be re-admitted only after a conference with the parents and with consultation from the Diocese of La Crosse. The school may be directed by the Office for Catholic Schools to invoke a much harsher consequence than stated in the school's disciplinary plan.
- Toy guns, knives, etc. are not appropriate items for show-and-tell, costumes or other school activities, and must not be brought to school.

## **Weight Room Policies – Grades 6-12**

- Students are not permitted to be unsupervised in the weight room. All students using the weight room must have a parent signed cautionary statement for their participation in athletics on file before using the equipment. The school's discipline plan and athletic policies are enforced during weight training.

## **Section VIII. Student Services, Health and Safety Information**

### **Asbestos Management Plans**

The asbestos management plan for each NCS building is located in the school office. This document is available for review by all parents with reasonable notice. Copies may be obtained upon request and a modest copying fee will be required.

### **Building Security**

Outside doors should remain locked and/or secured during the school day and one entrance designated for entrance and exit. Doors shall not be propped open. All unusual or suspicious activity on the grounds of the school should be reported to the school office if class is in session and directly to the police after school hours. Parents and visitors are to follow the Visitor Policy included in the Administrative section of this handbook.

### **Communicable Diseases (Including HIV & AIDS) DSP 8000**

NCS follows the Diocesan Policy on Communicable Diseases which includes HIV- and AIDS-related conditions. The policy is located in the principal's office and is available to parents at any time with reasonable notice.

### **Communication – In Times of Crisis or Disaster**

***National Level Crisis or Disaster*** – In times of national crisis or disaster, the school will generally interrupt a class to inform high school and middle school students and will either keep them updated or allow them an opportunity to watch news coverage of the event. The school will have crisis counselors available for students directly affected by such an event or tragedy. Generally, NCS elementary schools will temper the release of crisis information to young students and will communicate to parents information pertaining to what the students have been told and suggestions on how parents can handle sensitive information with young children.

**School Level Crisis or Disaster** – According to the NCS Safety Response Plan, the nature of the crisis or disaster tends to dictate how communication is disseminated to parents and students. Each staff member has a unique role in times of crisis. Announcements to parents may be made through the system website, email, local media, notes home with students, or some other means that are efficient and sensitive to the nature of the situation. Specific means as to how NCS families are informed is under the direction of the NCS president or delegate. Parents are reminded that in some emergency situations, calling the school or coming in person to the school may not be possible.

## **Confidentiality Clause**

NCS strives to maintain confidentiality and is not permitted to discuss or disclose personal information regarding a child, a child's family, professional or personal staff information to outside parties without written permission from the parties involved. Information concerning a specific child or family will be shared in a professional manner with the appropriate staff members only. Staff members are expected to avoid discussions of NCS business, staff, students or families in nonprofessional settings. Additionally, staff members who work in multiple buildings are to avoid discussions of one NCS building's business with staff from another NCS building.

## **Counseling Services**

NCS offers a comprehensive school counseling program that supports the four main areas of childhood and adolescent development: spiritual, academic, physical, and social-emotional. School counselors are not the same as a family counselor. The high school/middle school share a guidance counselor on site. The elementary schools share a counselor. The effective counseling program involves a team of professionals who work with students and families. The team may include the school/guidance counselor, school chaplain, pastor, and principal or additional support from faculty, if needed.

The high school guidance program focuses on individual counseling, academic and career counseling, scheduling, and assessment.

The middle school guidance program focuses on small group and individual counseling, career counseling, and preparation for high school course selection.

The elementary program emphasizes development of social and emotional skills to facilitate positive relationships with God and others. Students and parents who wish to utilize school counseling services should begin by contacting the Guidance Counselor and/or Principal for assistance.

Student and family confidentiality is maintained. Parents are notified when students report serious matters to school personnel.

## **Fire/Tornado Drills**

Fire and tornado drills are held periodically in accordance with state recommendations. In cases of tornado warnings occurring at school dismissal times, the school may be directed not to release its students due to risks of injury or harm.

## **Food Service Program – Policies and Procedures**

**General Information** regarding the school lunch program is posted on the NCS website at: [http://www.newmancatholicschools.com/pages/NCS/About\\_NCS/Food\\_Service](http://www.newmancatholicschools.com/pages/NCS/About_NCS/Food_Service)

### **Payment, Collection, and Refund Policies**

- **Prepayment program** – Payment is required in advance of service for student and adult meals. Deposits to family accounts is required for continued service.
- **Account Information** – is available in Skyward through Parent Access. Contact your student’s school or the NCS food service coordinator for assistance accessing account information.
- **Low-Balance Notification** – Parents may elect phone, text, or email low-balance notifications. Notifications are issued when an account falls below \$10.00.
- **Account Set Up and Students PIN Numbers** – Accounts are established by family at the time of initial entrance into NCS and each student is assigned a Personal Identification Number (PIN). Students enter their PIN on a touchpad located at the end of the lunch line. An assigned staff member will verify each meal meets the minimum Wisconsin Department of Public Instruction (DPI) criteria and that the meal, additional entry servings, and/or additional milk is charged correctly to the family’s account. Students are responsible for keeping their PIN confidential. Students intentionally providing their PIN to another student or intentionally using another student’s PIN are subject to disciplinary actions which may include, but is not limited to, restitution of charges to the proper party and/or the loss of participation in the NCS Food Service Program.
- **Payment Options:**
  - **Checks** – mail to the Food Service Office at 619 Stark Street, Wausau, WI 54403
  - **Cash** – cash payments accepted at each school or food service office.
  - **Same-Day Payments** – payment received at NCS District Office each school day by 9:00AM will be applied for same-day account credit.

### **Negative Balance Procedures**

Per program requirements issued by the Department of Public Instruction, meals should not be served without advanced payment. Students affected will be denied lunch (and ala carte purchases at NCM/HS). Parents will be contacted by the school administrator and requested to bring a lunch for his/her student(s). In the event a parent/guardian does not provide lunch for their child, the student will receive a bag lunch with a sandwich and a milk, and a #2.00 charge will be applied to the family’s account. In this case, the school administrator will communicate with the parent/guardian either by email or note requesting the student be provided a lunch.

### **Mandatory Reporting of Neglect**

It is a parent’s legal responsibility to feed his/her child regardless if the student is in school or at home. If it appears to school officials that a family is neglecting to provide lunch for a child,

the school is required, as a mandatory report of child abuse and/or neglect, to notify the Marathon County Department of Social Services/child Protection Agency.

### **Free and Reduced Lunches**

- Information and application materials regarding the Free and Reduced-Price Meal benefit are included on the NCS website
- Per federal guidelines for students receiving free and reduced price meals:
  - Meals (all or part) may not be shared with other students.
  - Student PIN numbers may not be shared with other students.
  - Qualifying Free/Reduced meal students who bring a sack lunch in lieu of taking the regular school lunch and wish to have a carton of milk will be charged the full price for milk as that is not covered as a separate item under the F/R meal program.
  - Qualifying F/R students are eligible to receive one serving of the main entrée and one carton of milk. Additional servings of the main entrée or extra milk will be charged to the family account at the full price.

### **Account Balance and Refund Policy**

- Account balances carry forward from one year to the next while enrolled in NCS
- Food service refunds can be issued at the written request of the family when withdrawing from NCS due to a family move, school transfer, and when the youngest student in the family is a high school senior and will graduate at the end of the school year. The following conditions must be met for refunds:
  - All food service family account members are inactive.
  - The account balance is more than \$10.00. NCS will not process refunds for account balances of \$10.00 or lower.
  - The family owes no other payments to Newman Catholic Schools and its entities, clubs, etc.

### **Meal Standards**

- Each meal includes all required meal components based on standards mandated by the U.S. Department of Agriculture (USDA). NCS has a state contract with the WI Department of Public Instruction.
- **“Offer vs Serve” lunch program** – Students are offered components from all major food groups and **may freely refuse food from two of the food groups offered.**
- Before a student enters his/her PIN, the lunch tray is checked by a trained staff member to assure the student has received the required meal components.
- Calories make up a school lunch are federally determined in consideration to the average US student’s daily activity and with the understanding that school lunch is one of 3-4 meals a student eats in a given day. Students with high energy output, burning many calories in a day, should supplement the regular school lunch with morning/afternoon snacks and/or additional entrees at lunch time.

### **Second Helpings Policy – All grade levels**

- One serving of the main entrée is included in the price of the meal.
- An additional charge is incurred when a student takes additional servings of the main entrée.



- Students may receive unlimited servings of fruits, vegetable, and salad at no additional charge.
- This policy reflects NCS's compliance of school lunch regulations. NCS is required to set and enforce lunch policies to ensure all families are receiving equal value for an equal price paid for meals.

### **Ala Carte – Middle and High School Only**

During the lunch hour, students may also purchase food and beverage items not included in the regular lunch program. Purchases of ala carte items are charged to the family lunch account.

