

# PARENT AND STUDENT HANDBOOK



ST. JOSEPH CATHOLIC SCHOOL  
2750 N. 122<sup>ND</sup> STREET  
WAUWATOSA, WISCONSIN 53222

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# *School Mission Statement*

*The dedicated staff, parents and  
Catholic Faith Community of  
St. Joseph Catholic 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 Parent/Student Handbook provide St. Joseph Catholic 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. The principal/pastor will make a decision; the principal's decision is final.

Every school family has access to the Parent/Student Handbook on the school website and must return the signature page which indicates that the parents and school child(ren) have read it and understand that the family agrees to abide by the handbook provisions to the school office.

## **PARISH/ARCHDIOCESAN RELATIONSHIP**

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

The procedures and policies outlined in the St. Joseph Catholic School Parent/Student Handbook are in accordance with the policies of the Archdiocese of Milwaukee.

## **STATEMENT OF NON-PROFIT STATUS**

All contributions to St. Joseph Parish and School are tax-deductible because we are a congregation of the Roman Catholic Church as listed in the official Catholic Directory as approved by the United States Conference of Bishops, and as such, St. Joseph Catholic School is a 501(c)(3) non-profit with articles of incorporation and a federal tax identification number.

## **ST. JOSEPH CATHOLIC VISION STATEMENT**

Guided by the Holy Spirit, St. Joseph Catholic School works in collaboration with parents in living the Gospel and Catholic Faith Traditions. We strive to grow in a lifelong relationship with God, self, and others.

St. Joseph Catholic School provides:

- ✦ A Christian atmosphere in which students are accepted and respected for their uniqueness.
- ✦ Opportunities for the students to participate in the sacramental life of the Catholic Church.
- ✦ Our 21<sup>st</sup> Century learners with the rigorous and relevant academic curriculum, while recognizing individual learning styles and abilities.
- ✦ Opportunities to respond to those in need, developing a lifelong awareness of our call to serve others.
- ✦ A Christian community that promotes social justice and respect for all creation.

## **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 Catholic School:

### **Elementary School Administrator**

Appropriate State of WI certification  
Advanced religious education certification  
Practicing Catholic

### **Elementary School Teacher**

Appropriate State of WI certification  
Professional Development Plan  
Appropriate Religious Education certification  
Sustaining the Mission

Every year members undergo a program of Teacher Effectiveness training and evaluation by the school principal. The school principal is evaluated by the Pastor.

## **WISCONSIN CATHOLIC SCHOOLS ACCREDITATION**

St. Joseph Catholic School annually participates in the School Planning and Accreditation Process as directed by the Archdiocese of Milwaukee.

This process is 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 Catholic School also seeks accreditation through Wisconsin Religious and Independent Schools Accreditation. 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 Catholic School/Parish in a cooperative relationship.

St. Joseph Catholic School/Parish respects the dignity of each child. No form of discrimination such as race or nationality shall prevent a child from being accepted at St. Joseph Catholic School.

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

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

No child may be admitted to 3-year-old kindergarten unless the child is 3 years old and potty trained on or before September 1<sup>st</sup> in the year the child would enter St. Joseph Catholic School.

No child may be admitted to 4-year-old kindergarten unless the child is 4 years old on or before September 1<sup>st</sup> in the year the child would enter St. Joseph Catholic School.

No child may be admitted to 5-year-old kindergarten unless the child is 5 years old on or before September 1<sup>st</sup> in the year the child would enter St. Joseph Catholic School.

No child may be admitted to the first grade unless the child is 6-years-old on or before September 1<sup>st</sup> in the year the child would enter St. Joseph Catholic School.

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

## **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 school budget.

## **NEW STUDENT ADMISSION**

### **PROCEDURE**

When new families would like to enroll their child(ren) in St. Joseph Catholic School at any time during 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(s) and parent(s) meet with the principal for a pre-admission interview. Records are also requested.
- The parent(s) must present copies of the child(ren's) report cards 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 include 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 is made.
- The parent(s) will be notified of acceptance or denial 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 Catholic School. During the first semester probationary period, the student's attendance, behavior, effort and academic achievement will be observed by the classroom teacher. Parental contact regarding the new student's progress will be made in the event that the student is not meeting St. Joseph Catholic School standards in attendance, behavior, effort and/or academic achievement.

