



**Queen of the
Apostles**
CATHOLIC PARISH
& SCHOOL

Queen of the Apostles School
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Student/Family Handbook

SY 2026-2027



Dear Parents, Guardians, and Students,

I feel blessed to welcome you to another school year at Queen of the Apostles Catholic School. What a blessing it is for our parish to offer a quality education and Catholic formation to our young parishioners and to other young people in the Tomah area! Our school carries on the task of teaching the Gospel of Jesus to all the nations by focusing on the youngest in our community.

I am extremely grateful to our principal, to our teachers and staff, and to all in our community who have sacrificed to make a Catholic education available to our families. Instilling a love for learning and a love for the faith in the young is truly a calling from God. Thank you for answering the call to assist our parents in bringing up their children in the Catholic faith!

This handbook contains the rules and guidelines that ensure our school is true to its mission of forming faithful disciples of Jesus in the modern world. Please read through and put into practice what is contained in this handbook.

We entrust our school year, our teachers, our families, and our students to the maternal and Immaculate Heart of Mary, Queen of the Apostles. May she form us all in the likeness of her Son Jesus and give us the courage to be His true apostles in the world today.

In Christ our hope,
Father Ethan Hokamp

Pope Francis Speaks About Education to Students

School is one of the educational environments where one grows by learning how to live, how to become grown-up, mature men and women. ... Following what St. Ignatius teaches us, the main element in school is learning to be magnanimous ... This means having a big heart, having a greatness of soul. It means having grand ideals, the desire to achieve great things in response to what God asks of us and, precisely because of this, doing everyday things, all our daily actions, commitments, and meetings with people well. It means doing the little everyday things with a big heart that is open to God and to others.

First and foremost, school broadens not only your intellectual dimension, but also the human one. Catholic schools should make a supreme effort to develop the human virtues: loyalty, respect, and commitment. Pope Francis would like to focus on two fundamental values: freedom and service. Before all else be free persons! ... Freedom means knowing how to reflect on what we do, knowing how to evaluate ... which are the behaviors that make us grow. It means always choosing the good. Being free to always choose the good is challenging, but it will make you a person with a backbone, who knows how to face life, courageously and patiently.

Secondly, we concentrate on service. In a Catholic school we should urge our students to participate in various activities that prepare them not to be wrapped up in themselves or in their own little world, but to open their hearts and minds to others, especially to the poorest and most in need, to work to improve the world we live in. Spiritual formation is the requirement for all this, and Pope Francis urges the students to “always love Jesus Christ more and more! Our lives are a response to his call and you will be happy and will build your lives well if you know how to answer that call. Feel the Lord’s presence in your lives. ... In prayer, in dialogue with him, in reading the Bible you will discover that He is truly close to you. And you should also learn to read God’s signs in your lives. He is always speaking to us, even though the events of our times and our everyday existence. It’s up to us to listen to Him.”

Queen of the Apostles Parish Staff

Father Ethan Hokamp – Pastor
Katie Pierce – Parish Secretary
Cindy Bailey – Business Manager
Deacon Jon Burbach – Director of Religious Ed.
Jeff Atteln – Maintenance Director

Queen of the Apostles Teaching & Support Staff

Deb Pfab – Principal
Naomi South – School Secretary

Megan VonHaden – 3K Teacher
Lisa Bliznik – 4K Teacher
Carrie Dutscheck – 5K Teacher
Allison Zebell – Grade 1
Patricia Bauer – Grade 2
Bobbi Dare – Grade 3
Sue Farmer – Grade 4
 – Grade 5
Sharon Seely – Grade 6
Cassie Heimer – Grade 7
Jon-Paul Da Prato – Grade 8
 – P.E. / Health
Rebekah Schoos – Librarian
Kristine Da Prato – Music
Anna Agbley – 3K Teacher Aide
Madysin Pfab – 4K Teacher Aide
Sara Griffin – 5K Teacher Aide
Hannah Scott – 1st Grade Teacher Aide
Sheila Tracy – Student Support Services
MaryBeth Jacob – Food Service Director

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Queen of the Apostles School is a Catholic School in the Diocese of La Crosse. As a Catholic School, 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

Partnering with parents to provide Catholic formation and quality education extending beyond the classroom.

Mission

Queen of the Apostles School's mission is rooted in scripture and Catholic tradition, and offers a dynamic, integrated program which incorporates:

- A blend of current and traditional curricula and practice
- A Catholic environment which allows each child to grow in knowledge and commitment to his/her Catholic faith
- An opportunity for each child to develop Christian values which will give him/her the strength to live in the challenging world of today
- An atmosphere of support and understanding
- A nurturing of positive feelings about self and others.
- A recognition of the diverse needs and learning styles of each student
- An acceptance of racial, cultural, and social differences among students
- Involvement with parish and community, bringing in outside resources and providing student service opportunities

Vision Statement

To be Tomah's number one school for Academic Excellence and Christian Formation.

Philosophy

Queen of the Apostles is a Catholic elementary school which serves its parish community and the greater community of Tomah, Wisconsin. It is committed to the spiritual, intellectual, physical, and social development of each child. With the parents, parish, and extended community, QOTA School offers the opportunity for each child to develop moral values and life skills that are necessary for reaching his/her full potential. QOTA School is guided by the teachings of Jesus and his Church and is committed to the formation of responsible Christians who are prepared for their future responsibilities to church, family, and community.

Goals

Our goal is to provide an education that:

- Produces spiritual and academic excellence
- Develops responsible citizens of a global community
- Develops the intellect of each student
- Assists each student to develop the unique talents and abilities entrusted to him/her by God
- Encourages each student to learn, respect and live in harmony with nature and with people of different race, creed, and national origin

Objectives

- To provide an atmosphere conducive to spiritual growth through participation in liturgy, sacraments, and prayers
- To maintain a curriculum that meets the State of Wisconsin requirements and meets the needs of the students
- To support a curriculum reflective of methods and skills consistent with national and global standards
- To provide educational and social activities that facilitate a strong, positive, and moral self-image
- To promote parent/teacher/student communication through various avenues such as conferences, newsletters, personal interactions, telephone contacts, and other forms of communication
- To assist students to develop independent and constructive critical thinking skills
- To stimulate and develop creativity and appreciation of Art and Music through the use of liturgy, prayer services, and school curriculum
- To promote behaviors that recognizes the value of diversity in regard to race, origin, color, sex, religion, health and financial status and political affiliation
- To examine diversity with the intention of learning to become peacemakers and leaders in modeling Catholic values

Admissions

The apostolate of a Catholic Education is so important, that Queen of the Apostles Parish is willing to offer a major portion of its budget in order to support our School. What motivates the sacrifice is the belief in what our School's primary function is, principally, to teach our children to follow the way of Jesus Christ, and through Him to worship God our Father as our first and highest love above all things. This enables us to live justly among one another and to build up society by our virtuous contribution to it.

That having been said, most, if not all, of our heroic efforts to teach the faith in our school will be lost if the faith is not practiced in the home on a regular basis, which includes attending weekly Sunday Mass. Worshiping God on Sunday is directly tied to the practice of the Third Commandment of the Decalogue, namely, to keep holy the Sabbath (Lord's Day). Worship of God does nothing for Him since He does not need our worship. However, it helps us to order our lives correctly and to find the joy and peace that come from being involved in an "active, loving relationship" with the Living God.