## **Health Services**

- The Marathon County Health Department provides limited services to our schools.
- School communications are issued when communicable health related matters arise.
- Immunizations – State immunization standards must be met. Schools monitor immunizations through the Regional Early Childhood Immunization Network (RECIN). NCS issues noncompliance notifications as required by law.
- Vision/Hearing Screenings – Local Lions Clubs provide free vision screening for preschool students. The Marathon County Health Department, with sponsorship from the Marshfield Clinic, provides vision and hearing tests for students in 4K, kindergarten, first, second, third, and fifth grades. Other students can be screened by parental requests, or parents may contact a private provider at their own expense if they need this type of service. Parents are notified if there are concerns. Parents are to report the results of professional exams if they have received a letter outlining a vision or hearing concern.
- Emergency Information Forms – An emergency information form is required for each child and is to be completed at the beginning of the school year. **Parents must list all adults who are allowed to pick up their child from school on the emergency card. It is important that parents inform the school if emergency information changes.**
- Medical Insurance – Student accident/illness insurance is not provided by the school.
- Health Issues Relating to Students and Student Learning – Parents are asked to please inform school officials of physical, emotional, or mental health issues related to their student in writing and in person. Examples include learning disorders, ADD, ADHD, depression, eating disorders, anxiety, chronic illness, Autism spectrum disorders, etc. The school maintains your child's confidentiality and uses this information in planning your child's educational program.
- Outside Medical or Psychological Assessments – The school may require a parent to provide at their own expense an outside professional medical and/or psychological evaluation as a condition of continued enrollment.
- Health Education for Students – General health instruction is offered throughout the curriculum.

## **Illness/Injury at School**

- Emergency information is kept for each student containing up-to-date information on where to contact parents during the day. Parents who plan to be out-of-town should inform the school in advance so that proper care can be given to the student in the event of illness and/or emergency.
- Students who become ill or are injured while at school should report to the school office.

- The school will take appropriate steps to contact parents when their child becomes ill or is injured at school. Emergency help through 911 will be made as necessary. All expenses (i.e. medical, ambulance, etc.) related to student accident, injury or illnesses are the responsibility of the parent.
- No student will be released from school without parent or legal guardian consent. This is true even if the student has his or her own transportation at school.
- All accidents or injuries occurring at school or school-related activities are to be reported to the Principal and an accident report is to be completed immediately by the supervising school personnel for each incident.

## **Lockdown Drills**

- As part of each school safety plan, soft and hard lockdown drills will be practiced periodically with students. There are two kinds of lockdowns, and drills for each will help prepare both staff and students how to respond appropriately in the event of an emergency.
- Soft lockdown requires that all students are held in their assigned room with the door locked and students are not allowed to enter or leave the room. The teacher may continue teaching depending on the circumstances. A school may declare a soft lockdown if there is a disturbance in the vicinity of the school.
- Hard lockdown requires that all students are held in their assigned room with the door locked, lights out, and students are not allowed to enter or leave the room. In addition, students and staff will be taking cover in the room using closets, classroom furniture, etc. and staying away from windows and exits. A school will declare a hard lockdown in situations when there is an immediate threat to the life and safety of staff and students.

## **Mandatory Reporting of Suspected Child Abuse and Neglect**

Section 48.981 of the Wisconsin Children's Code requires administrators, educators, child care providers, coaches, counselors, and other individuals employed to work with children in a school or child care setting to report any suspected or observed abuse or neglect of a child, or threatened abuse or neglect of a child to the appropriate law enforcement authorities. . Wisconsin's mandatory reporting requirement also protects the identity of the individual making the referral. Abuse categories included physical, sexual, emotional, or neglect.

## **Medication Policy**

- This policy meets requirements by the State of Wisconsin and Diocesan School Policy, DSP 5505. Please note that NCS does not have a nurse or physician at a school to administer medications. When it is necessary for a student to take medication at school, trained school personnel will oversee medication administration.

## **Prescription Medications**

Submit written permission and signed instructions from the prescribing physician stating the full name of the child, the drug and dosage, hour(s) medication is to be given, and for how long it is

to be given. The NCS Medication Form is available in the School or Registrar's Office (high school), the Appendix to this handbook, and on the NCS website. Many area physicians also have forms and are aware of the procedures.

- Submit a written statement from the parent/guardian:
  - Authorizing school personnel to give the student the medication in the prescribed dosage; and
  - Authorizing school personnel permission to contact the physician directly, if needed.
- Any dosage or time change for administering the medication will be done only at the request of the physician when a new form is completed. Without the proper information, it may be necessary for the parent to come to school to administer the medication.
- Medications are to be brought to the school office in their original containers with the instructions on the label. If you need the same medication for use at home, ask the pharmacist to divide the medication into two labeled containers so one can be kept at home as well as one kept at school.
- Students are not to keep prescription medications in a locker, desk, or on their person UNLESS AUTHORIZED BY THE PHYSICIAN, (ex: epi-pens, inhalers, etc.).
- The primary responsibility for getting medication at the designated time rests with the student.

### **Non-Prescription Medications**

- Non-prescription medications are not dispensed unless requested by the parent in writing using the NCS medication form.
- All non-prescription medications must be in their original container or the original single dose package.
- **Medication Consent Form** – is available on the NCS website, in Appendix A, and at each school. Forms must be completed in their entirety.
- Students are not allowed to dispense any medication to another student.

## **Safety Patrols – Elementary**

The purpose of the Safety Patrol Program is to assist students who use the crosswalks while arriving or leaving school. Students are expected to obey the directions of all school patrols.

## **Safety Plans**

NCS has in place school safety plans for each of the school buildings which cover a variety of school emergencies. In addition, each school has an individual plan which is building specific.

## **Visitors to the Building**

All school visitors, including all parents and alumni, who arrive at school during school hours are required to report to the office immediately upon arrival. Visitors must sign in upon arriving and sign out upon leaving the building. All visitors are required to wear a visitor badge. Parents dropping off or picking up students at the beginning or end of the school day only are exempt from this policy.

# **Wellness Policy**

## **Policy Statement**

It is the belief of Newman Catholic Schools to strive to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. Newman Catholic Schools promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The system 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, our schools contribute to the basic health status of children. Improved health optimizes student performance and encourages that no child will be left behind.

## **Food Service Nutritional Guidelines**

- The primary goal of nutrition education is to influence students' eating behaviors. Building nutrition knowledge and skills helps children make healthy eating and physical activity choices.
- The food service department will ensure all meals offered through the school lunch program meet and follow all U.S. Government Nutritional Standards.
- Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
- Milk will be promoted during all meals. Milk will be available to students bringing sack lunches. Milk consumption and its nutritional value will be marketed.
- Provide enough space and time for lunch in a clean, safe, enjoyable meal environment for students.
- Coordinate school food services to reinforce the messages about healthy eating and to ensure that foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits.
- Make nutrition education available to students and parents via the school lunch calendar, newsletter and other media (email, posters).
- Nutrition guidelines for all food and beverages available on school grounds during the school day.
- Students' lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment.
- The school system has drinking fountains available in all schools so that students can have access to water at lunch and throughout the day.
- Vending Machines/Soda Machines – The system will educate students about the nutritional value of the choices offered in the vending machines by labeling the healthier products with a sticker and by comparing the nutritional value of the choices on a poster.

- When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
- Healthy food choices or non-food items will be encouraged for school sponsored fundraising activities/rewards. Low fat/low sugar food items are recommended.
- Schools will promote awareness and education of food allergies and establish policies to prevent accidental reactions to food.
- Parents of students with food allergies are advised to provide the school with safe treats for their child. These treats can be used for birthday and other classroom celebrations. Parents should check with the school to make arrangements.

## **Physical Activity Guidelines**

- The primary goals for the physical activity component are to provide opportunities for every student to develop the knowledge and skills for specific physical activity and to teach students the benefits of a physically active and healthy lifestyle.
- Students are given opportunities for physical activity during the school day through physical education classes and daily recess periods for elementary and middle school students.
- Students receive instruction in the five health-related components of fitness (cardio-vascular endurance, muscular endurance, muscular strength, flexibility, and body composition)
- The physical education curriculum promotes lifelong physical activity/fitness and follows the Wisconsin State Academic Standards.
- Physical education classes are taught by licensed teachers certified in physical education.
- Other school-based activities designed to promote student wellness.
- The goal is to create a total school environment that is conducive to healthy eating and being physically active.
- Students are given opportunities for physical activity through a range of after-school programs including, but not limited to, interscholastic athletics (Fun Run, sports camps).
- Schools will promote participation in physical activities offered outside of the school day.

## **Measurement and Evaluation**

A system-wide wellness policy committee will be established for the purposes of monitoring the system's policy, serving as a resource to school sites, and revising the policy as necessary. (The committee meets 4-5 times per year.)

