



**St. John the Baptist Primary
Our Lady of Peace Intermediate**

Parent/Student Handbook

Revised 2024

TABLE OF CONTENTS

Absence.....	3	Liturgy.....	17
Activities.....	4	Lost and Found.....	17
Administration.....	3-4	Lunch Period.....	17
Admissions.....	4	Medication.....	18-19
After School Care Program...	4	Non-Catholic Participation.....	19
Articles Prohibited in School...	5	Nondiscrimination.....	19
Asbestos.....	5	Parent Association.....	19
Athletic Policy.....	5-7	Parties/Dances.....	19
Attendance.....	7	Physical Education.....	19
Band.....	8	Pick-up/Drop-off.....	20
Bicycles.....	8	Playground Rules.....	20
Birthday/Classroom Treats.....	8	Prayer.....	21
Bus/Bus Policy	8-9	Promotion/Retention.....	21-22
Change of Address.....	8	Registration.....	22
Conduct.....	8	Reports to Parents.....	22
Conflict Resolution.....	9	Sacraments.....	22
Curriculum.....	10	School Property.....	22
Discipline.....	9-10	Sexual Harassment.....	22
Dress Code (See Uniform).....	26-27	Student Responsibilities.....	23
Drugs and Alcohol.....	11-15	Study Skills.....	23
Education Commission.....	15	Supervision.....	23
Education Fund.....	15	Suspension/Dismissal/Expulsion..	23-24
Educational Field Trips.....	15	Technology.....	24
Emergency/Illness Information.	15-16	Telephone.....	24
Emergency Closing.....	16	Testing.....	24
Fire Drill.....	16	Uniform Policy.....	26-27
Health Services.....	16	Visitors.....	24
Homework.....	16	Volunteer Program.....	24
Immunization.....	17	Withdrawal and Transfer.....	25
Library.....	17		

Columbus Catholic Schools are Catholic Schools in the Diocese of La Crosse. As Catholic Schools, we will teach and advocate our Catholic Faith. All students are welcome in our 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.

MISSION STATEMENT

Columbus Catholic Schools are dedicated to excellence in Catholic education, founded in the love of Jesus Christ, and designed to instill in our students faith, knowledge, and the desire to serve others.

PHILOSOPHY

Columbus Catholic Schools are committed to the education, development, and spiritual formation of our students. Within the context of the Gospels and the teachings of the Catholic Church, we believe we are called to ...

1. Faithfully teach Catholic doctrine and nurture in our students an abiding love of the Catholic faith through participation in religious instruction, prayer, devotions, and the Sacraments, particularly the celebration of the Liturgy, preparing each to take his/her place as the Church leaders of tomorrow.
2. Carry out the educational ministry of the Catholic Church by providing a quality, affordable Catholic education to all those children entrusted to our care, regardless of race, creed, or socio-economic status.
3. Fulfill the academic needs of each individual student utilizing a curriculum and teaching methods that encourage and enable each student to reach his or her maximum potential in all areas, placing an emphasis on nurturing a sense of responsibility to develop God-given gifts to their fullest.
4. Prepare our students to meet the academic, spiritual, and moral challenges of the future by providing opportunities to develop Christian values and the skills of critical thinking that will be the basis for future decision-making, growth, and development.
5. Provide an atmosphere of love and compassion for each individual student, offering them a sense of belonging and respect in order to foster their growth as caring, responsible, and confident Christians inspired to loving service of God and neighbor.
6. Help each student learn to appreciate and respect the rights and differences of others so that at school, or home, and in the community, they might act as true Christians who nobly grace our society with peace.
7. Provide a safe, nurturing environment with clear expectations for behavior and decorum, based on the Christian model of peace and respect, and compassionate to the developmental, social, and emotional needs of each student.
8. Provide a variety of opportunities in extra-curricular and co-curricular activities and athletics in order to allow our students to explore diverse areas of personal interest and fulfillment.

Elementary – Primary and Intermediate

Saint John the Baptist Primary School (3 yr old Preschool to Grade 2) and Our Lady of Peace Intermediate School (Grades 3 to 5), as part of the Columbus Catholic School system in the Diocese of La Crosse, provide a high quality, core academic foundation permeated with Gospel values.

Within a faith-filled and safe environment, the dedicated and caring faculty and staff nurture and educate each child spiritually, academically, socially, emotionally, and physically.

Sponsored and supported by area families and parishes, the schools seek to build community, provide service-learning opportunities, teach Catholic doctrine, and encourage participation in liturgy and parish life.

ABSENCE

When a student is absent:

- 1) For safety reasons, we require written absence communication. Please email our school secretaries at vine.alexis@columbusdons.org for OLP or voight.jennifer@columbusdons.org for SJB. You can also go to our website at www.columbuscatholic.school.org or the FACTS app and complete an Absence Notification Form. If you choose to call the schools, please know that we still require written notification. An email **does** constitute an acceptable written excuse.
- 2) Longer absences due to trips or scheduled medical leaves should be reported in writing no less than three days prior to the event. Makeup work will be given upon the pupil's return. (Please note: the "Anticipated Absence Request Form" must be used for absences of more than one day unless the student is ill.)
- 3) Early dismissal for any reason must be requested prior to the child being dismissed. A student picked up early must be picked up at the school office, not in the classroom. The child must be signed out by the parent or guardian.
- 4) Frequent tardiness is a serious problem. **Students not in their homerooms at 7:40 at SJB and 7:45 at OLP will be marked tardy.** Students arriving after this time must check/sign in at the office when they arrive at school. Once the number of days for tardiness reaches 9, you will be notified of such via a letter.

When a student is absent due to fever/flu/vomiting:

- 1) Those who get flu-like symptoms at school should go home and stay home until at least 24 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicine. Those who have emergency warning signs should get immediate medical care.
- 2) If your child has a fever/vomits/has diarrhea and/or is feeling unwell, the child should remain at home for **24 hours** after symptoms are gone.

ACTIVITIES

The Principal is responsible for the entire educational program, curricular and extra-curricular.

ADMINISTRATION

The Dean is the pastoral authority of the schools.

The specific direction of all schools is delegated to the President.

The specific direction of the individual school is delegated to the Principal in consultation with the administrative team.

The specific direction of the classroom is delegated to the Teacher.

The specific direction of outside activities, lunch, and playground supervision is delegated to the teachers-in-charge in compliance with directives from the Principal.

If a question regarding procedures should arise,

FIRST consult the person (teacher) concerned.

THEN consult the Principal, only if, after a reasonable time, further assistance is deemed necessary.

THEN consult the President, only if, after a reasonable time, further assistance is deemed necessary, beyond that given by first, the teacher, and second, the Principal.