Every Catholic School respects the dignity of each person and therefore will not bar admission to any child because of race, sex, creed or nationality. Furthermore, the creed of any child will not bar admission to a Catholic School unless this would hinder the unique philosophy of the school.

A child must have reached his/her third, fourth, or fifth birthday by September 1 of the current year in order to be admitted into 3 yr. old/4 yr. old/5 yr. old Kindergarten. **Children must also be fully potty trained.**

Part of the parental agreement when enrolling a student is the payment of tuition. It is expected that each family will make arrangements to meet this obligation. Tuition rates are published in the spring.

In the case of divorce or separated parents, it is necessary for a copy of the custodial agreement to be kept on file in the school office. Without a copy of the custodial agreement, it is assumed that both parents have legal rights to the child and all school records. The school also needs to be notified if there is a change in custodial agreement.

Nondiscrimination

Queen of the Apostles School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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.
-DSP 5101

The Celebration of First Reconciliation & First Holy Communion

As Catholics, our unity with Christ is maintained and strengthened through our participation in the sacraments. As we celebrate the sacraments, we remember Jesus' life, death and resurrection. When our children receive Christ's gift of Forgiveness through the sacrament of Reconciliation and the gift of Himself in First Holy Communion, it strengthens our own faith and brings us closer to God and each other, while compelling one to a deeper commitment to an active practice of the Catholic faith. Preparing our children for these two sacraments is a sacred responsibility shared by the Holy Spirit, parents, clergy and staff of Queen of the Apostles Parish. Naturally, children are dependent upon their parents' support and assistance in this regard.

Aftercare Program

Queen of the Apostles offers an after-school care program from 3:15–5:45 p.m. every school day, except on early dismissal days. This service is provided on a daily basis or as needed. The children have a snack, followed by supervised play, activities, or time for homework. If your child comes to Aftercare on a daily basis, a note is needed informing us if he or she will not be coming on a particular day. Likewise, a note is required when a child who does not attend on a daily basis will be attending on a particular day. Send a note the day before your child will attend. Only in an EMERGENCY will children be allowed to come to aftercare on a last-minute basis. Contact the school office for application and cost information. It is a wise idea to pay ahead and keep a positive balance in your Aftercare account.

Note: Aftercare will not be held on early dismissal days.

Attendance and Absence

School attendance is **vital** to the educational success of your child. Students who miss school regularly often experience academic difficulties. We realize that there will be times when a child is unable to attend school. When a child is going to be absent, a call must be made to the office prior to **8:30 a.m.** giving the reason for the absence. If no parent call is made, the school will call home and notify the parents of the absence.

Excused Absences

Students are expected to be in daily attendance at school unless they need to be absent for one of the following reasons.

- Personal illness, medical, and dental appointments (medical/dental appointments require a “proof of visit” note from the Doctor to be excused). If an illness becomes prolonged, more than 3 consecutive days, the principal may require a doctor’s note before excusing the student. If a student misses more than 5 days per semester due to illness, the principal may also require a doctor’s excuse to excuse the absence.
- Death in the family
- Required legal appearances
- Designated religious holiday service. If there is a service at night, the student will not be excused from school.
- Family emergencies (Administration approved)
- Approved school sponsored activities
- Prior approved absence deemed educationally beneficial for the student by the school principal. The student’s parent/guardian must notify school of such absence at least 1 day prior to the absence. This may include family vacations and similar events.
- Others approved by the administration

Unexcused Absences

All absences not meeting recognized excused criteria would be regarded as unexcused. Students who are unexcused are required to make up work and tests. When a student has an excused absence, he/she will be given one day for each day that he/she missed to make up schoolwork. Schoolwork for students going on vacation will be given out at teacher discretion.

Truancy

According to Wisconsin state law, Act 239, 118.16(1)(a) “habitual truant” is a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester. Under the law, guardians are responsible for their children. 118.5 states that “any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious, holidays exempted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.”

When a student has been absent all or part of 10 days (excused or unexcused) within a semester, parents/guardians will be notified through a letter, email, or phone call. When a student has accumulated a total of 5 unexcused absences in a semester, the school office will notify parents. Parents/guardians will be made aware of the concern and offered support and problem-solving solutions. Your case may be turned over to county authorities if the 5 unexcused absences are exceeded.

Release During School Hours

If an absence should be required during school hours, the parent/guardian must send a release note or place a phone call to the school secretary. The note must state the nature, time and date of the absence. If a student becomes ill, the principal or secretary will try to contact the parent/guardian or someone listed on the emergency card. Failure to seek permission to leave school will be handled according to the school discipline policy.

No child will be sent home without proper notification and assurance of the child's safety. It is of extreme importance that we have alternate phone numbers in case parents cannot be reached.

Vacation Taken on School Time

Families should avoid scheduling vacations, if possible, that would require their son or daughter to miss school. Make-up work for days missed is never the same as being present in class. If families wish to take their son or daughter on a vacation outside of the regular school holidays, they should notify the office in writing **at least one week in advance.**

Baptismal Records

Students who were not baptized at Queen of the Apostles are required to have a copy of their Baptismal Record on file in the school office.

Before/After School Procedures

The school day begins at 8 AM and ends at 3:15 PM. Students are not to arrive prior to **7:30 a.m.** Supervision of students starts at 7:30. Students may report to the gym using the playground entry doors (Door F) and wait for the bell. Students in grades 3K and 4K may enter through Door E.

Bicycles/Skateboards Etc...

If a student rides a bike to school, they should check with the principal to make sure they are stored in the proper location during the school day. All bikes should be locked. The school is not responsible for the theft or damage to any bicycle. Skateboards, pogo balls or any other types of recreational equipment that endanger students in any way may not be used on the playground.

Bus Transportation

Our students make use of the Tomah Area School District bus system. Bus schedules are published in the local paper prior to the beginning of the school year. Questions regarding bus services should be directed to the Tomah School District Bus Transportation Manager at 374-7377. Students are expected to be courteous and to follow the directions of the bus drivers and the rules of the school district. Complaints about behavior on the bus will be referred to parents. Repeated misbehavior may lead to suspension of bus privileges. Included in the online application/enrollment process are the Tomah Area School District's Bus Rules and Regulations.

Code of Conduct

Christian courtesy is a goal that each teacher and staff member strives to attain in their everyday teaching and service to students. Learning to share, to respect other opinions, and to listen to each other are essential to the overall growth of each student. Rules and regulations are formulated with much thought and deliberation. Without set rules and regulations our school cannot run in an orderly and efficient manner. A student at Queen of the Apostles assumes the responsibility for his/ her conduct. As a member of the school community the student is obligated to be considerate of fellow students and all staff members. Each student must accept this responsibility in order to be an integral part of the school community. The basic attitude of respect, Christian conviction, and love of neighbor will show through in the attitude of the student toward education, other students, and all members of the school community.

