



# **Family Handbook**

## **2025-2026**

**Newman Catholic Classical School:  
Holy Name**

**1122 South 9th Avenue, Wausau, WI 54401**  
**715-298-1264**

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

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## HEADMASTER WELCOME

Dear Families,

Welcome to Newman Catholic Classical School: Holy Name; the only Catholic classical school in central Wisconsin. It is our joy and mission to deliver to you a truly classical school with a deep commitment to raising saints of the new millennium.

At NCCS: Holy Name, we believe that our purpose in this life is to know, love and serve God in this world so that we can be with him in the next. Classical education always seeks what is good, true, and beautiful, recognizing that God is truly at the center of everything. Our Catholic identity is prevalent in everything we do. We model, cultivate, and teach those three transcendentals from our kindergarteners all the way through eighth grade.

The teaching methods employed at our school are ones that the Church has used and perfected through the ages, all geared toward bringing our students to sainthood. Through *Festina Lente*, Make Haste Slowly, we seek mastery and not rushed curriculum chasing. We are not made for testing performance; we are made for holiness. It is my hope that you are inspired by these principles and trust that all of us can realize the full potential of your children.

This handbook is a guide for you to navigate our school. We seek to be clear in our mission and to incorporate it into all of our school policies. The Classical school falls under the umbrella of Newman Catholic Schools. To view the complete district handbook, please visit: <https://www.newmancatholicschools.com/> Thank you for your trust and prayers.

In His Holy Name,

James Lynch, Headmaster

## **NEWMAN CATHOLIC SCHOOLS (NCS)**

Newman Catholic Schools (NCS) 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 Catholic Church, located in Wausau, Wisconsin 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.

### **NCS MISSION**

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

### **NCS 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*, 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 NCCS: Holy Name student's day. Prayer is integrated in everything we do as a school. Students begin the school day with either Mass (Tuesday and Friday) or the Rosary (Monday, Wednesday and Thursday) and they complete the day in prayer in their classroom settings. Students also pray before snack, lunch and pray the Angelus every day at noon. Retreats are also an integral part that are held at various times throughout the school year.

## **FAITH FORMATION**

The religious program at the Classical school consists of Catechesis of the Good Shepherd and 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 and 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 are developed to its fullest potential.
- Provide students opportunities to learn critical thinking, creative problem solving, research, writing, inquiry, collaboration, and other related skills needed for the world of tomorrow.
- Accent an academic curriculum that includes studies in; religion, English language arts/reading, mathematics, science, social studies, art, music, and physical education.

## **ADMINISTRATIVE STRUCTURE OF SCHOOLS AND SYSTEM**

Newman Catholic Schools is governed by the Bishop of the Diocese of La Crosse, The Most Reverend Gerard Battersby 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.



## ABOUT OUR SCHOOL

### NEWMAN CATHOLIC CLASSICAL SCHOOL: HOLY NAME

#### WHAT IS CATHOLIC CLASSICAL EDUCATION?

Catholic Classical Education is the time-tested form of education begun by the Greeks and Romans and developed through history by the Church. The term “classical education” is not easily defined. One should think of classical education as that sort of education which is most properly suited to the formation of a child toward personal sanctification and full participation in a distinctly Greco-Roman, Judeo-Christian culture. It immerses a child into the very personal narrative of God and His creation. This education is sustained and perfected by the sacramental life of the Church.

- It is often called **liberal** education as it provides foundational tools of learning and virtuous living that liberate children as fully formed, fully flourishing human beings, free to pursue true happiness as the best version of themselves that God intends.
- It is called **Catholic** because we base our educational philosophy on a thoroughly Catholic understanding of fallen yet redeemed human nature.
- It is called **classical** because it draws on the richness of Western culture and its academic tradition.

The classical curriculum is quite unique, and Newman Catholic Classical School: Holy Name is proud to follow a truly classical curriculum aligned with the traditional **Trivium** model that corresponds with a child’s natural stages of development, or three stages of learning. The Trivium model takes this form:

- **Grammar Stage (Kindergarten – 5<sup>th</sup> grade):** Learning the grammar of all academic disciplines and absorbing vast amounts of language through memorization, recitation, and song.
- **Logic Stage (6<sup>th</sup>- 8<sup>th</sup> grade):** Acquiring tools of rational thought for analyzing and synthesizing all they have absorbed at the Grammar Stage while continuing to build on what they know.
- **Rhetoric Stage (9<sup>th</sup>- 12<sup>th</sup> grade):** Learning to speak and write eloquently and persuasively. We are not currently offering 9th-12th grade.