THEN consult the Dean, only if, after a reasonable time, further assistance is deemed necessary, beyond that given by first, the teacher, and second, the Principal and third, the President.

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given. (Diocesan Policy for Administrative Recourse: DSR 1391)

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

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied. (Diocesan Policy for Administrative Recourse: DSP 1392)

ADMISSIONS

Catholic families are to be registered, active members of a contributing parish. New Catholic families are asked to register at the parish rectory before registering children in school.

Children of all faiths may be enrolled in the school.

Three-Year Old Preschool Program

Enrollment age: (**Note: All children must be toilet trained prior to entering preschool.**)

A child must be 3 years old to enter preschool.

A child who turns 3 after the start of the school year may enroll in preschool after their 3rd birthday, provided it is before the end of the first semester of the current school year.

3 year old preschool students enrolled after November 30 will repeat 3 year old preschool the following year.

Except, a 3 year old but turning 4 before November 30 and who has already completed our 3 year old preschool program may enroll in our 4-year-old preschool.

3 year old preschool students must be enrolled for a minimum of two days. Scheduled days must be the same each week; not alternating days/weeks. We have both half day and full day programs

Note: The latest date for preschool enrollment for the current year is the first day of the second semester of the school year

Four-Year Old Preschool Program

Enrollment age:

- 4 years of age by September 1- May choose to enroll in our 4 year old preschool or enroll in our 4K program (4 year old Kindergarten is 5 full days per week).
- 4 year old preschool students must be enrolled for a minimum of three days (this includes both full and half days). Scheduled days must be the same each week; not alternating days/weeks.
- The latest date for 4 preschool enrollment for the current year is the first day of the second semester of the school year.

****Preschool students may be registered based on classroom numbers and staffing.**

Kindergarten

Students must be 4 for 4-year-old kindergarten and 5 for 5-year-old kindergarten on or before September 1st

First Grade

Students must be 6 on or before September 1st. Registrations may take place at any time through the Office of Enrollment and Admissions.

Proof of Birth (birth certificate shown to designee) is required. Baptism records do not qualify as proof of birth date.

Child Custody Diocesan Policy (DSP5302) states that "as a condition of enrollment Diocesan schools should be sent that portion of the custody agreement that stipulates custody and any other information pertinent for the school. Any changes in the agreement must also be immediately forwarded to school authorities."

AFTER-SCHOOL CARE PROGRAM

CCS provides an after-school care program for children in preschool through grade five. The program runs from 2:40 - 5:30 P.M. during school days only. (Program outlines are available upon request.)

ANNOUNCEMENTS

Persons requesting announcements on the Public Address System concerning an activity must have it in the office prior to 1:30 P.M. on the date of the announcement.

Notices posted on the bulletin boards/school corridors must be approved by the administrator.

ARTICLES PROHIBITED IN SCHOOL

Items that can be used as weapons or pose a danger to students are prohibited. Electronic items are not permitted in school unless prior approval is given. (Refer to Acceptable Use Policy for use of electronic devices.)

ASBESTOS

NOTICE OF ASBESTOS INSPECTION, MANAGEMENT PLAN LOCATION AND AVAILABILITY

COLUMBUS CATHOLIC SCHOOLS

The original EPA AHERA asbestos inspection, management plan documents and additional information pertaining to response action activities, post response activities, periodic surveillance, 3-year re-inspection, that are planned or are in progress, are available for review during each current school year. The 3-year asbestos re-inspection of our facilities has been completed and is also on file at: Our Lady of Peace - 1300 West Fifth Street; St. John - 307 North Walnut Avenue.

If you wish to review a school's EPA AHERA related documents, appointments must be made with the contact person listed below at least one working day in advance. Copies of the documents are available from the same location upon 5 days notice at 10 cents per page.

ST. JOHN THE BAPTIST
307 North Walnut

OUR LADY OF PEACE SCHOOL
1300 West Fifth Street

CONTACT PERSON: Mr. David Eaton, 710 Columbus Avenue – 715-387-1177

ATHLETIC POLICY

I. Athletic Mission Statement

The purpose of the CCS Athletic Program is to provide an opportunity for students to develop athletic skills and enhance each student's self-esteem. All students are eligible to participate as long as they satisfy academic performance, effort, and conduct requirements. The aim of the Athletic Program is to build character, sportsmanship, physical fitness, and a competitive team spirit, by providing an opportunity to enjoy wholesome athletic competition. Furthermore, the athletic program at CCS is a cooperative effort involving students, parents, coaches, and other staff.

II. Program Guidelines

1. Competitive athletic programs are to be tailored to the grade level. Lower grade levels should emphasize skill development over competition.
2. All CCS Athletic Programs are under the general supervision and authority of the school administration. Approval of coaches is the responsibility of the school administration.
3. In order to be eligible to participate in athletic programs at CCS, a student must meet grade level and conduct requirements.
4. Students participating in athletic programs must have a physical examination card on file with CCS. The physical exam card must be turned in prior to participation.
5. Each player involved in athletics must be covered by his/her family's medical insurance.
6. Practices and games will be scheduled so as not to conflict with the school academic day, or any other parish/school commitment.
7. The school principal shall have the authority to suspend a student's involvement in a CCS athletic program for unbecoming conduct in or out of school.
8. Students may not participate in a scheduled athletic event, including practice, on a day that he/she is absent from school due to illness.
9. No elementary school student may participate in any phase of a formal (6-8) middle school or (9-12) high school athletic program. This also includes practice sessions.
10. The total number of basketball games, including tournaments, will not exceed twenty-five (25).
11. The CCS School Athletic Program will follow the guidelines of the WIAA and the Diocese of LaCrosse.
12. When school is canceled due to weather, practice must also be canceled.

III. Responsibilities of Players:

1. Students of CCS must meet the minimum grade and conduct requirements in order to participate in athletic programs.
2. Students participating in CCS Athletic Programs are expected to display good sportsmanship and conduct themselves properly at all times.
3. Students are expected to attend all practices, meetings, and games.
4. Students are responsible for the uniforms and equipment issued to them. The uniforms and equipment must be maintained in good condition and returned at the end of the season.

IV. Responsibilities of Parents:

1. Parents will complete necessary parental consent forms and assure that the physical exam form and sports activity fees are submitted.
2. Parents are responsible for making sure that the student athlete is keeping up with school work.
3. Parents will assist the student athlete in keeping uniforms clean and mended.
4. Parents will encourage the student athlete to attend all practices and games.
5. Parents are expected to notify the coach if there are any medical conditions/limitations that would result in the player not being able to practice, or participate in a game.
5. Parents will encourage players to be good sports and support the coach in his/her efforts to promote teamwork and skill development.
6. Parents are requested to assist the CCS Athletic Program in making sure their student has turned in all equipment at the end of the season.