A Queen of the Apostles student is expected to conduct himself/herself according to the following principles:

- To be honest in all dealings with students, teachers, and administrators
- To cooperate positively with students, teachers, and administrators
- To respect the rights and values of all individuals on the school grounds

Discipline Code

Philosophy - Queen of the Apostles believes in providing children with a Christian educational environment in which to grow and mature. Therefore, the staff and students will provide a positive environment by their behavior, attitude and interest in learning. Peace and justice are reflected in the staff's and students' attitudes and behavior.

Rights of Students

- Students have the right to a Catholic environment.
- Students have the right to the number of school days required by the laws of the State of Wisconsin.
- Students have the right to a positive environment for learning.
- Students have the right to a safe environment.
- Students have the right to be taught by professionally certified teachers.

Responsibilities of Students

- Students are to contribute to the Catholic environment by participating in Religion classes and contributing to a positive environment by their actions.
- Students will come prepared to attend class regularly and arrive and depart from school on time.
- Students will adhere to the rules and regulations stated in the school handbook.
- Students are to behave in a reverent and respectful manner while attending any worship service including Mass and prayer services.

Rights/Responsibilities of Teachers & Support Staff

A good learning atmosphere is the joint responsibility of the teacher and the student. This atmosphere will be promoted through clearly established and understood rules and regulations. Though there are some rules that pertain to the whole school, there are also

rules that will vary from class to class. Each teacher must be free to determine what is good for each class. Just as students are unique, so are teachers. Students are to adapt to each teacher's distinctive personality, just as teachers work to accommodate the needs of their students. The faculty has the responsibility to act on infractions of classroom and school rules. They are to use interventions and clearly defined boundaries with students. The faculty has the authority to correct any infraction of the rules that they observe during the school day, be it one of their students or a student from another class. In cases where classroom interventions prove ineffective and when the presence of the student in the classroom would be detrimental to the well-being of others, the student will be removed from the classroom and conference with the teacher at a later time. The purpose of removing the student from the classroom is to reestablish the learning atmosphere which has been disrupted and to provide a setting for the student to examine the actions that caused him/her to be removed from the classroom.

Fairness Policy

When conflicts arise, this procedure is to be followed:

- Parent/guardian/student will talk with the teacher to discuss the issue and seek common ground.
- Parent/guardian/student will talk with the principal.
- Parent/guardian, teacher, and principal meet to achieve a solution.

Chain of Command

In order to satisfy all parties involved in a teacher-student conflict, the following is the proper chain of command once the parent/guardian has been contacted:

- Parent/guardian contacts teacher and discuss the matter.
- Parent/guardian contacts the principal and relays information.
- Parent/guardian contacts the parish priest with concerns.

Disciplinary Action

The following acts of misconduct by a student on school premises, or off school premises at any school sponsored activity, shall constitute sufficient cause for disciplinary action. Disciplinary action includes but is not limited to written or verbal warning, detentions, suspension and/or expulsion. Incident reports may result in punishments that include Detention, In-School Suspension, and Out of School Suspension.

Detention

Detention should be considered as consequence for inappropriate behavior, or failure to abide by school rules. A conference may be scheduled to discuss the offense. The parent/guardian will be contacted that the student is to serve detention. Detention periods will be held from 3:15 p.m. to 3:45 p.m. with the teacher issuing the detention. Detentions issued by the office will be served in the office. The parent/guardian is responsible for the student's transportation and to make certain he/she attends the scheduled detention. Late arrivals to detention will result in an additional detention period. Purposely missing a detention may result in an in-school suspension.

Suspension and Expulsion Policy

The major objectives of discipline are to teach respect for the rights, dignity, and safety of all individuals, as well as respect for laws, regulations, and respect for public and property rights. Student behavior that disrupts the learning environment, or threatens the health, safety, and/or welfare of students and staff will not be tolerated. Minor offenses will be handled by the classroom teacher. Repeated offenses and those of a more serious nature will be referred to the school principal.

Student or parent conduct which is inconsistent with Catholic faith and morals and/or which causes scandal, impairs, or threatens to impair the reputation of the Church or its school, is grounds for disciplinary sanctions up to and including immediate expulsion.

Suspension

Suspension is a disciplinary action to be used in more serious or continued infractions of the behavior code. The principal has the authority to suspend students from classes and/or school for up to ten school days after investigating and determining that such a suspension is necessary to enforce school rules, promote discipline, or prevent interference with the learning environment. A suspension may begin immediately or at the discretion of the principal. Parents will be contacted regarding any suspension. Suspension from the classroom may be either in-school or out-of-school, as determined by the principal. In either case, the student is responsible to complete all work and/or tests immediately upon return to the classroom setting. The principal may also suspend a student from participation in extra-curricular activities as a consequence separately from, or in conjunction with, a school suspension. Any of the following reasons may be, but are not limited to, cause for suspension:

1. Truancy.
2. Smoking, chewing tobacco, or vaping on school property.
3. Alcohol or drug use on school property.
4. Disrespect or defiance of an adult in a position of authority.
5. Obscenities, either oral, written, or gestured.
6. Destruction of school property.
7. Actions seriously disruptive to class conduct.
8. Inappropriate writing, drawings, etc.
9. Behavior that endangers other students or staff.
10. Any threat, verbal or written, to engage in behaviors that would endanger the safety of students, staff, or faculty. The threat to person(s) or building will result in the immediate suspension of the student. Upon investigation of the incident, the student will either be allowed to return to school upon completion of the out of school suspension or, if necessary, be considered for dismissal or expulsion from Queen of the Apostles School.
11. Theft.
12. Possession or computer access of pornographic, violent, sacrilegious, or otherwise offensive items on school grounds, at school activities, or on school buses.
13. Unauthorized and/or improper use of school computers and equipment.
14. Unauthorized entry into an elevator or possession of an access key.
15. Possession or use of a weapon, explosive, or look-alike weapon.
16. Harassment.
17. Fighting
18. Cheating

Expulsion

Expulsion is the permanent termination of a student's privilege to attend Queen of the Apostles Catholic School. This is a very serious matter and only the principal or pastor has the authority to expel a student. Any student expelled may not be on the property of Queen of the Apostles School or be present at any school functions without the permission of the principal or pastor. Any of the following may be, but are not limited to, cause for expulsion:

1. Use, possession, buying, or selling drugs or alcohol in the school or on school grounds, during an off-school grounds extra-curricular activity, or on school buses.
2. Possession or use of a weapon, explosive, or look-alike weapon on school property.
3. Fighting or deliberate infliction of injury to a student or staff member.
4. Serious destruction of school property.
5. Insubordination or failure to comply with instructions or directions given by the school staff.
6. The use of indecent or abusive language or gestures to any of the staff or students.
7. Behavior that adversely affects the status of the school.
8. Behavior that deteriorates the morale of other students or the staff.
9. Behavior that endangers the safety of other students or staff.

If a student is to face disciplinary action that could result in expulsion, the following will occur:

1. Parents will be phoned, and the student will be immediately removed from school.
2. The principal shall make a recommendation to the pastor of Queen of the Apostles School.
3. A meeting with the principal, pastor, parents, and student will take place within five calendar days after the student's removal from school.
4. The administrator will present to the parents the evidence which prompted his/her decision to expel the student.
5. The parents are given the opportunity to respond in writing or withdraw the student before the disciplinary action is finalized.
6. The Diocesan Superintendent of Schools will review the evidence and approve or overturn the expulsion.

