

PARENT AND STUDENT HANDBOOK



**ST. JOSEPH SCHOOL
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ST. JOSEPH SCHOOL MISSION

The dedicated staff, parents and Catholic Faith Community of St. Joseph School educate the mind, body and soul of students.

We strive to live the Gospel, celebrate the Sacraments, achieve academic excellence, and share our God-given gifts and talents in service to others.

INTRODUCTION

The procedures and policies outlined in the Family Handbook provide St. Joseph School students with a safe, orderly, Catholic learning environment. The framework established by the policies and procedures will not cover every situation that could be encountered throughout the school year. When such a situation occurs, the principal will establish the protocol based on the school mission, philosophy, objectives and Archdiocesan Policy for the situation. From that, the principal will make a decision. The principal's decision is final.

Every school family is issued a handbook and will return to the school office the receipt card which indicates that the parents and school child(ren) have read it and understand that the family agrees to abide by the handbook provisions.

PARISH/ARCHDIOCESAN RELATIONSHIP

St. Joseph School serves its parishioners by providing a high quality, Catholic based educational program for elementary and middle school age children of the parish. Families sending their children to St. Joseph School are expected to attend mass every Sunday and to provide a home environment that compliments the faith and academic education that is present in the school program.

The procedures and policies outlined in the St. Joseph School Family Handbook are in accordance with the policies of the Archdiocese of Milwaukee

ST. JOSEPH SCHOOL PHILOSOPHY AND OBJECTIVES

The first and foremost objective of the faculty of St. Joseph School is to develop, in the student, knowledge of God and His gospel through both teaching and example. Our goal is to develop a high level of education in all academic areas.

It is through the combination of religious, moral, intellectual, social, emotional and physical education that we can help each child realize their full God-given potential.

WE BELIEVE THAT

the home is the most influential and consistently responsible educational force in the life of the child;

the school is the helpmate of the home, in the formation of Christian attitudes and values, and moral, development of an active social conscience, and the personal academic achievements of the child. The school shall cooperate with the home, church and community in helping to develop a fully integrated personality in each child.

each child is a unique individual with his/her own aptitudes, limitations and needs; is endowed with the powerful forces of knowing and loving and an obligation to share God-given gifts with self and others;

each teacher is a dedicated person deserving of respect and has his/her personal contribution to make.

THEREFORE WE WILL

enrich and supplement training of the home;

provide for growth according to the ability and needs of each student in the religious intellectual, social, emotional and physical aspects of his/her life; while affirming the dignity and personal worth of each child.

offer each student guidance to complete required work and the opportunity to respond with thoughtful action, initiative, and creativity through enrichment opportunities.

cooperate with God to prepare each student to experience God's personal love for him/her so that he/she will make a spontaneous response to God in his/her daily living.

PERSONNEL STANDARDS

The Wisconsin Catholic Conference established the following standards for personnel called to minister as Catholic educators. The standards apply to all who have responsibility for instruction in Catholic Education. Therefore the following standards are met by the personnel at St. Joseph School.

Elementary School Administrator

Appropriate State of WI certification
Six semester credits every five years
Advanced religious education certification
Practicing Catholic

Elementary School Teacher

Appropriate State of WI certification
Six semester credits every five years and/or
Professional Development Plan
Appropriate Religious Education certification

Every year staff members undergo a program of instructional supervision and evaluation by the school principal. The school principal is evaluated by the Pastor.

SPA AND WRISA

St. Joseph School annually participates in the School Planning and Accreditation Process as directed by the Archdiocese of Milwaukee. This process has a yearly program of internal activities that are conducted to ensure accreditation by the Archdiocese of Milwaukee. This process is overseen and monitored by the St. Joseph School Committee.

St. Joseph School also seeks accreditation through Wisconsin Religious and Independent Schools Accreditation (formerly known as WNSAA, Wisconsin Non-public Schools Accrediting Association).

WRISA's mission is that it "serves religious and independent school communities through standards of excellence that promote continuous improvement."

ATTENDANCE AND ADMISSIONS

ADMISSIONS

The parish/school respects the parents as primary educators of their children. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the St. Joseph School/Parish in a cooperative relationship.

St. Joseph School/Parish respects the dignity of the child. Neither race, nationality, or other forms of discrimination shall prevent a child from being accepted at St. Joseph School. St. Joseph School shall not be a refuge for families who seek to avoid integration in the public schools.

In the admission of students to St. Joseph School priority consideration shall be given to these criteria in the following order:

- a. To all children currently enrolled.
- b. To children of families with siblings currently enrolled in school.
- c. To children of parishioners.
- d. To children from Catholic Parishes
- e. To children of other religious affiliations.

Students who enter St. Joseph School from a home-school program will be placed in a grade level following an academic assessment determined by the principal. The decision of the principal is final.

No child may be admitted to 3 year old Kindergarten unless the child is 3 years old on or before September 1 in the year the child proposes to enter St. Joseph School.

No child may be admitted to 4 year old Kindergarten unless the child is 4 years old on or before September 1 in the year the child proposes to enter St. Joseph School.

No child may be admitted to 5 year old Kindergarten unless the child is 5 years old on or before September 1 in the year the child proposes to enter St. Joseph School.

No child may be admitted to the First grade unless the child is 6 years old on or before September 1 in the year the child proposes to enter school

All students enrolled in St. Joseph School participate in the religious education classes, prayer, liturgy, and prayer services. No student is exempt from participation. It is a condition of enrollment.

STUDENT PLACEMENT REQUESTS

The school Principal will be responsible for student classroom assignment-placement. He or she will consult with the present classroom teacher(s) to determine student placement in the Fall. The following will be carefully considered: the academic, personal, social-emotional and any other related learning needs of the individual student along with the teaching style and personality of the teacher(s) in the next grade. Decisions will be made with the student's best interest in mind.

If parents wish to request that their child be separated from a friend, brother or sister, of if there is a significant, exceptional learning related need that they feel must be addressed, then they should make this known to the principal in writing.

REGISTRATION FOR RETURNING STUDENTS

Returning students and their siblings register for the following school year by filling out a registration form and returning it to the school office along with the designated fees. The time line for this procedure and the fee amount is dependent upon the guidelines set by the finance committee. Tuition and fees are set for the next school year based on registration. Tuition contracts are sent out after the budgeting process is completed.

NEW STUDENT ADMISSION

PROCEDURE

When a new family would like to enroll their child or children in St. Joseph School at any time throughout the school year, the following procedure will take place. The family contacts the school office. The principal determines whether there is a vacancy in the grade level (s). If there is a vacancy, the student and parent(s) meet with the principal for a pre-admission interview. The parent must present copies of the child(ren's) report cards for last two years for each potential student. Copies of the scores for the most current Iowa Tests of Basic Skills or comparable standardized test are also to be provided. The interview will encompass the student(s) as well as the parent(s). A portion of the interview may take place without the student(s) present. The prior school(s) may also be contacted and /or the St Joseph teacher(s) of the grades involved may also be consulted before a final determination. Parent(s) will be notified of acceptance in person or by telephone in a timely manner.

PROBATION

All new students are on probation for the first semester of their attendance at St. Joseph School. During the first semester probationary period, the student's attendance, behavior, effort and academic achievement will be documented by the classroom teacher at four and one-half week intervals on the Probationary Status Form. The Probationary Status Form is turned in to the principal. Parental contact regarding the new student's progress will be made in the event that the student is not meeting St. Joseph School standards in attendance, behavior, effort and/or academic achievement.