V. Responsibilities of Coaches:

1. Coaches are responsible for maintaining safe playing conditions for all CCS Athletic Programs.
2. Coaches should assist in supporting the teachers' efforts to provide for academic excellence.
3. Coaches will provide the CCS Principal and Athletic Director with a list of all games.
4. Coaches will make certain that all students who wish to participate in a sport, and meet the minimum requirements, have the opportunity to be on the team and actively participate during practice and in games.
5. Coaches are to distribute and collect uniforms and physical/permission cards.
6. The coaches will stress the importance of having each student athlete assist the team to perform at its best possible level during practice and games.
7. Coaches should encourage and instruct players in good sportsmanship and promote respect for opponents, coaches, and referees.
8. Coaches, at all times, will treat players with respect and dignity, and strive to help all players to develop skills, character, and self-esteem.
9. Coaches are responsible to make certain that the number of games scheduled are in compliance with the WIAA and Diocesan rules for elementary education.

It is the intent and spirit of these athletic guidelines to provide a document from which to work. All parents, players, and coaches should be aware of these guidelines. The CCS Athletic Program acknowledges that there may be special cases and variations requiring individual consideration. The School Administration, parents, coaches, and players should work out these matters in the spirit of these guidelines.

ATTENDANCE

Regular attendance is essential to your child's success in school. All parents are strongly encouraged to plan for activities around the school schedule whenever possible. See Anticipated Absence form.

BAND

CCS and OLP share a band director. Students in grade five have the opportunity to participate in band. Practices are once weekly during school and once weekly after school. Band students perform two concerts per school year. Students will meet with the Band Director with regards to instruments.

BICYCLES

At no time are bicycles to be ridden on the school grounds during the school day. Bike racks are provided. Bicycles are to be locked when parked in the racks; the school is not responsible for damage or theft.

BIRTHDAY/CLASSROOM TREATS

We understand that students like to invite their classmates to birthday party events. However, in order to respect all of the students, party invitations may only be given out at school if all of the students in the class (classroom, not grade) are invited. If you choose to only invite a select number of students, please plan to mail the invitations. **Students are allowed to bring treats for birthdays. You will be informed at the beginning of the year with any extraordinary allergies and foods that need to be avoided.** Please know that treats are not to be expected.

BUS

Bus transportation is provided through the Kobussen Bus Company. Those who do not qualify under the law may use the bus for a fee. Arrangement for bus service is done directly with the Kobussen Bus Company (715-387-0101).

1. Children are to walk to and from the bus.
2. Children are to be seated at all times while the bus is in motion and until the door is opened.
3. Quiet conversation is permitted.
4. Loud, disruptive behavior is not permitted.

In the event of misbehavior on the bus:

1. The principal will confer with the child.
2. The principal will communicate with the parents concerning the misbehavior.
3. Should the misbehavior continue to recur, bus riding will be denied to the pupil.

BUS POLICY

These regulations are to be followed by student bus riders and shall be used as a guide by building principals in determining proper behavior on school buses. Safe transportation of school children is a joint responsibility: bus owners, drivers, school authorities, students, and parents must cooperate in order to ensure safe, comfortable transportation. School bus transportation is a privilege provided by the citizens of the school district. This privilege may be denied to those students who disregard procedures and rules established for bus transportation.

STUDENT RESPONSIBILITIES

1. Be on time for the bus. Be careful when approaching a bus stop. Walk on the left side of the roadway, toward oncoming traffic. Always cross in front of a bus, never behind it.
2. Students shall not be dropped off at points other than at those established jointly by

school authorities and the bus contractor. Any exceptions to this provision must receive prior approval from the terminal manager. Parents must submit a written request in order to have the exception considered.

3. Students shall pay for willful damage to seats or other bus equipment. Students should check their assigned seats and immediately report any damage to the bus driver. When preparing to leave the bus, students must remain seated until the bus stops and the door opens.
4. Crossing the road must be done in front of the bus after making sure that the highway is clear, and only after the driver has signaled the student to proceed.
5. The possession or use of alcoholic beverages, drugs, or tobacco is prohibited.
6. Any type of disturbance which might interfere with the safe driving of the bus, or with the comfort of passengers on the bus, cannot be tolerated. Scuffling, fighting, and obscene language is forbidden. Foul language is reason for suspension of riding privileges.
7. Only assigned students will be allowed to ride the bus, unless PRIOR approval has been granted by the terminal manager. Requests for other arrangements must be in writing and should be for emergency reasons only.

The above rules of good conduct on the bus shall be enforced by the proper authorities. Students violating these rules will be denied bus transportation. Discipline is defined by Wisconsin State Statute MVD 14.10(4), maintaining order: Drivers shall be responsible for the maintenance of order among children being transported. Misconduct shall be promptly reported to the proper authority.

CHANGE OF ADDRESS

Please inform the school office and the CCS office if you are moving, changing address, or changing your telephone number. This should be done on the first day that the change occurs.

CONDUCT

Students are expected to extend Christian courtesy, respect, and appropriate behavior to every person with whom they interact in school and anytime they represent the school.

CONFLICT RESOLUTION

Conflict resolution and the situations presented by such will be overseen by the principal, president, and/or pastor and treated on an individual basis.

CURRICULUM

The curriculum used by Columbus Catholic Schools has been created by the educators in the Diocese of La Crosse. Our curriculum courses include: (daily) religion, language arts (reading and writing), math, science, social studies. Students also attend music, physical education, and computer classes during the week. Students visit the school library each week. Band is available to 5th graders. Students are supported in their academic success by interventionist teachers at both of our elementary buildings.

DISCIPLINE

Students attending Columbus Catholic Elementary Schools are taught “to live as Jesus did.” We expect that the behavior of our children is one lived in respect for self and others and with consideration for the safety and well-being of everyone who is in our buildings and in the community we share. The discipline policy in place reflects the school’s philosophy of how children should act.

DISCIPLINE POLICY

The purpose of a disciplinary policy is to provide a safe, orderly, educational setting in which students can succeed. The discipline policy for Columbus Catholic Elementary Schools states:

“We believe in a positive approach to discipline. Students need to feel accepted and loved. Praise accomplishes more than punitive action.”

Our goal is to encourage a sense of Christian responsibility. Our discipline policy is based on the belief that a respectful atmosphere is essential if academic, social, and spiritual growth is to take place. For this purpose, Columbus Catholic Elementary Schools require that all students follow the school rules and expect parents to cooperate in the implementation of those rules.

The teachers and staff members, at both of our buildings, have Conduct Behavior Forms which are used when inappropriate student behavior warrants that use. A section is included on the conduct form to describe the plan of action determined as a consequence for inappropriate behavior in an attempt to raise awareness of the problem and find a positive approach to correcting such behavior. See Conduct Behavior Form.