Administration reserves the right to carry out disciplinary measures for any inappropriate conduct related to school, even though not mentioned specifically in the lists above. If warranted, law enforcement agencies will be contacted.

Appeals

In order to appeal an expulsion, parents shall follow the Diocesan Administrative Recourse Procedure.

Administrative Recourse

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan

Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by the parent/guardian.

Outline of the chain of authority to be followed in resolving disputes:

1. Teacher/Employee
2. School Principal
3. Father Ethan Hokamp, Pastor of Queen of the Apostles Parish
4. Dean
5. Thomas Reichenbacher, Diocesan Superintendent of Catholic Schools
6. Most Rev. Gerard W. Battersby, Bishop of the Diocese of La Crosse

Procedure in the Diocese of La Crosse:

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 to seek resolution and reconciliation by conversation. He or she may present the grievance to the school principal within 30 calendar days of the time of the alleged injury.

If the grievance remains unresolved or the grievance is with the school principal, the party may present the grievance to the pastor of the Church. At this level and at successive levels, 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/herself injured. The pastor will seek to reconcile the two parties. At this level and at the successive levels, those in the chain of authority may seek the assistance of others, especially those respected for their ability to reconcile; but the authority remains responsible for seeking the resolution of the conflict. The pastor is obliged to respond, in writing, to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled.

If reconciliation is not achieved with the pastor's help, or the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery (*sf. Can. 555, 1, 10; 2, 20*). If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within 15 calendar days from the date he receives it. If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within 15 calendar days from the date he receives it. If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (*cf. Canon 1732-1739*)

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 Superintendent 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.

Internet - Computer - Cell Phone - Smartwatch Use

- The use of the computers and Internet are a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Use of the Internet must be in support of education and research. Transmission of any material in violation of any public regulation is prohibited. This includes, but is not limited to copyright material, threatening or obscene material, or material protected by trade secret. Use for commercial activity is prohibited. Use for product advertisement or political lobbying is prohibited.
- Users will not attempt to modify, alter, or damage software and equipment.
- Users may not send/receive e-mail outside of the school system. Chat rooms are prohibited.
- Users may not use their own software programs on school devices.
- Queen of the Apostles School is ultimately responsible for the content, quality, or accuracy of the information obtained from the Internet. Queen of the Apostles strives to provide users with legally appropriate and moral Internet information and access.
- Cell phones and smartwatches are not permitted during the school day (7:30am - 3:15pm). For students attending aftercare, this policy remains in effect until they are signed out and leave school supervision. Any device found in a student's possession during this time will be confiscated and held in the principal's office until it is picked up by a parent or guardian.

Technology and Artificial Intelligence (AI) Use Policy

Mission Alignment - Queen of the Apostles believes that technology, including artificial intelligence tools, should serve to enhance learning while upholding our Catholic values of honesty, integrity, and respect for human dignity. Staff and students are called to use technology as faithful stewards, recognizing that all gifts – including technological capabilities – come from God and should be used to glorify Him and serve others.

Guiding Principles

Human Dignity - Each person is created in the image and likeness of God. AI must serve the human person and never replace human interaction, creativity, or moral responsibility.

- Staff and students will not use technology to create, share, or access content that degrades human dignity or contradicts Catholic teaching.
- Cyberbullying, harassment, or any form of digital unkindness is strictly prohibited.
- Students recognize that behind every digital interaction is a person created in God's image.

Truth and Wisdom - The use of AI should support the pursuit of truth, encourage discernment, and foster thoughtful inquiry. Human reason, enlightened by faith, must guide our interactions with technology.

Stewardship and Responsibility - Students and staff are called to be responsible stewards of technology. AI is to be used in a way that builds up the school community and serves the common good.

Acceptable Use of AI

- AI may be used as a supplemental learning tool, such as for brainstorming, differentiated support, research, or grammar feedback—never as a substitute for student thinking or original work.
- Use of AI will be developmentally appropriate, with limited or teacher-directed use in lower grades (3K–4th), and structured, guided use in upper grades (5th–8th).
- Academic integrity must be upheld. Students must not use AI to complete assignments, tests, or quizzes dishonestly, faith reflections without disclosure (e.g.,

- copying AI-generated essays or answers).
- Teachers may use AI tools for instructional support (e.g., lesson planning or feedback generation), while maintaining fidelity to Catholic pedagogy and professional discretion.

Prohibited Uses of AI

The following uses of AI are strictly prohibited:

- Using AI to plagiarize or misrepresent one's work.
- Creating or accessing harmful, inappropriate, or deceptive content through AI.
- Using AI to impersonate others, spread misinformation, or create disrespectful, offensive, or unethical material.
- Student use of unapproved, unfiltered, or unsupervised AI tools.

Formation in Faith and Digital Citizenship

Students will receive guidance in:

- Ethical and responsible decision-making when using digital tools.
- Developing respect for truth and the human person in all digital interactions.
- Reflecting on how technology shapes their moral and spiritual development.
- Understanding their responsibility to use AI in ways that support community and Catholic values.

Faculty and staff will engage in ongoing professional development to support safe and meaningful use of AI in the classroom, informed by Catholic teaching and current best practices.

Parental Involvement

Parents are the primary educators of their children and are encouraged to:

- Engage in conversations about AI use in school and at home.
- Support the school's efforts to promote ethical and faith-informed use of technology.
- Model responsible digital behavior that aligns with Catholic values.

Violations of the AI policy

Violations will be addressed through education, loss of technology privileges, or traditional disciplinary measures as outlined in the school handbook.

AI Policy Review and Updates

This policy will be reviewed annually and updated as needed to reflect technological developments, diocesan recommendations, and the evolving needs of our students and staff. Any updates will be communicated to families through official school channels.

Chromebooks

Students in grades 2-8 will be issued a Chromebook and charger for school use. Students in grades 4-8 will be allowed to take their Chromebook home. Please see the School Chromebook Use Policy: School and Home Agreement.

Hallway Courtesy

It is important to change classes efficiently and quietly. Students wait for teacher's dismissal and will not enter a room without showing proper courtesy. Students are to walk quietly in the halls and stay to the right when using stairs.

Classroom Courtesy

- Students will enter classes prepared with the necessary materials and be attentive and ready for the class presentation to begin.
- Students will respect the answers of all peers.
- Each student will maintain a level of quietness and awareness appropriate for the

instruction being given.

- Personal grooming should not take place in the classroom.
- Chewing gum, snacking and drinking pop are not allowed. Occasional classroom parties may be cleared through the office.

Playground Courtesy

Playground rules include, but are not limited to, the following: Students using game balls should do so in a safe and non-destructive manner. Students will not be allowed to use any equipment that is potentially dangerous to other students. Students are to stay in designated areas. Fighting is a serious offense. A real attempt to include everyone in activities should be made. Verbal abuse of others is as serious as physical confrontation. Please be mindful of the words you choose as they often hurt others more than you realize.