# Section IX. NCS Activities Code – Athletics, Clubs, and Activities

Participation in co-curricular activities is a privilege granted to all NCS students. Students are encouraged to be active in a variety of activities, which are an important element of their growth and development during their school years, especially during the high school years. Participants in school events are considered to be representatives of NCS and their respective school. Students may lose the privilege of participation if they fail to uphold necessary academic and disciplinary criteria. Student spectators may also lose the privilege to attend events if they do not adhere to behavioral rules.

## Activities Mission Statement

- The NCS Co-curricular Code does not supplant the policies of NCS or the Diocese of La Crosse. NCS is dedicated to fostering an activities program which emphasizes the following:
  - Team work.
  - Practice, activity, involvement, and competition.
  - Dedication, disciplined lifestyle, hard work, honesty, and high moral character.
  - Pride in NCS, school, and team and being a positive representative of all spirit of cooperation and support for teammates and/or classmates, and working for a greater cause.
  - Positive sportsmanship and respect for self, teammates, coaches, opponents, and officials.
  - Healthy spirit, body, and mind.
  - Spirit development through the experience of being an athlete.
  - Instruction in basic foundational skills in the Grade 5-8 athletic program.
  - Increased knowledge pertaining to the sport, club, or activity.
  - **This code is not to supplant the school code.**
- Purpose of the NCS Activities Policies  
The Newman Catholic Athletic Policies have been developed to help the student-athlete understand the procedures and regulations for participation in athletics. It defines philosophy, expectations, consequences, and appeal procedures for NCS students.

## Activities Offerings for Each Level

The following offerings are available to students, but are dependent on sufficient student interest, availability of coaches/advisors and school resources. Co-curricular activities may be dropped or added depending on circumstances.

### High School Athletic Offerings by Season:

#### Fall

Football +  
Tennis (girls) +  
Soccer (boys) +

#### Winter

Basketball (boys/girls)  
Nordic Skiing +  
Hockey (boys co-op) +

#### Spring

Baseball (boys)/ Softball (girls)  
Soccer (girls) +  
Track (boys/girls)

Volleyball Golf (co-ed) Tennis (boys) +  
 All high school sports—unless otherwise noted—are in the Marawood Conference  
 “+” Represents a sport that is not in the Marawood Conference

### **Middle School Athletic Offerings by Season**

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
Football	Basketball (boys/girls)	Track (boys/girls)
Soccer (boys, co-ed)		Baseball (8 <sup>th</sup> practice only)
Volleyball		Softball

### **Elementary 4-5 Athletic Offerings by Season**

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
	Basketball	

### **School Clubs – General Information**

Our schools are open to offering students a variety of club options. When there is sufficient student interest, a committed staff advisor, the club’s mission supports the mission of a Catholic School, and it does not compete or conflict with other current clubs, the school will entertain an application for charter at the school. Students interested in forming new clubs should contact the principal for the application and process.

### **Recent NCHS Student Clubs or Other Special Co-Curricular Offerings**

Mass Music	Conservation Club	Envirothon	Forensics
Key Club	Ambassadors	National Honor Society	Pep Club
Student Council	S.A.D.D		

### **Recent NCMS Student Clubs or Other Special Co-Curricular Offerings**

Battle of the Books – Gr 7/8	Academic Team	Christian Life Club
Student Council	Conservation Club	Forensics
Student Socials	M.A.S.H. – After school guided study	

### **Grade School Dances and Parties (DSP) 5790**

Elementary schools are not to sponsor mixed parties and dances for grade school students when they are such as to promote premature dating, exclusive and particular boy/girl associations, and the pairing off of couples. School activities which are well supervised and which are instructive in the social graces and productive of mature and wholesome relationships are encouraged.

### **Code of Conduct for Clubs and Other Non-Athletic Activities**

- All school rules, system policies, and Diocesan rules and policies apply to students who are members of clubs, participating in activities, etc.

- The standards of conduct for students participating in co-curricular activities are the same as for students in school. The school and its agents will enforce all rules and policies and consequences will be issued according to the school's discipline plan.

## **Dance Attendance Policy and Procedures – High School**

- Attendance at an NCHS approved dance is a privilege—not a right—for an NCHS enrolled student.
- NCHS administration reserves the right to approve or deny guest pass requests and dance attendance. NCHS reserves the right not to disclose reasons regarding denial of passes.
- Students enrolled at NCHS may bring a guest to the dance providing the guest approval form (available from the school principal) has been filled out in advance and the following guidelines have been met:
  - Only guests currently enrolled at another high school are eligible for consideration.
  - The guest form must be completed and submitted to the school principal 1 week prior to the scheduled event.
  - Information on the form must be complete and legible.
  - A copy of the guest pass will be maintained at the school and a copy returned to the NCHS student. This pass must be presented upon entering the dance.
  - The guest must have a valid photo ID.
  - All guests are expected to follow the expectations for student behavior and attire as stated in the NCS Parent-Student Handbook.
  - Final approval for the event will occur upon check-in at the event.

## **Athletic Awards – All Sports, All Levels**

### **High School Programs**

Standards for athletic awards are established by the Newman Catholic Schools Athletic Committee, school administration or an outside organization. The management of athletic awards falls under the administrative authority of the Athletic Director.

### **Varsity Sports – High School Level**

- **Freshman Award** – awarded to freshmen level students who do not qualify for a varsity letter. Students will receive a cloth sport patch.
- **Participation Award** – awarded to junior varsity, sophomores, or varsity reserve athletes who do not qualify for a letter. Students will receive a cloth bar.
- **Varsity Letter** – awarded to students who qualify for a varsity letter. Students will receive a Monogram “N”. This letter may be sewn on a Newman letter jacket. Only one “N” patch is awarded per 4-year athletic career and the letter is awarded the first time a student qualifies for a varsity letter.

Letters are awarded on the recommendation of the head coach based on the following factors:

- Level of participation at practice
- Contribution to the team during the given season
- Conduct



- Varsity level competition in more than half of the scheduled varsity contests
- Athletes and/or parents who wish to challenge the decision of a coach regarding the awarding of a varsity letter must follow administrative recourse as outlined in this handbook.

### **Varsity Pins**

- Participation pin – awarded when a student has not met the standard for a varsity letter
- Varsity pin – awarded in seasons subsequent to earning a varsity letter
- Pins are encouraged to be worn on a Newman letter jacket

### **Other Awards** – Generally determined by the coach

- Christian Sportsmanship
- Most Valuable Player
- Most Improved Player
- Newman “N” Award – top boy and girl athletes. Voting is conducted by all head coaches and the AD.
- Conference, regional, sectional, and state championship patches
- Marawood Conference Scholar Athlete – 3.50 GPA and varsity letter in a Marawood Conference sport during one of the 3 prior sports seasons
- Non-Marawood Scholar Athlete – 3.50 GPA and varsity letter in a Newman sport that is not offered through the Marawood Conference during one of the 3 prior sports seasons
- No student may receive both a Marawood and a Non-Marawood Scholar Athlete award in a given year.
- **Senior Athlete Award** – senior athlete who has completed a minimum of two sport seasons in the same sport for all four years, unless the sport was discontinued at Newman and the student-athlete was unable to sustain participation in the same sport during his/her four years. Students receive a plaque that acknowledges all athletic varsity letters earned at NCHS.
- **Triple Crown Award** – awarded to any athlete who participates competitively in a Newman sport in all three seasons of a given school year – fall, winter, spring. Team photographer, manager, statistician, etc. are not eligible. Students participating in dual sports during the same season receive only one count during that season for the Triple Crown award.

### **Middle School and Elementary School Level – Grades 4-8**

- Certificate of Participation – awarded to Grade 4-5 Basketball participants
- Letter and Pin – awarded to an athlete in Grades 6, 7, & 8 for the first year of participation in a given sport. Students receive a Monogram Letter “M” and a pin representing a particular sport.
- Bar – awarded to athletes in Grades 7 or 8 for each consecutive year of participation in a particular sport

### **Cancellation Policy – System-Wide**

- **Event/Activity Cancellation Policy**  
No school or early school closure or delayed school start means **ALL SCHOOL ACTIVITIES ARE CANCELLED.**
- Examples of cancelled activities includes:
  - All evening activities

- All athletic practices and competitions
- Concerts
- School or system meetings
- Parent conferences
- Athletic dinners, banquets, awards ceremonies, recruitment meetings, etc.
- One exception – WIAA-sponsored tournaments may still be held on a school cancellation day. This is an area NCS does not have control over.
- The school will make every attempt to announce cancellations and inform families
- Check the NCS website and listen to media outlets for announcements
- In the event of an early school closing due to bad weather or some other factor; practices, games, and activities for that day shall be cancelled.
- In the event of a regular school day with the threat of bad weather later in the day, it may be necessary to cancel practices, games, or activities scheduled for that day. If that is the case, the school will make the decision before dismissal time and communicate the cancellation to the students. The school will make every attempt to have the cancellation aired on local radio stations, posted on the NCS website, and updates from the Athletic Director.