At the end of the first semester, parents of new students who are not meeting the attendance, behavior, effort and academic achievement standards will meet with the school principal and teacher to discuss possible termination. All students enrolled in St. Joseph Catholic School participate in the religious education classes, prayer, liturgy, and prayer services. No student is exempt from participation. It is a condition of enrollment.

## **NON-CATHOLIC STUDENT ADMISSION**

Non-Catholic students are welcome to enroll at St. Joseph Catholic 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 Catholic School must participate in religion classes including homework. 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 return to the school office the Confidential/Family Student Information Sheet in the "Back to School" packet. Documentation must be submitted as indicated on the sheet. This information is kept strictly confidential.

### **APPEALS PROCESS FOR APPLICATION REJECTION MPCP**

Under the school's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school Choice administrator that the applicant was improperly rejected. The school's Choice administrator shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

### **APPEALS PROCESS FOR APPLICATION REJECTION WPCP**

Under the school's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school Choice administrator that the applicant was improperly rejected. The school's Choice administrator shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

### **TUITION**

Each year 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 generosity 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 Catholic 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 covers approximately 30% of the per student 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 student 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. Attend weekend mass
- b. Sharing of time and talent with the parish community
- c. Contributions to the parish

At St. Joseph Catholic School, 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.

### **TUITION AID**

St. Joseph Parish offers tuition aid to families that qualify. Smart Tuition applications are available on the school website.

### **TUITION REFUNDS**

Families who leave St. Joseph Catholic 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 be in attendance every day. Parents are asked to schedule doctor and dental appointments outside of school hours whenever possible.

Students may be released during the day upon the written request of the legal/custodial parent or guardian(s). Such absences will be recorded as an absence in the official school records.

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

## **PROCEDURE FOR STUDENT ABSENCE/TARDINESS**

A telephone call to the school office by 8:00 a.m. on the morning of each day a student will be absent is required. Parents may also email the administrative assistant at [stjosephschool@archmil.org](mailto:stjosephschool@archmil.org) by 8:00 a.m.

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. The parent(s) will also be required to meet with the principal and/or teacher, guidance counselor or public health nurse to eliminate the excessive 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 child will be dismissed from the classroom, and the parent will then sign-out the child. If the student returns before dismissal, the parent will bring the child to the school office and will sign-in the child. The student will then return to the classroom.

## **FAMILY VACATIONS DURING THE SCHOOL YEAR AND MISSED WORK**

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 great that families are strongly encouraged to schedule their vacation time when school is not in session.

In the event that this is not possible, families are to notify the classroom teachers in advance of the planned vacation absence. Preparing assignments and homework that will be missed in advance of a vacation is not an easy task for teachers. Students may not be able to complete work if they missed instruction, and teachers can change their plans and assignments based on how well the students in the class are understanding a lesson. Asking for homework in advance is done with the understanding that such work will be completed within two days of returning from vacation. Giving assignments upon return from a vacation is most preferred. Giving adequate time for students to complete missed work when they return can be discussed with the teacher, parent, and student.

## **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. K4 progress is reported at the second, third, and fourth quarters. Grades K5-8 report student progress every quarter.

### **STUDENT RECORDS**

The school has the responsibility to keep educational records for each student which will reflect the inter-relationship 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 Catholic 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 during the school year, after the first quarter and during the third quarter. Fall conferences are mandatory; spring conferences are held by parent(s) or teacher(s) request. A letter is sent home two weeks before conferences so that parents may indicate their day and time preferences. A second letter is sent home the week before conferences with the time and room assignments.

## **TELEPHONE**

The school phone is 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 school hallway outside the office. Periodically unclaimed materials will be donated to St. Ben's. 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 and labeled.**

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

## **INCLEMENT WEATHER**

When **either, or both** Wauwatosa or Elmbrook School Districts close, St. Joseph Catholic School will close. Do not follow the Milwaukee Archdiocesan School closings as they only relate to Catholic schools in the **city** of Milwaukee. Radio and TV stations WTMJ, WISN, FOX6, and CBS58 will be notified regarding the closings of our school. An e-mail will also be sent to the parent(s) regarding the closing 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 a “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) or 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 ten (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) or 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 (3) to five (5) members will hear all sides of the dispute no later than thirty (30) days after the parent(s) or 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, or 3, the parent(s) or 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.)

### **DRESS CODE**

Please see the Dress Code Policy in the handbook or on the school website for complete details on what is acceptable.