Playground Expectations

- Swings are to be shared by all. Twisting and rocking swings, as well as jumping off of moving swings is dangerous and will not be allowed.
- Due to the risk of injury, monkey bars are not to be sat on or walked across.
- Be considerate of those playing other games. Return balls or other playground equipment gently to those who may have lost them. Do not throw anything AT another person...throw it TO them in a respectful manner.
- No fighting, swearing, name-calling or games that involve tackling your opponent. Violations of this rule will result in removal from the playground.
- Sand, snow, rocks, etc. must stay on the ground at all times.
- Due to the risk of injury, handrails are not to be climbed on at any time.
- If you take out playground equipment, you are responsible for returning it.
- Always slide down the slide one person at a time. No climbing up the slide.

Above all, listen to, obey, and show respect for the supervisor. This person is out on the playground to ensure the safety of everyone.

Church Courtesy

- Use signs and symbols with reverence.
- Enter and leave church quietly and be aware of the need of those around you to pray without distraction.
- Participate and experience to your fullest potential the joy and peace that Jesus brings to us through the Eucharist and other community celebrations.
- Dress in appropriate attire that will help create an atmosphere of reverence and respect.

Invitations

Invitations to birthday parties or any other type of party that is held outside of school may be distributed at school as long as all students in the class receive an invitation. Please check with your child's teacher before delivering to students.

Dress Code

Each student's appearance must be appropriate to a Catholic School setting. The administration reserves the right to judge what is appropriate and to act on the judgment. The administration also reserves the right to amend the dress code as needed. Clothing, jewelry and/or grooming must not be distracting, potentially dangerous and/or disruptive to the learning environment. **Students not following the school dress code may be given appropriate clothing, or parents may be called to bring in another set of clothes.**

- **3-year-old and 4-year-old students are allowed and encouraged to wear appropriate, washable, clothing without graphics to school.**
- Hair must be clean and of reasonable style.
- No heavy coats or jackets are to be worn within the school building during the regular school day without permission.
- Hats, caps, bandanas, or other types of headwear are not to be worn in the school building during the regular school day.
- At all times, there is not to be any saying, picture, or reference on clothing that is inconsistent with Catholic faith and morals. Items which reference drugs, alcohol or tobacco, songs or musical groups whose lyrics have content inconsistent with Catholic teaching, are inappropriate for wear.
- Clothing that is too tight or revealing is not acceptable.
- Tights, shorts, or leggings are to be worn under skirts, jumpers, and dresses.
- Costumes – (ex. princess dresses, superhero costumes) are only to be worn on specified dress-up days.
- No graphics on any clothing allowed with the exception of Queen of the Apostles apparel or Catholic faith reference.

Mass Days

On Mass days, students should come dressed in appropriate clothing. This includes dress pants/slacks, collared shirts or blouses, skirts or dresses. Students may change once Mass is over. Sweatshirts, shorts, capris, and jeans are not allowed on Mass days.

Spirit Wear

School spirit wear (long sleeve, short sleeve, sweatshirts, hoodies) may be worn during the regular school day.

Shirts

Shirts with solid colors, plaids, stripes, patterns, and only logos that are 2x2 or smaller are allowed. **No graphic shirts allowed.** This includes cartoons, animals, dinosaurs, vehicles, etc. Collared polos, sweaters, cardigans, and henleys are encouraged. Halter tops, spaghetti straps, tank tops, **athletic/compression shirts**, and crop shirts are not permitted.

Sweatshirts/Hoodies

Sweatshirts and hoodies with no graphics are allowed. Sweatshirts and hoodies are not allowed on Mass days. This includes spirit wear sweatshirts.

Pants

Jeans, dress pants and khakis are allowed. Dress pants and khakis are encouraged. Tattered, frayed, pants with holes, athletic pants, **yoga pants (both tight ankle and flared)** jeggings, and sweatpants are not permitted.

Shorts/Capris

Khaki shorts, dress/uniform shorts, Bermuda shorts, cargo shorts, and tailored capris are permitted. Athletic shorts, tattered, or frayed shorts, cutoffs or spandex shorts are not allowed. Shorts must reach your fingertips (when standing up straight) when determining appropriate length. Shorts may only be worn during the months of August, September, October, April, May, and June.

Skirts/Dresses

Skirts and dresses must reach your fingertips (when standing up straight) when determining appropriate length. Solid colors, plaids, stripes, and patterns are allowed. Large graphics, tattered, or frayed dresses and skirts are not allowed. Tights, shorts, or leggings are to be worn under skirts, jumpers, and dresses. **During the “no shorts” season, leggings or tights must be worn under skirts and dresses above the knee.**

Shoes

Open toe shoes/sandals/crocs, etc. are acceptable as long as they have a back strap. Tennis shoes are required for physical education class. Flip flops, clogs, and platform/high heeled shoes are not allowed.

Make-up

Students are **not** allowed to wear make-up during the regular school day. This includes mascara, eyeshadow, blush, and lipstick. Chapstick and clear lip gloss are acceptable.

Good Rule: If you think you have to ask or think you shouldn't wear it, you probably shouldn't.

Winter Apparel

During the cold weather season, students should have warm clothing for outside recess, including hats, gloves/mittens, snow pants/snowsuits, and boots. **Students without boots and/or snow pants must stay out of the snow.**

Students not following the school dress code may be given appropriate clothing, or parents may be called to bring in another set of clothes.

Extra-Curricular Activities

Many activities are offered to students that are not part of the regular school day or are in addition to the core subjects. Some of these activities include boys' and girls' athletics through the public school, band, choir, etc. Students in grades 6-8 who participate in Tomah Area School District extra-curricular activities must abide by the full Activities Code found on the Tomah Area School District website. The following is the Condensed Activities Code (2024-25)

Tomah Area School District Condensed Activities Code (2026-27)

1. The code is in affect 24 hrs/day, 7 days/week, 365 days/yr.
2. Academics

- a. Grades are checked every 21 to 23 days (Mid-Quarter and Quarter)
 - i. Mid-Quarter – The Mid-quarter reports will be run in the morning on the following dates: - [Sept. 29](#), [Dec. 7](#), [Feb. 19](#), and [Apr. 29](#). The ineligible list will become active on the third day following the published grade report. Students become ineligible if they have more than one (1) failing grade (F/WF/I).

- ii. Quarter - **Students become ineligible if they have 1 or more failing grades (F/WF/I), with one exception. If a student has just 1 failing grade and their Grade Point Average for that Quarter is 2.75 or higher they remain eligible.**

- Qtr ends – Oct. 29, Jan 15, Mar 19, and May 28

- iii. Students must be passing **ALL** their classes to regain eligibility.

- b. Grades from 4th Quarter carry over to the fall of the next school year.