### **Care of Athletic Equipment**

- NCS and the Athletic Booster Club have provided the athletic department with safe, high quality equipment.
- Students are responsible for the proper care and safekeeping of the athletic equipment. Lockers are available for personal possessions and the student is responsible for securing their items.
- Parents will be billed for lost athletic equipment, uniforms, etc.
- All athletic equipment should be returned at the end of the season. Equipment not returned will be considered lost and a bill sent to the parent.
- Proper care of the uniform including proper laundering is required.
- Theft of athletic department equipment will not be tolerated and will result in immediate disciplinary action.
- Students may not purchase any athletic equipment without the expressed permission of the Athletic Director.

### **Code of Conduct – WIAA Rationale – High School Sports**

#### **General Information**

- NCS holds its athletes to higher standards for conduct and behavior.
- A school shall have a code of conduct for its athletes, and it is strongly recommended that the code (a) designate the period of time involved in a suspension in advance of the school year and (b) be developed with the involvement of students, coaches, and administration and adopted by the Board of Education or recognized governing body.
- A student is required to follow the school's code of conduct on a year-round (12 month) basis. In-season violations of the school code will result in immediate suspension of the student from interscholastic competition for no less than one day of competition (but not less than one complete game or meet) for acts (a) involving use of alcohol, (b) use—including chewing—of tobacco and/or (c) use, possession, buying, or selling of controlled substances.

- The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including all out-of-season offenses.
- The member school will determine minimum penalties for any other unacceptable conduct contrary to the ideas, principles, and standards of the school and this Association, including but not limited to criminal behavior.
- Note: If a student denies violating the code of conduct, the school must provide an opportunity for the student to be heard prior to any penalty being enforced.
- The minimum penalty for acts outlined above, which results in a student being suspended for one or more WIAA tournament competitions, is immediate disqualification of the student for the remainder of the total tournament series in that sport.
- A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons retains such status at his/her new school for the same period as decreed by the former school.

### **Unsportsmanlike Conduct**

- A student disqualified from a contest for flagrant or unsportsmanlike conduct is suspended from interscholastic competition for no less than the next competitive event (but not less than one complete game or meet).
- Additional information for the articles referred to above and specific information on responsibility, residence and transfer, and attendance and scholarship is published in the WIAA Handbook.
- Consequences are determined by school administration.

### **Conduct and Training Standards**

- The following student conduct is also prohibited and subject to the consequences listed above:
  - Insubordination to teachers and coaches
  - Plagiarism
  - Profanity
  - Theft or destruction of school property or the personal property of school members
  - Any other action which contradicts the values and beliefs of NCS, the Diocese of La Crosse or the principles and beliefs of the Catholic Church
  - Illegal attendance in establishments, public or private, serving alcoholic beverages
  - Harassment of athletes, students, opponents, and officials
  - Any other action deemed inappropriate by school officials
- All standards are in effect for all athletes for the entire calendar year.
- Athletes serving detention must serve on the required day regardless of practice.
- Athletes serving either an in-school suspension or an out-of-school suspension are ineligible on the day or days of suspension.

### **Honesty Clause**

- Students who are being questioned about potential athletic or school code violations must tell the truth. Should it be discovered that a student athlete was not truthful at the time of initial contact, the student may be subject to additional consequences.
- **Suspension from an athletic contest could eliminate the possibility of an athlete receiving Marawood All-Conference recognition.**

## **Tobacco, Alcohol and Drug Policies and Guidelines**

- In addition to the following, NCS adheres to Diocesan School Policy 5508. This policy is stated in its entirety under Section VII of this handbook.
- Students are prohibited from possessing or using the following:
  - Drugs and/or drug paraphernalia.
  - Tobacco, vaporizers, e-cigarettes, or nicotine in any form.
  - Beverages containing alcohol.
- **Students who are present at a private social gathering where alcohol or drugs are being consumed by minors, but have not consumed alcohol or drugs themselves, may be subject to all alcohol and drug policies and guidelines pertaining to student athletes.**

## **Consequences for Violating the Conduct Code**

- **First Offense** – The students will be suspended from their next (1) athletic event and until arrangements for an assessment (at parent expense) is completed.
- **Second Offense** – The student will be required to undergo a second assessment program, and the student will be suspended from participation in athletic activities for the remainder of the school year.
- **Third Offense** – The student will lose all eligibility to participate in NCS athletics permanently.
  - Depending on the circumstances, a student-athlete may be temporarily suspended from athletic participation during an investigation and could also be referred to the authorities.
  - Consequences are determined by school administration.

## **Procedure for Implementing Sanctions**

- A statement is given to the parents of the student, the coach, and the Principal by the Athletic Director stating the nature of the violation and the sanction imposed.
- Parents may appeal the ruling by requesting a hearing with the Athletic Director within two days of receipt of the written statement. The student is ineligible during the appeal process.
- The hearing will include the student, parents, and the Athletic Director.
- The decision of the Athletic Director may be appealed to the Principal within two days following the hearing before the Athletic Director.
- Recourse after the decision is made follows “Diocesan Administrative Recourse” described in Section X.
- NCHS honors the eligibility rules of all transfers from their previous high school.

## **Code of Conduct – Middle School and Elementary Sports**

**Conduct Eligibility** – The following student conduct is prohibited and subject to the consequences: Consequences for minor infractions may include insubordination, poor attitude, profanity, unsportsmanlike conduct, disrespect of others, and anything else deemed inappropriate. The list may contain more behaviors that are deemed inappropriate.

- **First Offense** – Verbal warning and parent notification
- **Second Offense** – Conference with the player and parent/guardian and a school official, suspension of play and practice privileges for their next (1) athletic event.
- **Third Offense** – Conference with the player and parent/guardian and a school official, and the student will be suspended from participation in athletic activities for the remainder of the season.

**Consequences** – for major infractions which may include vandalism; unsportsmanlike conduct; disrespect of others; use of tobacco, alcohol, drugs; violence; and anything else deemed serious by the school will result in a conference with the player and parent/guardian and a school official and suspension from the team for the remainder of the season.

- **First Offense** – Conference with the player and parent/guardian and a school official, suspension of play and practice privileges for their next (1) athletic event.
- **Second Offense** – Conference with the player and parent/guardian and a school official, and the student will be suspended from participation in athletic activities for the remainder of the season.
- **Third Offense** – The student will be suspended from participation in athletic activities for the remainder of the school year.
- **Fourth Offense** – The student will lose all eligibility to participate in Newman Catholic Middle School athletics permanently.

**Enforcement** - The enforcement of appropriate behavior is the responsibility of the parent/guardian, coaches, athletic committee chairperson, athletic director, and building principal. Student athletes are subject to all rules, regulations, and policies of the school.

All student-athletes are subject to the school discipline plan. Being an athlete is a privilege. Inappropriate behavior during the school day may result in a loss of athletic privileges. Inappropriate behavior during athletic events may result in additional school-issued consequences such as detention, suspension, dismissal, etc.

## **Diocese of La Crosse Sportsmanship Expectations**

The ideas of good sportsmanship, Catholic values, ethical 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. Students need to develop an awareness of the impact an individual's influence has on the behavior of others. Good sportsmanship is viewed by the seven high schools of the Diocese of La Crosse as a concrete measure of the understanding and commitment to fair play, Christian values, ethical behavior, and integrity.

## **Eligibility for High School Sports – WIAA Regulations**

Newman Catholic High School is a member of the Wisconsin Interscholastic Athletic Association (WIAA). The WIAA is a voluntary, incorporated, and non-profit organization located in Stevens Point, Wisconsin. The following Rules of Eligibility are stipulated in the WIAA Handbook and are included in this publication as a convenient reference to students, coaches, administrators, and parents. Parents can find additional information on the WIAA website <http://www.wiaawi.org/>

- WIAA Article III – Age Requirement
  - Section 1 – Senior High – A student shall be ineligible for interscholastic competition if he/she reaches his/her 19<sup>th</sup> birthday before August 1 of any given school year.
  - Section 2 – Verification – A birth or baptismal record or court verdict will establish the age of a student.
- WIAA Article IV – Amateur Status

- Section 1 – Loss of Eligibility
  - A student shall be an amateur in all recognized sports of this Association in order to compete in any sport, and he/she shall become ineligible for all further participation in the school’s interscholastic program if he/she:
    - Accepts for reimbursement, in any form – (a) salary, (b) cash, (c) merchandise of any kind or amount, or (d) share of game or season proceeds, for achievement in athletics.
    - Actual and necessary reimbursement for transportation, food, and lodging paid in connection with playing a contest shall not be regarded as a violation.
    - A student may receive an award which is symbolic (non-merchandise) in nature as trophies, medals, ribbons, event T-shirts, event hats, game balls, or other items of no intrinsic value; but may not receive such merchandise items as jackets, sweaters, sweatshirts, equipment, balls, watches, rings, billfolds, etc., regardless of their value. (See Bylaws, Article X – Awards).
    - A school may allow a student to retain items of practice and playing uniforms which, for reasons of hygiene, obsolescence, deterioration, etc., will not be passed onto another student.
    - Signs a contract or agreement for services as a participating athlete.
    - A student may be employed (but not self-employed) on a part-time basis as an instructor on the playgrounds, game official, lifeguard, etc.
    - This rule shall not prevent a student from signing (a) an agreement which binds him/her to play only for a particular team or (b) an athletic tender with a university or college.
    - Receives compensation or benefit—directly or indirectly—for the use of name, picture, and/or personal appearance as an athlete or provides endorsement as an athlete in the promotion of a commercial or profit-making event, item, plan, or service.
    - Plays in any contest (school or non-school) under a name other than his/her own name.

