

**NEWMAN CATHOLIC
ELEMENTARY SCHOOLS
ST. ANNE and ST. MARK
2024-2025
PARENT – STUDENT
HANDBOOK**



Newman Catholic Schools fosters disciples of Christ through Catholic faith, service, and academics.

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Welcome to Newman Catholic Schools,

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.

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.

Our Mission

Newman Catholic Schools fosters disciples of Christ through Catholic faith, service and academics.

Our Vision

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

A Ministry Rich in Catholic 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 an individual 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

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 Chaplain for the Middle School/High School is responsible for the coordination of all retreats throughout the Newman Catholic Schools system.

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.

Sacraments and Sacramental Preparation

Parents, along with parishes, are responsible for the 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.

System Wide Religious and Academic 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.

Cardinal Character

B.R.I.N.G. it...



(Be) Responsible
(Show) Respect
(Have) Integrity
(Nurture) Empathy
(Show) GratITUDE

Elementary School Goals

Elementary and Early Childhood Programs –Preschool to 4K-Fifth

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.

Elementary School Locations

St. Anne

604 N. 6th Avenue
Wausau WI 54401
715.845.5754

St. Mark

602 Military Road
Rothschild, WI 54474
715.359.9662

Elementary School Information and Start / End Times

NCES: St. Anne K-5

Mr. Caleb Feidt: Principal
Mrs. Kim DeByle: Teacher-in-Charge
Ms. Julie Mullis: Administrative Assistant

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

NCES: St. Anne Start/End Times

Elementary Classes

K-5 Students (M-F) 7:45 a.m.- 2:45 p.m.

NCES: St. Mark 3Preschool-5

Mrs. Pamela Fochs: Principal
Mrs. Sue Reiche: Teacher-in-Charge
Mrs. Janelle Jackson: Administrative Assistant

602 Military Rd., Rothschild, WI 54474
Main Office: 715-359-9662

NCES: St. Mark Start/End Times

Preschool Classes

3-Day Preschool Program (T/Th/F) 8:00a.m.-10:30am

Elementary Classes

4K-5 Students (M-F) 7:45a.m.-2:40pm

Calling School

Please feel free to call the school with any questions or concerns that you have. Our phone numbers are: **St. Anne: 715-845-5754** and **St. Mark: 715-359-9662**. You can reach teachers before school from 7:30-7:45 a.m. or after school from 3:00-3:30 p.m.

Childcare Options

Aftercare is available from the end of the school day until 5:30 p.m. at both elementary

buildings. Morning care and wrap around care are available upon request.

Early Childcare Centers

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

Ms. Sarah Welch: Child Care Site Director and 4K Administrator

615 Stark St., Wausau, WI 54403

Main Office: 715-848-0206

NCECC: St. Therese- Licensed Child Care Birth – Age 13, 4K, Before/After School, and School Age Summer Camp

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

112 W. Kort St, Schofield, WI 54476

Main Office: 715-355-5254

New Student Requirements

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 Wausau 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.

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.

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. Please see other information regarding closings on the district website at <https://www.newmancatholicschools.com/>

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

Elementary Before and After School Care is not available when school is closed.

NCES: St. Anne and NCES: St. Mark Remote Learning Days

Due to our commitment to the continuation of learning and student achievement, our elementary students will engage in remote learning after four weather-related cancelled school days. Remote learning will remain in effect through all school cancellations for the remainder of the school year. Virtual learning will not be utilized.

Students will be provided with teacher-created packets of curriculum-based instructional materials. Based on required instructional minutes, students in kindergarten through second grade will have a minimum of 60 minutes of learning in the content areas of reading and

writing, math, and religion. Students in grades three through five will have 120 minutes of learning in the same content areas.

On days when students typically have specials such as physical education, art, music, guidance, Spanish and/or computer/technology classes, teacher instruction will be part of the required minutes.

Attendance will be recorded based on the return of the learning packet. Packets will be due to the classroom teacher no later than two school days following the cancellation day in order for the student to be marked “present”.