Consequences implemented by teachers, staff, and/or the administration (to include principal, president and/or pastor) are as follows: (Note that teachers, staff, and/or the administration do not have to impose all of the steps for disciplinary action dependent upon the seriousness of the infraction.)

I. Teacher correction:

May include verbal correction, missing recess, temporary removal from class or school activities, or assigned tasks that will be appropriate to the age of the student. Conduct Behavior Form may be sent to the parents.

II. Conference:

A conference may be requested as necessary. The conference will include the teacher, student, and parent. The principal may be asked to be present. Plans are made to bring about a positive change in student behavior.

III. Suspension:

Violations of a more serious nature may lead to either an In-School or Out-of-School suspension. Involved in this process will be the teacher, student, principal, and parents. The president of the school system may be asked to be present.

In-School Suspension:

An In-School suspension is one which the pupil serves in a specified area of the school building. The student is expected to complete all of the class work missed, due to the suspension, prior to returning to the classroom.

Out-of-School Suspension:

An Out-of-School suspension is one which the student serves out of the building, away from the school building and grounds. Involved in this plan will be the teacher, student, principal, and parents. The president of the school system may be asked to be

present. The student is expected to complete all of the class work missed, due to the suspension, prior to returning to the classroom. The work will be given to the student prior to serving the suspension.

IV. Dismissal/Expulsion:

Two general situations which may lead to dismissal/expulsion:

1. When the moral, academic, or physical well-being of the student body is endangered.
2. When there is repeated and open disregard for school authority. Dismissal is an action taken by the Pastor, President, Principal, and Education Commission to prohibit the student from further attendance for a period not to extend beyond one school year. The Pastor, President, Principal, and parents, along with the Education Commission, would be involved in the process. Expulsion is an action taken by the Pastor, President, Principal, and Education Commission to prohibit the student from returning to school. In either situation, parents would be offered the opportunity of withdrawing the child from school.

DRESS CODE

SEE UNIFORM POLICY

DRUGS AND ALCOHOL

"Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church's very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature" (cf. Mk 16:15). (Evangelium, Introduction, Section 3: paragraph 1)

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

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

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

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

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

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

The Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all our Diocesan schools.

DEFINITIONS

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

- A. Illegal drugs
- B. Alcohol
- C. Illicit drugs (legal drugs used for illegal or improper purpose)
- D. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol)
- E. Tobacco and/or tobacco products

The term "expulsion" is:

Termination of a student as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a student as a student from the school less than permanently (indefinite or for a given term).

The term "suspension" is:

Temporary removal of a student from the school, either as a consequence or as a precautionary measure, during investigation and/or assessment.

PROHIBITIONS

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

REQUIRED MINIMUM SANCTIONS

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

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

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

- the nature of the substance;
- the amount of the substance;
- the age of the student;
- the degree of risk posed to other students;
- the cooperation or lack of cooperation of the student;
- the student's prior record.

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

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

INVESTIGATORY AND/OR REMEDIAL MEASURES

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

REPORTING REQUIREMENTS

1. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.
2. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.

CONSULTATIVE REQUIREMENT

Drug and alcohol offenses are serious matters. They involve complicated, and at times, contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office for Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

RELATIONSHIP TO OTHER STUDENT CONDUCT CODES

This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement, not replace, those student conduct standards and procedures.

DRUG EDUCATION

All schools are required to develop and implement a policy of parent, guardian, and student Drug/Alcohol Abuse Education. This education program is to be in place no later than January 14, 1998, and is to be reviewed annually.

"This Drugs and Alcohol Policy is to be implemented no later than August 15, 1997, and is to be reviewed annually."

DIOCESE OF LA CROSSE
(Diocesan Policy DSP 5508)

1/14/97
Bishop Raymond L. Burke

EDUCATION COMMISSION

The Education Commission is formed by the member parishes as a consultative body to assist the Dean and President in overseeing the operation of the Columbus Catholic Schools. The Education Commission derives its authority and responsibility from the Diocesan Bishop and the Dean. It is a representative group of parish members, responsible to the Dean and President, that has delegated authority to identify and articulate Columbus Catholic Schools' educational goals and objectives by being a policy forming and consultative body.

EDUCATIONAL FIELD TRIPS

Field trips are part of the school day. Field trips are meant to be educational and will be directly related to the curriculum. The trips will be arranged by the teacher with the consent of the principal. The cost may be defrayed by asking each child to pay his/her way. In the event that a child is unable to do this, arrangements will be made with the finance director. Any child who represents a supervision risk will be required to remain at school and complete assigned educational tasks.

EMERGENCY/ILLNESS INFORMATION

- 1) The emergency-illness form is one of the most important records requested by the school.
- 2) Current information is vital to the proper care of your child in case of illness or injury during school hours.
- 3) The emergency contact should be someone who is available with transportation during the school day.
- 4) When out of town, please contact the school office with necessary information.

EMERGENCY CLOSING

In the event of school closing due to disaster or inclement weather, we will follow the decision of the Superintendent of the Marshfield Public Schools or the Marshfield Emergency Government.

If it is necessary that school be closed because of weather conditions, the announcement will be made on radio station WDLB (1450 AM), WLJY (106 FM), and TV stations WAOW/9 and WSAW/7. Extended Care is not held on days when there is an emergency closing.

FIRE DRILLS

Wisconsin law requires that monthly fire drills be conducted. A report is submitted to the local Fire Department annually.

HEALTH SERVICES

Students who are injured or ill report to the school authorities. Students may not leave the building because of illness without authorization. Parents are to have their own medical insurance to cover accidents.

HOMEWORK

Students in grades one through five should read for a minimum of 20 minutes outside of school each day. We ask parents of students below first grade to read to their child(ren) for 20 minutes. If a younger child is capable of reading early readers prior to first grade, they should read to their parents, receiving parental support as needed.

From time-to-time students may bring home work that was not completed in the classroom that day. Effort should be made to complete that work in addition to the reading time. While homework is not assigned for weekends and holidays, some students may have to use these times to complete assignments.

On the first day of an absence, homework will not be administered. If students are absent due to illness, homework may be requested on the second day. Please request homework for an absent child before 8:30 A.M. Homework is to be picked up at the end of the school day; no later than 3:00 p.m. Assignments will not be due until after the teacher has an opportunity to go over the missed material to answer any questions, typically the second day back from the absence.

IMMUNIZATION

Wisconsin law requires that a record of immunization history be maintained for every pupil. Please refer to your physician or the following website for current requirements.
www.dhfs.wisconsin.gov/immunization/.

LEAVING SCHOOL

Leaving school without permission is classified as truancy. Parents will be contacted immediately.