## **Eligibility for Activities – NCS Requirements**

Participation in co-curricular activities is a privilege granted to all eligible students. Students are encouraged to be active in a variety of activities which are an important element of their growth and development especially during the high school years. Participants in school events are considered to be representatives of NCS. Students may lose the privilege of participation if they fail to uphold necessary academic and disciplinary criteria. Student spectators may also lose the privilege to attend games or activities if they do not adhere to behavioral rules.

### **Athletic Parent-Student Agreement – All Levels**

Students must have a signed student-parent agreement on file prior to participating in any athletic competition and ALL equipment from the previous season MUST be turned in. A blue card will be issued to the athlete to give to their coach indicating that they are cleared for athletic participation.

### **WIAA State and National Federation Requirements for Athletes**

- All athletes must have an approved WIAA physical examination. The WIAA physical card must be filed with the Registrar or school office. This card must include the parent’s signature.
- High school students cannot participate after eight semesters of enrollment, the last two of which must be consecutive.

- Students who compete must be under 19 years of age—with one exception: If the athlete's 19<sup>th</sup> birthday is on or after September 1, he/she may complete the school year in any WIAA sport.

## Academic

- G.P.A Requirements for Mid-Quarter and Quarter-End – Probation and Suspension
  - Mid-Quarter Expectation – Elementary and middle school students with less than a 2.0 GPA or an “F” or “U” grade on the mid-quarter progress report will be given a 10-school day grace period to meet the academic standard. Students who do not meet the standard during this time period become ineligible until the report card is issued.
  - End-of-the-Quarter Expectation – All students must maintain a 2.0 Grade Point Average or higher and NO grades of “F” or “U” during the most recent grading period (1<sup>st</sup> quarter, semester I, 3<sup>rd</sup> quarter, semester II) to be eligible to participate in any co-curricular activity. The student who fails to meet this requirement will be placed on 3 weeks of Academic Probation upon notification from the Principal or Athletic Director. The 3 weeks is defined as 15 school days from the date of notification. During probation, a student may attend athletic practices and club meetings, but is not eligible to participate in athletic competition or club activities outside of regularly scheduled meetings. If the student fails to meet the academic standard while on probation, ineligibility will be extended until the end of the grading quarter and will be deemed a period of academic suspension. During academic suspension, a student is ineligible to participate in all aspects of the sport, club, or activity including practices, meetings, competitions, and planned activities.
  - Incomplete Grades – Students with grades of incomplete are on probation during the first two weeks of the grading period. They will become ineligible if the work is not completed during the required time.
  - Grades Carryover Policy – High School Level Fall Sports Only  
Second semester grades apply to the first quarter eligibility status for the following year. At the beginning of the school year, the student will be given a 3-week (15 school days) academic probation period if declared ineligible as a result of the previous second semester grades. If at the end of the probation period a student has established a 2.0 GPA and complies with the above guidelines for “F’s” and “U’s”, they will be eligible for the remainder of the grading period. If they fail to establish the academic standard, they will be ineligible for the remainder of the 1<sup>st</sup> quarter. A student may erase academic probation and ineligibility status related to the last grade reporting period of the school year by successfully completing an approved summer school course (including correspondence courses) provided that the number of courses taken is not less than those which caused ineligibility. If deemed ineligible for Fall sports, the minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). During this period of ineligibility, students may participate in practices and scrimmages.

### Middle School and Elementary Information

Middle School students on probation or who are ineligible academically are highly encouraged to attend Meaningful After School Study Hall (M.A.S.H.). Elementary level athletes may also receive similar requirements for additional study time.

### **Changing Sports and Activities**

- Students who quit one sport cannot participate in another sport during the same season unless permission is granted by the Athletic Director, who will first consult with the coaches involved and the school administrator.
- Students who quit one activity cannot participate in another activity until permission is granted by the Principal, who will consult with the advisor.
- Students who are removed from a team, club, or other activity for disciplinary reasons cannot participate in another sport, club, or activity during the same season unless permission is granted by the Principal or Athletic Director.
- Students cut from a squad for other than disciplinary reasons may try out for another sport immediately.

### **Dual Participation in Sports – High School Only**

- When a student wants to participate in two sports during the same season, the following steps must take place:
  - The parent(s) and student will set priorities on dual participation prior to the first contest.
  - The parent(s) and student will then contact both coaches and agree on a calendar for practices and games and submit to the Athletic Director for approval.

### **Home School/Non-Enrolled Student Participation**

- No high school level student is eligible for participation in interscholastic competition or activity unless enrolled as a full-time student of Newman Catholic High School (whereby the school is responsible for programming 100% of the student's school day).
- Elementary and middle school level student eligibility for participation in competition and activity will be considered on an individual basis. With Athletic Director approval, a student may be eligible for regular season competition, but may not be eligible for tournament or traveling teams. An exception would be when enrolled student participants are limited or not available for placement on tournament or traveling teams. Additional fees and other requirements beyond those stated for NCS enrolled students may apply when seeking approval of eligibility for home school/non-enrolled students.

### **Expectations of Coaches – Athletics**

The primary responsibilities of each coach are to develop the skill level of each student-athlete and to be a Christian role model for the student-athletes. It is the responsibility of all coaches to:

- Always set a good example and avoid use of profanity at all times.
- Extend positive and professional comments to the media about the officiating.
- 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.
- Expect student-athletes to comply with the athletic code of conduct as described in this manual.
- Comply with the policies and procedures described in the WIAA, Dioceses of La Crosse, NCS, and official high school handbooks.



## **Expectations of Parents and Spectators**

The success of our co-curricular program is dependent upon the positive support of the parents and spectators. Good sportsmanlike conduct by all parents and spectators; and respect for coaches, advisors, referees, and students is reflective of the beliefs held by Newman Catholic Schools and other participating schools.

Play your role...there are four participants in the game and you can only perform ONE at a time:

- The student/athlete
- The coach/advisor
- The referee/judge
- The parent

If you are the parent, you should model poise, respect, and positive sportsmanship for your child and others. Parents should release their child to the coach and the team. Also, parents and spectators should accept the judgment of the coach/referee and remain in control and continue to be a positive part of the game. It is advised that parents should give their child some space and time after a game or activity.

Parents are highly encouraged to work with the coaches or staff members in a positive manner for the improvement of the student. This does not justify nor warrant interference with a coach's or advisor's style or policies. Parents with concerns or grievances must wait 24 hours before contacting the coach or advisor.

Parents are allowed to be at practice for a transition time: ten minutes at the beginning or end of the practice. Parents may attend the practice longer with the consent of the coach.

Performing the duties of coach, referee, umpire, or judge is a difficult task. Parents should set a Catholic and Christian example by respecting the authority of all athletic officials.

Attendance at a NCS activity/game is a privilege. All spectators including parents, students, and other fans are not allowed to be disrespectful and are expected to be models of outstanding sportsmanship. Spectators are not allowed to make inappropriate comments, cheers, and other unsportsmanlike behavior. Failure to meet the above system philosophy and expectations may result in one or more of the following consequences:

- Verbal warning from the coach, athletic director, or administrator in charge of the event
- Removal from the game or event by the coach, athletic director, or administrator
- Required meeting with principal, athletic director, and/or coach
- Written reprimand by athletic director or administrator with suggested recourse to improve behavior
- Removal from all future games
- Follow up written notice by NCS president with consultation with the Dean's delegate

## **Length of Season** **High School**

- The length of each sports season is regulated by the WIAA. Students begin practice on the first eligible date as described by the WIAA and continue until all tournament level competition has been completed.
- Dates for each season are on the WIAA website, <http://www.wiaawi.org> or on the school calendar

## **Middle School and Elementary**

- **Fall Sports** – Fall sports start either the week before classes begin or during the first week of classes and conclude prior to the end of October. Practices are after school Monday-Friday.
- **Winter Sports** – The NCS basketball season for grades 5-6 will run from early November to early March. Grades 7-8 boys' basketball will generally start mid-October and finish in late February. Grade 7-8 girls' basketball will generally start after Christmas break and finish in late March. Practices are scheduled after school or evenings, depending on gym availability and coaches' schedules. Grades 5 & 6 are limited to two practices per week, with no Sunday practices allowed. Grades 7 & 8 may have up to five scheduled practices per week depending on games scheduled. All teams may play in tournaments during the season.
- **Spring Sports** – Track begins at the conclusion of the basketball season, generally mid to late March and will conclude by the middle of May. Practices are after school Monday-Friday.