HEALTH

Allergies

If your child has special dietary needs due to food allergies or allergies to any particular animals, plants, etc., please contact the school office.

Health Services

- The Marathon County Health Department provides limited services to our schools.
- School communications are issued when communicable health related matters arise.
- 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**
- Immunizations – State immunization standards must be met. Schools monitor immunizations through the Wisconsin Immunization Registry. 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.

- 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 must 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.

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.

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 (including cough drops) must be dispensed in the school office. Students are not allowed to keep them on their person or in their classrooms.
- All non-prescription medications must be in their **original containers or the original single dose package**.
- Students are not allowed to dispense any medication to another student.

Medication Consent Form – is available on the NCS website, in Appendix A, and at each school. Forms must be completed in their entirety



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 Offices, 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:
 - o Authorizing school personnel to give the student the medication in the prescribed dosage; and
 - o 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 allowed to keep prescription medications in a locker, desk, or on their person UNLESS AUTHORIZED BY THE PHYSICIAN, (ex: epi-pens, inhalers).
- The primary responsibility for getting medication at the designated time rests with the student.

STUDENT LIFE

Absences and Excuses

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian. When a student is absent, his/her guardian shall contact the school between the hours of 7:30 and 8:15 AM. Failure to contact the school may result in a telephone call or email to the home or workplace of the parent or guardian. Parents or guardians are to provide an explanation of the absence. In the case of anticipated absences parents shall provide explanations prior to the absence. The school determines if the absence is excused or unexcused. Anticipated absences shall receive prior approval of the principal

If the reason your child is absent is due to illness or is contagious to other children please keep them home from school. A child with a fever of 100.4 may return to school once fever-free without medication for 24 hours. If a stomach illness, the child must be vomit/diarrhea free for 24 hours.

Leaving School During the Day

Students should always check in and out at the office when they leave and return to school. Students will not be allowed to leave the building without a pass from the office. Students who need to leave school early (medical appointments, dental appointments, etc.) need to present a written parent request to the secretary in the office to obtain a pass. Students are to report to the office upon returning to school to get a slip to be admitted to class.

Academic Expectations

A differentiated academic program, challenges students to increase their love of learning. Students achieve quality academic success through a well-rounded educational curriculum designed especially for the unique needs of each individual student. Caring teachers, strong academic curriculum, and a variety of teaching

techniques create an outstanding learning environment. Newman Catholic Elementary Schools offers a solid academic foundation which includes studies in Religion, Mathematics, Language Arts, Science, and Social Studies. Instruction in Art, Guidance, Music, Physical Education, Spanish, and Technology is inclusive within the academic program. To complete a well-rounded education, an intervention program provides ongoing support for students with unique learning needs.

K- Grade 5 Curriculum

Curricular Subjects

Religion			
Language arts (to include reading, writing, grammar, spelling, and phonics)			
Mathematics	Science	Social Studies	Spanish
Art	Technology	Vocal Music	Physical
Education			

4K Curriculum at St. Mark

Religion	Early Literacy	Mathematics	Science
Early Childhood Development		Music	Physical Education

Assignment Notebooks

Students in Grades 2-5 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.

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 Catholic Education Plan may be written in these situations.

Assessments: Standardized Tests and Other Methods

NCS will administer state required tests for students enrolled through the Wisconsin Parental Choice Program.

Grades 3-5

- **Wisconsin Forward Exam** for English Language Arts and Mathematics assessments in the spring for grades 3-5. Wisconsin Forward Exam for Science in the spring for grade 4. 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 grade 5.

Backpacks

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. 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.

Building Security

Outside doors will remain locked and/or secured during the school day and one entrance will be designated for entrance and exit. Doors should 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 Guidelines included in this handbook.

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 at scheduled 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.

Supplies and Supply Lists

Elementary School supply lists are made available to parents before the start of the school year. Lists are also posted on the NCS website.