#### CURRICULUM

Newman Catholic Classical School: Holy Name uses the St. Jerome Curriculum as the basis for its curriculum, which can be viewed at: <https://catholicliberaleducation.org/>. However, Holy Name Classical School has made several adjustments to this curriculum to address the specific needs of our community. The traditional methods of instruction (writing, memorization, recitation) play a part in every classroom.

## PRESENTATION DAYS

Memorization and recitation are an integral part of classical education. Students spend time in their classes building these strong mental habits in order to further their learning. These skills are showcased to the parent community in a public way. Commonly known as Presentation Days, these events will take place at school.

## HOLY MASS AND OTHER SACRAMENTS

Children at NCCS: Holy Name will attend the 8:00 mass twice a week as a group at Holy Name Parish. All students are required to attend mass as part of a child's daily attendance and is integral to building a strong culture within the building. Parents are always welcome to join our community for Mass.

## FORMATION IN WISDOM

### CATECHESIS OF THE GOOD SHEPHERD

Newman Catholic Classical School: Holy Name employs a unique and effective approach to learning the Catholic faith called **Catechesis of the Good Shepherd**. Based on the teaching philosophy of Maria Montessori, this method helps our students grow to love the Catholic faith through abundant hands-on activities, and at the same time, develop fine motor skills and an inner calmness that is amazing to observe. This is the primary source of catechesis for students.

To run this program effectively, Holy Name Classical School has a classroom set aside specifically for these sessions of catechesis. This classroom is known as the atrium, or prepared environment. More information about the history and structure of the atrium can be found in the U.S. Association of the Catechesis of the Good Shepherd at: <https://www.cgsusa.org/>. The atrium can be summarized as follows:

- ❖ The atrium can be compared to a retreat house facilitating recollection and silence.
- ❖ The atrium is a place for religious life, for community and worship, not a classroom for instruction.
- ❖ The atrium is a place of meaningful work through which the child can have a conversation with God.
- ❖ The atrium was the place in the early Church where the catechumens were prepared.

## **FORMATION IN VIRTUE**

NCCS: Holy Name happily incorporates virtue as part of its daily curriculum using several models including the Disciples of Christ Education in Virtue program. Developed by the Dominican Sisters of Mary, Mother of the Eucharist, and based on the teachings of St. Thomas Aquinas. This study forms children in the habits and dispositions necessary to live as disciples of Christ.

Students are expected to show respect to their teachers and other adults. They must rise when an adult enters the room and greet them in English or Latin i.e. salve.

## **MONTHLY VIRTUE**

Each week, Holy Name Classical School classroom teachers select a virtue to focus on as a class. We do this at all grade levels, which helps to shape our culture to be one of virtue.

## **STUDENT BEHAVIORAL RESPONSIBILITY:**

As a Catholic school, students are taught to follow the example of Jesus Christ, who sets the standard for our human behavior. The term “disciple” comes from the Latin word which means “to learn.” A disciplined student, therefore, is one who tries to learn the good habits conducive to any follower of Christ. Our approach to student discipline instills the virtues of respect for self and others. Specifically, we center on the cardinal virtues:

### **PRUDENCE**

The first of the cardinal virtues: Knowledge of reality and the realization of the good.

### **JUSTICE**

The duty owed to others: Keep your promises.

### **FORTITUDE**

The readiness to endure: Be kind and tenderhearted.

### **TEMPERANCE**

Moderation and selflessness: Treat each other like you treat your very best friends.

### **CHARITY**

The greatest of the three theological virtues: Love God and one another deeply from the heart.

# NEWMAN CATHOLIC CLASSICAL SCHOOL: HOLY NAME

## UNIFORM POLICY

### PHILOSOPHY

St. John Paul II left us with a beautiful work, titled *Theology of the Body*. In this he stated, “The body, in fact, and only the body, is capable of making visible what is invisible: the spiritual and the divine.” Thus, at Newman Catholic Classical School: Holy Name, we reflect this ideal in our uniform policy.

Our purpose in establishing a uniform policy is threefold:

1. The school uniform helps distinguish our students.
2. The school uniform reflects our unity of purpose.
3. The school uniform reflects our equality before the Lord, reminding us that we work as members of the Body of Christ, rather than for our own glory.