## **Elementary and Middle School Basketball Program Guidelines – Grades 4-8** **Program Vision:**

- NCS strives to provide its young student athletes with a positive team environment and balanced opportunities. Our Catholic faith is a great fit for athletic participation. Respect for others, compassion, hard work, humility, celebrations of other people's success, and the blessing of fun are all part of our middle level basketball experience.
- Practice, league competition, and selected tournament activities are designed to give early basketball athlete experiences that grow basic skills, sound habits, and a balanced experience that will prepare them for high school basketball participation and success. NCS solicits input for its high school level coaches regarding necessary basic skills that should be introduced at the middle level.
- Basketball is a fun team sport. Student athletes and their parents are encouraged to make a commitment to the team—to work together for the success of all members of the team. Students are encouraged to attend all practices and competitions in support of the team. Team growth, improvement, and success are emphasized over personal performance.
  - Place a value system in the program
  - Basketball Curriculum – What should be taught at each grade level?
  - Clear and well-defined goals of middle school basketball
  - Players need to make a commitment to the team and not miss games or practices for events outside of school
  - Consistent practice times and facilities
  - Start practices earlier after fall seasons are completed

The following information is used to guide volunteer and paid coaches, athletes, and parents. It reflects a consultative process conducted through the NCS Athletic Committee and presented to the NCS Education Commission for approval.

**Length of Season**

Grades 4-6 Boys and Girls  
 Grade 7-8 Boys  
 Grade 7-8 Girls

November - March  
 October –February  
 January – March

**Practice Times**

After school or Evening\*  
 After school or Evening\*  
 After school or Evening\*

\*Times vary depending on gym availability and coaches’ schedules

**League Information** – Non-tournament competition

**Locations/Times**

Grades 5-6 Boys and Girls	Cheese Head League	Area schools/Saturdays Dec-Jan
Grade 7-8 Boys	Conference Area League	Area schools/Weekday eves Nov-Dec
Grade 7-8 Girls	Conference Area League	Area schools/Weekday eves Nov-Dec

<b>Tournament Competition</b>	<b>Priority Tournaments</b>	<b>Optional</b>
Grade 4 and 5 Boys and Girls 4 Tournaments Maximum**	3 Great Northwest (GNW) 1 Optimist- if available locally	Or 1 Other
Grade 6 Boys 4 Tournaments Maximum**	3 Great Northwest (GNW) 1 Optimist- if available locally	Or 1 Other
Grade 6 Girls 4 Tournaments Maximum **	3 Great Northwest (GNW) 1 Optimist- if available locally	Or 1 Other
Grade 6 Boys 4 Tournaments Maximum **	3 Great Northwest (GNW) 1 Optimist- if available locally	Or 1 Other
Grade 7 Girls 5 Tournaments Maximum **	3 Great Northwest (GNW) 1 Optimist- if available locally	1 Other Or 1 Other
Grade 7 Boys 5 Tournaments Maximum**	3 Great Northwest (GNW), Optimist 1 Optimist- if available locally	1 Other Or 1 Other
Grade 8 Girls 5 Tournaments Maximum**	3 Great Northwest (GNW) Diocesan Tourney – Brains and Brawn – if avail.	
Grade 8 Boys 5 Tournaments Maximum **	Optimist – if available locally 3 Great Northwest (GNW) Diocesan Tourney – Brains and Brawn – if avail. Optimist- if available locally	Or 1 Other  Or 1 Other

**Tournament Approval/Authorization Clause**

Coaches must obtain NCS approval for participation in advance of team registration from the assigned NCS athletic director or in the absence thereof, from the school principal.

**\*\*State Tournament Clause**

Teams may qualify through the GNW Tournament structure for eligibility to play at the state level. If an NCS Team is invited for state tournament play, NCS will support them with use of the Newman name and Newman uniforms. Parents may be responsible for fees associated with travel, lodging, registration, or other expenses associated with state tournament play.

**NCS Funding and Approval for Tournaments**

NCS will cover team registration fees associated with the tournaments shown above providing approval has been obtained by the AD and/or principal. NCS basketball teams and coaches are restricted from registering NCS teams for other tournament participation outside the above parameters unless authorized. Tournament play involving NCS students and coaches that falls outside the above tournament structure will not be funded, endorsed, or supported by Newman

Catholic Schools, its subsidiary committees, organizations, or personnel. NCS holds no ownership or liability to tournament play that is not authorized by the AD or principal. Use of the Newman Catholic Schools' name, uniforms, equipment, personnel, facilities, or any other related entity of NCS is not permitted for unauthorized tournament participation or related practices.

NCS is not responsible for all expenses outside of required tournament fees for their children such as food, travel, lodging, etc. associated with tournament participation and places the responsibility for these matters on the athlete's parent or guardian.

### **Practice Information** **Practice Facilities**

- St Anne, St Matthew, St Michael, Holy Name, St Mark.
- Teams may combine practices to provide optimal experiences for your student athletes.

### **Practices**

- Practices are to be held on weekdays after school or evenings.
- No practices may be held on Saturday or Sunday.
- Practice times: 1 hour, 30 minutes (maximum) for all grade levels 4-8.
- Practice guidelines:
  - Grade 7-8 Boys and Girls 3-4 times per week @ St Anne or St Matthew.
  - One of the above practice days may be designated as tournament team practice.
  - Grade 4-6 Boys and Girls 2-3 times per week @ Holy Name or St Michael.
  - One of the above practice days may be designated as tournament team practice only.
- Practices are generally closed to parents unless otherwise noted by the coaches.
- Based on need, coaches may invite parents to help out at practice at their discretion – if that is the case, coaches must ensure all safe environment materials are on file with the respective school.
- Practice days and times are finalized annually at the fall coaches meeting.
- Practices are subject to the school closing, cancellation policies.

### **League and Tournament Teams Guidelines and Program Philosophy**

- Teams generally practice together as a grade level; however, practices may be combined across other combinations for optimal gym use. (Ex: Grade5/6, 6/7, or 7/8)
- League play is to develop players and give players an opportunity to get quality minutes
- Tournaments are for the more developed players and are a more competitive atmosphere
- Playing time is not guaranteed at tournaments
- Coaches may hold practices that only involve the tournament team
- Coaches have authority to decide the tournament team on a week-to-week basis

### **Home School/Non-Enrolled Student Participation**

- Participation in NCS athletic and co-curricular program are intended for currently enrolled students who meet eligibility standards as an optional supplement to the regular educational program. NCS generally does not allow athletic participation of students enrolled in public or other private/religious schools unless part of an approved WIAA co-op program with said school.

- The WIAA sets specific guidelines regarding enrollment status and athletic participation eligibility.
- NCS may consider athletic participation for middle level and/or non-WIAA governed programs in rare situations. Allowances may be made for home schooled or students enrolled in other non-NCS Catholic schools who meet certain criteria including, but not limited to 1)current team membership allows for additional student participation, 2)additional, non-NCS students does not prevent NCS students from participation, 3)student and family are recommended for consideration by their pastor, 4)student and parent are planning to register for NCHS in the upcoming 1-3 years, 5)other considerations unique to the specific case.
- Application process – Only formal written requests by the parent or guardian will be considered. Requests must be submitted to the Athletic Director no later than April 30<sup>th</sup> of the preceding competition year. The Athletic Director must present the request to the principal and NCS president for approval within 30 days of receipt. NCS will inform parent in writing following a formal review.
- NCS reserves the right to accept or reject all requests for non-enrolled student participation. There is no guarantee of admission to an NCS athletic program for non-enrolled students.
- Parents of non-enrolled students will be assessed participation fees. Charges may be equal to the full cost of student athletic participation.

### **Tournament Team Selection**

- Before the first tournament, coaches will send out a Tournament Interest Survey, seeking players' interest to be selected for the tournament team.
- Parent written authorization is required.
- Student evaluation of skills is conducted during practice by the coaches (high school and middle school), Athletic Director, other NCS staff, and key representatives of the Ad-hoc Basketball Committee.
- Student skill evaluations are used to determine eligibility for tournament team participation.
- Consideration is given to skill level, but also to cooperation, sportsmanship, and positive attitude.
- Players and parents will be notified of tournament team selection.
- Parent written authorization must be on file prior to tournament team practice and competition.
- Students are not eligible to practice or compete without said parent authorization.

