



Family  
Handbook  
2021-2022

Be it known  
To all who enter here  
That Christ is the reason  
For this school,  
The unseen but ever present  
Teacher in its classes,  
The model of its faculty,  
The inspiration of  
Its students.

Dear Parents,

Welcome to St. Joseph School! We are very happy and grateful that you are here! The mission of St. Joseph parish is “to make disciples of all people by fostering a relationship with Jesus Christ through the sacraments, formation, and fellowship.” Our school plays a vital role in this mission through the many things that we do.

*Sacraments:* Through daily opportunities for prayer, weekly Mass, and regular celebration of the Sacrament of Reconciliation our students are given opportunities to encounter God’s Grace in their lives.

*Formation:* We have a strong track record of academic excellence that is well-rounded. Our students consistently rank among the highest in academic achievement! Faith formation at St. Joseph helps our students grow to know and love the Lord throughout the rest of their lives!

*Fellowship:* An important characteristic of our school and parish is its small-town feel. Whether among the students, parents, or teachers, at St. Joseph you will find a community that wants to get to know you and support you!

We certainly have a wonderful school here at St. Joseph with so many wonderful and dedicated people. As parents, you are no exception. As the primary catechists of your children, you are making an investment in your children allowing us to help you form them in the faith so that your children will be disciples who know, love, and serve the Lord Jesus Christ throughout their lives. As you journey through this school year I hope this handbook serves as a resource and guide to our wonderful school.

God Bless you!

In Christ,

Fr. Andrew Kysely

## **A Parents Prayer**

*I pray that I may let my child live his own life and not the one I wish I had lived. Therefore, guard me against burdening him with doing what I failed to do.*

*Help me to see her missteps today in perspective against the long road she must travel and grant me the grace to be patient with her slow pace.*

*Give me the wisdom to know when to smile at the small mischiefs of his age and when to show firmness against the impulses that he fears and cannot handle.*

*Help me to hear the anguish in her heart through the din of angry words or across the gulf of brooding silence. And having heard, grant me the ability to bridge the gap between us, with understanding.*

*I pray that I may raise my voice more in joy at what he is, than vexation of what he is not, so that each day he may grow in sureness of himself.*

*Help me to regard her with genuine affection so she will feel affection for others. Then give me that strength, Oh Lord, to free her so she can move strongly on her way.*

## **MISSION STATEMENT**

St. Joseph Catholic School is committed to developing each student's potential by providing the foundation for the Catholic faith, strong academic achievement, character development and service to our greater community.

## **MOTTO**

**Love** in Every Word. **Respect** in Every Action. **Confidence** in Every Heart.

## **PHILOSOPHY AND GOALS**

St. Joseph's School Community believes that we create an environment which cultivates a positive self-concept enabling the child to grow to his or her fullest spiritual, intellectual, physical, social and psychological potential. We achieve this through a sense of responsibility, critical thinking, Christian interpersonal relationships and daily prayer life.

The goals of St. Joseph's School are the following:

To provide for the spiritual and moral growth of each child by:

- Sharing the light of faith through prayer and religious instruction.
- Participating in meaningful liturgical experience and service projects for the community.

To provide for the intellectual development of each child by:

- Developing life skills and concepts through a well-defined curriculum.
- Teaching students to think logically, critically and creatively in decision making, problem solving and aesthetic appreciation.

To provide for the social and personal development of each child by:

- Promoting a spirit of respect for self and others.
- Stimulating an awareness of social and environmental problems and fostering a Christian attitude of response.

**St. Joseph School**  
**S89 W22650 Milwaukee Avenue**  
**Big Bend, Wisconsin 53103**  
**E-Mail: [School@stjoesbb.com](mailto:School@stjoesbb.com)**  
**Web: [www.stjoesbb.com](http://www.stjoesbb.com)**  
**262-662-2737**

**STAFF FOR 2021-2022 SCHOOL YEAR**

Pastor: Father Andrew Kysely  
Business Manager Mary Seefeld  
Administrative Assistant Terry Sommers

Principal: Jeffrey Van Rixel  
School Secretaries: Kathryn Campbell  
Debbie Schaefer

Teachers:  
K4: Amy Cullinane  
K5: Julia Kinderman  
1<sup>st</sup>: Angela Post  
2<sup>nd</sup>: Laura Labermeier  
3<sup>rd</sup>: Karin Peterson  
4<sup>th</sup>: Karin Peterson  
5<sup>th</sup>: Nancy Schwemmer  
6<sup>th</sup>: Jade Hrdi  
7<sup>th</sup>: Megan Ohm  
8<sup>th</sup>: Lori Kurz

Art: Wendy Muller  
Music: Melodie Haddon  
Physical Education: Chris Hanson

Food Service: Lisa Royea

Custodian: Vince Bashynski

ASK Day Care: Linda Skarr  
Patty Geiger

The Principal will make final determination regarding the interpretation of material in this handbook.

Table of Contents

ABSENCES.....	9
ADMINISTRATION/CONCERNS/QUESTIONS .....	9
ADMISSION/ENROLLMENT POLICY .....	10
ALLERGIES .....	11
ARTICLES PROHIBITED IN SCHOOL.....	12
ATHLETICS .....	12
BEHAVIOR PLEDGE – ST. JOSEPH SCHOOL.....	15
BIRTHDAY CELEBRATIONS/TREATS.....	15
BIRTHDAY OUT-OF-UNIFORM DAY .....	16
CHILD ABUSE REPORTING.....	16
COMMITMENT OF CHRISTIAN ACTION.....	16
CONCERT REQUIREMENTS .....	16
COSMETICS .....	17
COURTESY.....	17
CURRICULUM .....	17
DAYCARE.....	17
DELINQUENT FEES.....	18
DISCIPLINE .....	18
EIGHTH GRADE FIELD TRIP.....	21
EMERGENCY HEALTH INFORMATION.....	22
EMERGENCY SCHOOL CLOSING.....	22
EQUIPMENT .....	23
EXCEPTIONAL EDUCATIONAL NEEDS.....	23
FIELD TRIPS.....	23
GRIEVANCE PROCEDURES FOR PARENTS .....	24
HEALTH .....	24
HOME & SCHOOL ASSOCIATION .....	24
HOMEWORK .....	25
IMMUNIZATIONS.....	25
KINDERGARTEN.....	25
LIBRARY.....	26
LITURGY.....	26
LOCKERS/DESKS.....	26
LUNCH PROGRAM (this institution is an equal opportunity provider).....	27
MEDICATION POLICY.....	28
PETS .....	29
PHONE CALLS.....	29
PHYSICAL EDUCATION .....	29
PROMOTION/RETENTION.....	30

<b>RECESS.....</b>	<b>30</b>
<b>REFUNDS .....</b>	<b>30</b>
<b>REGISTRATION FEE.....</b>	<b>31</b>
<b>REPORT CARDS .....</b>	<b>31</b>
<b>SACRAMENTAL FEES.....</b>	<b>32</b>
<b>SAFETY – SEARCH AND SEIZURE .....</b>	<b>32</b>
<b>SCHOOL ADVISORY COMMITTEE .....</b>	<b>32</b>
<b>SCHOOL DAY SCHEDULE .....</b>	<b>33</b>
<b>SCHOOL NEWS .....</b>	<b>33</b>
<b>SERVICE.....</b>	<b>33</b>
<b>STUDENT RECORDS.....</b>	<b>34</b>
<b>TECHNOLOGY POLICY .....</b>	<b>34</b>
<b>TESTING .....</b>	<b>38</b>
<b>TRANSPORTATION PROCEDURES .....</b>	<b>39</b>
<b>TUITION .....</b>	<b>39</b>
<b>UNIFORM POLICY/DRESS CODE.....</b>	<b>40</b>
<b>VISITORS.....</b>	<b>45</b>
<b>VOLUNTEER GUIDELINES.....</b>	<b>46</b>
<b>VOLUNTEER PROGRAM.....</b>	<b>46</b>
<b>WEBSITE .....</b>	<b>46</b>
<b>WELLNESS POLICY .....</b>	<b>46</b>
<b>WITHDRAWAL/TRANSFER .....</b>	<b>50</b>
<b>APPENDIX .....</b>	<b>1</b>
<b>I. Executive Members 2021-2022 .....</b>	<b>2</b>
<b>II. Regulation 1312 .....</b>	<b>3</b>
<b>III. Regulation 5125.2 .....</b>	<b>4</b>
<b>IV. Regulation 5142.....</b>	<b>5</b>
<b>V. Wisconsin State Statute: 146.015 .....</b>	<b>6</b>
<b>VI. Regulation 5144 (d, e) .....</b>	<b>7</b>
<b>VII. St Joseph School 2021-22 COVID-19 Addendum .....</b>	<b>8</b>