3. Attendance

- a. Absent due to **Illness** more than 50% of day
 - i. Must be present 223 minutes HS, 221 minutes MS

- MS – 11:35am/HS – 11:38am

- b. Any unexcused absences during the day = Ineligible for practice/competition that day

4. Behavior

- a. Criminal Charges or Convictions do not need to occur for a student to be in violation of the code.
- b. Selling, Delivering or Manufacturing Alcohol, Tobacco, or controlled Substances,.... = PERMANENT SUSPENSION
- c. Using, Possessing, or Buying Alcohol, Tobacco, or controlled substances, **including "Vaping"**.... = Suspended up to 50% of the Season
- d. Other Criminal Conduct such as Vandalism, Theft, Criminal Trespassing, Disorderly Conduct = Suspended up to 50% of the Season
- e. Conduct Unbecoming of a Student Athlete (Suspension in or out of School, Truancy, Hazing, Act of Intimidation, Academic Cheating, Plagiarism, Unsportsmanlike Behavior, or any conduct that adversely affects the management of the school and its efficiency) = Suspended up to 50% of the Season.

5. It is the participant's parent/guardian responsibility to notify the Activities Director or Building Administrator when they become aware their child violated the Activities Code.
Updated 6-8-26

Food Service Program

Breakfast will be available under the Federal Breakfast Program from 7:30am until 7:50am every day. Students are not allowed to bring their own breakfast. If they wish, they may choose to take only milk.

Lunch periods for students are:

3K – Grade 2	11:00am– 11:30am
Grade 3 – Grade 8	12:00pm—12:30pm

Hot Lunch under the Federal Hot Lunch Program through DPI is provided at Queen of the Apostles every day that school is in session. Students are free to choose either hot lunch or to bring cold lunch. Those who bring their own lunch may purchase milk. DPI regulations state that students may not have soda for lunch. Juice boxes are acceptable. DPI regulations also state that all children 5 years old or under can only have white milk.

The hot lunch and breakfast program is set up in the FACTS system. Monies are placed into a family account. As students take breakfast or lunch, their name is entered into the system and money is deducted from the family account. Money may be deposited into the account at any time and for any amount. It is always a good idea to have a positive balance in your child's account. **Breakfast is \$2.00 per student and \$2.75 for adults. Lunches are \$3.25 per student and \$4.65 for adults. Milk is \$.50.** Parents are welcome to eat lunch with their child. When the family balance is below \$10.00, a notice will be emailed. Parents who need assistance may apply for breakfast and lunches at a reduced price or for free. All families receive information regarding these programs in your open house folder. **Participation in the free/reduced program is confidential.** Breakfast and Lunch prices are subject to change due to rising food costs and shipping expenses. For lunch accounts that are in the negative for 2 weeks, a notice will be sent to families letting them know that if the balance is not paid by a given date, they will need to provide cold lunch until the balance is paid.

Fieldtrips

Teachers are encouraged to take the students out of school for a variety of educational experiences that are enjoyable and fit in with the educational objectives being taught. All trips will be planned carefully and prior to any trip, parents will receive all pertinent information.

No student has an absolute right to a field trip. If he/she is not meeting academic or behavioral requirements, teachers have the right to deny the student participation in the trip. The student is to remain at school and assignments are to be given.

A Diocesan Permission Form is used for field trips. A comprehensive form will be sent home at the beginning of the year for each child. This needs to be filled out and returned. A Supplemental Diocesan Fieldtrip form will be sent home for each field trip. This form will give the details of the field trip. It will need to be signed and returned before the field trip.

Fire/Tornado/Lock Down Drills

Students are kept informed of any and all emergency procedures. We have regularly scheduled fire drills, tornado drills and lock downs in order to insure knowledge of procedures. Lock Downs will be called over the PA and a special ring tone will be sounded. Teachers will direct students to a safe place away from windows if possible, lock all doors and duck and cover. All students will remain on lock down until the all-clear is given by the principal, school secretary or local law enforcement personnel. In the case of an evacuation, everyone will proceed to the Miller Elementary School or other site as designated by the principal.

Inclement Weather Dismissal Policy

Queen of the Apostles will follow all related cancellations in accordance with the Tomah Area School District and will be announced as follows: Text message via Flocknote system, WKBT

Channel 8 (CBS); WXOW Channel 19 (ABC), WCOW radio (FM 97.1). If you would like to get a text notification, both TV 8 and TV 19 have an app that will send you notifications as soon as they happen. A cancellation of school in the Tomah Area School District will affect all private and public schools.

Medications

Any student required to take medication during the school day must have a current and completed medication form on file in the school office. All medications, prescription or non-prescription (including Tylenol) must be kept in the school office and will be dispensed by a school authority.

Outreach

As part of the global community, we are responsible for our brothers and sisters who are less fortunate. Symbolic of the responsibility is our decision to adopt a child. The child we adopted is a girl from Casa Hogar Juan Pablo II named Matilde. Matilde is attending school and will be corresponding with students at Queen of the Apostles throughout the year. Queen of the Apostles School will be sending \$1000 per year to sponsor Matilde. Additional donations will be used to help at Christmas, Easter and birthday time. Our goal is to bring our students to an awareness of the world and its needs through personal involvement.

Parent/Teacher Association

The parent organization of Queen of the Apostles is the Parent Teacher Association. The Executive Board meets throughout the year and general meetings, to which all parents are invited, are held three times per year. The purpose of this group is to act as a support to the school and to help generate additional funds. A scholarship fund has also been established by this group to award a scholarship each year to a graduate of Queen of the Apostles School going on to post high school education. Applications for this scholarship may be obtained in the business office.

Parent/Guardian/Teacher Conferences

One of the best ways the teachers have of reporting a student's progress and achievement is through conferences with the child and the parent. The school sees value in the child attending the conference along with the parent and teacher. The reasons for this are as follows:

1. All the parties are present; this decreases the possibility of the student "playing" one against another.
2. It shows that the parent and the teacher are working together for the benefit of the student.
3. It is a matter of justice that we communicate openly and freely with students.

Within such a conference, however, it is not necessary to discuss all things in front of the student. Thus, the student can be asked to leave during such a conference.

Regular conferences are scheduled at the end of the first quarter and mid-third quarter. First quarter conferences are mandatory. Third-quarter conferences are optional. Please feel free to contact your child's teacher whenever you have a concern. You may schedule an appointment by contacting the teacher. School records are kept in the office and may be viewed by parents/guardians upon request.

Religious Instruction

Staff members who teach Religion classes are qualified to do so. Members of our staff attend regularly scheduled in-service days as provided by the Diocesan Department of Catholic Education. Students have the opportunity to receive the Sacrament of Reconciliation during the course of the school year. The children in second grade receive First Reconciliation and First Eucharist. We strive to infuse Catholic Christian Values into all areas of the curriculum. Non-Catholic students are expected to participate in all school activities and courses of study, both curricular and non-curricular.

Report Cards

Report cards are given out four times per year and follow the diocesan system of reporting. A system that recognizes that it is equally important to consider both student achievement as well as student effort in each subject area. The categories are listed separately on report cards for 1st-8th grade so that you may see how your student is progressing in both areas. Achievement is the measure of how well the student has mastered the grade level objectives. In grades 1 and 2, achievement is reported by using "E" for excellent work, "S" for satisfactory work and "N" for work that needs improvement. Other classes/grades use the following grading scale:

A = 93-100	B = 86-92	C = 78-85
D = 70-77	F = 0-69	N = No Grade

Effort is considered to be an indicator of a student's commitment to learning. It is a judgment by the teacher on the effort that a student has put forth in school and the progress that he/she is making on his/her own. So that you have an idea of the types of things that teachers consider when making this effort judgment the following list of student indicators for effort has been developed. They include, but are not limited to:

- | | |
|-----------------------|--------------------------------|
| * Preparedness | * Class participation |
| * Attitude | * Resourcefulness |
| * Involvement in work | * Pride in work |
| * Staying on task | * Attention in class |
| * Cooperation | * Promptness in finishing work |
| * Curiosity | |

Schoolwork is expected to be done and ready to hand in at the time the teacher assigns. Assignments not handed in at the designated class are considered late. Work will be accepted after it is due. The teacher, at his/her discretion, may lower grades for late or unfinished assignments.