### **OUT OF UNIFORM PASSES AND POLICY**

Out of uniform passes may be granted through various volunteer hour activities or fundraising events. The granting of these passes is at the discretion of the school principal. A family may earn any number of passes throughout the year; there is no limit to the number of passes earned, and there is no expiration date for the passes. One pass per child may be redeemed each month. It can be used any Friday of the month unless specifically stated to be an “in uniform” day. These passes cannot be used on any other day of the week.

A child is also granted an out of uniform day on his/her birthday or half birthday. The exception to this out of uniform day is that it can be any day of the week.



## **DISCIPLINE**

### **ACADEMIC BEHAVIOR**

We expect the students to complete their assigned tasks with parental supervision. If a child does not, he/she may be subject to an Academic Detention, depending on grade level. This detention is a supervised thirty (30) minute study period after school. In the event a child receives three (3) of these detentions in a marking period, he/she will be subject to serving five (5) consecutive thirty (30) minute study periods after school.

### **STUDENT BEHAVIOR**

Student behavior at St. Joseph Catholic School is modeled by Jesus Christ as presented to us in the Gospel message. The standards for student behavior at St. Joseph Catholic 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(s).

The school staff employs the principles of assertive discipline which are 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 determines 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 parent(s) will be called during the day and informed that the child will be detained that day. The parent(s) are responsible for picking the child up after the detention.

In the event that a child receives three (3) behavior detentions during one (1) marking period, a conference with the parent(s) will be set up. This conference will determine how the child will serve the detention in church/school service in addition to the time spent after school.

## **DETENTION POLICY PROCEDURES**

1. The Teacher will notify the student of the detention. The detention must be served on the assigned day unless parent requests otherwise.
2. The Teacher will bring the detention slip to the office. The principal will meet with the student. The principal will return the detention slip to the classroom teacher. If the principal is out of the building and does not return by 2:45 PM, the teacher will give the detention slip to the student and will inform the principal when he/she returns.
3. The signed detention slip is to be returned by the student the next day to the teacher who gave the detention. If not, it is considered an incomplete assignment. The teacher will telephone the home.
4. The middle school will present the “Green Card Discipline Program” program to Middle school student(s) and parent(s) at the beginning of the school year.

## **GENERAL SCHOOL RULES**

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

## **SPECIFIC SCHOOL RULES**

### **I. ACADEMIC RULES**

- a. Students will follow directions.
- b. Students will complete school work neatly, accurately and on time.
- c. Students will be responsible for any damage to school owned books, equipment and property.
- d. Students will not interrupt, interfere or disrupt the learning environment established by the teacher.
- e. Students will follow the rules established by the teacher.

## **II. BICYCLE RULES**

- a. Students will follow directions.
- b. Students will follow local Police Dept. Safety Rules.
- c. Bicycles will be handled only by the rightful owner on school grounds.
- d. Bicycles will be walked on school grounds.

## **III. CLASSROOM RULES**

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

## **IV. HALLWAY RULES**

- a. Students will exhibit respectful, quiet behavior upon arrival and dismissal.
- b. Students will focus on and perform their specific tasks.
- c. Students will always walk.
- d. Students will keep the halls clean.
- e. Students will close lockers quietly.
- f. Students will travel as a class or individually in a respectful, quiet manner.

## **VI. PLAYGROUND RULES**

- a. Students will follow directions.
- b. Students will play in the appropriate area.
- c. Students will keep their hands, feet and other objects under control.
- d. Students will not endanger the safety of other students with their recess activities.
- e. Students will cooperate with the playground supervisors.
- f. Students will have no food on playground.

## **V. UNIFORMS**

- a. Students must follow the dress code as described in the St. Joseph Catholic School Handbook.

## **VII. CAFETERIA**

- a. Students will 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 and or excessive socializing during their eating time.
- d. Students will clean their eating area and will place garbage in the designated receptacles
- e. Students will go directly outdoors or the gym 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. The 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 parent(s) or guardian(s) 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(s) or guardian(s) 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 (5) 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 (5) 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 (15) 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**

1. 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.
2. 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 interest of the school. An extremely serious single offense may also be cause for expulsion.
3. 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.
4. 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. Parent(s) or guardian(s) shall be notified in writing at least five (5) days before the hearing is to take place; this notification period can be waived by mutual consent of the parent(s) or guardian(s) and the school if an expedited hearing date is advisable. The hearing committee shall be made up of a school committee representative, school parent, staff member, and parishioner, principal, pastor or designee.
3. The hearing committee makes a recommendation to the principal and pastor.  
  