## **ABSENCES**

1. **Absence:** Call the school office (262-662-2737) between 7:30AM and 8:30AM and give the child's name and grade, as well as the reason for the absence. The office answering machine is also on 24 hours a day.
  - a. If your son/daughter will be absent because of vacation, doctor's appointment, etc., a note must be sent to the school **prior to the date**. One note addressed to your child's teacher must be sent to school prior to the date of absence. Your child's teacher will pass the note to the office. A verbal excuse is not acceptable. If a note is not turned in, a non-excused absence will be marked on your child's attendance record.
  - b. If your child is absent from school for three or more days due to illness, a doctor's excuse is required upon his/her return to school. Please include your signature on the note.
  - c. If absences or tardiness become an issue the Principal may schedule a conference with the parent.
  - d. If a student is absent due to illness he may not come to school for special programs or events being held that same day.
2. **Tardiness:** Frequent tardiness is a serious problem. However, we would rather have the child in school than out. Students who arrive at school after the 7:50 bell has rung will be marked tardy. Students will be required to report to the school office before going to the classroom. Students not on time are missing essential morning preparation time, so it is critical he/she is present.
3. **Early Dismissal:** Leaving school early without permission is classified as truancy. The school office will release a pupil during the school day upon request of a parent or legal guardian. A child will not be released early to anyone other than a parent or guardian without prior parental/guardian authorization. Please send one note to your child's teacher informing us of the request for early release. We understand that some appointments are made on very short notice. In these instances, please call the school office informing us that you will be picking your child up early. We will send notice to your child's classroom informing the teacher of the early release. Please make every effort to schedule medical and dental appointments during non-school hours. A child dismissed early must be picked up in the school office.
4. **Vacations:** Vacations during school time are not encouraged, but the school understands that parents cannot always schedule them outside of school time. If such vacations become necessary, please advise the school office in writing before your departure (see 1a above). Do not expect your child's homework in advance. **Teachers will provide what work they can in advance; the balance of work must be made up on your child's return.**

## **ADMINISTRATION/CONCERNS/QUESTIONS**

From time to time questions and concerns may arise about an incident or policy. If an incident involving your child should occur that upsets you, please question him/her carefully to obtain all the facts before contacting the school. If you are still concerned about the situation, please contact your

child's teacher to determine if there are any other facts that may explain what happened. It is quite possible your child does not have all the facts in a case. After all the facts are "on the table," productive problem solving is more likely to occur.

Please use the following guide in addressing your concerns:

- First: Consult the person (teacher) immediately in charge.
- Second: Consult the Principal, only if the first step proved to be of no help.
- Third: Consult the Grievance Procedures for Parents (Policy 1312). See Appendix.

Bus concerns should be brought directly to the Bus Company. Dousman Transportation (Mukwonago School District transportation) at 262-363-7176 or Dairyland Transportation (limited Muskego area) at 262-203-9938.

If you choose to write to a teacher about a concern please put your note in a sealed envelope. Teachers will do likewise. Personal communications, whether oral or written, should be handled privately.

### **ADMISSION/ENROLLMENT POLICY**

1. St. Joseph School is a kindergarten (K4) through 8th grade school. Five-year-old kindergarten (K5) students have priority to first grade.
2. Policy dictates that the age of all students must be verified by presentation of a birth certificate at time of registration. Parents will be notified of this policy at registration. A September 1 birthday is the cut-off date in determining placement for all grades. By Archdiocese regulation, all K5 students must be at least 5 years old by September 1 and K4 students must be at least 4 years old by September 1. Our Kindergarten teachers will screen applicants for entry into our K4 program.
3. Maximum enrollment for K4 is 20-22 and K5 is 25. Grades 1-8 maximum enrollment is 30.
4. Enrollment will be filled with priority considerations in the order as recommended by the Archdiocese of Milwaukee as follows:
  - a. To all children currently enrolled.
  - b. To children registering in K4-8 of families with siblings currently enrolled in school.
  - c. To those advancing from K4 who are children of parishioners.
  - d. To children of parishioners.
  - e. To children from other Catholic parishes.
  - f. To children of other religious affiliation.
5. All other factors being equal, priority selection will be at the Principal's discretion with

recommended consideration to the following tiebreaker criteria:

- a. Registration during the week designated to register.
  - b. Date of registration, if after the week designated to register.
  - c. Lottery style selection.
6. Parents of all new students to St. Joseph School are required to provide a copy of your child's birth certificate, baptismal certificate and current immunizations. The school office will make copies of original certificates.
  7. A registration fee will be charged which is the cost of the annual books and materials. This fee must be paid at the time of registration. The registration fee is nonrefundable unless the school cannot provide space in any given classroom for a child. See Registration Fee in section "R" for more information.
  8. All students new to St. Josephs, including Kindergarten, will be on probation for one year. Because we are unable to meet all of the exceptional education needs of some children, new students who demonstrate poor behavior, insufficient effort, serious emotional or learning problems will not be allowed to continue enrollment. If such problems become apparent, a parent-teacher conference will be held before the Principal makes any final decision.
  9. Non-parishioner and other religious affiliation students will be required to attend all religion classes and services.
  10. St. Joseph School admits students of any race, religion, color, nationality or ethnic origin.
  11. No child will be admitted into the K5 program after September 30 unless a student in good standing is transferring from a Kindergarten (5-year-old) program at another school. Proof of enrollment at another school will be required. Each child will be evaluated on an individual basis.
  12. St. Joseph School respects the dignity of every child. St. Joseph School is fully committed to a policy of equal opportunity in all its policies and practices. It is nondiscriminatory and admits students of any race and ethnic/nationality into the Catholic School.

## **ALLERGIES**

Food allergies have increased 50% over the past 10 years and now affect 1 in every 13 children under the age of 18 – approximately 2 kids per classroom. Eight foods account for 90 percent of all reactions: milk, eggs, peanuts, tree nuts, soy, wheat, fish and shellfish.

St. Joseph School recognizes that allergic reactions may be serious and life threatening. Classroom teachers will notify parents of food allergies in your child's classroom.

## **ARTICLES PROHIBITED IN SCHOOL**

Items that are hazards to the safety of others or interfere in some way with school procedure are prohibited.

### **Weapons**

Weapons such as guns, pepper spray, water pistols, sling shots, hard balls, paint balls, laser pointers/lights, etc., are unsafe in a school setting and are not allowed.

### **Electronic Devices**

All electronic devices brought from home interfere with school routine and are prohibited. Devices must be kept in backpacks provided they are turned off and not taken out during school hours. Any infractions will result in the following consequences:

First Offense: Device is taken to the office and available for parent pick up at the end of the day.

Second Offense: Device is taken to the office and a parent must conference with the Principal in order for the device to be picked up at the end of the day.

Third Offense: Device is taken to the office and returned to a parent after five completed days of school.

### **Gum Chewing**

Students are not allowed to chew gum in the school, on school property, or on the buses.

### **Stuffed Animals and Toys**

Students are not allowed to bring stuffed animals and toys to school unless given permission by their teacher.

## **ATHLETICS**

The purpose and objectives of Athletics are to:

1. Introduce and instruct students to competitive sports supported by the Athletic Association.
2. Teach them not only the rules of the game, but also how to play the game as a good Christian.

3. Learn to play to the best of their own capabilities.
4. Eliminate competitiveness and dissension between team members and to develop team play.
5. Teach proper values and attitudes associated with winning and losing games.
6. Teach sportsman-like conduct.
7. Review all athletic needs on a regular basis.
8. Provide supervision of all athletic activities.

Regulations set down by the Archdiocese of Milwaukee, in regard to school athletic programs are:

1. A student may participate with a non-archdiocesan team in the same sport during the season provided that the student's priority and commitment is with the parish/school team.
2. Eligibility to compete will be determined by the player's effort and conduct in school. The school Principal will make such determination after consultation with the player's teachers.