Honor Roll

Students in grades three through eight maintaining an 86% average will be listed on the honor roll. The subjects used in determining the average grade are: Language Arts, Math, Science, Social Studies, and Religion. A good standing in non-academic classes, effort, and deportment is also required. A mark in any class due to poor behavior can disqualify a student for honor roll.

Retention / Acceleration

The principal is responsible for making the decision to retain a child or to accelerate a child to another grade. This decision will be made after careful and serious reflection, evaluation,

and consultation with both the teacher and the parents.

School Visitors

All visitors (any person who is not an employee of Queen of the Apostles School or Parish who requires access to the school premises for any purpose during the school day), parents, guardians, etc. who visit the school for any reason during the school day (i.e., volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors (Door D) and report to the school office. At the office, they will be required to sign in, and upon leaving, sign out on the Visitor Sign-In Sheet. To ensure the safety of the school community, entrance to the school through other entrances is not permitted by visitors.

Parents/guardians are welcome and encouraged to participate in daily activities at the school. Parents/guardians may also observe their children's classes provided that the observation is scheduled with the teacher in advance, or the parent/guardian has received permission from the principal to observe the class. Parents/guardians are not to interrupt a teacher during class time. Parents/guardians who wish to meet with teachers or staff must schedule such meetings in advance to ensure availability of school staff, proper supervision of students, and to allow for an appropriate amount of time to be scheduled for the meeting.

Parents/guardians are welcome to join their children for lunch. Please contact the school office if you would like to join your child by 9:30am to allow the kitchen staff time to prepare. An adult meal will be charged to the student's lunch account.

The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done as a courtesy to teachers, to ensure that the educational process is not disrupted, and as an added security measure. Parents/guardians visiting for purposes of an observation are still required to enter the visiting protocol prior to proceeding to the classroom.

Parents/guardians may be denied the opportunity to enter the school and/or to observe a class if the school administration has determined that the parents/guardians' presence may have a negative impact on the educational process and/or would create a disruption to the school and/or presents a health or safety risk to students or staff.

Parents/guardians picking their child up at the end of the day are requested to wait until the dismissal bell has sounded to prevent any unnecessary interruptions and to permit a smooth closure to the students' day.

Security

All doors with the exception of the front door (Door D) facing Monroe Street are locked during the school day. All people entering the building **MUST** sign in at the office. Name tags are to be worn by all people, including staff members. During After Care hours, parents should pick up their child at the gymnasium doors (Door F).

Sick Children

If your child becomes ill while at school, they will be given the opportunity to rest in the health room. If their condition does not improve within a reasonable amount of time, we will contact you for further instructions. School policy requires that any child with a fever of 101°F or higher be sent home to rest and recover.

It is very important that all emergency contact information is kept current and completed in full so that we have an alternate person to contact if we are unable to reach you.

If your child has been ill, they must be fever-free for at least 24 hours, without the use of

fever-reducing medication, before returning to school.

Testing Program

Students in grades Kindergarten through 8th are administered a Standardized Test (STAR360) three times throughout the school year. Students in grades 3-8 are administered the Forward exam once in the spring. Students in grades 5 and 8 are given a Diocesan Religion Test in the spring.

Textbooks

All textbooks and workbooks are provided by the school and should be treated with the proper care. Loss or damage to textbooks will result in students being fined or in paying to replace the textbook.

Tuition Payment Policy

A contract agreeing to the payment of tuition is essential to the operation of a Catholic School. Tuition covers about 20% of the cost to educate a student. The key word in any private school is commitment. Parents need to make an active commitment to Queen of the Apostles in order for the school to succeed. We are a community, and as such, policies and regulations must be formed in order to increase the effectiveness of our unique educational system. Your support, input, and willingness to contribute financial and personal resources will make Queen of the Apostles achieve excellence.

Tuition may be paid in several ways as outlined in your tuition agreement.

- Payment in full by the first day of school.
- 2 payments: $\frac{1}{2}$ by August 15, $\frac{1}{2}$ by November 15
- 4 payments: $\frac{1}{4}$ by Aug. 15, $\frac{1}{4}$ by Oct. 15, $\frac{1}{4}$ by Dec. 15, $\frac{1}{4}$ by Feb. 15.
- 10 monthly payments: August through May.
- 12 monthly payments using automatic bank transfer
- Personal arrangements with Principal/Pastor

Tuition grants (partial and full) are awarded to families in need of assistance. They are considered by the pastor and/or principal and are held in confidence. Tuition grants should be applied for by September 15th of each new school year.

Tuition payments are due according to the tuition payment schedule chosen. Notice of past due accounts will be sent when there have been several missed payments. Those who have not made a payment or contacted the school after receiving notice will be sent a letter. Please see the pastor or the principal when there is personal hardship. Your concerns will be kept confidential, and it is always our goal to be compassionate and understanding in times of need.

Wisconsin Parental Choice Program

Queen of the Apostles School participates in the Wisconsin Parental Choice Program (WPCP) through the Wisconsin Department of Public Instruction (DPI). This program provides eligible families with the opportunity to receive a state-funded voucher that allows their children to attend a participating private school tuition-free. Eligibility is based on household income and Wisconsin residency requirements.

The Wisconsin Parental Choice Program is a valuable opportunity for qualifying families, making a Catholic education more accessible and affordable. The program also supports the school by providing funding to help cover the cost of educating participating students. Currently, DPI provides approximately \$11,500 per student through the program.

Families interested in learning more about the Wisconsin Parental Choice Program or determining their eligibility are encouraged to contact the school office for additional information.

Special Needs Scholarship Program

Queen of the Apostles School participates in the Wisconsin Special Needs Scholarship Program (SNSP) through the Department of Public Instruction (DPI). This program provides eligible students who have an active Individualized Education Program (IEP) or Service Plan with a tuition voucher and access to additional educational support services as needed. As part of the application process, proof of Wisconsin residency is required.

The SNSP is a valuable opportunity for qualifying students and families, as it can provide tuition-free enrollment along with specialized services to support student success. The program also benefits the school by helping offset the additional costs associated with providing these services. For each eligible student, DPI provides a scholarship voucher of approximately \$15,000, which reflects the average per-pupil cost of educating a student who requires additional support services.

Families interested in learning more about the Wisconsin Special Needs Scholarship Program or determining their eligibility are encouraged to contact the school office for additional information.

Indoor Environmental Quality Statement

School buildings kept in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the **Queen of the Apostles Catholic School's** designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the **Queen of the Apostles Catholic School** will maintain indoor environmental quality (IEQ) in the school proper with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

Parents, students, and staff are encouraged to report any concerns to the school office.