Teachers are not to release students from school without the prior approval of the principal. A student will be released during the school day upon written request of a parent or legal guardian.

LIBRARY

Students have weekly library time. Library books may be checked out for one week. The student must present the book when renewing. Should a child have two or more missing books, he/she will not be allowed to check out another book until the missing books are returned or replaced. If a book is lost or damaged, the student must pay the replacement and shipping costs. Reference books are not to be removed from the library without permission.

LITURGY

Students will attend weekly Mass. When Holy Days coincide with school days, students attend Mass. All students must attend, regardless of their religious affiliation. All-school or week-day liturgies are not a substitute for the Sunday Mass obligation.

LOST AND FOUND ARTICLES

Found articles are placed in a specified area. It is important that children inquire about lost items as soon as the loss is realized. Articles not claimed after four weeks will be donated.

LUNCH PERIOD

The schools participate in the National School Lunch Program. This federally-funded program follows the directives and guidelines of the state and federal governments and is subject to inspection at any time.

Prices of lunch and eligibility for free and/or reduced lunches are made available prior to the beginning of the school year. We encourage everyone who is eligible for free or reduced lunches to take advantage of this program.

CCS is a closed campus school.

These facilities are operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should write to: Administrator, Food and Nutrition Service, 3101 Park Center Drive, Alexandria, VA 22302.

MEDICATION

Medication is administered by a trained person designated by the principal. A daily verification log is kept to record administration.

- 1) Students are discouraged from bringing medication to school unless deemed absolutely necessary by the parent/guardian
- 2) Students are not permitted to keep medication in their desks or on their person other than emergency medications such as inhalers. Cough drops must be brought to the office.
- 3) Medications of any type brought in must be kept in the locked, designated area of the school office.
- 4) **All non-prescription and prescription medications, including cough drops, must be provided in the original containers by parents/guardians and accompanied by the appropriate, signed form.**
- 5) The container must be plainly labeled with the student's name, dosage, and time to be given.
- 6) Written parental permission must be received prior to the administration of any medication. **Prescription medications must also have documentation signed by a licensed physician.** Medication consent forms are available in the school offices and on the website.
- 7) An asthma inhaler may be kept in a student's possession. The "Authorization for Administration of Inhaled Asthma Medications" form must be signed by the physician and parent and be on file in the school office.

Note: St. John the Baptist Primary and Our Lady of Peace Intermediate Schools do not provide medications including Tylenol/ibuprofen//cough drops

"Students: Drug/Medication Administration"

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by a private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a healthcare professional, may be required to administer a drug to a pupil under this law by any means other than ingestion.

Any drug which may lawfully be sold over the counter, without a prescription, may be administered in compliance with the written instructions and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist, or podiatrist and written consent from the pupil's parent or guardian.

The party authorized to administer the drug and the school principal, or administrator, are immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." (This immunity does not apply to health care professionals.)

The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining the filing in the school or other appropriate facility, the written instructions, and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping, and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, many schools require that the medication be kept in a locked cabinet.) (s. 118.29) (Copies of the state law can be found in the WANS Legal Handbook.)" (Diocesan Policy: DSP 5505) Parents are to have their own medical insurance to cover accidents.

NON-CATHOLIC STUDENT PARTICIPATION

"Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law." (Diocesan Policy: DSP 6225)

NONDISCRIMINATION

"Every Catholic school in the La Crosse Diocese respects the dignity of each individual, and therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. The Diocese of La Crosse has the obligation to publicize its nondiscrimination policies." (Diocesan Policy DSP 5101)

PARENT ASSOCIATION

The Parent Association exists to provide opportunities to build a faith community among parents, students, and school personnel, and to provide a setting in which parents may be of service to the school. It is essentially an educational/informational body for the school. It does not directly involve itself in the administration of the school. It differs from the Education Commission in that it does not recommend policy.

PARTIES/DANCES

"Schools are not to sponsor mixed parties and dances for elementary school students, when they are to promote premature dating, exclusive and particular boy-girl associations, and the pairing off of couples. School activities which are well supervised, and which are instructive in the social graces and productive of mature and wholesome relationships, are encouraged." (Diocesan Policy: DSP 5790)

PHYSICAL EDUCATION

All students are required to participate in the Physical Education Program. Grades are issued. Only athletic shoes may be worn in the gyms. Students will not be excused from Physical Education classes unless they present a doctor's excuse to the Principal. This also applies to recess participation.

DROP-OFF, PICK-UP DIRECTIVES

Drop-off and Pick-up: SJB

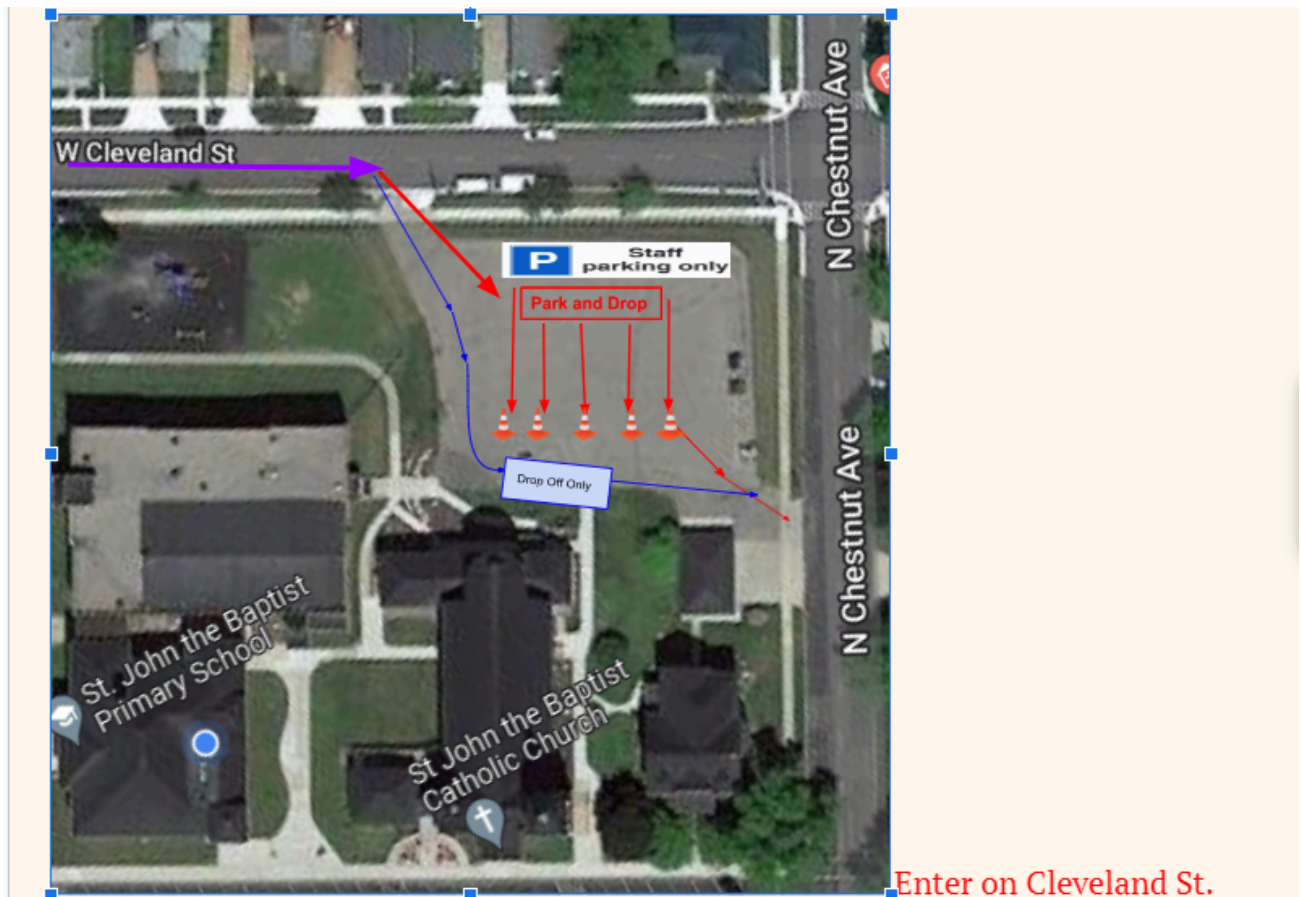
Park and Drop: For those parents that want to get out with their child.