At the beginning of December, parents of new students who are not meeting the attendance, behavior, effort and academic achievement standards will be informed in writing that their child's enrollment is terminated at the end of the first semester.

NON-CATHOLIC STUDENT ADMISSION

Non-Catholic students are welcome for enrollment at St. Joseph School. Because of the nature of a Catholic school, religion is taught daily as part of the curriculum. Catholic values are also incorporated into all other aspects of the curriculum. Students are expected to attend Mass, study Scripture, and become involved in outreach activities. All students attending St. Joseph School must participate in religion classes, including homework and parental involvement. All students must be present at all liturgical celebrations. Non-Catholic students are encouraged to participate to the extent to which they are allowed by the Catholic religion and their own.

CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS

St. Joseph School does not offer a Special Education Program for children with Exceptional Educational Needs. If a student has a history of or is presently eligible for an E.E.N. program relative to P.L. 94-142 the student will not be enrolled. Parents are to contact their local public school system for information regarding E.E.N. service.

CONFIDENTIAL FAMILY/STUDENT INFORMATION

All parents are to complete and turn into the school office the Confidential/Family Student Information Sheet in the "Welcome Back" packet. Documentation must be submitted as indicated on the sheet. This information is kept strictly confidential.

TUITION

Each spring much time and effort goes into preparing an acceptable budget for our school and parish. This budget allows us to continue existing programs and, at times, add new ones while still keeping expenditures manageable. This is possible only because of the support of the parents in our fund raising projects, the volunteers in our many programs, and the cooperation of our fellow parishioners. Every family's cooperation is needed to keep our tuition manageable for all parents. The tuition program is your financial commitment to Catholic education.

St. Joseph School charges an annual tuition fee for children attending the school. Tuition charges are determined on the basis of the school budget and are annually recommended by the School Committee and reviewed and approved by the Parish Council.

Families who are **active parish members***** of St. Joseph Parish are entitled to a reduction in tuition, determined annually, that approximates 40%-50% of the per pupil cost of operating the school. This reduction is made possible by the parish community's financial investment in the education of children of active parish members.

For families who are inactive members, the tuition charge is 100% of the per pupil cost.

***In accordance with Archdiocese of Milwaukee guidelines, **active parish members** are registered members who regularly participate in the prayer and worship life of the community and demonstrate stewardship through:

- a. sharing of time and talent with the parish community
- b. financial contributions to the parish

At St. Joseph, failure to demonstrate financial stewardship may result in **inactive member status** regarding tuition charges.

Suggested stewardship commitment levels are shown on the tuition payment schedule. Failure to demonstrate financial stewardship by making the minimum annual contribution may result in **inactive member status** regarding tuition charges. Annual contributions are based on a calendar year review. Families who consider this stewardship a hardship can ask for a financial waiver of this stewardship. Applications are available in the parish office.

Families who have fallen behind in tuition payments may be required to sign up for a tuition management service where payments are automatically deducted from your checking or savings account on a monthly basis. Outstanding tuition payments may result in the withholding of report cards, student academic records, and diplomas. Non-payment of a prior year's tuition may result in non-admission for the following school year.

TUITION AID

St. Joseph Parish offers tuition aid to families that qualify. Applications are available in the parish office.

TUITION REFUNDS

Families who leave St. Joseph during the school year shall have any paid but unused portion of their tuition refunded on a prorated basis.

ATTENDANCE

Daily attendance is essential for each student's success. Daily classroom experiences can never be recaptured. Therefore, it is expected that every student will be in attendance every day. Illness or an immediate family death is the only exception. Parents are asked to schedule doctor and dental appointments outside of school hours.

Students may be released during the day upon the written request of the legal/custodial parent or guardian after verification that a valid reason exists for the student to be released. Such absences will be recorded as an absence in the official school records.

Students are not permitted to leave the school grounds during class hours, lunch or recess.

PLEASE NOTE: ATTENDANCE IS CRITICAL FOR GRADES 3, 5, AND 7 IN MARCH DURING THE IOWA TESTS OF BASIC SKILLS.

PROCEDURE FOR STUDENT ABSENCE/TARDINESS

A telephone call to the school office on the morning of each day a student will be absent is required. A note stating the date and reason of absence signed by the parent is to be submitted to the classroom teacher upon the student's return. Excuse forms are provided in the "Welcome Back" packet. A written note explaining a student's tardiness is also to be submitted upon the student's arrival.

The student has the same number of days to complete missing work as they are absent.

Students who are chronically absent and/or tardy may be required to stay after school or spend recess time with a teacher in order for them to receive tutoring or instruction. Parents will also be required to meet with the principal and /or teacher, guidance counselor or public health nurse to eliminate the absenteeism or tardiness.

PROCEDURE FOR STUDENT RELEASE AND RETURN DURING SCHOOL HOURS

If a student needs to leave school prior to dismissal, a note is to be sent to the student's classroom teacher. The note will be sent to the school office. The student will remain in class until the parent arrives at the school office to pick up the child. The child will be dismissed from the classroom when the parent arrives. The parent will then sign-out their child. If the student returns before dismissal, the parent will bring their child to the school office. The parent will sign their child in. The student will then return to the classroom.

VACATIONS DURING THE SCHOOL YEAR

Families are discouraged from taking vacations when school is in session. The loss of learning that takes place when a student does not participate in the daily classroom experiences is so significant that families should schedule their vacation time beyond the school year.

In the event that this is not possible, families are to notify the classroom teachers at least one month in advance of the vacation absence. If it is at all possible, the student should complete any and all work that will be missed prior to their vacation. If parents choose to schedule a time to do school work during the vacation time, they are expected to monitor and assist their child as they complete their assignments.

COMMUNICATION

REPORT CARDS

Student progress is recorded on the standard Archdiocesan report card. Each teacher has established criteria and documentation to support the progress that is recorded. Kindergartner's progress is reported at the semester and the end of the year. Grades 1-8 report pupil progress every 9 weeks.

STUDENT RECORDS

The school has the responsibility to keep educational records for each student which will reflect the inter-relationships of the physical, emotional, social, and intellectual aspects of the student's development.

Cumulative records are maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it.

After the student has graduated or terminated his/her education the permanent record is maintained for 65 years. Thereafter the permanent records are offered to the parish for the archives.

Information about students is used judiciously and always contributes to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall upon written request, be provided with a copy of the records.

St. Joseph School will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility.

An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree they may add a written statement of disagreement to the file. No one but school personnel, adult students and parents/guardians of minors have access to student data without a subpoena or written permission of the parent.

CONFERENCES

Parent/Student/Teacher conferences are held twice a year, after the first quarter and during the third quarter. Fall conferences are mandatory, spring conferences are optional. A letter is sent home two to three weeks before conferences so that parents may indicate their preferences. A second letter is sent home the week before conferences with the time and room assignments. The scheduling of conferences is done by parent volunteers through the Home & School Association.

HOME BOUND INFORMATION

Every Thursday, a parent memo will be sent home with the youngest child of every family. The school website will also be updated weekly with this information. Classroom teachers will also send information and notices home on the Thursday of each week.