To further implement the previous regulations, the school has determined the following:

1. Students suspended from school are automatically suspended from practice and games for that week.
2. Students involved in the Athletic Program will be required to maintain a satisfactory effort in all major subject areas. Effort is based on individual abilities. If a student athlete's effort is determined by the Principal to be inadequate, the student's parents, as well as the Athletic Director, will be notified, in writing, by the Principal. The parents may, at this time, request a conference with their child's teacher and Principal to discuss the matter. If the student's academic effort fails to improve, the student will be suspended from the team until a satisfactory effort is demonstrated.

### **Athletic Disciplinary Code**

1. Participant must be a St. Joseph's Day School student or participating CFM student (home schooling does not qualify).
2. Any out-of-school suspension will result in suspension from any team for all practices and the next 3 games for any subsequent sport.
3. Students will be required to maintain a C grade point average with no failing grades in any classes.
4. If a day school student is issued a detention, he/she will attend practice that week and the game,

but will not be allowed to wear the uniform or play in the game. This consequence can be delayed by the coach only under extenuating circumstances (i.e., would cause forfeiture of the game or where several players may be known to be unavailable for this game but would be available for the next game). Any delay of detention would be discussed between the Coach, Athletic Director and School Representative.

5. The Athletic Director or Coach will be notified when a behavioral or absence problem becomes apparent for a student athlete. Notification will also take place when a detention or loss of game is issued.
6. Any verbal abuse or destructive behavior occurring during games and/or practice will result in suspension from the team at the discretion of the Athletic Director and team coach.
7. All players will be expected to sign an athletic contract explaining the above rules. It must be signed by the coach, student and parent.

**Athletic Practice Times**

1. Students having practice other than 3:00PM may not remain at school until their practice. They must return at practice time and not enter the gym until their own particular coach arrives.
2. During practice, students must remain in the gym unless given permission by the coach to use bathroom or drink facilities.
3. No other students may be around watching practice or waiting for a friend. In accordance with Milwaukee Archdiocesan directives, it shall be policy at St. Joseph School that "competitive athletic programs are limited to Grade 5, 6, 7 and 8" (Competitive being defined as, "play between two teams of different schools"). To further clarify, programs can begin in the third grade but competitive play, as defined above, will begin in fifth grade.

Sports offered at St. Joseph in Grades 5-8 are as follows. Merger with a cluster parish may be necessary to fulfill a whole team.

Basketball	Girls and Boys	Grades 5-8
Volleyball	Girls and Boys*	Grades 5-8
Track*	Girls and Boys	Grades 5-8

\*With St. Leonard's School

## **BEHAVIOR PLEDGE – ST. JOSEPH SCHOOL**

We the students and faculty of St. Joseph School agree to join together to spread God’s truth and love in service to others as the foundation for the social and personal development of our students. We agree to participate in a school and classroom environment that provides an optimum opportunity for education free of fear and harassment. We believe that everybody should enjoy our school equally, feel safe, secure and respected.

We believe that acts that cause students to feel excluded are counter to St. Joseph School’s mission. Therefore, we the students of St. Joseph’s School agree to stamp out bullying of students at our school.

Typically bullying behavior is repeatedly threatening, physically attacking, pushing, shoving, hitting, as well as name calling, picking on, making fun of by joking, and/or excluding someone. Bullying can also be very subtle; the forming of small play groups that exclude others does cause pain and stress. St. Joseph School teachers, students, and staff agree to address all forms of “bullying” behavior and acts of exclusion.

We the students agree to:

1. Value other students, and treat everyone with respect.
2. Be aware of the school's policies, purpose, and mission.
3. Not become involved in bullying incidents or form exclusive play groups.
4. Report honestly and immediately all incidents of bullying to a faculty member. Especially report incidents in places around the school where there is less adult supervision, such as bathrooms, corridors, and stairwells.

In the context of this pledge the phrase “at school” includes these places and situations:

1. In a classroom
2. On school property and immediately adjacent to school property
3. At any school-sponsored activity, whether or not held on school premises.

I acknowledge that whether I am being a bully or see someone being bullied, I need to report or try to stop the bullying to create a better school environment at St. Joseph School.

## **BIRTHDAY CELEBRATIONS/TREATS**

Consult with your child’s classroom teacher before bringing birthday treats to make sure there are no dietary restrictions/allergies in the class. All treats must be individually portioned, and brought in by

student or dropped off in the school office. Teachers have different classroom policies and preferences for celebrating birthdays. Beverages are not allowed.

Flowers, balloons, delivery of gifts, birthday grams, special lunches and luncheon parties (pizza, subs, etc.) are **not permitted**. However, a food treat that can become a snack for the day is acceptable. Provide plates, napkins and plastic utensils when appropriate.

### **BIRTHDAY OUT-OF-UNIFORM DAY**

On the exact date of a student's birthday, he/she may dress-up or down in compliance with the Student Handbook Dress Code policies. If the student's birthday occurs on a Saturday, Sunday, or a day that school is not in session, the student may dress-up or down on the next school day or sometime during that week. Students with summer birthdays can celebrate at school on their half birthday. Example: a July 15<sup>th</sup> birthday can be celebrated on January 15<sup>th</sup>.

### **CHILD ABUSE REPORTING**

Teachers are required, under penalty of fine and/or imprisonment, to report to Waukesha County Social Services cases of suspected child abuse and or neglect. Such reporting is done anonymously. The law's definition of "abuse" includes intentional physical injury, sexual contact or exploitation and emotional damage.

### **COMMITMENT OF CHRISTIAN ACTION**

St. Joseph School has always relied on parent/parish volunteers to fill the daily needs that enable the school to run more smoothly and to operate within its yearly budget. Each family is expected to volunteer 40 hours of service per year as a minimum of your Christian Action. A complete list of volunteer areas is sent home on a yearly basis for families to sign up for their time and talent and is also available from the school office.

### **CONCERT REQUIREMENTS**

Christmas & Spring concerts are a mandatory part of each student's music grade. Please be sure these dates are marked on your calendar. Special circumstances such as family emergencies will be reviewed on a case by case basis by the music teacher. Dress code for the concerts will be determined by the Music teacher.



## **COSMETICS**

Foundation make-up is permitted for students in Grade 8 only. These students may wear a minimal amount of natural looking make-up. Natural is defined as soft earth tones, and does not include bright, neon and glitter colors. The Principal and teachers will make final determination if the appearance is inappropriate. **Cosmetics may not be brought to school**, including bottles of nail polish, lipstick, eye shadows and liners, mascara, foundation, blush and powder. Cosmetics brought to school will be turned over to the Principal and returned to the parent at his/her request. The exception would be for make-up that is part of a special day such as Halloween or required for a play.

Nail polish and clear, colorless lip balms (i.e., Chapstick, Blistex, etc.) are allowed for all grades.

## **COURTESY**

Learning courtesy is an important part of a child's education. Our school promotes consideration for others regardless of racial, religious or economic background. Students are taught to respect the judgment of their teachers, to treat all employees, volunteers and visitors of the school with courtesy, and to follow their requests and directions. Parents are requested to remind their children to show proper respect to adults and each other by their actions.

## **CURRICULUM**

St. Joseph School follows the Archdiocese of Milwaukee and Wisconsin Religious and Independent Schools Accreditation (WRISA) education standards. Curriculum guides for parents can be found at <https://www.archmil.org/Education/Curriculum.htm>.

## **DAYCARE**

After School Kids (ASK) day care is open to all school age children.

After-school care begins at the end of the school day at 2:30PM and runs until 6:00PM. The children will receive a snack. Time for homework and needed assistance along with time for quiet activities is provided. The children will also have outdoor play time (weather permitting) or time in the gym, when scheduling permits. Other activities will include arts and crafts, story time, and occasional movie time.

Families will be invoiced weekly for the previous week's services. All payments must be received in the school office by Friday morning or a \$10.00 late fee will be incurred on the following week's invoice.

For more information on ASK or to obtain a registration form, contact the school office.

## **DELINQUENT FEES**

- \* Payments are delinquent when not made based on your contract obligations (see tuition section).
- \* Extenuating circumstances may occur. Please contact the school Principal as these will always be considered.