Student Grading

Teachers set grading criteria for assignments, projects, units or courses. This information is communicated directly to students and/or parents. K-5 parents are issued paper copies of quarterly grade report. 4K at St. Mark will be issued twice yearly.

Recordkeeping procedures

Copies of quarterly grade reports are included in a student's cumulative school file.

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 and/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. 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 progress 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.

Elementary K-5 Report Cards

Quarter grades are generally sent home with the student approximately 1 week after the close of the quarter. Report card envelopes are sealed. Parents are encouraged to discuss report card grade privacy with his/her student.

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

Grading Scale

Teachers reserve the right to establish standards, weights, and norms into their courses for determining the student 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.

Elementary Schools

Grades 3-5 grading scale – letter grades based on percentage average

A+	100	B+	91-92	C+	83-84	D+	72-73
A	95-99	B	87-90	C	76-82	D	70-71
A-	93-94	B-	85-86	C-	74-75	D-	69
						U	68 and below

Grades 4K-2 grade scale

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

Preschool (St. Mark only)

N	Developmentally appropriate	I	Let's help the child improve
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Academic Integrity and Honesty Policy

It is the expectation of the administration and teachers that students will complete their own work.

Students are expected to

- Learn and follow the academic programs required of them
- Consult with their teacher if unsure of how to properly present academic work
- Accept consequences if expectations are not met

Parents are expected to:

- Be familiar with homework policies
- Review and sign student assignment notebooks
- Discuss and review homework/tests with their student
- Follow administrative recourse if/when necessary

Homework

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. In the event of student absence, work will be submitted within two school days.

Incomplete Grade

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.

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 one (1) month 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 will not be processed. The principal has the authority to investigate grade disputes and set resolution.

Support for all Learners

RTI can be considered an early intervention tool that is designed to quickly identify students who need extra help, thereby preventing long-term failure. The monitoring of students allows teaching professionals to identify the exact skill areas where students need additional or different instruction that is targeted to a student's individual needs.

If the student is not responding, other instructional approaches are used and/or the intensity of the instruction is increased (for example, students may receive extra help more often, in smaller groups, or from academic intervention teachers). This progression through more intensive instructional practices is the reason RTI is often described as a "multi-tier" system. Response to Intervention programming is intended to provide intensive, time-limited services and support with the ever-present goal of students returning to their classroom in a timely manner as they demonstrate progress and success.

Should a student still not be making academic growth or exceed the accelerated programming that is implemented, an NCS faculty member will consult with the student's family and with consent, refer the student for outside testing. If the student qualifies for an Individualized Education Plan (IEP), an Individualized Service Plan (ISP) will be developed and implemented in cooperation with the Local Public School District.

If the student does not qualify for the IEP, other accommodations may be made through our in-school intervention program and an Individual Catholic Education Plan (ICEP) will be developed and implemented. At the elementary level, teachers, interventionists, and teacher assistants work with students to develop basic academic skills as part of the overall intervention strategy

Behavioral Expectations: Preschool – Grade 5

It is our goal at Newman Catholic Elementary Schools to teach students to Be Safe, Be Responsible, and Be Respectful.

- 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 are 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 positive 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, but not limited to, 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 problem

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.

- o 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.
- o In serious cases, an outside professional behavioral assessment may be a requirement for continued enrollment.
- o The school reserves the right to initiate dismissal or expulsion 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.

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. ***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.

Recess 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

Release of Students

Students will be released only to parents/guardians listed on emergency forms. Parents must notify the school by phone or in writing (an email constitutes written notification) if they desire the school to release their child to an adult other than the child's legal parent/guardian.

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.

Safety Patrols

The purpose of the Safety Patrol Program is to assist students and teachers in helping to make the school a caring and respectful place. Additionally, at St. Anne's the Safety Patrol members assist students who use the crosswalks while arriving or leaving school. Students are expected to obey the directions of all school patrols.