TELEPHONE

The school phone is not available for student use. In the case of an emergency, the school office will call home. Students are to come to school completely prepared for the school day.

LOST AND FOUND

The school lost and found box is located in the Health Room. Periodically these materials will be donated to the St. Vincent de Paul Society. Please check this regularly. Any small items as well as items of great value will be kept in the school office.

MONEY ENVELOPES

Money which is sent to school for any purpose should be in a sealed envelope.

Please indicate the students name, homeroom, amount of money and its purpose on the envelope. Direct children to turn in money as soon as possible to avoid loss or theft.

INCLEMENT WEATHER

When either, or both, Wauwatosa or Elmbrook School Districts close, St. Joseph School will close. DO NOT FOLLOW THE MILWAUKEE ARCHDIOCESAN SCHOOL CLOSINGS. Radio stations WTMJ and WISN will be notified regarding the closings of our school.

CONCILIATION PROCESS

GRIEVANCE PROCEDURES FOR PARENTS

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our schools or parish religious education programs and an employee (e.g. Principal, Teacher, DRE, Youth Minister, Catechist) of the parish. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, and then there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

STEP 1

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- the date/time/place of the informal meeting
- the name and position of the employee with whom the disagreement exists
- factual information and background regarding the disagreement

- specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee five (5) work days to respond and then schedule a meeting of all parties within (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

STEP 2

If resolution does not occur in the informal meeting, or STEP 1 and the concern involves elementary schools or parish programs, the parent(s)/guardian(s) will provide the pastor with a copy of the letter noted in STEP 1 within five (5) working days of the completion of STEP 1.

The pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners;

1. The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here).
2. The pastor may contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him. See STEP 3.

STEP 3

If there is no resolution through STEP 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) copy of the letter noted in STEP 1 to the committee. The committee, appointed by the pastor (principal, or president in a secondary school) and drawn from a pool of candidate who possess qualifications that would allow them to discern impartially the issues at hand will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur a final STEP 4 may be initiated.

STEP 4

Should resolution not occur through STEPS 1, 2, and 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocesan Due Process Office through the Director/Superintendent, which serves as the appropriate appeal body on the issue. Should an appeal not occur within the time period, the issue is considered closed.

The Judicial Vicar shall decide whether the issue contested warrants accepting the case.

After investigation and decision by the Due Process Office the Judicial Vicar may, at the request of one of the parties, refer the case to the Administrative Tribunal. (Norms and Procedures for the Due Process Office and Administration Tribunal are available upon request.)

DISCIPLINE/DRESS CODE

ACADEMIC BEHAVIOR

We expect the students to complete their assigned tasks with parental help. If a child does not, he/she may be subject to an Academic Detention, depending on grade level. This detention is a supervised thirty minute study period after school. In the event a child receives three of these detentions in a marking period, he/she will be subject to serving five consecutive thirty minute study periods after school.

STUDENT BEHAVIOR

Student behavior at St. Joseph School is modeled by Jesus Christ as presented to us in the Gospel message. The standards for student behavior at St. Joseph School are supported by teaching, example and clear rules for student conduct.

St. Joseph students are responsible for their own actions. Appropriate behavior as defined by general and specific school rules is the standard for all students. Students who elect not to meet the school standard will experience the consequences of their action.

The school staff employ the principles of assertive discipline which is based on a very simple, sensible premise - that by setting uniform standards of behavior for all students in all areas of school, there will never be a question as to how students are to behave. Assertive discipline involves determining rewards and consequences for students who do or do not follow the rules. We teach our students responsibility for their own behavior. They are given a clear choice - to follow the rules and enjoy the rewards, or to break the rules and receive the consequences.

When a member of the staff feels that a student is not behaving in a manner that is acceptable in a Catholic school setting, appropriate action will be taken. The action taken will depend on the extent of the inappropriateness of the child's behavior. Each classroom has student behavior expectations, rewards and consequences.

If a child's action(s) disrupts the learning process a detention will be assigned by the staff member involved. A note will be sent home informing the parents of the detention. It will be the parent's responsibility to provide transportation for the child from school to home on the day the detention is served.

In extreme cases of inappropriate behavior, the child's parents will be called during the day and informed that the child will be detained that day. The parents are responsible for picking the child up after the detention.

In the event that a child receives three behavior detentions during one marking period, a conference with the parent(s) will be set up. This conference will determine how the child will serve one hour for each detention in church/school service in addition to the time spent after school.

DETENTION POLICY PROCEDURES

1. Teacher notifies student of detention. Detention must be served on the assigned day unless parent requests otherwise.
2. Teacher brings detention slip to the office. Principal meets with the student. Principal returns detention slip to classroom teacher. If the principal is out of the building and does not return by 2:45 PM, the teacher gives the detention slip to the student and informs the principal when he/she returns.
3. Signed detention slip is returned by the student by the next day to the teacher who gave the detention. If not, it is considered an incomplete assignment. The teacher telephones the home.
4. The Middle School Staff will present the "Green Card" program to students and parents at the beginning of the school year. This is in force for Grades 6-8.

GENERAL SCHOOL RULES

1. Follow Directions
2. Pupils cannot harm themselves or others.
3. Pupils will keep hands, feet and objects to themselves.
4. Pupils will not bring inappropriate objects to school
e.g. skateboards, gum, etc.

SPECIFIC SCHOOL RULES

I. ACADEMIC RULES

- a. Follow directions.
- b. School work will be completed neatly, accurately and on time
- c. Pupils will be responsible for any damage to school owned books, equipment and property.
- d. Pupils will not interrupt the education of their classes.
- e. Pupils will follow the rules established by the teacher.

II. BICYCLE RULES

- a. Follow directions
- b. Pupils will follow local Police Dept. Safety Rules.
- c. Bicycles will be handled only by the rightful owner on school grounds.
- d. Bicycles will be parked and locked in the bike racks at the southwest entrance to school.
- e. Bicycles will be walked on school grounds.

III. BUS RULES

- a. Follow directions.
- b. Walk to the bus.
- c. Remain seated when the bus is in motion.
- d. Students will not shout throw anything, or distract the driver in any way.
- e. Students will board and depart buses at assigned stops.
- f. Students will obey the driver.
- g. There will be no eating or drinking on the bus.

IV. CLASSROOM RULES

- a. Students will follow the classroom rules as established by their classroom teacher.
- b. Students will follow the classroom rules of the teacher whose classroom they are in.

V. HALLWAY RULES

- a. Students will exhibit respectfully quiet behavior upon arrival and dismissal.
- b. Students will focus on and perform their specific task.
- c. Students will always walk.
- d. Students will keep the halls clean.
- e. Students will close lockers quietly.
- f. Students will carry the appropriate hall pass when traveling in the halls.
- g. Students will show their hall pass to staff members that ask to see their pass.
- h. Students will travel as a class or individually in a respectfully quiet manner

VI. PLAYGROUND RULES

- a. Follow directions
- b. Pupils will play in the appropriate area.
- c. Pupils will keep their hands, feet and other objects under control.
- d. Pupils will not endanger the safety of other pupils with their recess activities.
- e. Pupils will cooperate with the playground supervisors.

VII. UNIFORMS

- a. Follow directions.
- b. Pupils will wear uniforms as described in the St. Joseph Handbook.
- c. No oversized clothing.
- d. Pupils will wear uniforms neatly, shirts/blouses tucked in, coordinating socks, etc.