## **DISCIPLINE**

As a Catholic school, it is imperative that we send a message of genuine respect for all of God's creation including our school and everyone within it. We should display positive Catholic attitudes as well as accept and appreciate one another for our uniqueness and individual strengths.

In order to achieve these goals, the roles of the family, teacher, and Principal are:

### **The Family's Role in Discipline:**

1. Parental cooperation and support of the teacher, Principal and staff are necessary for the success of the instructional program.
2. Recognize that students will be learning the self-discipline skills appropriate to their developmental level.
3. Parental support and modeling of these self-discipline skills at home is essential to your child's success.

### **The Teacher's Role in Discipline:**

1. At the beginning of the school year, the teacher will clearly communicate to students and parents the behavioral expectations regarding classroom procedures and rules.
2. Each teacher has a set of class rules and a discipline system to be observed while in that room, these class rules and discipline system are based on the discipline policy in this handbook.
3. The teacher (in cooperation with the student, family and Principal) will help each student to develop his/her full potential in a Catholic learning environment.
4. The teacher will notify parents if a student is not making satisfactory progress toward self-discipline goals.
5. The teacher will provide opportunity (at regularly scheduled conferences or by appointment) for parents to discuss their child's progress.
6. The teacher will notify the Principal and parent of any serious disciplinary situations.

**The Principal's Role in Discipline:**

1. The Principal will work cooperatively with students, teachers and families to provide a positive learning environment.
2. The Principal will be informed of any apparent serious disciplinary situations and assume an active role in resolving any conflict.

**Other Staff/Volunteer's Role in Discipline:**

Other staff/volunteers will determine appropriate consequences if a student does not meet the behavioral expectations. He/she will notify the teacher or Principal of any serious situations.

**Behavioral Expectations:**

1. Respect yourself and others. (Verbal and physical harassment is unacceptable.)
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

When conflicts arise among students, the problems should be solved in a non-violent, non-threatening manner. If problems arise regularly, or a serious incident occurs, the Principal will be notified and a parent conference will be scheduled.

**ACADEMIC MISCONDUCT/CHEATING**

Academic honesty and integrity are fundamental to the purpose of education. It is also an essential aspect to proper Catholic conduct and an integral part of our mission statement. Learning situations are developed to stimulate and maximize the greatest possible opportunities for our students to learn, grow, and to build character. St. Joseph Catholic School is committed to fostering and preparing our students for their futures so the following policies will be enforced:

**CHEATING**

Cheating would include but not be limited to: copying answers or information from one person's paper to another, viewing notes, using a textbook during a test, copying another's electronic documents, asking another person for test answers or information, or plagiarism. Students who cheat on a test or assignment will be given a failing grade on the assignment or test. Teachers may opt to allow the child to repeat the test or assignment, to do a make-up assignment, or let the failing grade stand. A detention may be assigned as well.

## **PLAGIARISM**

Since plagiarism is an act of stealing, it is not accepted in any writing or speaking project turned in as an assignment by a student of St. Joseph's School. Any partial or complete act of plagiarism found in a student's assignment will result in a failing grade on the assignment and follow the procedure outlined in the cheating policy. Students in the intermediate and middle school levels that wish to use direct quotes or paraphrase another's ideas, images or writings must follow reference guidelines established by the classroom teacher.

### **Special Incidents:**

Some incidents are so serious that they warrant an immediate and serious consequence. Consequences may range from a detention warning, a detention, suspension or possible expulsion depending on the circumstances of the particular incident. In all such cases, parents will be notified immediately. Incidents with serious consequences include, but are not limited to:

1. Throwing food.
2. Vandalism/Damaging the property of others.
3. Intimidation by action or threat.
4. Fighting with intent to injure another person.
5. Defiance of authority, refusal to cooperate - repetitive or blatant.
6. Inappropriate expression: Swearing, pornography, physical symbolism, etc.
7. Illegal Activity: Alcohol, drugs and weapons.
8. Pupils receiving in excess of four detentions per trimester will be considered in defiance of authority with serious consequences.
9. Endangering the health and safety of others.

**Serious Offense Options:** One of the following will apply depending on severity.

1. Immediate removal, 1 day in-school suspension.
2. Immediate removal, 1 day out of school suspension. Parents are responsible for supervision.
3. Immediate removal, 3 day out of school suspension. Priest/school/parent conference to determine conditions for continued enrollment. Parents are responsible for supervision.

4. Expulsion is considered a last option for pupils who cannot function within the school structure. Any unacceptable behavior with severe consequences could be considered grounds for expulsion. Illegal activity is grounds for immediate expulsion; the school follows all archdiocesan policies in this matter (Policy 5144).

#### **DETENTION ACCUMULATION:**

A student may be required to serve a detention and sit out a game, whichever applies at that time. Sitting out a game means the next scheduled game. The coach only under extenuating circumstances can delay this consequence, i.e., would cause forfeiture of the game or where several players may be known to be unavailable for this game. Loss of recess will not be a valid substitute for a detention. Any delay of detention would be discussed between Coach and School Staff.

Detentions will be held from 2:35PM to 3:05PM on Monday through Thursday each week. If your child receives a detention, he/she will serve it on the NEXT detention day. You will always be given at least one night to make alternative arrangements for picking up your child from school. Detention is a consequence for repeated inappropriate behavior or an incident that warrants immediate attention. Please note that sports practices and other lessons or practices will not excuse your child from detention.

A series of graduated consequences for all students will be imposed when continued infractions occur. These consequences will accumulate throughout the school year. They are:

1. After three detentions, a conference with the Principal, teacher, parent and student will be required.
2. After four detentions an automatic in-school suspension is served.
3. After five detentions, an automatic day out of school suspension is served.
4. After six detentions, there will be a preliminary hearing for expulsion. This will include a conference with student, parent, teacher and Principal. (Any additional detentions will result in initiation of the expulsion process with the Principal, Priest and parent.

#### **EIGHTH GRADE FIELD TRIP**

The 8<sup>th</sup> Grade Field Trip provides our students with an educationally fun experience rooted in the curriculum of the year. Because of our small size it may be necessary to collaborate with another Catholic School(s) for affordability.

1. The day long field trip will be to Chicago.

2. Like all field trips, participation is strictly optional and has no effect on the final grades of the student.
3. All parents participating in this trip are considered chaperones and must be in full compliance with Safeguarding all God's Children protocols.
4. At a fall meeting the parents will meet to discuss the start of scheduling fundraising activities. Please refer to the fundraising policy for guidance on fundraising in the parish. Parents should understand that any funds raised must be used for this field trip and no individual can receive cash money from funds raised.

### **EMERGENCY HEALTH INFORMATION**

The Health & Emergency Care Information Card is one of the most important records requested by the school. Current information is vital to the proper care of your child in case of illness or injury during school hours. A new card is required each year. Please complete a card for each child and sign your name. The emergency contact should be someone other than the child's parents who is available with transportation during the school day. If the parents are not available, a child may be sent home with the emergency contact that is then responsible for contacting the parents. Please notify the school office when any information on the Health and Emergency Care Information Card changes.

### **EMERGENCY SCHOOL CLOSING**

Emergency school closings, which allow for little or NO parent notification, are a possibility throughout the year. Given enough time during the day, we will make our best effort to contact **ALL** families to notify you if school is closed once the school day begins, i.e., between 7:45AM and 2:30PM. However, if we are not fortunate to have enough time to contact parents, guardians or emergency contacts, be certain you have stand-by arrangements in place, and that your student understands what to do and where to go in the event school is dismissed early. Our goal is to never have anyone left at school or sent home until we can account for their safety. **In weather emergencies, if the Mukwonago School District closes or delays, St. Josephs will do the same.** We will instruct the Muskego bus companies we are following Mukwonago's decision. Closings are announced on radio stations:

AM 620 WTMJ	FM 94.5 WKTJ
AM 920 WOKY	FM 96.5 WKLH
	FM 106 WMIL

Closings will also be announced on television on channels 4, 6 and 12. If the closure occurs before school begins, the announcements can be heard after 6:00AM. Please take note that when we start school with a 2-hour delay, the staff will report to school between 9:30 and 9:45AM. Please do not drop your child off before 9:30AM, as there may not be adult supervision available.

## **EQUIPMENT**

No school equipment or property shall be removed from the building without permission from the Principal or Pastor.