Please drive in on Cleveland St from the west and enter one of the parking lanes. You can get out with your child and walk them to the entry steps.

Exit on Chestnut Avenue.

Drop off only: For those parents that want to quickly drop off their child.

Please drive and enter on Cleveland Avenue from the west and stay to the right of the cones. Park by the sidewalk and exit on Chestnut Avenue. Please do not get out with your child. This is designed to be a quick lane and traffic is meant to keep moving.



- **4K-2 students** may be dropped off at St. John Primary no earlier than 7:15 a.m. Upon arriving at school, the students **must enter** the building from the **playground entrance C5 (East Door)** and gather in Schuh Hall. Supervision is provided for students in Schuh Hall beginning at 7:15 a.m. **Students may not arrive before 7:15 a.m.** Please be conscious of the **bus drop off and loading zone on Walnut Street. Parking next to the school building on Walnut Street at any time is not permitted.**
- **Parents of Preschool students will enter the St. John's building through the front door, C1 on Blodgett Street. Students should be walked to their classrooms and signed in (no sooner than 7:15 a.m.). Half day students should be picked up outside of Door C1 at 10:40. Full day students will meet their parents outside in front of the building at the end of the school day. Teachers will meet parents outside for signout.**
- Preschool students may be dropped off at their classrooms beginning at 7:15 a.m. and picked up at 2:35 (10:40 if half day). Half-day Preschool students should be picked up outside at Door C1 on Blodgett, while full-day preschool students should be picked up outside the front of the building at Door C1 on Blodgett Street. Teachers will be present.
- 4K and 5K students may be picked up outside the front of the St. John building at the end of the school day. Teachers will escort the students out to meet you at Door C1 on Blodgett.
- 1st and 2nd grade students will be escorted outside by their teachers to the parking lot area in the back of the school/church area for pick-up.
- If a student and teacher are waiting for more than 10 minutes past the dismissal bell, the student will be taken to the school office where a parent will be called.
- If a student has not been picked up by 3:00 p.m., he/she will be taken to the Extended Care Program. Parents will be billed for that service.

Drop off/Pick-Up: OLPI

As we have implemented the Department of Justice safety protocols, outside doors will be locked. Staff members will continue to monitor doors at the start of the school day and provide supervision in the safety zone at the end of the day.

Drop off before school: Please enter the far church driveway off of 5th Street. Vehicles will move forward through the driveway, dropping your child(ren) off on the walkway to the playground area. Students will go directly to the playground (safety zone) not into the building. You will then exit out of the OLP School parking lot onto 5th Street. Supervision will be provided on the playground beginning at 7:20 a.m.

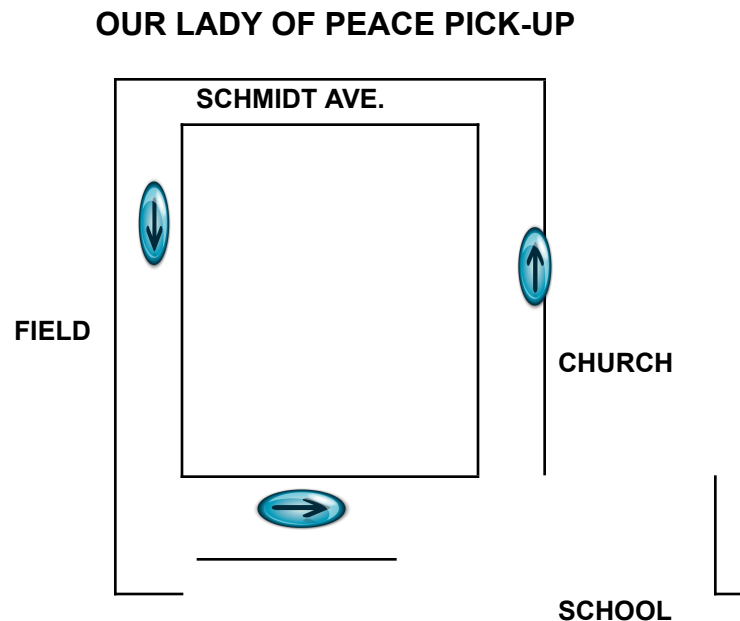
Should you arrive after the 7:40 start time, you will enter the same driveway, but drop your student(s) off at Door #1 and exit out to Columbus Ave. Students will need to buzz in, and Mrs. Vine will allow them to enter the building. Students must stop in the office for a pass to class.

Afternoon Pick-Up:

Drive Up Only in the church parking lot. Please don't park in the OLP church lot.

- 1) Please approach the parking lot entrance from the south (8th Street).
- 2) Pick Up will be behind the church (west of the current pick-up zone).
- 3) If you must park, please park in the front (north) OLP School lot and use the sidewalk between the church and school to come to the safety zone for pick-up.
- 4) **Middle School students will not have access to the OLP lot from the middle school door.**
 - a. The construction fence will close the north entrance of the Columbus building.
 - b. **Please pick up CCMS students in front of Columbus before picking up your OLP student(s).**

After Care: Pick up will be as usual: in the church parking lot if it's nice enough for the kids to be outside and at the front entrance of the school if it's a day they're in the gym. CCMS students who visit the OLP after care will need to come to the main OLP school entrance to get into the building.