Safety Drills

Fire, tornado, and safety drills are held 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.

As part of each school safety plan, soft and hard lockdown drills will be practiced with students. Drills for each will help prepare both staff and students how to respond appropriately in the event of an emergency.

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.

Use of Personal Device Statement Grades 4K-5

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 school office at the end of the day.

Students and parents are required to sign the Acceptable Use Policy regarding the internet and school computer and technology devices prior to the students being allowed to use them. General information for Internet use is included in the Newman Catholic Schools District Handbook.

FAMILY INVOLVEMENT

Communications with Parents

NCS issues 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. 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.

Display of Student Work

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.

Food and Beverages – Classroom Treats

- Lunch time is an official part of the school schedule and is subject to attendance requirements.

- All NCS schools have a closed lunch period and students are expected to eat their lunch in the school cafeteria.
- 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.
- **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.
- **Morning Recess Snack- must be a healthy snack; i.e. fruit, vegetables, popcorn. Candy, cookies, and donuts are not healthy snacks. Healthy and nutritious snacks are required per the NCS Wellness Policy.**
- **Treats Policy** - Only purchased treats with the store or production labels on them may be brought to school for distribution to students. No homemade, non-store or manufacturer prepared treats may be used in classes. Foods may not contain peanuts or peanut products. Treats not meeting the above guidelines may not be distributed to students.

Parent-Teacher-Student Conferences

Formal parent-teacher-student conferences are available two times a year; required for the first quarter and optional (unless requested by the teacher) 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.

Parent Involvement Opportunities and Organizations

All parents are members of the Home and School Organizations representative of their child(ren)s school.

As members of the Newman Catholic Schools Family we ask that our parents teach their children to display "Cardinal Character" as you...

- 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 role model and representative of NCS in the community.

At Events....

The display of responsible, enthusiastic, positive character 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.

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.

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Supervision of Students – Before and After School

- 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 in fees being 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

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 at 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.

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

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

Students

- Parents are welcome to volunteer during the school day. However, all volunteers are required to comply with all policies and rules during their visit.
- Parents are allowed to check their child(ren) out for lunch during student lunch times. In order to maintain a consistent lunchroom routine, parents will not be allowed to join their child(ren) in the cafeteria for lunch.
- 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.

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.

POLICIES

Student Attendance

Regular attendance is one of the most important factors in school success. When children miss a day of school, they miss classroom discussions and group activities which add meaning to work assigned during the absence and cannot be made up. Absences also limit the child's participation and contribution to the learning process. Excessive absences and tardiness negatively impact the academic progress of the child.

In accordance with state law (Wisconsin State Statute 118.5), all children between 6 and 18 years of age must attend school full-time on days in which school is in session. Students who are absent from school without an acceptable excuse for all or part of five or more days a semester are considered "habitually truant" (Wisconsin State Statute 118.16(1)(a)). In October, 2009, Wisconsin Act 41 changed the statute to require a child enrolled in 5-year old Kindergarten in public or private school to regularly attend Kindergarten during the school year. Regular attendance reminders will be sent via email/mail and through communication via

phone. It is important to remember to communicate with office staff and bring any doctor's notes that you obtain when your child is absent.

The school is empowered to approve a legal excuse to any student for the following reasons:

- Illness of immediate family member requiring student absence because of family reasons
- Death in the immediate family or funerals for close relatives
- Medical, dental, chiropractic, optometric or other valid professional appointments. Parents or guardians are requested to make the appointments during non-school hours.
- Religious holidays
Family trips that can be taken only during the normal school term. Parents need to provide notification to the principal one week prior to leaving on vacation
- Court appearance or other legal procedure which requires the attendance of the student
Out of school suspensions
- Student is not in proper physical and/or mental condition to attend school (Wisconsin Statute 118.15(3)(a)).