The recommendation will be to:
  - expel, and/or
  - suggest other disciplinary actions in lieu of expulsion, and/or
  - exonerate the student of any wrong doing
4. Before the hearing is held, the parent(s) or guardian(s) 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, parent(s) or guardian(s) are notified, in writing, of the action. The right to appeal is made known to the parents.

## **APPEAL**

The student, or his/her parent(s) or guardian(s), may within five (5) 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 parent(s) or guardian(s) when a student has a temperature over 100 degrees, vomited, a head injury, any injury of questionable significance, or a contagious illness such as pink eye, lice, undiagnosed rashes, etc. If a student must go home, the school office, the teacher and the parent(s) are notified. The parent(s) or guardian(s) 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 Hospital or the 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 guardians cannot be reached at home or work, the building administrator, by legal obligation, will provide emergency care.

To assure that the students are in optimum health, the following is **required** when the child enters school and/or upon entering sports: (1) a physical examination, (2) an up-to-date immunization record (state law). The information regarding your child's health needs to be updated on his/her health record form.

### **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 student's education or well-being. You may reach your school's PHN by calling the Wauwatosa Health Department at (414) 479-8936.

Another service offered by the Wauwatosa Health Department is the Information and Referral phone line at (414) 479-8939. Public Health Nurses are available from 8 a.m. to 5 p.m., Monday through Friday, to answer health-related questions and to provide resource and referral information.

## ST. JOSEPH SCHOOL-SMOKE-FREE SCHOOL

All St. Joseph Catholic 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/or the Physician Order for Medication Administration form being filled out and returned to the individual(s) administering the medication and/or the principal.
    - a. A Medication Consent Form must be filled out by the parent/legal guardian and returned to the school office.
    - b. A Physician Order for Medication Administration Form must be filled out by the prescribing physician and returned to the school office.
    - c. The administrative assistant or the principal will maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
  2. Medication to be given at 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
    - d. Physician's name.
  3. Medication will be taken by the child at the designated time and administered by the administrative assistant, principal, or designee. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.
- \*\* 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 school year. A separate information page will be included in the Back to School packet.

## **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. Each family (K4 full day – 8) is responsible for supervising the cafeteria five (5) times during the school year.

## **STUDENT SAFETY**

Archdiocesan 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/sheriff's department will be contacted.

From 7:45 a.m. to 3:10 p.m. 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.

## LOCK-DOWN PROCEDURE FOR ST. JOSEPH CATHOLIC 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 an up-to-date file of student attendance, health information and emergency contacts. Have this ready in the event of evacuation.
2. Be aware of the special needs of any student with a disability.
3. Report any serious threat-oral or written-made by a student, parent(s) or other person immediately.
4. Notify the school office of any unknown, suspicious person in the building or on school property.
5. Be familiar with the school's safety plan, especially lockdown and evacuation procedures.

### Lock-down Procedures

1. The principal will issue a Lock-Down Procedure warning over the public address (PA) system- "Teachers, we are in a lockdown".
2. When the message is announced, direct all students, staff and visitors into the nearest classroom. Make sure your door is **LOCKED**.
3. Take attendance. Notify office immediately by email of any student or staff member who is not in the room or additional students and staff in the room.
4. Move students away from the windows. **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 Catholic School building will be locked during school hours. This provides constant monitoring of who is entering and leaving the school.

## **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 book).

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. At the end of his or her stay, he or she is to sign-out in the school office.

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 to your child/ren teacher. 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 and completed the ‘Safeguarding all God’s Family’ class.**

## **PUBLICITY/PICTURES POLICY**

**Philosophy:** St. Joseph Catholic 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 Catholic School 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 Catholic 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 Public Relations and Development 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 Catholic 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 Catholic School can be found in the management report prepared by Environmental Management Consulting, Inc. This report can be found in the parish office.

## **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, counselor, 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 the acts and circumstances contributing to a suspicion of child abuse or neglect to the proper law enforcement authorities immediately.

## **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 Catholic 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, principal 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
- 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.

## **ST. JOSEPH CATHOLIC SCHOOL HARASSMENT / BULLYING POLICY**

### **HARASSMENT / BULLYING**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that our school maintains learning and working environment free from any form of harassment/bullying.