VIII. CAFETERIA

- a. Follow directions.
- b. Students will focus on eating their lunch in order to be able to be dismissed on time.
- c. Students will not engage in loud excessive socializing during their eating time.
- d. Students will not throw objects.
- e. Students will place garbage in the designated receptacles
- f. Students will go directly outdoors upon being excused from the cafeteria.

PROBATION, SUSPENSION, AND EXPULSION

Whenever a student's conduct is such that it demonstrates repeated refusal to obey schools rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance.

Such action may be of three kinds:

1. Probation
2. Suspension
3. Expulsion

Student behavior that is described below is considered severe. It may result in probation, suspension or expulsion.

1. Anything endangering the safety of self or others.
2. Any morally objectionable behavior.
3. Inappropriate language.
4. Cheating/lying.
5. Disrespect to authority.
6. Vandalism.
7. Theft.

Action taken to suspend or expel students must be preceded by internal school procedures, and supported by defensible records. Final decision to expel a student rests with the principal or pastor.

PROBATION

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

SUSPENSION

1. Suspension is justified only in unusual circumstances and is normally an in school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reason for the action.
3. In-school suspension can be directed for varying lengths of time as determined by the principal but should not exceed five days. In-school suspension conditions are determined by the principal. In-school suspension students remain the responsibility of the school.
4. Out-of-school suspension is considered a rarity and is the responsibility of the principal. State law directs that a maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

EXPULSION

As a definition, an expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

EXPULSION PROCEDURES

1. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
2. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the

hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee shall be made up of a school board representative, school parent, staff member, and parishioner, principal, pastor or designee.

3. The hearing committee makes a recommendation to the principal/elementary school pastor

The recommendation will be to:

- expel
- suggest other disciplinary actions in lieu of expulsion
- exonerate the student of any wrong doing

4. Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
5. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

APPEAL

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation about at which step of the procedure needs to be further processed.

HEALTH /SAFETY/WELFARE

HEALTH SERVICES

The policy of the health room, under direction of the Wauwatosa Health Department, is to contact parents when a student has: a temperature over 100 degrees, vomiting, head injury, any injury of questionable significance, or contagious illness; such as pink eye, lice, undiagnosed rashes, etc. If a student must go home, the school office, the teacher and the parents are notified. The parent or parent delegate will pick the student up from the health room.

Serious accidents or emergency cases demand that the Wauwatosa Fire Department (paramedics) be notified immediately. Parents are notified next. If a hospital is necessary, St. Joseph's or Milwaukee County Medical Complex (including Children's Hospital) are used by the paramedics. If another hospital is preferred, a private

ambulance service must be used. In cases where parents or guardian cannot be reached at home or work, the building administrator, by legal obligation, will provide emergency care.

To assure the students are in optimum health the following is required when the child enters school and upon entering the 6th grade: (1) a physical, (2) dental check, (3) State Law; immunization history (new students only). Yearly the information regarding your child's health is updated on his/her file card information

HEALTH DEPARTMENT SERVICE AT SCHOOL

Public health nurse (PHNs), employed by the Wauwatosa Health Department, provide nursing consultation to all public and private schools in Wauwatosa. In addition to conducting vision and hearing screenings, PHNs are available to school staff, parents and students to help deal with health problems. Concerns you may discuss with the PHN might include chronic health problems, communicable disease, medication issues, growth and development or any other family health issues impacting the students' education or well-being. You may reach your school's PHN by calling the Wauwatosa Health Department at 479-8936.

Another service offered by Wauwatosa Health Department is the Information and Referral phone line at 479-8939. Public Health Nurses are available from 8 AM to 5 PM, Monday through Friday, to answer health-related questions and to provide resource and referral information.

ST.JOSEPH SCHOOL-SMOKE-FREE SCHOOL

The St. Joseph Parish/School Buildings are a **SMOKE-FREE** environment at **ALL** times.

ADMINISTRATION OF MEDICATION TO STUDENTS

A student may require medication during the school day. The Principal or designee may administer medication if the following steps are completed.

1. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration form being filled out and returned to the individuals(s) administering the medication and/or the Principal.
 - a. Medication Consent Form must be filled out by the parent/legal guardian and returned to the School Office.
 - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and returned to the School Office.

- c. The School Nurse, where available, or the principal will maintain an accurate medication file which includes all of these necessary forms on each student receiving information.
2. Medication to be given in the school must have the following information printed on the container:
 - a. Child's full name;
 - b. Name of the drug and dosage;
 - c. Time to be given, and
 - c. Physician's name.
3. Medication will be taken by the child at the designated time administered by the School Secretary, Principal, or designee. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

A telephone call from the parent at the time for medication to be dispensed will insure medication is taken as prescribed.

** Wisconsin Act #398 Passed on May 24, 2006 allows all Wisconsin School children the right to carry and self-administer their emergency inhaled medications. A Student with asthma must supply the school with written permission from his/her parent **and** physician. Permission slips may be obtained from the school office.

4. Only limited quantities of any medicine are to be kept at school.
5. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.

SCHOOL MILK PROGRAM

Milk for lunch is available to purchase at the beginning of each semester. A separate information page will be sent home with more details and cost.

PARENT LUNCH SUPERVISION

To allow parents the opportunity to participate in all facets of their children's education, a parent's lunch supervision program is in effect; this program is supervised by the principal. A separate information packet will be provided in the "Welcome Back" packet in August.

CAFETERIA FEES

Each family is responsible for supervising the cafeteria five (5) times during the school year, or you may choose to buy out your cafeteria duty at a cost of \$50.00 which must be paid at the beginning of the school year. If a volunteer is absent on their assigned day and does not secure a substitute a "NO SHOW" form will be submitted to the business manager and the family will be billed \$10 per missed date.

STUDENT SAFETY

The Archdiocese of Milwaukee and its schools have the right to search lockers. In the event of a strong suspicion of weapons or dangerous contraband, personal items may be searched.

In the event that a student is in possession of a weapon and/or substances that endanger the health, welfare and safety of the school, the local police/sheriffs department will be contacted.

From 7:55 to 3:10PM the school staff provides supervision of students. During the lunch period volunteer and paid personnel provide additional student supervision.

Students participating in hazardous activities in science, art or other classes will wear protective devices such as safety glasses.

LOCKDOWN PROCEDURE FOR ST. JOSEPH SCHOOL

Lock-down procedure may be issued in situations involving dangerous intruders or incidents that may result in harm to persons inside the School Building.

Preventive Actions

1. Maintain up-to date file of student attendance, health information and emergency contacts. Have this ready in the event of evacuation.
2. Be aware of special needs of any student with a disability.
3. Report any serious threat-whether oral or written-made by a student, parents or other person immediately.
4. Notify the school office of any unknown, suspicious person in the building.
5. Be familiar with the school's safety plan, especially lockdown and evacuation procedures.

Lock-down Procedures

1. Principal will issue Lock-Down Procedure warning over the Public Address (PA) System- "Teachers, please follow our lockdown procedures".
2. When the message is announced, direct all students, staff and visitors into the nearest classroom. Make sure your door is **LOCKED**. Check adjacent empty rooms and lock those rooms.
3. Take attendance. Notify office immediately by phone of any student or staff member who is not in the room.
4. Move students away from the windows and close shades/blinds.
TURN OFF ALL CLASSROOM LIGHTS.
5. There is to be **TOTAL SILENCE**.
6. Do not allow anyone to leave the room until the **ALL CLEAR** signal is issued by the office.