### **Tournament Team Rules**

- Maximum of 10 players on a team (unless otherwise stated by the Athletic Director)
- Playing time is not guaranteed
- Coaches make the final determination on team members

### **Grade Level Participation**

- Student basketball athletes are assigned to play on their respective grade level team for league and tournament competitions
- An exemption to the above rule may be followed when a team does not have a sufficient number of players to compete. For example, a team with 5 players may use one player from a lower or higher grade level.

- Players may not play up or down two or more grade levels. For example, a 6<sup>th</sup> grade student is not eligible to play with an 8<sup>th</sup> grade team and vice versa.
- Coaches are not permitted to move students up or down grade levels to fill teams
- Approval for grade-level team assignment changes is required by both the Athletic Director and Principal
- The NCHS Varsity boys and girls head basketball coaches currently believe students should remain competing with their grade-level peers and moving students in grades 5-8 up or down should be avoided

### **Addressing scheduled competition challenges**

- Occasionally, a conflict may arise when a league game—usually one that has been rescheduled—and a tournament occur at the same time. Student athletes may be split, if numbers permit, so that some students may be assigned to participate at a league game and others may be assigned to participate at a tournament.
- Coaches are authorized to make the necessary splits; however, they are required to report this to the AD and/or principal prior to competition. Coaching staff will be divided to accommodate the dual schedule.

### **Parent/Coach Communication**

- Parents and coaches are required to follow diocesan and NCS policy regarding administrative recourse as shown in SECTION X in this handbook.
- Parents with concerns or grievances are required to wait 24 hours before contacting the coach or advisor.
- Parents are asked to please request a meeting with a coach to discuss coaching decisions or other matters.
- Coaches are asked to be available to parents for the purpose of meetings to discuss student progress.
- Coaches are asked to document parent-coach meetings that involve concerns or grievances.
- Most middle level basketball coaches are volunteers and parents are asked to be mindful of the extra commitment. Please avoid contacting them at their place of employment or home unless otherwise directed by the coach.
- Coaches are required to provide parents and administration with appropriate contact information at the start of the season.
- If a parent has a question regarding coaching decisions, please set up an appointment with the coach.
- Student athletes are encouraged to communicate directly with their coach regarding coaching decisions or other matters of concern.
- Coaches are expected to inform the AD about differences that may not have been fully resolved or to report recurring student or parent concerns.

### **Coaching Staff Selection**

- Grades 4-7 Boys and Girls
  - Coaches at these levels are generally volunteers
  - Number of coaches per team is based on participation
  - It is the responsibility of the AD and principal to fill coaching vacancies and solicit volunteers where needed

- Relevant experience and continuity of program are considerations in selecting volunteers
- Grade 8 Boys and Girls
  - Head coaches at these levels have generally been paid positions hired by NCS
  - Assistant coaches at these levels are generally volunteers and are solicited by the AD and principal
  - The number of coaches per team is based on participation
  - It is the responsibility of the AD and principal to fill coaching vacancies and solicit volunteers where needed according to NCS and diocesan procedures and policies
  - Relevant experience and continuity of program are considerations in selecting volunteers

### **Minimum Play Requirements – Elementary and Middle Level Only**

- **Basketball** – All students in Grades 4-6 participating in the NCS Basketball Program should be granted a minimum playing time for every game. That minimum is defined as the equivalent of approximately one-quarter per game. The minutes played do not have to be consecutive. Players will start a minimum of two games per season. The policy applies to regular season games only and NOT to tournament teams.
- **Other Sports** – There are no guarantees for minimum playing time or substitutions for other sports. In an effort to prepare students—especially eighth graders—for high school athletics, minimum playing times vary from sport to sport and from grade level to grade level.

### **Newman Catholic Schools Colors and Mascot**

Colors – Red and Columbia Blue

Mascot – Fighting Cardinal

### **Newman Catholic High School Song**

MARCH ON YOU CARDINALS WIN YOUR FIGHT / DON'T GIVE IT UP WE'LL SEE YOU THROUGH!  
 WE'RE HERE TO BACK YOU UP WITH ALL OUR / MIGHT TO CARRY ON FOR RED AND BLUE  
 SO FORWARD MARCH, MARCH ON TO VICTORY / DON'T GIVE IT UP UNTIL YOU'VE WON!  
 AND WHEN IT'S O'ER WE'LL RAISE OUR BANNER / HIGH TO SHOW THE WORLD WE'RE FOR  
 NEWMAN HIGH / *2 times*: LET'S GIVE A CHEER FOR THE TEAM / GO CARDS GO!

*\*then repeat: MARCH ON...3 times: U-RAH-RAH-RAH NEWMAN CARDINALS! \* YEAH!*

### **Non-Enrolled Student Participation Policy – Eighth Grade Athletes**

The WIAA feels that a student (NCMS 8<sup>th</sup> grade only) owes loyalty and allegiance to the school and team of which he/she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of the season for competing in a non-school game, meet, or contest in the same sport season of practice and competition established by the school. Please contact the Athletic Director with any question regarding this position.

### **Parent/Player or Student Concerns – Administrative Recourse**

**All concerns are subject to diocesan policies regarding administrative recourse. In most situations, parents are asked to wait 24 hours before contacting the coach or advisor. The following order must be used for discussing concerns:**

- **Step One** – Contact the coach or advisor – recommended wait of 24 hours after the event
- **Step Two** –
  - For athletic concerns, contact the designated Athletic Director.
  - For concerns regarding elementary, contact the elementary schools athletic director.
  - For concerns regarding high school athletics, contact the middle school athletic director.
  - For concerns regarding high school athletics, contact the high school athletic director.
  - The athletic directors are in charge of all athletic programs for their respective grade levels and should be contacted concerning issues not able to be resolved with the coach. A meeting between the parties involved may be required.
  - For non-athletic activities, skip Step Two.
- **Step Three** – Contact your child’s building principal. A meeting between the parties involved may be required.
- **Step Four** – Contact the NCS President.
- **Step Five** – In situations when a parent/student is not satisfied with decisions made by those listed above, the process of administrative recourse as outlined in this handbook, SECTION X, should be initiated.

### **Physical Examination Requirement for Athletics – All Levels**

A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to (a) parental permission each school year and (b) current physical fitness to participate in sports as determined by a licensed physician or Advanced Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.

**NOTE:** It is recommended that a student also have dental fitness attested by a licensed dentist. Physical examinations taken April 1 and thereafter are valid the following two school years; physical examinations taken before April 1 are valid only for the remainder of that school year and following school year.

### **Scheduling and Use of Facilities**

- Games – Location and times of games is determined by the sport, competition, and grade level.
- Practices – Times and locations vary depending on sport and grade level. Practices may be at the Newman Catholic Campus (HS/MS) or at the following parish sites: St Matthew, Holy Name of Jesus, St Anne, St Therese, or St Michael.
- School events shall have precedence over athletic events.
- Please visit <http://www.marawoodconference.org> for game schedules, cancellations, and postponements.

### **Supervision of Students – Coaches/Advisors and Parents’ Responsibilities**

There is to be no practice, nor competition, without proper adult supervision.



## **General Information – All Levels**

- Coaches/Advisors are responsible to supervise students following practices and games or activities.
- Parents are responsible to drop off and pick up their child at the designated times. Parents are asked not to leave their student unattended. Parents are reminded to be prompt in picking up their child following practices and games so as not to impose extra duty on the coach. In situations when parents are chronically late in picking up their child from practices or games, or are consistently bringing their child earlier than the designated time, conference with the parent and a school official will be required and a possible suspension from future participation may be implemented.
- Students who drive themselves to/from practices or athletic events are required to follow all driving and parking lot policies and are to leave promptly following –no loitering in the school building or parking lot.

## **High School Information**

High school students may remain in the school building for practice until 5:00 p.m. Students waiting for practices must wait in the Commons. Students who have practice starting after 5:00 p.m. must leave the building and return later for the practice.

## **Middle School Information**

Middle school students are allowed to stay after school only if the practice/game is scheduled for the time immediately following the end of the school day—3:10 p.m. Students are not allowed to stay after school to wait for later practices without an adult supervisor **and** permission from the building principal.

## **Travel and Conduct on Trips**

- The mass dress code shall be in effect for certain events – Grand Theater, etc.
- Team members must use the mode of transportation provided by the school unless permission is granted by both the Principal and Athletic Director prior to the contest.
- NCHS will not assume responsibility for students missing the prescribed mode of transportation to a contest or event and attempting to travel to the contest site on their own nor shall they be allowed to participate in that case.
- Students living along the direct route of the return trip may request to be dropped off near home providing a written request from parents has been received and time and weather conditions permit.
- Students wishing to return from games, meets, or events with their parents must provide a written note signed by the parents or parents may sign out with the coach. Students are not permitted to return from trips with anyone other than their own parents/guardians.