### **Definition of Bullying**

Bullying is defined as an imbalance of power by which the behavior of a student or a group of students is hurtful, threatening, or frightening to another individual or group while on school grounds, at a school sponsored activity, or on a school bus. Additionally, the school principal may address bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety at school.

Bullying is more than misconduct. Bullying behavior is intentional and repeated against the same student or group over time. An isolated incident is not bullying and will be addressed under the school's discipline policy.

Harassment/Bullying includes but is not limited to the following:

**Verbal Harassment** – includes a pattern of name calling, teasing and put-downs, spreading gossip/rumors, racial insults, sexual comments/jokes, or threats

**Indirect Harassment** – includes a pattern of social exclusion and isolation, intimidation through actions and gestures, or making hurtful written comments

**Being an Active Bystander** – a pattern of accepting, assisting, or reinforcing the bullying/harassing behavior of an individual or a group

**Physical Violence or Threat of Physical Violence** – a pattern of hitting, shoving, kicking, throwing items at someone, taking items from someone, threatening behavior or angry body language, destructive behavior with or towards objects, intimidation, forcing someone to do something, unwelcomed sexual advances/touching, or other use of violence

**Cyber-bullying** – includes a pattern of using technology to intimidate, embarrass, harass, threaten, or gossip

## **REPORTING PROCEDURE**

Any student who feels she/he has been subjected to bullying/harassment should contact any adult at the school.

The person who has been notified of the incident must report this information in a timely manner to the principal, teacher, pastor, or appropriate supervisor.

Appropriate action could include but is not limited to:

- Written documentation of the incident
- Disciplinary actions
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

All decisions will be at the discretion of the school principal.

When harassment/bullying behavior is reported, the initial action will be for the teacher, guidance counselor, and/or principal to talk with the students involved in the incident.

Then, at a minimum, the following actions will be taken:

- 1<sup>st</sup> Step:** Written documentation of the incident will be sent home and step will be implemented.
- 2<sup>nd</sup> Step:** A parent/student conference will be scheduled with the teacher principal to determine the course of action.
- 3<sup>rd</sup> Step:** The minimum action will be a detention and the maximum action would be expulsion at the discretion of the principal.

In addition, based on behavior, the following may occur:

- Student may be denied recess time or participation in other activities.
- Student may be assigned a written punishment which will require a parent's signature.
- Student may be removed from class for a specified period of time.
- Student may be required to remain after school.

**Faculty / Staff members should:**

- Encourage all students to report bullying behaviors they witness or experience.
- Be visible and alert for signs of bullying.
- If bullying is witnessed, take action and document behavior with an Incident Report Form.
- Offer support and encouragement to students being bullied.
- Provide students with skills to deal with bullying behavior and opportunities to practice these skills as outlined below.
- Discuss bullying in each classroom and foster a class culture of respect for others.
- Act as role models of Christian behavior.

**Parents should:**

- Be aware of their child's actions and relationships.
- Maintain open communication with their child.
- Get to know their child's friends and observe how he/she interacts in social settings.
- If incidents occur outside of school, address any observed behaviors of bullying/harassment with the child's parents.
- Report concerns of bullying behavior to their child's teacher, guidance counselor, and/or principal.
- Practice positive problem solving skills with their child.
- Support the school's bullying/harassment policy and actively encourage their child to avoid bullying behavior.
- Monitor their child's texting, emailing, and other social media.
- Support the school's policy by expecting the same standards of behavior in and outside of school.
- Be open to the idea that their child may be involved in bullying behaviors and work with the school to eliminate these behaviors.



**Student bystanders should:**

- Report incidents of bullying they witness to the teacher in charge at the time of the incident or to another staff member as soon as possible following the incident.
- Stand up for the student being bullied and refuse to join in if they see someone being bullied.
- Offer support for people being mistreated.
- Encourage students who are being bullied to talk to their parents or trusted adults.

**Students who are being bullied should:**

- Report incidents of bullying to the teacher in charge at the time of the incident or to another staff member as soon as possible following the incident.
- Talk to their parents or an adult they trust, such as a teacher, school counselor, or principal.
- Act confidently, hold their heads up, stand up straight, make eye contact, and walk away confidently.
- Do not engage in violence or retaliation.
- Associate with students who treat them with respect.
- Avoid situations where bullying can happen.

**All students should:**

Treat others with the respect and dignity that is expected of any Christian school student.