BUILDING SECURITY

All doors accessing the St. Joseph School building will be locked during school hours except for one door of the southwest corner of the school building that faces south. This provides constant monitoring of who is entering and leaving the school.

VISITOR PASS

Any parent, volunteer or visitor must wear a visitor pass while in the building. An individual's compliance demonstrates care and concern for every students' and staff member's safety.

SCHOOL VISITORS - PARENT/VOLUNTEERS

Parents are invited to visit school during the school day. When visiting or volunteering, parents are to check in at the school office upon entering the school. (Even just to drop off a forgotten lunch or books).

This practice ensures the safety of all those in the building. Anyone entering the school building is required to sign-in at the school office. They will be required to wear a visitor's pass throughout the time they are in the building. At the end of their stay they are to sign-out in the school office and turn in their visitors pass.

If you wish to have a student guest participate in classes with your child, please send a signed and dated request at least two days in advance. The visit must be approved by the classroom teacher and principal. Notification of approval or denial will be sent home with your child.

All volunteers are to have on file in the school office **a completed volunteer form.**

PUBLICITY/PICTURES POLICY

Philosophy: St. Joseph School is proud of its tradition, teachers and students. We are eager to share our successes with the greater parish and neighborhood community. Publicizing the activities, achievements and events of our school community demonstrates our commitment to excellence. It provides St. Joseph's an opportunity to generate positive publicity for our school. It also fosters a sense of school pride while providing our students with educational experiences involving the media. This philosophy helps attract new students and increases support from community and business leaders.

St Joseph School will work to generate media coverage of various school events and activities as well as promote Catholic education within the Archdiocese of Milwaukee. This promotion is implemented under the direction of the recruitment and publicity sub-committee of the school committee and the principal.

Policy: Media access to the school may be granted by the principal and could involve students being videotaped or photographed participating in school, classroom and/or extra-curricular activities. Because of the immediacy of media coverage, there is not always time to give prior notification. If you are concerned by this policy as it relates to your child(ren) please inform the school office.

ASBESTOS NOTIFICATION INFORMATION

Under the Asbestos Hazard Emergency Act of 1986 (AHERA), St. Joseph School was reinspected by Environmental Management Consulting, Inc. in May, 1991. As a result of this inspection, St. Joseph School was found to have some asbestos containing materials (ACBM).

The school has implemented an asbestos program which includes periodic inspections of the facility and of the asbestos containing materials.

A complete report of the location of all asbestos in St. Joseph School can be found in the management report prepared by Environmental management Consulting, Inc.

This report can be viewed in the school Office at St. Joseph School, Monday through Friday, between 9:00 AM and 2:00 PM.

CHILD ABUSE

A child is considered abused or neglected if he/she is less than eighteen years of age and a parent, guardian, legal custodian or other person legally exercising temporary or permanent control over the child:

- inflicts, or allows to be inflicted, physical injury by other than accidental means;
- causes an injury which constitutes great bodily harm;
- commits, or allows to be committed, upon the child an act of sexual abuse;
- neglects, through reasons of refusal or inability other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the child's health.

If a teacher, administrator, or other school official has reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, said school official must report to the proper law enforcement authorities immediately the acts and circumstances contributing to a suspicion of child abuse or neglect.

REPORTING TO PARENTS-CHILD CUSTODY

If the parent with whom the child does not live requests student information, a copy of the student progress report (report card) shall be issued in conformity with Wisconsin Statute 118.125(2), (a) unless the parent with whom the child does not live has been denied periods of physical placement with the child by the Court under Wisconsin Statute 767.24(4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wisconsin Statute 118.125(2), (m).

The school shall communicate with the parents of a child in a divorce action according to the directives of the court.

CHANGE IN LIVING STATUS

The school office and classroom teacher are to be informed of any change in living arrangements. Appropriate legal documentation is to be submitted to support the information. This information is kept strictly confidential.

HARASSMENT

St. Joseph School believes that students are entitled to a learning environment free of harassment of any form during the school day or school-sponsored activities. Each person's dignity is to be respected and is essential to our Catholic tradition. Harassment can result from a single incident or from a continued pattern of behavior that creates a hostile, offensive, or intimidating environment. Harassment includes a wide range of physical or verbal behavior which can include, but is not limited to the following:

- Mental or physical abuse
- Ethnic slurs
- Racial insults
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes

Also included as inappropriate are deliberate, repeated, unsolicited behavior such as comments, jokes or ridicule, physical gestures or actions (such as unwelcome touching from another individual) and any actions or words which could be construed as harassment.

Students who feel that they have been targeted or subjected to these actions or witnessed harassment should discuss their concerns with their parents or faculty member. All reported allegations will be taken seriously and immediately investigated. Appropriate actions will be taken.

The school will comply with legal requirements regarding notification of legal authorities. Any investigations will be handled confidentially. No information regarding the initial report or the investigation will be released by the School unless required by law.

REPORTING PROCEDURE

Any student who feels she/he has been subjected to harassment should contact any adult on the school or parish staff.

The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanctions(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion
- Probation/Termination

To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated.

ELECTRONIC AND TELECOMMUNICATION DEVICES POLICY

Display or use of any electronic or telecommunication device during school hours by SJS students is prohibited. The term "devices" includes, but is not limited to:

- Portable telephones, including but not limited to cellular and digital
- Pagers and beepers
- iPods and other MP3 players
- Electronic equipment designed to operate or interfere with electronic equipment used in school
- Flashlights, including laser pointers

Such devices that are found within the classrooms will be confiscated and returned directly to the parent at the discretion of the Principal.

CELL PHONE POLICY

Please review the policy.

If your child needs a cell phone for after school use, please follow this policy.

All students must follow this policy. Any student found breaking this policy will lose his/her cell phone privileges for the entire school year. We appreciate your cooperation with this policy.

Electronic and Telecommunication Devices Policy Display or use of any electronic or telecommunication device during the school hours by SJS students is prohibited. The term "devices" includes but is not limited to:

- Pagers and beepers
- iPods or other MP3 players
- Electronic equipment designed to operate with equipment used in school
- Flashlights, including laser pointers
- Portable telephones, including but not limited to cellular and digital

Students that need to have the use of a cell phone after school MUST check the cell phone in at the office in the morning or upon arrival and pick it up at the end of the day. Students that are found in possession of a cell phone during school hours will lose their cell phone privileges for the entire school year. If your child will be carrying a cell phone to school, please fill out the permission form below and return it to school by Tuesday, September 8th. Students are not allowed to have any cell phones privileges without this permission slip. Again, we appreciate your cooperation with this policy.

I, _____, acknowledge that my child _____ will be carrying a cell phone to school. I realize that this cell phone needs to be checked in at the office in the morning or upon arrival and picked-up at the end of the day. I am fully aware of the policy that states that if my child fails to check his/her phone at the office and is found in possession of one during the school day (including lunch/recess period) or if one is found on school property (other than the office) he/she will lose his/her cell phone privilege for the entire school year.

Parent Signature: _____

Date: _____

STUDENT WEAPONS POLICY

All parents are responsible to instruct their children on gun safety habits even if guns are not in the home. It is the responsibility of parents who own firearms to secure them in a locked container away from easy access.