PLAYGROUND RULES

- 1) Respect and courtesy are due to the supervisor and fellow students.
- 2) Unnecessary roughness is not permitted.

- 3) Playing on snow banks is not permitted.
- 4) The throwing of snowballs or other dangerous objects is not permitted.
- 5) Since outdoor play time is relatively brief, students will not be allowed to remain indoors unless they have a note from their physician.

PRAYER

Each day CCS begins and ends with prayer. Prayer will also be said before students begin their lunch and snack times. Opportunities for various types of prayer such as traditional, creative, and meditative are offered and encouraged throughout the day.

PROMOTION/RETENTION

Generally, students will be placed within a grade level with children of similar chronological age and will progress annually from level to level. In view of allowances being made for grouping within the grade, retention at one level is an infrequent occurrence. However, when in a particular case, the considered judgment of the professional staff and best educational interest of the pupil warrant retention, this may be recommended. Parents will be contacted concerning possible retention. The final decision will rest with the school authorities.

"The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflection, evaluation, and consultation between the teacher and parents. The school administrator is the individual responsible for making the final decision." (Diocesan Policy: DSP 5210)

REGISTRATION

Formal registration of new pupils and re-enrollment for current students for the next school year will take place during January. A non-refundable/non-applicable tuition registration fee is charged.

REPORTS TO PARENTS

- 1) Report cards are issued four times a year and will be emailed to parents..
- 2) Parent-Teacher Conferences are conducted twice per school year: after the first quarter and during the second semester. The first conference is mandatory; every family is expected to attend. The second conference is held at the request of the teacher and/or parent.
- 3) Special conferences may be requested at other times by the teacher or the parents. Parents are asked to make an appointment to see the teacher before or after school. Please make these appointments by means of a note or email to the teacher or call the school office. It is a policy of the school not to publish the phone numbers of faculty members. The teachers and staff members are not to be called, texted, emailed or contacted by social media at their homes with regard to school matters.
- 4) Progress reports may be sent to parents throughout report periods if need arises. It is important that parents take the time to look at, and comment, on the student's work.
- 5) Prior to issuing a D or U on the report card--the teacher will send a progress report informing the parent of the deficiency. A conference may also be scheduled.

6) A weekly newsletter with information from all CCS schools will be sent out to parents via email.

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

Conferences are to be scheduled at least twice a year, once during or shortly after the first quarter and once during or shortly after the second or third quarter." (Diocesan Policy: DSP 5205)

SACRAMENTS

The sacramental preparation of children is the responsibility of the parents and the parish which they attend. The students attending Columbus Catholic Schools have daily opportunities to grow in understanding and reception of the sacraments. Students receive First Holy Communion in their respective parishes.

The students in second grade receive the Sacraments of Reconciliation and First Eucharist. Penitential celebrations are held periodically for students in grades two through five.

SCHOOL PROPERTY

Students are to respect and be responsible for the proper care of all books, supplies, and furniture which are the property of the school. Students who deface property, break windows, or do other damage to school property or equipment, will be required to pay for the damage done or replace the item.

SEXUAL HARASSMENT

STUDENTS: Sexual Harassment Policy:

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

Provisions:

- 1) Sexual harassment is defined as an unwelcome sexual advance, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical contact of a sexual nature includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive and/or sexually graphic materials which is not necessary for school purposes."
- 2) No student shall be subject to sexual harassment as a Catholic school student.
- 3) Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
- 4) Any student who believes that he or she is being sexually harassed shall immediately report such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the diocesan director of schools.
- 5) No student shall receive any retaliation or disciplinary action for reports of sexual

harassment made in good faith." (Diocesan Policy: DSP 5512)
**** Yearly, the sexual abuse policy must be reviewed by all parents, staff and volunteers. ****

Please refer to the information on the Diocese of La Crosse website. www.dioceseoflacrosse.org.
The policy books are also available in the school office.

STUDENT RESPONSIBILITIES

- 1) To know what is expected of each student as stated in the Parent/Student Handbook and act accordingly
- 2) To respect the rights and needs of others--classmates, teachers, and other adults in authority
- 3) To care for school property and report any damage or defacing of property
- 4) To be an example of Christian behavior to other children in the school
- 5) To be responsible for having all the tools necessary for learning and participating in class each day
- 6) To be responsible for maintaining good health habits, eating properly, and getting enough sleep in order to perform to the best of his/her ability
- 7) To ask for individual help when needed
- 8) To maintain an atmosphere of learning for everyone

STUDY SKILLS

Students in grades three through five are to have an assignment notebook. These will be checked daily.

Student work is to be done well and handed in on time.

Teachers will discuss organizational techniques with the students (budgeting time, organizing assignments and desks, and spending time wisely) on a daily basis.

SUPERVISION

Students should not be on the school grounds before 7:15 A.M. at SJB or 7:20 at OLP or after 2:45 P.M. since there is no one outside to supervise. Supervision is provided in the school buildings before school in the student drop-off areas (please refer to Pick-up Drop-off Directives) and after school in Extended Care. Students who are on the school grounds after school will be required to go to Extended Care and will be charged.

SUSPENSION/DISMISSAL/EXPULSION

Suspension is justified only in unusual circumstances. The Principal (or President) is the only person authorized to suspend a student. Suspension, dismissal, or expulsion from school will occur only after consultation with the President and the Diocesan Office for Catholic Schools.

"The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered to the students in the process of expulsion. All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools.

The term "expulsion" is:

Termination of a student as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a student as a student from the school less than permanently (indefinite or for a given term)" (Diocesan Policy: DSP 5115)

TECHNOLOGY

The school provides students with access to our computer lab with academic and appropriate instruction given by our computer teachers. Students also have access to technology devices within the classrooms, under the supervision of the classroom teachers.

Students are not allowed to have cell phones at their disposal during the school day; and are not allowed to call or text anyone using other electronic devices such as smart watches.. Should students bring a cell phone or tablet to school, those devices must be turned into the school office immediately at the beginning of the school day. Refer to the Student Acceptable Use Policy for further information.

TELEPHONE

The office telephone must be available for necessary school business calls incoming, as well as outgoing. Students may make only necessary (emergency) calls to parents. Per our Acceptable Use Policy, students are not allowed to have cell phones in their possession at school. Teacher phone numbers are not made available through the office. Please call teachers at school to arrange appointments or return phone calls. Phone calls to the school number and emails to the teacher's school email account are the expected means for contacting your child's teacher. Medical/illness information should go to the school offices.