## **EXCEPTIONAL EDUCATIONAL NEEDS**

Students who are exhibiting specific learning challenges, or behavioral needs, speech difficulties, etc. will be referred by their classroom teacher first to our Learning Support Team. Our Learning Support Team, along with the classroom teacher, will develop strategies to help meet the student's needs. If further support is needed they will be referred to the Mukwonago School district for further testing and evaluation. This process can take from four to eight weeks to complete. Parents are informed if a teacher decides to seek such an evaluation and are expected to attend staffing conferences regarding their child. The classroom teacher and/or tutors handle simpler remedial problems. Parent involvement in all remedial efforts is very essential. The learning support plan cannot be successful without support and follow through from all parties involved.

## **FIELD TRIPS**

Field trips are meant to be educational and related to the curriculum. Transportation of pupils for field trips will be by a licensed public carrier or in special instances by private vehicles. The teacher, with the consent of the Principal, will arrange the trips. The cost will be defrayed by asking each family to pay for their child's way. In the event that a family is unable to do so, arrangements will be made with the Principal. Written consent of the parents is necessary before the child is permitted to attend a field trip. If, for any reason a child is unable to be part of a field trip, he/she should not attend school during the time his/her class is away from school.

As a general guideline, students will attend no more than four field trips per school year so the cost will remain affordable.

We encourage parents to chaperone field trips when adult coverage is needed. Chaperones must have attended the "Safeguarding God's Children" class, complete a background check (every 5 years) and review Code of Ethics prior to chaperoning any field trip. Chaperones are expected to supervise the students under their care and are required to give their full attention to the children they are supervising. Due to the nature of the chaperone's responsibility and duties, children who are not in the participating class are not allowed to attend with the supervising adult.

## **GRIEVANCE PROCEDURES FOR PARENTS**

See Archdiocesan Policy #1312 in the Appendix.

## **HEALTH**

The school secretaries and Principal take care of health concerns during the school day. The school staff is First Aid, CPR and AED certified. Pupils who are injured or ill report to the health room or school office. Parents (or emergency contact person if parents are unreachable) will be contacted promptly regarding a serious injury or debilitating illness. Injured or ill pupils may not leave school without the school secretary or Principal's permission. A child will automatically be sent home (after contacting parent or emergency contact) if vomiting, experiencing diarrhea, suspicious rash or has a fever of 100 degrees or higher. If combined symptoms of a lesser degree warrant, parents will also be contacted. Students will also be sent home if the secretary or Principal feel that other symptoms warrant.

**Children are not to return to school until they are fever free, diarrhea free, and/or vomit free for 24 hours. If an antibiotic has been administered, the child must be on the antibiotic for 24 hours before returning to school.**

## **Lice**

When a case of head lice is confirmed in school, a screening for additional cases of head lice is indicated. Contacts are screened such as siblings, classmates and teachers of the infected student. We encourage students not to share personal items such as head coverings, combs, brushes, headbands, etc. As a parent, your responsibility lies in early detection and quick reporting of lice to school. The recommendation is for weekly inspections of your child's head. If you suspect head lice, **keep your child at home**, obtain treatment and report the case to school so we can initiate screening procedures. If the school is not made aware of the problem, head lice will spread to more children and it is very likely your child will be reinfested. St. Joseph School has adopted a "**No Nit Policy.**" What this means is that if your child has a case of lice, he/she will be excluded from school until the child is completely free of all nits and/or lice. A screening of the individual will be conducted on the day the child returns to school. If lice or nits are found, the child will not be allowed to remain at school. In individual cases, an "all clear" from the health department may be required.

## **HOME & SCHOOL ASSOCIATION**

The Home & School Association has been formed for the purpose of being a support group to the school and to assist communication and cooperation between parents and educators. Meetings are generally held on the first Tuesday of every month at 6:30PM.

Please see the Appendix for the names of the current Home & School executive members.



## **HOMEWORK**

Home assignments are an outgrowth of the class work. Home assignments need not always be written. Supervising the assignments of your child is highly recommended and indicates an interest in the academic progress of your child. However, doing the assignment for your child prevents his/her growth in the specific academic area. Assignments are expected to be completed and submitted on time. Each student from Grade 1-8 is expected to keep an Assignment Notebook so parents will be able to see work assigned and if it is completed. Assignments are usually given during the school day and might be partially or totally completed depending upon how well the child used study time given in school. Following are the school's guidelines for home study:

Grade K4	Minimal
Grades K5 - 2	15 - 30 minutes
Grades 3-5	30 - 60 minutes
Grades 6-8	60 - 90 minutes

Regular homework assignments may be assigned over the weekend. Teachers will use their discretion in assigning homework to be due or giving a test the day after all-school events.

It is your child's responsibility to prepare all homework items needed from home to bring to school. Students **will not** be allowed to call home to ask a parent to bring a forgotten item to school (homework, signed tests, and gym clothes). In grades 1-8, classroom teachers will determine appropriate consequences if students do not meet deadlines for homework.

## **IMMUNIZATIONS**

Wisconsin state law requires that ALL students attending public, private and parochial schools must meet the minimum immunization requirements for the current school year.

## **KINDERGARTEN**

St. Joseph School offers a five-year-old Kindergarten program (K5) that is held five days per week from 7:45AM to 2:30PM. The four-year-old Kindergarten program (K4) has several choices to meet your needs. We offer a five-day option Monday thru Friday, half (7:45AM – 11:15AM) or full (7:45Am – 2:30PM) day options or a four-day option Monday, Tuesday, Thursday & Friday, half or full day options. Four & Five-year old Kindergartens are the entry grades for the school, i.e., all K5 Kindergartners are guaranteed a place in our 1st grade & all K4 Kindergartners are guaranteed a place in our K5 Program.

Three primary goals guide our Kindergarten programs - First, to prepare the children academically and socially for the next grade level; second, to enhance each child's natural enthusiasm for learning; and

lastly, to foster in that they are special children of God. The curriculum includes pre-reading and math skills, religion, music, gym, handwriting, social studies, science, computers and play. Bus transportation will be provided for full-day students living within the Mukwonago School District as approved by Dousman Transportation.

Registration occurs during the month of January. No child will be admitted into the K4 or K5 program after September 30 unless the child is a transferring student from a K4 or K5 program at another school.

### **LIBRARY**

The St. Joseph School Library contains over 5,000 books (non-fiction, biography, fiction and easy), paperbacks, magazines, National Geographic, and a Reference Section. All grades have a library period once a week to check out books. Students may borrow books out on loan for a one-week period. A book may be renewed, if needed, by bringing the book to the library to be reprocessed. The librarian at the beginning of the school year determines overdue fines. When books are overdue, the student is charged until the book is returned. If a book is lost or seriously damaged, the parents are responsible for the replacement cost of the book. All library books are to be signed out before leaving the library. Reference books are not to leave the school. **Donations and volunteers are always welcome.**

### **LITURGY**

Prayer experiences, either formal or informal, are provided daily in the classroom for all children. Each grade also prepares Eucharistic Liturgies. All-school liturgies are also planned and celebrated weekly. As the faith development of the children is a central mission of our school, students are expected to participate in all aspects of the mass. Parents and friends are encouraged to join in these liturgies.

### **LOCKERS/DESKS**

School lockers and desks are the property of St. Joseph School. At no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. This applies to student owned/provided locks as well. Periodic general inspection of lockers and desks will be conducted by the Principal and/or teacher for any reason, at any time, without notice, without student consent and without a search warrant.

#### **Locker Regulations**

1. No student may change his/her locker assignment without teacher and/or Principal approval.
2. Outside decorating of lockers and desks must be approved by classroom teacher.
3. Students may add organizational locker accessories (shelves, baskets, etc.)
4. Items must be removable without damage to locker. Adhesive-backed accessories and

decorations are not allowed.

5. Any locker damage caused by students will be assessed a commensurate repair fee.
6. Administration reserves the right to deny student locker use if this privilege is misused.

**LUNCH PROGRAM** (this institution is an equal opportunity provider)

Hot lunch and milk are available. Children may bring a cold lunch and milk, water or juice beverage. Caffeinated and carbonated beverages are not allowed.