Possession or use of a weapon on any school or parish ground or at any school-sponsored function is prohibited, unless as part of a supervised Scouting function or school presentation. Pupils found to be in possession of a weapon are subject to disciplinary action at the discretion of the principal, including suspension and/or expulsion from school and/or legal action, in accordance with Wisconsin and federal laws. Parents/guardians will be notified.

Weapons are identified as:

- Articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples include but are not limited to BB guns, look-alike weapons, knuckles, razors, chains, clubs, knives, stars, and explosives including ammunition.
- Articles designed for other purposes but through intent are used to inflict bodily harm and/or intimidate. Examples include but are not limited to belts, combs, pencils/pens, files, compasses, aerosol sprays, scissors, martial art devices, chemical agents, lasers, spent shell casings, non-working replica of weapons, war souvenirs, scout knives, poppers, caps, toy guns, water guns, or any other objects that could be perceived as a weapon.

Students found to be in possession of firearms under this policy may be referred to the criminal justice or juvenile delinquency system.

BUSING

The Elmbrook School District provides busing for those students who are in both the Elmbrook District and the St. Joseph boundaries. Free busing is not available for any other students.

If a child is to ride a different bus than the one he/she rode to school, or is to get off the bus at a different stop, TWO NOTES must be sent to the school (dated and signed by Parent/guardian). One note should be addressed to the bus driver and one to the classroom teacher. Both notes are to be handed to the teacher before classes begin.

Students who choose not to follow the behavior expectations outlined on page 20 of this handbook will be subject to detention and/or suspension of bus riding privileges.

NOTE: For Bus Conduct Rules please see the “DISCIPLINE” Section

STUDENT ARRIVAL

Students are to be at school no later than 7:50 AM. At 7:50, the warning bell will ring. Students are to begin lining up at their assigned area. Students will be informed of where to line up on the first day of classes. At 7:55 AM, teachers will be outside and standing where their students are to line up. In the morning, Middle school students are to line up by the northwest door. Students in Grades K-5 are to line up by the southwest corner of the school building.

Once the individual class is ready to enter the building, the classroom teacher will escort the students to their lockers. Students will maintain a respectful quiet in the halls during this time.

STUDENT DISMISSAL

Students depart the school building at 3:10 based on their mode of travel going home. Students riding the buses are led to the northwest doors and will board the buses at the west parking lot/playground area.

Students that walk will exit the building through the doors that face south near the school office.

Students that are picked up by car will walk downstairs to the southeast exit and on to the parking lot via the designated path. No students leaving school by car are to be picked up at any other area. This jeopardizes the safety of all. Students are escorted by their teachers to each of these designated areas.

PLAYGROUND PROTOCOL

THE PLAYGROUND SUPERVISOR

The playground supervisors are responsible for maintaining a safe play environment during recess. The following are the guidelines the supervisors use to ensure the health and safety of our children.

1. Children are expected to come to school dressed to go outside for recess. It is very important to dress appropriately for all types of weather. Children are not allowed to stay inside on their own choosing.
2. There is no eating on the playground during the lunch hour.
3. The number one rule is **SAFETY FIRST**:
 - Children must always be within the line of sight of the supervisors

- Children are not allowed in the street without permission. Permission must be sought for each occurrence.
 - Equipment is to be used appropriately.
4. Inappropriate behavior may be reported to the classroom teacher.
- Children are expected to speak respectfully to everyone.
 - Hands and feet are to be kept to oneself.
 - Unnecessary contact (wrestling, hitting, pushing, tackling, and carrying) is not permitted.
5. When the children are playing organized games there are the following expectations of the participants.
- Everyone knows and follows the rules of the game.
 - Necessary equipment is brought with them to lunch.
 - Teams are picked in a fair manner.
 - Good sportsmanship is expected from everyone.
 - No one is to be excluded within the realm of the rules of the game.
6. The consequences for unacceptable behavior will vary depending on the circumstances. The usual course of action will be:
- a verbal warning
 - a time out along the wall
 - a report is given to the teacher
 - the child is sent to the office
7. When the weather is inclement, recess will be held in the classroom. One grade each lunch period will have use of the gym. This privilege is rotated throughout the grades. The paid supervisor will monitor the class in the gym.

Any parent inquiry regarding students' behavior/incidents will be directed to the principal for follow-up.

WEATHER

Note: Always come to school expecting to go outside-weather changes occur rapidly.

We will go outside in a light mist/drizzle. We will **NOT** go outside if there is thunder or lightening.

On mild days we are flexible with our “keep your jacket on” policy. As the children play, it may be appropriate to let them remove their coats to avoid over-heating. These decisions will be made at the discretion of the playground supervisor. If there are specific guidelines you want your children to follow please instruct your children and notify the office in writing so that the playground supervisors can be aware of your personal guidelines.

Please review the outdoor winter dress code.

- Boots and snow pants are standards gear if your child wants to play in the snow
- Hats and gloves/mittens are recommended when the temperature dips below 40 degrees.
- We will NOT go outside in dangerous (-0 or colder) wind chills.

The Wind Chill Chart is the official school guideline for this determination.

LUNCH ROOM PROTOCOL

LUNCH ROOM VOLUNTEER

The lunchroom volunteer shall sign in on the Playground/Binder in the school office. This binder will have the names of the supervisors, the teachers on duty and daily notes. It is important to check this binder for messages daily. The volunteer should then report to the cafeteria. Please report to the cafeteria no later than 11:55 am. Lunch begins at 12:00. if you are running late, please notify the school office. We need to make arrangements to ensure adequate supervision.

The volunteer will help the teacher and the playground supervisor in the cafeteria. On occasion the volunteer may be asked to assist with the monitoring of the outside portion of the lunch period. This will depend on the daily circumstances.

Cafeteria duties include assisting children with their food (ketchup packets, etc.) wiping tables after each lunch period, and maintaining a pleasant atmosphere.

The playground supervisors will be in charge of lunch room dismissal and responsible for the reporting of behavioral issues to the appropriate homeroom teachers via pink disciplinary slips or green cards.

SCHEDULES

1. Lunch begins at 12:00-12:20 for grades 5-8 while grades K-4 go outside on the upper playground.
2. Lunch for grades K-4 is at 12:20-12:40 and the 5-8 grades are on the Lower Playground for recess.
3. A (paid) supervisor and a volunteer monitor the outside recess from 12:00-12:40 pm this is subject to the following changes:
 - Both supervisors may be outside.
 - In case of rain the supervisor will monitor the class in the gym and a volunteer or other supervisor in the classroom.

The principal will assist the supervisor and volunteers in the lunchroom. He/She is responsible for filling out any pink discipline sheets and dismissing the tables.

NOTE THE FOLLOWING:

- In the event both parent volunteers are assisting in the lunchroom the teacher will need to direct them as to the help that he/she needs.
 - It is the parent volunteers' responsibility to wipe the tables down between lunches. The supervisors will have spray and paper towels.
 - There are assigned students that will also help in the cleanup of the lunchroom.
4. A two (2) minute warning is given and dismissal will begin. Students are instructed to pick up all their trash, walk to the trash can and out to recess. Any student/class leaving a mess will be brought back in to clean it up.