Any absence in excess of ten (10) days for illness will require a statement from the doctor verifying the student should not attend school for health reasons. If sent home by the school office, students will receive an excused absence. Parents wishing to take students out of school for family trips or other viable reasons are to contact the office a week in advance for approval. Specific details about the family trip or special circumstances must accompany the request. Students are expected to make any arrangements with their teachers prior to the absence for all makeup work.

A student may miss no more than ten (10) days during the school year for anticipated absences (Wisconsin State Statute 118.15(3)(c)). Every attempt, as required by law, will be made by the office to notify and work with parents to avoid serious attendance problems. Communication is key to your child's attendance. These attempts may include parent conferences and/or referrals to the school counselor, social services, Police Officer or special education. If these attempts fail to correct the problem, the case will be referred to the Marathon County Court.

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 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.

Elementary Dress Code:

Item	Description
Rationale	Supports standards and values set by the Diocese of La Crosse to encourage personal and family responsibility. Adherence to the policy is the responsibility of the student and family. Failure to adhere to this policy could result in a request for the parents to bring a dress code appropriate change of clothing. The administrator will determine if there will be consequences; (i.e. dress code violation form).
General Guidelines	Clothing should be neat, clean, not have visible rips, frays, holes, or un-hemmed edges. Modest styles. Undergarments may not be visible.
Logo and Acceptable Clothing	Clothing may be any color, solids, stripes, plaids, overall prints i.e. geometric, floral, patterns are permitted
Guidelines	No graphics, pictures, or words (except 3”x3” or smaller manufacturer’s name/logo) are permitted on garment; No sheer or see-through fabrics allowed
Pants/Slacks/Capris	Khaki-style pants Khaki-colored or navy (no cargo pants) No blue jeans, other colored jeans are acceptable Leggings allowed ONLY if the covering top is no shorter than 3” above the knee No jeggings, pajama bottoms, yoga pants, sweatpants, spandex type pants, warm-up/workout pants Capris may only be worn in August, September, May, June
Shorts/Skort/Dresses/Skirts	Modest styles of appropriate length-no shorter than 3” above the knee Shorts, leggings, or tights must be worn under dresses/skirts Appropriate length and style of shorts may be worn in August, September, May, June No exercise, spandex, biking or athletic shorts allowed
Shirts/Sweaters/Sweatshirts	Covers entire upper body torso during classroom/school activities Non-collared shirts are acceptable; must have modest necklines

Sleeveless shirts/dresses only if shirt covers majority of collared shirt/chest/neck area
Hooded sweatshirts can be worn only as outerwear (graphics must be appropriate)
Manufacturer's trademark/emblem/logo must be smaller than 3"x3" and have only the manufacturer's name; no other words

No tank tops, off the shoulder, exposed shoulder, spaghetti straps, midriff, or short-style shirts

Shoes/Socks

Close-toed shoes must be worn at all times in compliance with safety needs

P.E. classes: socks and athletic-style shoes are required at all times

Sandals with back straps are permitted for Mass or special days*

Heels must be 1" or less

No flip-flops, open-backed shoes without straps, slides, roller shoes, combat boots

Hair/Makeup/

Neat, clean, reasonable length, natural colors No dyed hair

Accessories

No piercings other than ears; no dangling/large earrings

No makeup, no visible tattoos

No accessories that draw attention

**Mass, Prayer Services
and Dress-Up Days**

Dress to a higher standard than other school days...**Mass is special**

NO shorts

**NCS Spirit Days (most
Fridays)**

Blue jeans may **only be worn with NCS Spirit Wear**. If not wearing an NCS Spirit shirt, regular dress code must be followed.

*Teachers may allow students to change out of pants into shorts on Mass days; sandals must be changed to wearing regular shoes. The school will contact families with special events, concerts, field trips, regarding a possible change in dress code for those events.

School Musical Concerts

Music teachers will inform parents of concert wear requirements for those events.

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. The school administration and supervising staff members will provide necessary information.

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.

Retention / Acceleration Policy

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 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.

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 information to parents 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.

Wellness Policy

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.

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!