Use of Parish and School Facility

Any group that wishes to use the building or grounds must complete The Queen of the Apostles Facility Usage Application. Applications may be picked up in the school office during business hours.

QA 3-Year-Old and 4-Year-Old Kindergarten - Goals

At Queen of the Apostles School, we are committed to nurturing the whole child in a faith-filled, caring, and engaging learning environment. Our kindergarten program seeks to support each child's spiritual, emotional, intellectual, creative, social, and physical development while fostering a lifelong love of learning.

Our goals are:

- To provide a safe, secure, and nurturing environment where each child can develop his or her unique God-given gifts and potential.

- To help children grow in their understanding of God, Jesus, the Bible, and the teachings of the Catholic Church.
- To foster Christian values through positive role models and daily experiences that encourage prayer, kindness, compassion, cooperation, respect, and service to others.
- To provide opportunities for children to live out their faith through prayer, creative expression, social interactions, literature, and cooperative behaviors such as sharing, taking turns, and helping others.
- To nurture a positive self-image and healthy self-esteem, helping each child develop confidence and a sense of belonging.
- To promote language development, early literacy skills, and a love of reading while providing opportunities for self-expression and effective communication.
- To develop foundational mathematical concepts through hands-on exploration and meaningful learning experiences.
- To foster an appreciation of God's creation through the exploration of nature and the world around us.
- To encourage an understanding and appreciation of God's people by promoting cultural awareness, respect, acceptance, and inclusion.
- To provide opportunities for both large and fine motor development that support physical growth and coordination.
- To encourage independence and the development of age-appropriate self-help and personal responsibility skills.
- To nurture creativity and imagination through experiences in art, music, literature, dramatic play, and hands-on learning.
- To cultivate an appreciation for beauty and creativity in God's world through aesthetic experiences and artistic expression.

3K/4K School Discipline

Queen of the Apostles philosophy regarding discipline involves a systematic approach to helping children achieve self-control while developing cooperative behaviors.

Elements of effective classroom discipline

- Providing a safe, child-proof environment in which children are encouraged to explore.
- Providing an environment that provides a wide variety of relevant, creative, and interesting activities which meet the needs and interests of the whole child. Active children are happy children and more likely to enjoy school and less likely to have unacceptable behavior.
- Providing and maintaining reasonable and clearly defined limits, which are explained to children. When inappropriate behavior occurs, often all that is needed is positive redirection and reminder of limits.
- If redirection and reminders are unsuccessful, a "Brain Break" will be used. The length of time a child sits quietly apart from the group (but within sight) will vary according to child's age and/or severity of misbehavior.
- If a child continues to have difficulties following classroom limits, a parent/guardian conference will be scheduled to develop strategies to help the child develop self-control and appropriate behaviors.
- All children will be treated with respect and dignity. All attempts will be made to help children understand behavior and the reasons for limits.

Harassment/Bullying Policy

All students and staff of Queen of the Apostles School are entitled to learn and work in an atmosphere that is **safe** and free from harassment. Harassment and bullying are inconsistent with our Christian mission and atmosphere. No student or employee shall be subject to harassment. Any student or employee who engages in harassment or bullying shall be subject to severe disciplinary measures. Queen of the Apostles School does not tolerate any language or behavior that constitutes harassment or bullying, such as, but not limited to:

Sexual Harassment

Sexual harassment is defined as any unwanted sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes but is not limited to "the deliberate or repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

Verbal Harassment

Verbal harassment is defined as any unwanted oral or written comments, which make a person feel bad or unsafe. Examples: teasing to cause embarrassment, threatening to cause harm to the person, teasing about an individual's clothing, hairstyle, or appearance, etc.

Physical Harassment

Physical harassment is defined as any unwanted behavior of a physical nature. Physical harassment often is a legal issue and is defined as battery, assault, or disorderly conduct. Examples: pushing, striking another person, or any action causing physical harm.

Intimidation

Intimidation is defined as any unwanted threats to cause harm. Examples: telling someone to "watch your back," warning that someone else is going to "beat you up", etc.

Racial or Ethnic Harassment

Racial or ethnic harassment is defined as any unwanted comments or actions regarding a person's ethnic or racial makeup. Examples: ethnic or racial slurs, name calling, gestures, etc.

Disability Harassment

Disability harassment is defined as any unwanted comments or actions regarding a person's disability, be it physical, learning, mental, etc.

Bullying

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves 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 behavior can be:

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

Queen of the Apostles School strives to provide a safe, secure, and respectful learning environment for all students. Bullying has a harmful social, physical, psychological, and academic impact on victims, bullies, and bystanders. Queen of the Apostles School 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.

Queen of the Apostles School reserves the right to address bullying that occurs outside of the school building and grounds if it affects or is likely to affect the learning environment. Any school staff member or individual who observes or becomes aware of acts of bullying shall report these acts to the principal. Students who are either a victim of bullying or are aware of bullying involving another student are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal may take disciplinary action, including, but not limited to detention, suspension, expulsion and/or referral to law enforcement officials.

Electronic evidence (pictures, calls, writings, blogs, and texts) of bullying may result in either in-school or out-of-school suspension depending on the severity of the evidence.

Student Reporting of Harassment/Bullying

Any student who believes that he/she is the subject of harassment or bullying should immediately notify their teacher or the principal. All teachers and staff who receive a report from a student of harassment or bullying must notify the school Principal who will investigate all claims of harassment thoroughly. No student shall receive any retaliation or disciplinary action for reports of harassment or bullying made in good faith. The school can initiate an investigation with or without a complaint or complaining party in any case in which a staff member observes or becomes aware of any potentially harassing behavior.

Consequences for Harassment/Bullying

The following steps will be taken, as appropriate to the reported incident, when dealing with incidents that involve harassment or bullying to any degree:

- A clear account of the incident will be recorded and given to the principal.
- The principal (or his/her designee) will interview all concerned and will make a record of the incident.

- Parents will be informed through a phone call and/or email or letter.
- If the Principal determines that a violation of the school's harassment/bullying policy has occurred, punitive measures will be used as appropriate and in consultation with teachers and parents, but not limited to:
 1. Official warning
 2. Conference with parents
 3. Exclusion from certain activities or privileges, (e.g., recess)
 4. Detention out of classroom
 5. In-school suspension
 6. Out-of-school suspension
 7. Expulsion

Safe Environment – ACT 89 Policy

Queen of the Apostles is committed to the safety of all students and staff. As a Catholic School in the Diocese of La Crosse, our Catholic School follows all of the Diocese of La Crosse's Safe Environment policies. This includes the Diocese of La Crosse's Safe Environment Policy for Act 89 - the Anti-Grooming Law.

The Diocese of La Crosse's Safe Environment Office policies are available on their webpage: <https://diolc.org/safe-environment/>

Policy and Procedures of the Diocese of La Crosse (Green Book) Sexual Misconduct Procedures (Red book)

Both the Red and Green Safe Environment Booklets are found under separate cover along with the Safe Environment Video which can found at <http://www.dioceseoflacrosse.com> under the "Safe Environment" tab