## **Volunteers at Athletic Camps and Practices**

- Volunteers at athletic camps and practices must fill out all required diocesan safe environment forms before they participate in the camp or practice.
- Coaches will be required to ensure that volunteers fill out the forms and communicate this information to the administration.
- Volunteers at athletic camps and practices must be of the same gender as the athletes and of adult age.
- Student volunteers must be supervised by an adult.

- Coaches must inform school administration of all team volunteers.

## **Section X. Administrative Recourse, Diocesan Policy #1391**

This policy outlines the appeals process and chain of authority to be followed in resolving differences. Parents and students may be required to put appeals requests in writing. There are specific timelines set for appeals as it relates to dismissal and expulsion. See Section VII: Conduct and Discipline in this handbook.

1. Teacher, Coach or other school employee
2. Athletic Director if applicable to an athletic issue
3. Principal
4. President
5. Pastoral Authority
6. Dean
7. 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 La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

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

If the grievance is against an authority of 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 such as members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10; 2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to

be made to the dean of the closest neighboring deanery; with this case, the diocesan bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

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

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the diocesan bishop in the case of the removal of a pastor (cf. Cann. 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Cann. 1749-1752)

#### PENALTY STATUS DURING ADMINISTRATIVE RECOURSE (DSP 1392)

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

# APPENDIX A

## MEDICAL CONSENT FORM



### NEWMAN CATHOLIC SCHOOLS

#### Physician/Parent/Guardian Medication Administration Consent Form

All prescription medication dispensed at school, including students who carry and self-administer inhalers/Epi-Pens/insulin, must have written instructions signed by the Physician and the parent/guardian. Non-prescription medications require written instructions signed by the parent/guardian only. All medication must be in a container labeled from a pharmacy or manufacturer.

Name of Student: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_

Diagnosis(es): \_\_\_\_\_  
 Medication Name: \_\_\_\_\_  
 Dosage Instructions: \_\_\_\_\_  
 Specific instructions or reasons to contact Physician: \_\_\_\_\_  
 Dates Effective: \_\_\_\_\_ to \_\_\_\_\_

Additional questions for Physician for inhalers, Epi-Pens and insulin:

Student is knowledgeable about his/her medication	✓	Yes	✓	No
Student has demonstrated correct use of his/her medication	✓	Yes	✓	No
Inhaler for asthma – may carry and self-administer	✓	Yes	✓	No
Epi-Pen for severe allergy – may carry and self-administer	✓	Yes	✓	No
Insulin for diabetes – may carry and self-administer	✓	Yes	✓	No

If students carry inhalers/Epi-Pens/insulin, it is recommended that back-up medication be stored in the health area. Physician's signature directs the above medication administration and indicates his/her willingness to communicate with staff, designated by school principal or nurse, who administer the medication.

Physician's name, address and phone

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Physician's Signature (prescription meds only)

Date: \_\_\_\_\_

*Whenever there is any change in instructions for the above medication, a new form must be completed. This includes discontinuation of the medication. A new form must be completed for each school year.*

*I agree to hold the Newman Catholic Schools, its employees and agents who are acting within the scope of their duties, harmless in any and all claims arising from the administration of this medication at school.*

*I hereby grant permission to staff designated by school principal or nurse to supervise/administer the above medication to my child according to the instructions stated above and further authorize them to contact my child's physician if necessary. I understand that whenever possible, medication will be administered at home, before or after school hours.*

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date



# APPENDIX B

## NCS LOGO USAGE GUIDELINES

### NCS Logo Standards

#### Font Styles

Font styles used in Letterhead, Envelopes and Business Cards—Eurostile

#### System Logo

Three color approved Pantone Colors: Black, PMS542 Blue, Red 185C.

#### Fighting Cardinal Athletic Logo

Four-Color approved Pantone Colors: Black, White, Red 185C, Yellow.

#### School Colors

Red & Columbia Blue

### NCS Logo Areas of Usage

Following are the areas of usage for the Newman Catholic Schools System Logo and Fighting Cardinal Athletic Logo. Changes in the designated area usage may only be approved by the President or Development Director. Logos must appear in their approved format and may not be altered for any reason.

System Office, Schools & Department letterhead envelopes, etc.	System logo
Business Cards	System logo
Marketing Materials/Brochures	System logo
Advertising Print/ Television	System logo
Website	System logo and fighting cardinal
Newsletters	System logo
School/Building Communications	System logo
Fundraiser Materials	System logo
Building Signage	System logo w/ Parish name
Spirit Wear ( NCS dress code compliant)	System and/or fighting cardinal logo
Athletic Team Uniforms	Fighting cardinal logo
High School Letter Jackets	Fighting cardinal logo w/NEWMAN

# Approved Versions of NCS System Logo and Fighting Cardinal Athletic Logo



System Logo Examples—  
Color and Gray Scale

Fighting Cardinal Logo  
(Spirit Wear / Athletic)

The Newman Catholic Schools logo was designed for easy reproduction in color and black and white in all electronic and print media as well as signage, apparel and awards. It should stand alone, but also be compatible with use of the Fighting Cardinal athletic symbol when appropriate.

## NCS Logo and Name Usage Guidelines

### NCS Logo

The NCS Logo should appear in the upper left hand corner of all school printed materials. Newman Catholic Schools font must appear with the logo. The font may not be separated from the logo on correspondence. This logo may not be altered in any way and is copyright protected property of the Newman Catholic Schools System, Wausau.

Spirit wear may also use the NCS System logo, as marketing efforts are based on our entire school system (early childhood, Preschool-12th grade) rather than a school-by-school basis. Therefore, as an example, spirit wear that states Newman Catholic Elementary School - St. Anne is NOT allowed. You may use the entire NCS System logo on spirit wear or separate and use font only.

If not using the color version of logo on printed materials do not use the black /white version that was originally issued in 2004. Use the revised grey scale version instead, as this captures more detail of the logo.

### NCS Fighting Cardinal Logo:

**Team Uniforms:** All athletic team uniforms must be approved by the Newman Catholic Schools Athletic Director. The Fighting Cardinal Logo should appear on all athletic uniforms and coach's garments in the approved pantone colors. The NCS Fighting Cardinal logo is the only athletic logo to be used. Junior Cardinals or reproduction of a younger cardinal is not to be used. **"Newman Catholic" is to be used as our name on all team uniforms. (NOT simply NEWMAN)** Uniform colors and fonts must be approved by the NCS Athletic Director. If a team is purchasing additional individual team attire such as T-shirts, warm up jackets or sweat pants, they are to be considered an extension of the team uniform and must follow the guidelines for NCS team uniforms above and must read as Newman Catholic Tennis etc. **Approved garment colors include: grey, navy blue, red, black, Columbia (light) blue and white.** Colors such as green, orange and purple are not approved to be used with either logo.

**Spirit Wear:** It is acceptable to read NEWMAN only. As an example, NEWMAN Cardinals is acceptable ONLY on Spirit Wear type clothing. Newman Catholic Schools with corresponding logos are strongly encouraged to be used. The approved spirit wear garment colors include: grey, navy blue, red, black, Columbia (light) blue and white. No exception to this rule. Any other colors such as green, orange, gold and purple are not approved to be used with either logo. For questions, please check with the Newman Catholic Development Director. NCS logos may not be added to or altered in any way and is copyright protected property of the Newman Catholic Schools, Wausau, WI.

**Name Use both in printed materials and in verbal references:** The system and each facility is named and abbreviated as follows: Newman Catholic Schools (NCS). Newman Catholic Early Childhood Center - St. Michael (NCECC - St. Michael); Newman Catholic Early Childhood Center - St. Therese (NCECC - St. Therese); Newman Catholic Elementary School - St. Anne (NCES - St. Anne); Newman Catholic Elementary School - St. Mark (NCES - St. Mark); Newman Catholic Middle School (NCMS); Newman Catholic High School (NCHS)

Abbreviations may be used in handbooks and in other large bodies of text, however, the official name should always appear as a first reference in the written document. Phone greetings and answering machines should reflect the proper name of the NCS facility.





## **NEWMAN CATHOLIC SCHOOLS' PARENT STUDENT HANDBOOK ACKNOWLEDGMENT AND RECEIPT**

The Parent Student Handbook contains important information about Newman Catholic Schools.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes. I understand that the information, policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time. I understand the current handbook will remain in effect until such time as a new version is distributed.

I hereby acknowledge receipt of the Parent Student Handbook of Newman Catholic Schools. I understand and agree that it is my responsibility to read and comply with the policies in the handbook. I understand that I should consult with my school principal or the President regarding any questions I may have in regards to the Parent Student Handbook.

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Parent's Name in Print

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Signature of Parent

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Date Signed by Parent