**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:

- iPod or other MP3 players
- Electronic equipment designed to operate with equipment used in school
- Flashlights, including laser pointers
- Cellular or smartphones

Students that need to have the use of a cell phone after school **MUST** check the cell phone in with their homeroom teacher or upon arrival. It will be returned 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**. Should your student receive a cell phone during the school year, please complete the attached form and return it to the office. Students are not allowed to have any cell phone 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 with the homeroom teacher in the morning or upon arrival. It will be returned following announcements 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.**

### **WEAPONS POLICY**

All parent(s) are responsible to instruct their child(ren) 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 school or parish grounds or at any school-sponsored function is prohibited, unless as part of a supervised scouting function or school presentation. Students 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. Parent(s) and/or guardian(s) 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 arts devices, chemical agents, lasers, spent shell casings, non-working replicas 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.

## **STUDENT ARRIVAL**

Students are to be at school no later than 7:50 a.m. At 7:50 a.m., 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. In the morning, middle school students are to line up by the northwest door. Students in Grades K4-5 are to line up by the southwest corner of the school building. K3 students enter the building at then north door at 7:50 a.m.

## **STUDENT DISMISSAL**

Students depart the school building at 3:10 p.m. based on their mode of travel going home.

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

Students who are picked up by car will walk downstairs to the southeast and northeast exit and onto 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 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 recess.
  - 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
  - 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. Alternating grades each lunch period will have use of the gym. This privilege is alternated throughout the grades. The paid supervisor will monitor the classes 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.**

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 child(ren) to follow please instruct your child(ren) 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, snow pants, and gloves/mittens are standard 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(S)

The lunchroom volunteer(s) shall sign in on the Playground/Lunch Binder in the school office. This binder will have the names of the supervisors on duty. The volunteer should then report to the cafeteria. Please report to the cafeteria no later than 11:45 a.m. Lunch begins at 11:55 a.m. If you are running late, please notify the school office. We need to make arrangements to ensure adequate supervision.

The volunteers will help the principal in the cafeteria. On occasion the volunteers may be asked to assist with the monitoring of the outside portion of the lunch period. This will depend on the daily circumstances. Each school family will be required to fulfill five (5) hours of lunchroom supervision each year.

### SCHEDULES

1. Lunch is from 11:55 a.m.-12:15 p.m. for grades 5-8 while grades K5-4 go outside on the upper playground.
2. Lunch for grades K5-4 is from 12:15 p.m.-12:35 p.m. and grades 5-8 are on the lower playground for recess.
3. Two paid supervisors will monitor the outside recess from 11:55 a.m.-12:40 p.m. this is subject to the following changes:
  - Both supervisors must be outside.
  - In case of rain the supervisor will monitor the classes in the gym and a volunteer or other supervisor in the classroom.

The volunteers will assist the principal in the lunchroom.

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

**THE K5-4 WILL BE ON THE UPPER PLAYGROUND.**

## 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 Catholic 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 wellness policy.
- 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 child/ren('s) participation in physical activity, to be physically active role models, and to include physical activity in family events.

## **INSTRUCTIONAL**

### **ACADEMIC STANDARDS**

St. Joseph Catholic School provides a standards-based academic program guided by the course of instruction set forth by the Superintendent of the Archdiocese of Milwaukee as well as the Wisconsin Department of Public Instruction. The sequential curriculum offers the basic core subjects of \*Religion, Language Arts (includes Reading, and English), Math, Science, and Social Studies. The teachings of the Catholic Church are integrated into lessons whenever possible and appropriate. The academic program is enhanced with Physical Education, Music, Art, Computer, Library, Guidance and Spanish classes. Parents and guardians may visit the school website to view the written curriculum for our school, or they can access the archdiocesan curriculum and exit expectations at:

<http://schools.archmil.org/schools/about/curriculum.htm> or through the St. Joseph Catholic School website.

\*Parents of choice students may opt out of participating in religious instruction and activities for their students.

### **CURRICULUM**

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

- valuing each individual,
- instituting 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 progresses 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. Together, grades K5-8 attend Mass once a week.

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 Phy Ed. Technology skills are taught in grades K5-8. Spanish is provided in grades K3-8. The 8<sup>th</sup> 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. This curriculum can be found on the schools website.

St. Joseph Catholic 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 Committee is kept informed of the status of this process throughout the school year.

## **HOMWORK**

(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(ren) 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 for grades 3-8. Grades 3-6 are expected to write all assignments in their notebooks. These assignment notebooks may be checked at the discretion of the teacher. 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.