**THE 5-8 GRADES WILL THE LOWER PLAYGROUND
THE K5-4 WILL BE ON THE UPPER PLAYGROUND.**

5. Students will line up and wait to be escorted to the lunchroom. Each year the line up procedures will be determined.
6. When the students are picked up at the playground any problems that the supervisors have had will be reported at that time. All reports will be verbal.

The 5th graders are responsible for bringing up the empty milk crates and any elementary grade lunch baskets that have been left downstairs.

WELLNESS

Physical activity and nutrition influence a child's development, health, well-being, and potential for learning. To afford the students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment.

Therefore, St. Joseph School will:

- Provide a positive environment and appropriate knowledge regarding food.
- Ensure that students have access to healthy food choices during school and at school functions.
- Provide a safe, pleasant eating environment for students and staff.
- Allow adequate time for students to eat lunch and socialize in the designated area.
- Enable all students, through classroom programming, to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
- When using food as a part of a class or student incentive programs, students and staff are encouraged to utilize healthy, nutritional food choices.
- When curricular-based food experiences are planned, staff, and students are encouraged to seek out good nutrition choices whenever appropriate.
- Reduce student access to foods of minimal nutritional value.
- Ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch program.
- Encourage the practice of good nutrition by reducing the distribution of foods of minimal nutritional value through a plan that focuses on:
 - o Reducing access to non-nutritional foods.
 - o Educating students about healthy foods.
- Provide students with the opportunity for physical activity during the school day through physical education classes, daily recess periods, and the integration of physical activity into the academic curriculum.
- Provide students with the opportunities for physical activity through a range of after school programs including, but not limited to, intramurals and interscholastic activities.

- Encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Provide training to enable staff to promote enjoyable, lifelong physical activity among students.

INSTRUCTIONAL

CURRICULUM

The curriculum of St. Joseph School focuses on the following fundamental issues:

- valuing each individual,
- situating personal dignity in a relationship to God,
- giving meaning to life through an integration of religious truths and values,
- seeing the family as an image of the Church itself,
- interpreting the broader meaning of a faith community in the neighborhood, school, city, county, state and world,
- studying the aspects of religious, social, economic, political, and international community,
- clarifying the concept of human culture and relating it to the news of salvation,
- probing problems of society that affects the core of human culture,
- examining the dimensions of justice, peace and stewardship as gospel values,
- providing each student with a strong knowledge base for further and future academic achievement as the student progress educationally.

The curriculum provides a well-rounded, Christ centered, academically excellent program. Religion, the core of the curriculum, is not only a subject to be learned but also to be lived. Our parish priest enriches the program through religious instruction in each classroom regularly. Together, grades 1-8 attend Mass once a week.

St. Joseph's school has selected a Human Growth and Development curriculum for use in our school. The series, **Benzinger's Family Life**, has been chosen to help parents educate their children in the spirit of Christian values and Catholic faith. This program is

taught through our guidance department. There is an “opt out” provision available for any family.

In addition, to the daily Religion program, the students receive instruction in the subjects of Reading, Language Arts, Mathematics, Social Studies, Science, Guidance, Art, Music, Library and PhyEd. Keyboarding skills are taught in grades 3-8. Spanish is provided in grades K5-8. The 8th grade Math students are ability grouped into Pre-Algebra / Algebra. Algebra is for the advanced Math student and is considered a high school level course. Our curriculum is based on the DPI State Standards in conjunction with the Archdiocese Standards.

St. Joseph School reviews and revises one curricular area each year in accordance with the School Planning and Accreditation program of the Archdiocese of Milwaukee. The St. Joseph School Board is kept informed of the status of this process throughout the school year.

HOMEWORK

(Archdiocese Policy #6154)

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home.

Homework, properly planned and purposeful in nature, should help the student to:

- Learn to work independently
- Think, Plan, Organize and Apply
- Extend proficiency in effective habits and skills
- Create and stimulate interest
- Aid in the mastery of skills

The Archdiocese of Milwaukee, Office of Child and Social Ministry, provides the following guidelines for homework at each grade level.

Primary	15-30 minutes
Intermediate	30-60 minutes
Middle School	60-90 minutes

Please remember that some children will need more or less time to complete the same amount of work. Each child is different.

It is each parent’s responsibility to provide the needed time and appropriate environment for their child to produce quality, completed homework. Parents are also expected to monitor and assist their child(ren) in the completion of their homework. All

assignments are to be completed in a neat and legible manner and to each teacher's specifications.

A homework assignment need not always be written. Students are strongly encouraged to use additional time for outside reading, memorizing basic facts or spelling words, and reviewing the day's lessons.

Assignment notebooks must be purchased through the school office. Grades 3-6 are expected to write all assignments in their notebooks. These assignment notebooks may be checked at the discretion of the teacher. Grade 2 uses a homework calendar. Grade 2 uses an assignment sheet. In grades 7-8 students are responsible for their assignments.

Each classroom teacher will provide parents with the classroom homework expectations at the beginning of the school year. Parents are expected to fully support the classroom teacher.

STANDARDIZED TESTING

The Iowa Test of Basic Skills will be administered to Grades Three, Five and Seven during the Spring of the year. Results are shared with parents and are one of many tools used to assess student's progress and monitor curriculum goals.

LITURGY, PRAYER SERVICE AND DAILY PRAYER

All students are expected to participate in daily prayer, weekly all school liturgy and prayer services as scheduled. Students are expected to fully participate in responses, songs and gestures that enhance the Catholic spiritual experience.

All students and their families are expected to attend Sunday Mass.

PARENT SACRAMENTAL EDUCATION PROGRAMS

At St. Joseph School, parents participate in the preparation of their children for the sacraments of First Eucharist and Reconciliation. Sacramental preparation of parishioner children is the role of the Christian Formation Minister.

Through the Adult Ministry Program of St. Joseph parish parents are able to further their own spiritual formation. Continued development of ones faith life is expected of all school parents.

FIELD TRIPS AND COMMUNITY SERVICE

Field trips and community service provide learning activities related to the objectives of the curriculum. Students participate in classroom activities before and after a field trip to realize the full benefits of the field trip experience.

Student participation in field trips/community service is by invitation of the classroom teacher. A classroom teacher may determine that a student may not participate in a field trip due to that student's pattern of behavior or the need for greater supervision than can be provided. In the event this occurs, the student will attend school and work in a predetermined classroom setting. A classroom teacher may also request that a student's parent attend the field trip/community service to chaperon their own child in order for that student to participate in the field trip.

Every student participating in a field trip/community service must turn in the completed field trip permission slip and money by the due date. The only form that will be accepted is the school form. A note will never be accepted. Late permission slips and/or money will cause the student to forfeit the trip. The student will be required to attend school the day of the field trip/community service. Provision will be made for that student in another classroom.

VOLUNTEERS

SCHOOL COMMITTEE

The St. Joseph School Committee is a consultative body to the principal. It advises and aids in the development, and correlation of policies related to St. Joseph School. The committee serves in order to support the spiritual, social and educational opportunities of the school and act as facilitator for the children of St. Joseph School. The pastor, the principal, a faculty representative, a Home & School representative and nine elected members of the Parish constitute the School Committee.