TESTING

According to Diocesan regulations, standardized tests are administered. Grades three through five are tested using the Forward Exam. The testing window is typically the third week of March through the 3rd week of April. Please avoid making appointments and scheduling vacations during these weeks, other than during a scheduled CCS spring break.. STAR assessments for monitoring progress in reading and math are issued for students 5K-5 three times per school year.

TORNADO/INTRUDER ALERT DRILLS

Tornado & Intruder Alert drills are conducted according to state and city regulations. Each group of students is assigned a shelter area in the school. An escape route is posted in each classroom.

VISITORS

All visitors (including parents) are required to report to the office and sign in. No teacher is to be interrupted during a class period or immediately before a class period. Communication between a parent and a teacher is not to be conducted in the school corridor or in the classroom when students are present. An appointment should be made in advance.

VOLUNTEER PROGRAM

Parent volunteers are enlisted to aid in the library, for tutoring, playground, and office, etc. Please contact your school office if you are interested in volunteering. Volunteers are first asked to complete all Safe Environment training and paperwork in compliance with Diocese of La Crosse policy.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal or transfer is:

- 1) Parent informs the admissions office (admissions@columbusdons.org) of the pending withdrawal.
- 2) Release of record form is completed by the parent.
- 3) All school owned materials--textbooks, library books, athletic uniforms, etc. are returned.

St. John the Baptist Primary and Our Lady of Peace Intermediate Uniform Policy

- Girls and boys will be uniformly dressed. (Uniform defined: dress of a distinctive design or fashion worn by members of a particular group and serving as a means of identification.)
- Pants, shirts, shorts, sweaters will be purchased from the vendor of the parent's choice, but will adhere to our uniform policy. **Suggested vendors are JC Penney, Kohl's, Lands' End, Old Navy, Target, or Walmart. The jumpers and skirts will be purchased only from Schoolbelles (1-888-637-3037) or www.schoolbelles.com - our school number is 1937.**

Girls and Boys

Clothing Fit: All clothing must be neat, clean, and buttons must be in place. All tears and holes must be properly mended. All clothing must fit properly. Jeans are not to have rips and/or other markings resembling tears.

Pants	All vendors listed above sell "uniform" pants. These pants may be plain front or pleated.	
	Color	Solid navy blue or khaki
	Notes	All pants should be hemmed above the floor. Pants may be worn the entire school year.
	Not Permitted	Cargo pants, jeans, jeggings, leggings (alone), skinny pants, or baggy pants. Pants must be free from tears, rips, including pants purchased with tears.

Shirts	Polo shirts (long or short sleeves), Dri-fit polo, or turtlenecks are permitted, but must not have a logo other than Columbus Catholic (CCS)	
	Color	Solid navy blue or white

	Notes	Shirts may not have a logo (unless CCS). All possible vendors listed above sell a uniform shirt without a logo. Undershirts must be free from design and the same sleeve length (or shorter) as the outer shirt.
	Not Permitted	Dri fit shirts with logos other than CCS, stripes, or long sleeve undershirts under a short sleeve shirt, tank tops, spaghetti-strap tops unless a sweater/jacket is worn with them at all times

Shorts/Capris	All vendors listed above sell “uniform” shorts. These shorts may be plain front or pleated.	
	Color	Solid navy blue or khaki
	Notes	All shorts must be no higher than 2 inches above the knee. Shorts may be worn in September and May/June only. Plain front or pleated shorts are permitted.
	Not Permitted	Cargo shorts, jean shorts, athletic shorts, or frayed-style shorts Shorts are NOT permitted on mass days.

Sweaters/ Sweatshirts	V-neck, pullover, zip down, or button down cardigan Columbus sweatshirt	
	Color	Solid navy blue or white
	Notes	May be worn the entire school year
	Not Permitted	Fleece, zip up, and non-Columbus sweatshirts are NOT permitted.

Shoes	Dress, casual, or athletic	
	Notes	All shoes must be neat and clean. Heels must be less than 1 inch. Non-marring soles are suggested. Tennis shoes required for gym class.
	Not Permitted	Backless, clogs, flip-flops, or open-toed shoes are not permitted.

26

Girls

Required Vendor: Schoolbelles

Jumper/Skirt	Jumpers and skirts must be purchased from Schoolbelles. Jumper #1476 and skirt #1576	
	Color	#158, jumpers must be navy and green plaid with red and yellow stripes. Skirts must be the Schoolbelles #1576 or solid navy (not denim) or khaki and are only allowed at OLP.

28

	Notes	Jumper: Grades 4K-5th Skirt: Grade 3rd-5th Jumper or skirt must be no higher than 2 inches above the knee. Shorts, leggings, or tights must be worn under the jumper or skirt. Jumper or skirt must cover the shorts.
--	--------------	---

Tights/Socks/ Leggings	Smooth or cable knit tights; crew, ankle, or knee high socks	
	Notes	Tights, and leggings must be solid navy, black, or gray only. Socks or tights must be worn with skirts/jumpers. Leggings (design/logo free) must go to the ankle.
	Not Permitted	Patterned or multi-color tights, leggings; capri length leggings.

Additional Dress Code Requirements

Jewelry	Jewelry is NOT permitted with the exception of watches, rings (one), fabric/vinyl bracelets (one) or pierced earrings. Girls: One post earring per ear is allowed. Dangling earrings are not allowed. Boys: NO earrings are allowed.
Tattoos	Visible real or temporary/fake tattoos are NOT permitted.
Piercings	Visible piercings other than ears, are NOT permitted.
Hair	Hair must be clean, as well as, groomed. Unnatural hairstyles are NOT permitted. Unnatural hair color is NOT permitted. Headbands must be plain, no characters (animal ears, unicorns, etc.)
Make-Up Nails	Makeup is NOT permitted. Girls may wear nail-polish, but light colors are strongly recommended. Fake/press-on nails are not allowed.
Other	Hats (other than winter or baseball caps), headscarves, sunglasses or sweatbands are NOT permitted.

Enforcement

The building administrator will have final authority in making decisions about uniform policy violations. Parents or guardians will be contacted concerning uniform policy violations. The parent or guardian will bring proper replacement clothing for the student.

Miscellaneous

1. Any special dress days (dress up, jeans, shorts, sweatshirt) may be set by the building principal. 2. The Uniform Exchange will be scheduled near the beginning of the school year. Notices will be sent to parents. 3. Monies may be available to help families needing assistance with purchasing uniform clothing, including a uniform rental program. Please contact Amanda Krautkramer for confidential assistance.

Columbus Catholic Schools are dedicated to excellence in Catholic education, founded in the love of Jesus Christ, and designed to instill in our students faith, knowledge, and a desire to serve others.