Coincidentally, a uniform policy produces many advantages, both moral and spiritual:

- A uniform policy encourages modesty, neatness, and humility, not drawing attention to the individual (1 Timothy 2: 9-10).
- A uniform policy recognizes the distinct differences between male and female students (Deuteronomy 22: 5).
- A uniform policy cultivates an atmosphere of order. Thus, the classroom becomes peaceful, polite, and focused. One’s appearance is frequently an indicator of one’s attitude toward doing well.
- A uniform policy removes temptations to judge others based on external things, to become too focused on fashion trends, or to be covetous of the clothing of classmates. (Mathew 6: 25)
- A uniform policy is cost-efficient. Our uniforms are of excellent quality and reasonably priced, so many parents find uniforms to be more cost-effective than maintaining wardrobes of “street clothes” for their child.

We hope that our students will learn to wear their uniforms with joy, while cherishing what they represent to the student body, as well as the community at large.

The children are allowed to wear athletic shoes, that do not light up, during their school day. They are required to wear dress shoes, dress shirt and their ties for mass. The children will need a pair of clean sneakers with white non-marking soles for gym class to preserve the finish on the oak gym floor.

## UNIFORM ENFORCEMENT

Our uniform policy is intended to remind students that they have come to school for work. Students should dress in a way to demonstrate their respect for the sacredness of school.

Students should be neat, clean, and modest. Teachers and staff have the authority to enforce the uniform policy throughout the school. **The headmaster has the final say on questions regarding the uniform policy.**

## UNIFORM VENDOR AND PURCHASING

Newman Catholic Classical School: Holy Name has an online account with Flynn O'Hara. To purchase your apparel, please visit: [Flynn O'Hara.com](http://FlynnO'Hara.com)

When you perform a Google search for Flynn O'Hara, you can open their home page and select the State of Wisconsin. Then enter the code WI002 (Newman Catholic Classical: Holy Name). Click the button "start shopping". Enter your student's gender and grade to view the products that he or she is permitted to wear to school.

## **OFFICE HOURS**

The main office is regularly open from 7:30 AM until 3:30 PM on all school days. Summer hours are posted on the Newman Catholic Schools website. The phone number at the Classical School is 715-298-1264.

## **FACULTY AND STAFF**

The faculty and staff of Newman Catholic Classical School: Holy Name can be found on the Newman Catholic Schools website: <https://www.newmancatholicschools.com/>

## **ENROLLMENT AND TUITION**

### **NEWMAN CATHOLIC SCHOOLS PROCEDURE**

All new admissions at Newman Catholic Classical School: Holy Name (NCCS: Holy Name) require an interview with the Headmaster. The registration for enrollment is located at <https://www.newmancatholicschools.com/> Near the top of the Home Page, you would select Admissions. Then scroll down to “New Family Application”. If you are interested in a tour of the school, or would like to meet with the Headmaster, please call 715-298-1265.

### **KINDERGARTEN ADMISSION**

Students entering the 5-year-old kindergarten must be at least 5 years of age by September 1 of the school year.

### **MID-YEAR ENTRY**

Any mid-year entry into Newman Catholic Classical School: Holy Name (NCCS: Holy Name) must have the approval of the Headmaster. The Headmaster will generally consult with personnel at the previous school prior to approval. Formal student records will also be requested from the previous school.

### **MID-YEAR NEWMAN CATHOLIC SCHOOLS: HOLY NAME TRANSFERS**

At times, Newman Catholic Schools families request mid-year transfers between Newman schools due to a variety of reasons. We are happy to provide options for families within our system who select Catholic education as their choice. Often, these transfers may occur due to

residence relocation. Transfers between Newman Catholic schools are left to the discretion of the Headmaster/Principal of the incoming Newman school. The Headmaster is encouraged to consult with the Newman president as needed.

## **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 headmaster/principal in consultation with 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 to allow completion of current academic work.
- All transfer students are placed on a probationary period which is generally 9 weeks. If at that time, when academic and/or behavioral progress has not been satisfactorily demonstrated, the school will initiate withdrawal proceedings.

## **HOMESCHOOLING/MILITARY TRANSFERS**

For any students who will be transferring to a Newman school from a homeschooling or military school environment, will generally be placed into the grade level that corresponds with their age as of September 1. Special circumstances can be reviewed and are left to the discretion of the Headmaster and the Newman Catholic Schools President. Homeschooling records and/or transcripts will need to be provided before admission is accepted.