This Board meets monthly, on the second Wednesday. It involves itself in the following: budget, accreditation, curriculum, principal search, development, recruitment/enrollment and short & long range planning. All meetings are open to the St. Joseph Parish community. Parents are encouraged to attend. The Board reserves the right to call executive sessions. The principal of the school is responsible for administering school policies.

HOME & SCHOOL ASSOCIATION

The purpose of the association is to serve as a liaison between the home, the school and the School Committee. The objective of the Association is to coordinate the spiritual and educational forces of the home and school in a program of Catholic education; to offer, through well planned programs, information of particular interest to parents; to encourage high standards of family living; to create a greater appreciation of Catholic education; and to promote cooperation among all organizations working for the advancement of Christian education in Catholic homes and schools.

The Association is also responsible for coordinating the volunteer programs of the school. Some of these programs include:

- *volunteer coordination
- *welcoming committee
- *operating the health room
- *forensic tournament
- *fund raising activities
- *scheduling of conference
- *cultural arts support
- *hospitality (Provide refreshments as needed)
- *used uniform sale
- *faculty & student appreciation
- *enrichment programs

All parents, guardians and foster parents, whose children attend the school and who pay the yearly membership dues (\$30.00 per family) are members of the association. Each family is entitled to one vote on any Association business. Meetings of the Association include a fall and spring general meeting. Also, the executive board of the Association (officers and committee chairpersons) holds monthly meetings during the school year. All Association members are welcome and encouraged to attend both the general and monthly meetings.

The Home and School Association welcomes all families involvement and needs everyone's support. Their success depends on you!

ATHLETIC ASSOCIATION

Students at St. Joseph School have opportunities to sign up for participation in competitive sports apart from the regular PhyEd program. These opportunities are offered in the after-school hours and on week-ends. They are sponsored by the Parish Athletic Association. Forms for parental permission and indication of student interest are issued seasonally by the Association.

Requirements for participating in the program:

- Parental permission
- Physical examination
- Consistent academic achievement
- Consistent evidence of self-discipline

A student whose illness has caused him/her to be absent from school during the day may not participate in athletic activities that night.

EXTRA-CURRICULAR ACTIVITIES

St. Joseph School offers a variety of extra-curricular activities. The activities offered may change from year to year. These changes occur due to variations in student needs and interests, parental involvement, and staff availability.

The principal has the ultimate responsibility for all extra-curricular activities in school-based functions. The immediate supervision of those programs are delegated to staff

members or competent adults. Parents and other adults who serve as coaches and moderators are accountable to the principal in all school related activities.

The pastor has the ultimate responsibility for all extra-curricular activities in parish-based programs. The immediate supervision of a program may be delegated by the pastor to a qualified staff member or other adults. The job description of a person responsible will provide the parameters of the delegation. Parents and other adults who serve as coaches and moderators are accountable to the pastor or his delegate in all extracurricular activities.

Any adults serving in these programs are expected to model and espouse Catholic Christian values. Failure to do so jeopardizes their participation in extra-curricular activities.

Students and parents will be called upon to maintain an appropriate balance between their academic education and extra-curricular activities. Poor academic performance could lead to student's suspension from extra-curricular activities.

GENERAL SCHOOL INFORMATION

DAILY SCHEDULE

7:50	First Bell – Students line up
7:55	Second Bell – Students enter building
8:05	Third Bell – Announcements/Classes Begin
12:00-12:20	5-8 th grade Lunch/ K5-4 th grade Recess
12:20-12:40	K5-4 grade Lunch/5-8 th grade Recess
3:10	Dismissal

School Office Hours: 7:30 AM – 3:30 PM

KINDERGARTEN SCHEDULE

K3	7:55 – 11:00 am
K4	7:55 – 11:00 am
K5	7:55 – 3:10 pm

No formal student supervision is provided before or after school. Parents are not to send or drop off their children prior to 7:45 and they should be picked up promptly at 3:10. Students are supervised from 7:55 to 3:10.

ALL SCHOOL LITURGY

8:15 am WEDNESDAYS K5-8

A PARENT COVENANT AGREEMENT WITH ST. JOSEPH SCHOOL

1. WE (I) have read the school MISSION STATEMENT, PHILOSOPHY, AND SCHOOL GOALS and agree that this is the educational atmosphere we want for our child(ren).
2. WE (I) agree to attend Mass on a regular basis.
3. WE (I) agree to participate in and support the religious activities and programs of the school.
4. WE (I), as members of St. Joseph Parish, agree to participate in the parish stewardship to the best of my/our ability and to demonstrate my/our commitment by completing and returning an Intended Giving card. All parish families are expected to meet their intended giving commitment.
5. WE (I) agree to see that our child(ren) are on time for school and attend daily.
6. WE (I) agree to be involved in learning and homework activities which include:
 - Attendance and participation in requested and scheduled conferences with school personnel
 - Participation in Home and School Association activities: meetings, fund-raisers and events, etc.
7. WE (I) agree to volunteer for some aspect of the school program. Each parent will commit to two volunteer activities during the school year.
8. WE (I) agree to support the POLICIES in the St. Joseph Parent and Student Handbook.

ST. JOSEPH SCHOOL STAFF PLEDGE THEIR UNTIRING ENERGY TO EACH STUDENT TO GIVE THEM A LOVE FOR LEARNING, A MODEL FOR CHRISTIAN LIVING, AND SKILLS TO ENABLE THEM TO GROW.

Linda Cooney, School Principal
St. Joseph School

Please sign and date one copy of the statement below and return to the school office by the end of the first week of school; please keep the other copy in your handbook.

WE (I) AGREE TO THE TERMS OUTLINED ABOVE AND PLEDGE TO SUPPORT THE VALUES AND POLICIES OF THIS SCHOOL FOR THE GOOD OF OUR (MY) CHILD(REN)'S EDUCATION.

Signature

Date

Signature

Date

A PARENT COVENANT AGREEMENT WITH ST. JOSEPH SCHOOL
NON-PARISHIONERS

1. WE (I) have read the school MISSION STATEMENT, PHILOSOPHY, AND SCHOOL GOALS of St. Joseph **Catholic** School, and agree that this is the educational atmosphere we want for our child(ren).
2. WE (I) agree to attend the church of our choice on a regular basis. WE (I) are aware that there are differences in faith traditions and respect those differences.
3. WE (I) agree to our child(ren)'s participation in the religious activities and programs of the school including: weekly attendance at school liturgies or prayer services, retreat days, service projects, and religion classes. However, a non-Catholic child may not participate in the reception of the sacraments of Penance or Eucharist.
4. WE (I) agree to see that our child(ren) are on time for school and attend daily.
5. WE (I) agree to be involved in learning and homework activities which include:
 - attendance and participation in requested and scheduled conferences with school personnel.
 - participation in Home and School Association activities: meetings, fund-raisers and events, etc.
6. WE (I) agree to volunteer for some aspect of the school program. Each parent will commit to two volunteer activities during the school year.
7. WE (I) agree to support the POLICIES in the St. Joseph Parent and Student Handbook.

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Linda Cooney, Principal

Please sign and date one copy of the statement below and return to the school office by the end of the first week of school; please retain one copy in the reference handbook.

WE AGREE TO TERMS OUTLINED ABOVE AND PLEDGE TO SUPPORT THE VALUES AND POLICIES OF THIS SCHOOL FOR THE GOOD OF OUR (MY) CHILD(REN)'S EDUCATION.

Signature

Date

Signature

Date