

# Health & Welfare of Students

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## Medications:

All students that are required to take medications of any type (including aspirin etc.) during the school day are to bring the medication to the designated school personnel (secretary, principal). The students on medication will be given a form for the parents to complete that authorizes school personnel to dispense medication. The official form from the Archdiocese must be filled out. A letter from the parent/guardian will not be accepted (Archdiocese Policy). The permission form will be kept on file in the school office. By law, the school is not allowed to dispense any type of medication to students without prior parental approval.

Students on medication have the responsibility to come to the person designated to dispense the medication and request their medication. Medications should be kept in a marked container and prescription medication should be in the original container.

Students in grades K-8 may self-administer certain emergency prescription medications, such as inhalers and glucagons, while at school only under the supervision of school staff. Students needing cough drops must bring a note to their teacher.

## Physical Handicaps/Special Needs:

If a student has any problem that might impair his/her performance in the classroom, we ask that you make this known to the school. We can thus insure that children who have hearing or vision problems will be seated close to the center of instruction. The school should be informed of any possible incidents of epilepsy, extreme reactions of diabetes, allergic reactions to food or insects, or asthma so that we can be alert to the signals of medical need.

## Injury & Sickness:

If a student becomes ill or is seriously injured, his/her parents will be called as soon as possible. No student is permitted to walk home alone. In the event that parents cannot be contacted, we will call the designated person on the emergency card. In the case of minor injuries, the students are to report to the teacher on duty. The student will be taken care of in the office and the principal will make a judgment as to whether or not the parents should be called.

## Home Study during Illness:

If a student is going to be absent for several days, but would be able to do home study, we recommend that parents contact the office early in the day to request that work be prepared. Parents or another student may pick up work at the school office at the end of the school day.

## Returning after an Illness:

When a student returns to school after an illness at home, it is assumed that the student will be able to participate in his/her regularly scheduled activities and classes. If there should be some limitations on some activity we ask that the parents send a note specifying what exceptions should be made. It is the students' responsibility to make up their homework. There is a one-day make up per one day of absence.

## Communicable Diseases:

The following procedures are to be taken if your child(ren) have a communicable disease:

1. Parents are to inform the school immediately if their child has a communicable disease.
2. The school is then responsible to contact the Community Health Department.
3. The Community Health Department will then contact the parents to see if they need any further information.

If you have any questions, they can be directed to the Community Health Department at 763-4953, Monday through Friday, 8:00 a.m. - 4:00 p.m.

### Phone Calls:

Students will only be allowed to make phone calls in case of an emergency. We ask that phone messages to the students be limited to those of necessity.

### Child Abuse Laws:

Wisconsin state statutes require certain persons to report suspected cases of child abuse or neglect. Compliance with the reporting procedures is mandated for nurses, schoolteachers, social workers and administrators. Teachers and administrators are subject to fines of \$1,000 for failure to report these suspected cases.

### Emergency Cards:

In August we ask parents to complete and return to the office a card that contains data needed in an emergency. This information is kept on file to be used as needed. It is your responsibility to make us aware of any changes. **PLEASE KEEP THIS INFORMATION UP-TO-DATE!**

Those agreeing to be emergency contacts should also agree to pick up the child if the need be.

### Change of Address & Telephone Number:

Parents must keep the office informed concerning changes in marital status, address, phone number and employer or emergency number. If there are changes in the transportation after school, the teacher must be notified by written note, otherwise the child will be sent the usual way.

### Fire & Tornado Drills:

Areas have been designated for each class to move into in case of a tornado. Drills are held frequently to insure smooth movement for such an event. Exits to be used in case of fire are posted in each room and monthly fire drills are conducted to prepare all children for a safe evacuation of the building.

### Dog Locker Search:

As part of our commitment to make sure our school is drug free, we may periodically conduct a dog search of the school in conjunction with Catholic Central High School.

### Maintenance of School Property:

Students are expected to maintain cleanliness in the classroom, school building and school premises. School equipment is to be treated with care and respect. Students will be responsible for any damage they do to school property. If damage is done by a group of students, all in the group will be responsible. Vandalism to school property or property of teachers or other adults working and volunteering for the parish is considered a serious violation and will result in disciplinary action.

### Bicycles & Skateboards:

A student may ride a bicycle to school but must provide a lock for it. Students may not ride their bikes, skateboards or roller blades on the playground from 7:30 a.m. to 3:30 p.m.

### Personal Property at School:

Students may not, under any circumstances, bring personal property, such as radios, walkmans, cameras, toys, electric games, etc. to school unless the teacher gives permission (show and tell, a classroom project or event). Any student who brings such items takes full liability for them. A teacher may remove an item from a student's possession if he/she believes it is distracting, or if it might cause a problem. The item will be held by the teacher until it is taken home at dismissal.

### Lost & Found:

The school will have a central "lost & found" container. Students and their families may check there for any lost items. Items left at the year's end may be offered to charity.