## **TUITION**

At Newman Catholic Schools we believe that a high-quality Catholic education should be accessible to all families, regardless of their financial situation. We understand that the cost of tuition can be a concern for families, which is why we offer a variety of financial aid options, including scholarships, our Grant & Aid Program, Scrip, and more to help make a Newman Catholic education a possibility for all families.

Families needing tuition assistance are encouraged to apply to the Wisconsin Parental Choice Program (WPCP). Open enrollment for this opportunity is usually February 1 through mid-April.

Additional information may be found at <https://www.newmancatholicschools.com> On the Home Page, select the Admissions tab then click on “Making Tuition Affordable”.

## PARENT RESPONSIBILITY

As stated in the Church's *Declaration on Christian Education*, parents' "role as educators is so decisive that scarcely anything can compensate for their failure in it." This recognition of parents as "the primary educators of their children" is further supported in the *Catechism of the Catholic Church* and is at the heart of our philosophy of education. Through a close and cooperative relationship between the school and parents, students will be blessed by the riches of NCCS: Holy Name. A dedicated Catholic home, working in tandem with a devout Catholic school, could quite rightly be considered the greatest blessing a child will ever receive.

## HEALTH AND SAFETY

### 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 – The Marathon County Health Department, with sponsorship from the Marshfield Clinic, provides vision and hearing tests for students in 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.
- All accidents or injuries occurring at school or school-related activities are to be reported to the Headmaster as an accident report is to be completed immediately by the supervising school personnel for each incident.

## **IMMUNIZATION REQUIREMENTS**

State law requires that all children be immunized prior to enrolling in school unless parents file an exemption waiver. Please check with your doctor or the school office for more information.

## **MEDICAL EXCUSES**

It is the general expectation of Newman Catholic Schools 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 MEDICATION**

- 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** – Forms must be completed in their entirety and are available at each school and on the NCS website: <https://www.newmancatholicschools.com/>

## **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:
  - 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 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**

### **TARDY**

Students who arrive after the 7:45 a.m. bell are considered tardy, unless they have a valid excuse (such as road conditions, an appointment, health issue, bus schedule, etc.). If your child will be late, please contact the office as soon as possible.

### **DISCIPLINE PLAN FOR UNEXCUSED TARDINESS**

- First and second offenses - verbal warning and documentation on student record
- Third through sixth offenses - 1 15-minute recess detention for each tardy, to be served within one week. Failure to attend a scheduled detention will result in additional consequence.
- 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.

### **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 for 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 headmaster.

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.

We recognize that our student absence rate has the potential to be higher during cold and flu season. Of course, we do not want students to fall behind, but also need to give teachers a proper amount of time to put materials together to send home. Therefore, we follow the policy below for sending home any kind of make-up work.

- If a student is absent for 1 day. We will not send any homework home. The child should be focused on getting better and returning to school. Upon returning to school, the child will have at least the amount of time they were absent to make up the work, or as determined by the teacher.
- If a student anticipates being absent for a longer time (more than 2 days), parents should request homework and teachers will send materials to the office to be picked up on the afternoon of the second day of the absence. A longer absence could be for a prolonged illness. We ask that you communicate to the best of your ability with your child's teacher and the school office regarding how long your child might be absent.

## **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. If a student leaves because of they are ill, they are not to return in the same school day.

## **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.

## **BACKPACKS**

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, or 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.

## **SUPPLIES AND SUPPLY LISTS**

School supply lists are made available to parents before the start of the school year. Lists are also posted on the Newman District website at:  
<https://www.newmancatholicschools.com>.

## **BUILDING SECURITY**

NCCS: Holy Name has one main entrance that is used for visitors, which is identified with a sign. This door (as well as all other entrances) remains locked during the day. All visitors must check in with the office. 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. NCCS: Holy Name safety plan is maintained in consultation with the Newman Catholic Schools Safety Team.

## **SCHOOL MUSICAL CONCERTS**

Teachers/Administration will inform parents of concert wear requirements for those events.

## **LIBRARY SERVICES**

- NCCS: Holy Name has a library available to students. Concerns regarding censorship of library materials must be addressed first with the Headmaster. The Diocesan recommended review process of questionable materials will be used.
- The school library is open to students at scheduled times
- Books may be checked out for a period of time, generally a two-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.