**Due to available federal/state programs, hot lunch (including milk) will be offered to all students free of cost at this time.** Interested students may obtain hot lunch tickets from their teacher each day. Additional milk is \$.40 each. Milk tickets must be purchased in multiples of 5. Money for milk should be placed in an envelope labeled milk, with the child's name, grade and amount. Please have your child turn the envelope over to his/her teacher. Checks should be made out for the exact amount of the number of tickets being purchased and made payable to "St. Joseph Hot Lunch." Prices are subject to change with advance notification given. **Once tickets are issued to the student, the school is not responsible for replacing lost or stolen tickets.**

Menus are printed monthly, posted on the website and hard copies are sent home with oldest/only students. Changes in the menu may occur. The main entrée will not be changed unless notice has been given a few days prior to the change. However, side dishes may change without prior notification.

Fast food or special lunches are not allowed to be brought in for your child during school hours.

Forgotten lunches must be dropped off in the school office by 9:00AM so an accurate lunch count can be given to the lunch program. Students who do not have a lunch here by 9:00AM will be given a hot lunch ticket that must be reimbursed the following day.

St. Joseph Grade School serves meals under the National School Lunch Program. To apply for free or reduced-price meals, households must fill out the application and return it to the school. Copies are provided in the school's summer packet. Additional copies are available in the school office. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other officials. Applications may be submitted at any time during the school year. Total confidentiality is provided. These students receive the same tickets in the same way as all other students.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the

responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-ComplaintForm-0508-0002-508-11-28-17Fax2Mail.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **MEDICATION POLICY**

1. All prescription and nonprescription medications must be kept in the school office, with the exception of inhalers. Please see number 6 below for Archdiocesan guidelines regarding inhaler use. No Medication can be given without authorization using designated forms.
2. All prescription or nonprescription medication must be sent in its original container labeled with student's name. A medication spoon or dosage cup should accompany liquid medications. All medication must be accompanied by appropriate forms.
3. Prescription medication requires that the doctor and parent/legal guardian sign a "Prescription Drug Authorization Form." This form needs to be filled out for each/every medication a student is to receive. Send the form, along with the medication, to the school office on the day the prescription should begin to be given to your child. Prescription medication is not allowed to be kept in a classroom.
4. Nonprescription medication requires a parent/legal guardian sign an "Nonprescription Medication Authorization Form." This form needs to be filled out for each/every medication a student is to receive. Nonprescription medication includes Tylenol, Advil, aspirin, cough medicine, etc. Send the form, along with the medication, in its original container, to the school office on the day it should be given to your child. Nonprescription medication is not allowed to be kept in a classroom.
5. The Secretary or Principal will dispense the medication. Medication will not be dispensed without a signed form.
6. The Archdiocese of Milwaukee has recognized the importance of a student being allowed to carry asthma medication on him/her, or to keep same in his/her classroom or locker. If your child has a need to carry an inhaler, a "Release Form for Student Inhaler Use" must be completed and

returned to the school office. The form requires signature by the child's physician and parent/legal guardian. Once filed with the school office, the necessary signatures from the homeroom teacher and Principal will be obtained. Parents must instruct their child in the responsibility of carrying an inhaler and be confident that their student understands the purpose and appropriate method and frequency of use of the inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler. If you feel your child should not be allowed to carry an inhaler on him/her, the inhaler must be kept in the Health Room and a "Prescription Drug Authorization Form" must be completed.

7. Please notify the school office when you need additional copies of the Prescription, Over the Counter or Inhaler use forms.
8. If a student comes to school with unauthorized medication, it will be given to the school office and a parent will be notified to fill out proper paperwork for dispensing medication. Further infractions will be handled on an individual basis.

### **PETS**

For health and safety reasons, family/household pets are not allowed in the school building.

The school Principal may grant exceptions for special educational events.

### **PHONE CALLS**

No teacher or pupil will be called from class to answer the phone. The exception will be if the call is for an emergency situation. **Students will not be allowed to call home.**

### **PHYSICAL EDUCATION**

All pupils are required to participate in the Physical Education classes. Students receive class twice a week. Gym classes are held on Mondays, Wednesday mornings, and Thursdays. Gym shoes must be worn for all Physical Education classes. Please make sure your child brings with them or wears gym shoes to school on gym days. Your child can wear the same pair he/she wears to school as the ones he/she wears for gym. Gym shoes must be athletic style. Wedge or platform shoes are not allowed. There is no need to buy separate gym shoes for your child to wear to gym class. Kindergarten through 4th grade girls should not wear skirts on gym day. Gym clothes, consisting of a t-shirt or sweatshirt and shorts or sweat pants are optional for Grade 4, but are mandatory for Grades 5-8. Gym shorts must follow uniform short guidelines on length. Warnings for not wearing the required gym clothes will be given--3 warnings in a trimester will result in a detention. Subsequent warnings will result in a drop-in grade and further consequences will follow. Jewelry is a safety hazard may not be worn in these classes. Exception: Medical emergency identification.

## **PROMOTION/RETENTION**

Pupils will usually be placed on a grade level with other children of similar chronological age and will progress annually from level to level. Occasionally a pupil will be required to repeat a complete grade level when, in the judgment of the professional staff, the retention is in the best educational interest of the pupil involved. When retention seems likely, the school will contact parents by February 1 or second trimester conferences to discuss the matter. The Principal and parents will make a final decision regarding retention by May 1 of the current school year.

Students who have performed poorly and below their ability may be required to complete missed assignments over holidays and/or attend summer school in order to re-enroll.

## **RECESS**

All children are expected to go outdoors for recess when weather permits. Students will stay indoors when the temperature and/or wind chill factor is 0 degrees F or lower. During inclement weather, the children will engage in indoor activities. If a child is well enough to be sent to school, he/she is well enough to play outdoors. Please send an extra pair of socks to school with your student to be used if his/her socks become wet.

All students in K4-8th grades are expected to be properly dressed for winter weather. Proper attire includes a hat, earmuffs, headband or a hood, and gloves or mittens. We will not provide head covering to those who do not have any with them.

K4-4th grade **must** bring snow pants and boots to school whether or not there is snow on the ground. If conditions warrant, the children will wear them outside.

5th-8th graders are not required to wear snow pants unless they choose to play in the snow. They are expected to have boots or a change of shoes at school and wear them outside when conditions warrant.

## **REFUNDS**

1. **Tuition:** For withdrawals prior to the first day of school, full tuition refund will be granted. After the beginning of a school year, tuition refunds will be prorated based on the number of school days elapsed.
2. **Registration Fee:** The registration fee is nonrefundable unless the school cannot provide space in any given classroom for a child.

## **REGISTRATION FEE**

A registration fee will be charged for new and returning students. The fee is \$200.00 per student charged for Grades K4-8 which covers many items including consumable supplies, textbooks, and other instructional costs. The new student registration fee must be paid at the time of registration. The returning student registration fee is due by April 30. The registration fee is nonrefundable unless the school cannot provide space in any given classroom for a child.

## **REPORT CARDS**

Parents are kept aware of their child's progress in school by means of:

1. Report cards issued three times a year for Grades K4-8.
2. Parent/Student/Teacher Conferences. Mandatory conferences are scheduled for all students that are held after the first trimester report cards are distributed. Students are required to attend these conferences. Optional conferences are held after the second trimester. An optional conference will be scheduled for those students whose parents request a conference or whose teacher(s) request a meeting.
3. The teacher or parents may request special conferences at other times. Parents are asked to contact the teacher to make an appointment.
4. The following standards-based grading scales are used:

Grades 4-8:

- 4 Extension Level Learning
- 3 Application Level Learning
- 2 Foundation Level Learning
- 1 Readiness Level Learning

Grades 1-3:

- 3 Application Level Learning
- 2 Foundation Level Learning
- 1 Readiness Level Learning

Students in K4 & K5 will be graded:

- S Secure
- D Developing
- E Emerging

Incompletes are issued only under the most extreme circumstances of illness or verified acceptable excuse. Make-up time will be determined by the circumstance and will be approved by the Principal.

### **SACRAMENTAL FEES**

Sacramental fees are charged for the sacraments of First Communion and Reconciliation. This fee will be charged from the CFM office during the sacrament year.

### **SAFETY – SEARCH AND SEIZURE**

For the safety of staff, students and visitors, the school reserves the right to search **anything** brought onto school property.

Lockers, desks, textbooks and other materials or supplies loaned by the school to the students remain the property of the school, and may be opened by school employees for cleaning maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the Principal who will determine whether further investigation is warranted.