### **GRADING SCALE & HONOR ROLL**

A = 100-93
B= 92-85
C= 84-77
D = 76-70
U= 69-0

#### **High Honors & Honor Roll for Middle School Students:**

High Honors: GPA 3.5-4.0

Honors: GPA 3.0-3.499

### **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 SERVICES, 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 Mass every weekend.

## **PARENT SACRAMENTAL EDUCATION PROGRAMS**

At St. Joseph Catholic School, parents participate in the preparation of their child(ren) for the sacraments of Reconciliation and First Eucharist. Sacramental preparation of all parish 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 one's 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 chaperone 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(s) will be made for that student in another classroom.

## **VOLUNTEERS**

### **VOLUNTEER POLICY**

Each school family will be asked to volunteer **ten (10)** hours of service time every year. There are many opportunities to fulfill these hours.

### **Example Opportunities**

Rummage Sale	Auction
Book Fair	Ice Cream Social
Abatement/Technology Fundraisers	Octoberfest
Coaching	Room Parent
Scouts	Field Trip Chaperone

### **SCHOOL COMMITTEE**

The St. Joseph Catholic School Committee is an advisory committee to the principal. It advises and aids in the development, and correlation of policies related to St. Joseph Catholic 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 Catholic School. The pastor, the principal, a faculty representative, a pastoral council representative and nine/twelve elected members of the Parish constitute the School Committee.

This Board meets monthly, on the second Thursday of the month. 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:

- \*Welcome Back Social
- \*Mentor Program
- \*Welcoming Committee
- \*Forensic Tournament
- \*Fund Raising Activities
- \*Volunteer Coordination
- \*High Interest Day
- \*Hospitality (Provide refreshments as needed)
- \*Uniform Resale
- \*Faculty & Student Appreciation
- Enrichment Programs
- \*welcomi
- \*fund rais
- \*volunteer coc

All parents, guardians and foster parents, whose children attend the school and who pay the yearly membership dues (\$40.00 per family) are members of the association. Each family is entitled to one vote on any Association business. Meetings are held the second Thursday of every month. All Association members are welcome and encouraged to attend the 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 Catholic 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 weekends. 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 Catholic 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, interests, parental involvement, and staff availability.

The principal has the ultimate responsibility for all extra-curricular activities in school-based programs. The immediate supervision of those programs is 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 the 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 extra-curricular 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 a.m.	First Bell – Students line up
7:55 a.m.	Second Bell – Students enter building
8:05 a.m.	Third Bell – Announcements/Classes Begin
11:55 a.m.-12:15 p.m.	5-8 <sup>th</sup> grade Lunch/K4-4 <sup>th</sup> grade Recess
12:15 p.m.-12:35 p.m.	K4-4 <sup>th</sup> grade Lunch/5-8 <sup>th</sup> grade Recess
3:10 p.m.	Dismissal

School Office Hours: 7:30 a.m. – 3:30 p.m.

### **KINDERGARTEN SCHEDULE**

K3	7:55 a.m. – 11:00 a.m.	Tuesday/Wednesday/Thursday
K4	7:55 a.m. – 11:00 a.m.	Monday-Friday
K4	7:55 a.m. – 3:10 p.m.	Monday- Friday
K5	7:55 a.m.– 3:10 p.m.	Monday-Friday

No formal student supervision is provided before or after school, unless enrolled in the Extended Care Program. Parents are not to send or drop off their children prior to 7:45 a.m. and they should be picked up promptly at 3:10 p.m.

**Students are supervised only from 7:45 a.m. to 3:10 p.m.**

### **ALL SCHOOL LITURGY**

8:15 a.m.      Wednesdays

K5-8<sup>th</sup> grade

### **A PARENT COVENANT AGREEMENT WITH ST. JOSEPH CATHOLIC SCHOOL**

1. WE (I) have read the school MISSION STATEMENT and PHILOSOPHY AND OBJECTIVES and agree that this is the educational atmosphere we want for our/my 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 our/my ability and to demonstrate our/my 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/my 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, fundraisers and events, etc.
7. WE (I) agree to volunteer for some aspect of the school program. Each family will commit to ten (10) hours of volunteer activities during the school year.
8. WE (I) agree to support the policies in the St. Joseph Catholic School Parent and Student Handbook.

**The staff of St. Joseph Catholic School 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 Catholic 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.**

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**Signature**

**Date**

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**Signature**

**Date**