## **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 complete the "Do Not Photograph" form when they register their child.

## **RECORDKEEPING PROCEDURES**

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

## **STUDENT GRADING**

Teachers set grading criteria for assignments, projects, units, or courses. This information is communicated directly to students and/or parents. K-8 parents are issued paper copies of quarterly grade reports.

## **GRADING SCALE**

A	93 and above
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

## **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.

## **K-8 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 privately 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.

## **STANDARDIZED TESTING**

Holy Name Classical School does not emphasize standardized testing. Each teacher's job entails forming the whole soul of each student, and this task is greater than standardized testing. Limited testing may be done to comply with state law and Diocesan policies.

## **ASSESSMENTS: STANDARDIZED TESTS AND OTHER METHODS**

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

### **Grades 3-8**

- **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 & 8. Wisconsin Forward Exam for Social Studies in the spring for grades 4 & 8.
- **Diocese of La Crosse Faith Literacy Test:** Administered to students in grade 5 & 8
- **Classical Learning Test (CLT):** assessments are administered to students grades 3-8 two times per year.

## **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 headmaster 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 headmaster has the authority to investigate grade disputes and set resolution.

## **BEHAVIORAL EXPECTATIONS: KINDERGARTEN – GRADE 8**

### **It is our goal at Newman Catholic 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 headmaster 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 headmaster, depending on the seriousness of the offense, number of prior actions, warnings, etc. In that event, the headmaster 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 schoolwork 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 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 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 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 with 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 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 for how to respond appropriately in the event of an emergency.

## **SAFETY PLANS**

Newman Catholic Schools 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.

## **SCHOOL CLOSING – EMERGENCY - GENERAL SYSTEM INFORMATION:**

In the event of inclement weather, NCS will follow the same school closing procedure as the Wausau public school district. Please see other information regarding closings on the district website at <https://www.newmancatholicschools.com/> Please be aware that sometimes D.C. Everest School District is closed while the Wausau School District remains open. Newman Catholic Schools 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.

## **PICKUP AND DROP OFF PROCEDURES**

When dropping off students, parents should drop their child at the North entrance on S. 9th Avenue. Parents are asked to not accompany their child into the building. Should a student need assistance in carrying a project or snack, parents need to check in at the main office.

For pick up, parents should pick their child up in the church parking lot. During the warmer months the students will be located between the church and the school. During the colder months the students will be located in the gym. Parent should file a line of cars and students will be dismissed to their parents' vehicles when the parent arrives. Vehicles should enter through the parking lot side where the playground is located and exit by the church garage.

Students will be released at 2:45. They will be brought outside or to the gym by their teacher and will stand in line with their class. Students will not be released until a parent's vehicle is in the church parking lot. PARENTS NEED TO KEEP OTHER CHILDREN IN THEIR VEHICLE OR WITH THEM AT ALL TIMES. Safety is of utmost importance, and children cannot be running unattended.

## **EMERGENCY INFORMATION**

Every family is required to complete the Emergency Contact Form. The Emergency Contact Form contains important information, including: parent(s)/guardian name(s); current address; home and cell phone numbers; work phone; email address; the name and contact information of a relative or friend who can be contacted if parents are unreachable in the event of an illness or injury; physician's name and phone number; medical alert information. Parents may also include the name of individuals to whom their child will be released. No other person will be given the right without the parent/guardian's permission.

## **ACADEMIC CALENDAR**

The most recent version of the 2025 – 2026 yearly academic calendar can be found at: <https://www.newmancatholicschools.com> On the Home Page, near the top select the Calendar tab.

## **ATHLETIC PROGRAMS**

NCCS: Holy Name partners with Newman Catholic Schools for all athletic programs.

## **LUNCH**

There is currently no hot lunch program. There may be times that the school is able to provide lunch through various donations. These days will be communicated to parents when they will occur.

## **BIRTHDAYS/CLASSROOM CELEBRATIONS**

The classroom teacher is ultimately responsible for guiding the consumption of treats in their classroom. Parents are asked to be in communication with their child's teacher before sending in any kind of shareable item, whether that be edible or non-edible. This is particularly important, as some classrooms need to be 100% free of certain foods. This is for the safety of all children.