The Principal/designee shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

### **SCHOOL ADVISORY COMMITTEE**

St. Joseph School Advisory Committee acts in an advisory capacity to the Principal. It strives constantly to improve the standards of education with regard to policy and procedures, technology and public relations. Parishioners, the Pastor, and Principal constitute its membership.

All general session School Advisory Committee meetings are open to any member of the parish. The meetings are generally held on the third Tuesday of each month at 6:30PM. Check the calendar on [www.stjoesbb.com](http://www.stjoesbb.com) for meeting location. Faculty members rotate attending the School Board meetings in an advisory capacity. Please see the Appendix for the names of the current executive members of the School Board.



## SCHOOL DAY SCHEDULE

7:30*	Supervision by the staff begins at 7:30. <b>Students cannot be dropped off before this time.</b> As students arrive they are to go to the assigned designated area.
7:45*	K4-4th grade students move to classrooms
7:50*	School begins
10:00-10:15*	Recess - Grades K4-4
11:40-12:00*	Lunch - Grades K4-2 Recess - Grades 3-8
12:00-12:20*	Lunch - Grades 3-8 Recess - Grades K4-2
2:25*	Bus riders dismissed from their classrooms
2:30*	Walkers and riders are dismissed

\*Bell is rung at these times.

## SCHOOL NEWS

The school newsletter, "The Knightly News," will be published twice a month on Wednesdays. To promote a paper-saving policy, a link will be emailed to all parents on the 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of each month for you to view the newsletter. Articles may be e-mailed to [school@stjoesbb.com](mailto:school@stjoesbb.com). Paper copies will be available upon request. **All articles for the *Knightly News* must be in the school office by 9AM on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays.** Any additional electronic correspondence that comes in outside of the newsletter dates will be e-mailed to families on the 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Wednesdays. Any other information such as health concerns, field trip information, etc. will be sent home as necessary.

## SERVICE

Service as a Catholic is giving back to God those gifts of time, strength, caring and talents with which we are entrusted. A number of service hours are required as shown below to be accumulated for Confirmation. The guidelines are:

### Service Activities

In order to foster a sense of belonging in the world around us, St. Joseph students participate in service

activities. This affords the students the opportunities to reach out beyond the borders of self and family to help meet the needs of a larger group of people. This can be done at the school, church, or community levels.

A service year is equal to a school year including the summer before. In any given year, students should complete the required service hours for that school year.

- Fifth graders - 6 hours
- Sixth graders - 8 hours
- Seventh graders - 10 hours
- Eighth graders - 12 hours

Students will keep track of their service hours and file the completed sheets in their homeroom by May 1st for tabulation. Service Hour logs are available on the website.

Students will be recognized at graduation at the Silver Level for 40 hours of service and at the Gold Level for 50 hours.

## **STUDENT RECORDS**

### **Student information access**

If parents are divorced or separated, the school presumes that both parents have access to the child and his/her records unless one parent can provide evidence that he or she has the sole right. Copies of court documents and custody forms will be maintained in a confidential file.

### **Transcripts**

One 8<sup>th</sup> grade transcript will be forwarded free of charge to the high school of your choice.

## **TECHNOLOGY POLICY**

### **Acceptable Use of Computers and Telecommunications**

The purpose of these regulations is to define guidelines for **students, staff, and volunteers** for the use of school/parish networked computer equipment, including those that provide Internet access.

#### **Rules for Acceptable Use of Computers and Telecommunications:**

1. Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General school/parish rules for behavior and communication apply.

2. Network storage areas and school/parish issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
3. The following are not permitted:
  - a. Sending or displaying offensive messages or pictures.
  - b. Using obscene, profane, derogatory, threatening or otherwise inappropriate language, symbols or pictures.
  - c. Harassing, insulting or attacking others
  - d. Tampering with or damaging computers, computer systems or networks
  - e. Violating copyright laws and plagiarism
  - f. Using another's password
  - g. Trespassing in another's folders, work or files
  - h. Wasting limited resources
  - i. Employing the network for personal financial or commercial gain
  - j. Circumventing security measures on school/parish or remote computers or networks
  - k. Disclosing, using, or disseminating personal identification information regarding minors without authorization

All users of the school/parish computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the school/parish computer system is required to sign the Acceptable Use Form before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator/pastor regarding inappropriate use of the computer system is final.

Mandatory reporting guidelines apply to all use of the school/parish computer system.

### **Acceptable Use of Computers and Telecommunications Personal Electronic Devices**

A personal electronic communication device means any device that a student, staff member, or volunteer is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text or other information.

It is the user's responsibility to:

- View Internet sites that are allowed at school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff, or other person during any school activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes, but is not limited to the following:

- Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, at school events or on school busses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any school situation where a reasonable expectation of personal privacy exists.

These locations and circumstances include but are not limited to locker rooms, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

The user of a personal electronic device shall accept sole responsibility for its preservation and care. Users understand:

- The school/parish is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when such devices are being used in violation of the law and/or school rules.

### **Acceptable Use of Computers and Telecommunications Guidelines for Use of Social Media**

Each user of the school/parish computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for school related activities, students will not be granted access to these sites from school/parish owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

#### Rules for Acceptable Use of Social Media:

1. Parents must be made aware, in writing, of the school/parish's intended use of a social networking site. Parents must be invited to have access to this site.
2. Staff is not to initiate or accept any requests from students to join a social network being used for personal purposes.
3. Staff is not to post any pictures of students on any social media sites for personal use.
4. The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
5. Tagging a photo with a student's full name and/or personal information is prohibited.
6. Administrators will review and regularly monitor all comments and posting. Any inappropriate content should be deleted immediately.
7. Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator regarding inappropriate use of social media is final.

#### **Student Acceptable Use Policy**

Use of computers and the Internet provides great educational benefits to students. Network and Internet access is provided to further the legitimate educational goals of this institution. Access to the Internet and the use of the computer network is given as a privilege to students. All students and their parents or guardians are required to read, accept, and sign the following rules for acceptable online behavior.

#### Rules for Acceptable Use:

1. Students accept responsibility to act in a moral and ethical manner when using the computer system and Internet. General school rules for behavior and communication apply.
2. Network storage areas and school issued or personal devices may be treated like school lockers or desks. Administrators may review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.

3. The following are not permitted:
  - a. Sending or displaying offensive message or pictures.
  - b. Using obscene, profane, derogatory, threatening or otherwise inappropriate language, symbols or pictures.
  - c. Harassing, insulting or attacking others
  - d. Tampering with or damaging computers, computer systems or networks
  - e. Violating copyright laws
  - f. Using another's password
  - g. Trespassing in another's folders, work or files
  - h. Wasting limited resources
  - i. Employing the network for personal, commercial, or non-academic purposes
  - j. Circumventing security measures on school/parish or remote computers or networks
  - k. Revealing the personal address or phone number of yourself or any other person without the appropriate prior approval
  - l. Using or installing software from home or outside of school
4. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school, and/or other disciplinary action.
5. Students will identify themselves clearly and accurately in electronic communication. This means you must use your user name only. Misrepresenting your name is a serious abuse and violation of St. Joseph's policies. Falsifying a name or using someone else's name is also a violation of policies and constitutes fraud.

In consideration for using on-line networking and having access to public networks, I hereby release the St. Josephs School and Parish, and its officers, employees and agents from any claims and damages arising from my use, or inability to use the technology.

St. Joseph Parish/school does not warrant the function of the networks to meet any specific requirements I may have, or that the networks will be error free or uninterrupted. St. Joseph's Parish/school staff are not liable for any damages incurred in connection with the use, operation or inability of the networks.

## **TESTING**

**IOWA Testing:** Students of Grades 3 through 7 are given national standardized achievement and education ability tests every spring, as noted on the school calendar. These tests show what your child has accomplished in the basic subject areas. Because these tests are administered over several days, please try not to schedule any vacations during this time. Parents will receive a detailed report of their child's test results.

**TRANSPORTATION PROCEDURES**

Bus schedules for Dousman Transportation, including route information with approximate pick-up times and locations, will be printed in local newspapers in August. Dousman Transport provides this information for those students living in the Mukwonago School District. Any questions in regards to bus schedules should be directed to the individual bus companies. Safety is very important on the bus; conduct will be regulated. Phone numbers are Dousman Transportation (Mukwonago area transportation) at 262-363-7176 and Dairyland Transportation (limited Muskego area transportation) at 262-203-9938.