## **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.

# **FAMILY INVOLVEMENT**

## **COMMUNICATIONS WITH PARENTS**

Newman Catholic Schools 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**

Newman Catholic Schools employees or others authorized by Newman Catholic Schools 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 Newman Catholic Schools. Parents who do not wish to have their child's work or name included in such displays should contact the headmaster and provide a written statement explaining their wishes.

## FLYER DISTRIBUTION GUIDELINES

All requests for distribution of information from outside organizations must first receive 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 Newman Catholic Schools have a closed lunch period and students are expected to eat their lunch in the school cafeteria.
- No Newman Catholic Schools 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** – Purchased or homemade treats may be brought to school for distribution to students. Foods may not contain peanuts or peanut products. Treats not meeting the above guidelines may not be distributed to students

## CELL PHONES/ELECTRONIC DEVICES

Students at Holy Name Classical School are not permitted to use cell phones or other electronic devices while at school. A student who is found using a cell phone or other electronic device will have their device confiscated and held securely in the office until a parent is able to pick it up.

## **PARENT COMMUNICATION WITH FACULTY/STAFF**

We recognize the responsibility of faculty/staff members to demonstrate open and courteous communication with parents. To help school-home relationships and to provide parents an opportunity to help in solving conflicts, the following lines of communication have been established. These follow the principle of subsidiarity, in line with the Catholic Church's social teaching.

A parent or teacher may initiate a conference at any time. However, appointments are to be scheduled for the convenience of both parties. Teachers and students will not ordinarily be called from classrooms during teaching hours to answer calls. However, they will be advised of your call and will forward information to you, or you will be told when to expect a return call.

Formal parent/teacher conferences are offered in the fall and spring.

### **PARENT-TEACHER**

Parent(s) first contact the teacher either in writing, email, or leave a message with the school's office stating the concern. The teacher will address your concern and reply either in writing or by a telephone call. The majority of concerns will be resolved in this manner.

### **PARENT-HEADMASTER**

If the concern cannot be resolved with the teacher, you may contact the headmaster during normal business hours at 715-298-1264.

### **PARENT-TEACHER-HEADMASTER**

If the concern cannot be resolved with the headmaster, the headmaster may decide to invite the teacher to join the meeting. It may be appropriate and beneficial to involve the student in the conference.

## **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 a 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's school.

As members of the Newman Catholic Schools Family, we ask that our parents teach their children 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.

## **SUPERVISION OF STUDENTS – BEFORE AND AFTER SCHOOL**

- Adult supervision is not provided on school grounds before 7:40 a.m. Students should not arrive before 7:40 a.m.
- Failure to comply with this rule will result in fees being charged to parents 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.
- Parents who pick up their children after school and allow their child 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 at all after school, evening, or weekend events unless the students are required to report to a staff member**

## **TRANSPORTATION**

Any bus transportation is coordinated directly through the Newman Catholic Schools office. For more information, please call 715-845-5735.

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 715-298-6110.

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 Newman Catholic 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

## **FIELD TRIPS**

NCCS: Holy Name will occasionally take field trips with the entire school or particular grades to enhance the educational experience. Specific information about field trips (including student permission forms) will be sent home at the appropriate times.

## **VISITORS and VOLUNTEERS**

Visitors: All visitors must be buzzed into the building at the main entrance, follow the stairs to the main office, and sign in. For appointments with the headmaster or any other staff member, please call or email ahead of time to schedule.

Volunteers: NCCS: Holy Name welcomes parent volunteers in our building. There are many opportunities throughout the year for parents to volunteer. Please note that before any parent can volunteer (which includes being a chaperone on a field trip) they must have completed Safe Environment Training through the LaCrosse Diocese and successfully passed a background check.

## **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 out for lunch during student lunch times. In order to maintain a consistent lunchroom routine, parents will not be allowed to join their child 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.
- Parents are welcome to attend mass with their child.

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.



# **NEWMAN CATHOLIC SCHOOLS POLICIES**

## **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 headmaster 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 REGARDING BULLYING**

Any school staff member or individual who observes or becomes aware of acts of bullying is required to report these acts to the headmaster. Students who are either a victim of bullying or are aware of bullying involving another student are encouraged to report the conduct to the headmaster. 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 headmaster 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.

## **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.

## **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.

**NON-DISCRIMINATION POLICY** As per P 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.

## **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

## **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.

## **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.
- Other school-based activities are 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 afterschool 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.