All students must ride the bus they are assigned. If your child will be riding a bus to a friend's house, you must send one note to the teacher giving your child permission to do so. (Note: Per Mukwonago school board policy, your child cannot ride the bus to a friend's house if your child does not qualify for bus transportation within that district.)

When end of day take-home procedure differs from what is recorded, a written note from the parent or guardian must be sent to school informing the teacher and office of the change. The note is to include permission for your child to leave school by other means than what is the norm. We understand that last minute schedule changes do occur, please do not communicate these changes via email, call the school office to ensure we receive the message on time.

**TUITION**

Tuition will be charged for school. Tuition will be determined annually by the Finance Committee. No student will be denied admission due to financial need. Families requiring assistance should contact the Principal. The current year's tuition is as follows:

K4	\$2950 for 4 half days \$3400 for 4 full days \$3200 for 5 half days \$3650 for 5 full days
K5-8	\$3400 for first child \$3100 for second child \$2900 for third child No tuition after 3 students currently enrolled

There are four payment plans to choose from. A description of the four plans follows:

1. Pay the entire year in advance by August 30<sup>th</sup> of the current school year.
2. Pay in two installments – May 15<sup>th</sup> and November 15<sup>th</sup>.

3. Pay quarterly – May 15<sup>th</sup>, August 15<sup>th</sup>, November 15<sup>th</sup> and February 15<sup>th</sup>.
4. A monthly plan beginning May 25<sup>th</sup> and continuing for 10 months through February 25<sup>th</sup>. This plan requires automatic withdrawals from either your checking or savings account.

- \* Payments are delinquent when not made based on your contract obligations.
- \* Extenuating circumstances may occur. Please contact the school Principal as these will always be considered.

Reminders to pay tuition are not sent home. See tuition contract for your scheduled payment amounts.

Please note: Financial aid is available and is held within the strictest of confidence. An Angel Fund has been established and anyone who applies will be considered. Please contact our Principal for further information.

### **TUITION ARREARS**

Tuition payments are expected to be paid by their due dates. Tuition payments are considered delinquent if not paid by the end of the month in which they were due. Delinquent payments should be discussed with the Principal within 60 days of when they were due. If the family is unresponsive to efforts to discuss a payment plan, the student may not be allowed to be enrolled for the next school year.

### **UNIFORM POLICY/DRESS CODE**

The purpose of the Catholic School is to train and educate the total person, physically, mentally and religiously. Respect for one another, pride in one's appearance and the practice of good manners are areas which we stress. To accomplish at least part of this, St. Joseph School has adopted an enforceable, modest dress code. The Principal and teachers also maintain the authority to interpret accessory items including make-up, jewelry and hairstyles. Uniform rules shall be in effect for all children, including Kindergartners, attending St. Joseph School as of the FIRST day of school. *In addition, uniform policy/dress code applies to all mandatory after school events.*

### **CONSEQUENCES FOR UNIFORM INFRACTIONS**

If a student is out of uniform they will receive a uniform infraction slip to be signed by a parent and returned to school the next day. Upon the third uniform infraction, students will receive a one-half hour detention, which will be served after school on the following school day.

***The final determination for the acceptability of any item whether or not specifically covered herein shall be made by the Principal.***



## General Rules

1. Uniforms must be worn on the school grounds at all times unless:
  - a. The Principal has announced a dress-up or dress-down day.
  - b. A scout uniform is worn for an after-school meeting.
  - c. The Principal approves the wearing of special clothing such as 8th grade sweatshirts or tournament clothing.
2. All clothing must be neat, clean and in good repair.
3. All clothing should be labeled. Clothing which is likely to be removed at school for gym class, playground or other activities, must be labeled to identify lost items.
4. Jeans may never be worn as part of the uniform. Please see special section on dress-up and dress-down days for information about jean wear.
5. **Facial make-up is permitted for students in Grade 8 only.** Students may wear a minimal amount of natural looking make-up. Natural is defined as soft earth tones, and does not include bright, neon and glitter colors. The Principal and teachers will make final determination if the appearance is inappropriate. **Cosmetics may not be brought to school**, including bottles of nail polish, lipstick, eye shadows and liners, mascara, foundation, blush and powder. Cosmetics brought to school will be turned over to the Principal and returned to the parent at his/her request. The exception would be for make-up that is part of a special day such as Halloween or required for a play.
6. Nail polish and only clear, colorless lip balms (i.e., Chapstick, Blistex, etc.) are allowed for all grades.
7. Jewelry may be worn as long as it does not present a safety hazard.
8. Body piercing, other than ears, is not allowed.
9. Hair dying or coloring, other than natural highlights, is not allowed.
10. Shoes must be worn at all times. Shoes should be safe and practical for school and playground use. All shoes must have a back or strap to securely fasten the shoe. Shoelaces must be properly tied at all times. Closed toe shoes only--no sandals. An exception to sandals will be made on dress-up/dress-down days where sandals may be worn as long as socks, tights or nylons are also worn. *Flip-flops may not be worn.*
11. During the winter months, all students are expected to dress appropriately for warmth as described in the "Recess" section of this handbook.
12. Each teacher will decide on what his/her class will wear on a particular field trip. When more than

one class attends the same field trip, teachers will come to a consensus, i.e., all will dress up, dress down or observe the dress code.

13. Hats, baseball caps and headscarves may not be worn in the building except on special occasions approved by the Principal.
14. We encourage girls to wear shorts under their skirts; however, the shorts may not be longer than the skirt. Leggings may be worn under uniform skirts/dresses. Leggings must be red, dark navy blue, or white. They must reach the ankle and be worn with socks.
15. For the purpose of uniformity, all uniform items may be handmade or purchased providing it is constructed of the same material and style as that found at the uniform departments of various stores and must adhere to our uniform policy/dress code.

#### **Boys and Girls' Dress Code - Grades K4-8 (please see section for items specific to girls)**

1. Shirts/Blouses--The following describes the acceptable criteria for shirts/blouses:
  - a. **Shirts/blouses must be tucked in at all times.**
  - b. Short or long sleeve shirt or blouse with a collar; polo with collar; or turtleneck.
  - c. Cotton, polyester or knit.
  - d. Solid, plain white, light blue, red or dark navy blue
  - e. Logo shirts: "St. Joseph School, Big Bend" logo polo shirts available in white, light blue and red. The logo is printed in the upper left-hand corner of the shirt. These shirts are not mandatory but must be purchased directly through the school and/or website. A sale is held at least two times a year.

**NOT ALLOWED:** T-shirts; Off white, turquoise, cranberry, burgundy or royal blue colors; Fabric of a see-through nature; Ruffles or decorative trim; Trademarks or embroidery; Stripes or plaids.

2. Sweaters/Vests--The following describes the acceptable criteria for sweaters/vests:
  - a. A turtleneck or a shirt or blouse with a collar must be worn underneath the sweater/vest.
  - b. Cardigans, pullover or vests.
  - c. Solid white, red, light blue or dark navy blue.
  - d. Hooded cardigan sweaters may be worn.
  - e. All sweaters/vests/cardigans must be of knit material.

**NOT ALLOWED:** Off-white, cranberry, burgundy or royal blue; Oversized or excessively bulky; Decorative trimmed; Stripes or plaids; Trademarks or embroidery; No sweatshirt or fleece like material;

3. Sweatshirts--The following describes the acceptable criteria for sweatshirts:
  - a. Only "St. Joseph School, Big Bend" logo crew neck sweatshirts are allowed in dark navy blue or red. The logo is printed in the upper left-hand corner and is only available for purchase from

the school and/or website at least 2 times a year.

- b. A shirt or blouse with a collar or a turtleneck must be worn underneath the “St. Joseph School” logo sweatshirt.

**NOT ALLOWED:** Oversized/excessively bulky or hooded sweatshirts.

4. Pants--The following describes the acceptable criteria for pants:
  - a. Style **must** duplicate uniform clothing found at the uniform departments of various stores.
  - b. Cotton twill, poplin or corduroy uniform style.
  - c. Solid dark navy blue or tan/khaki.

**NOT ALLOWED:** Royal blue pants; Gang related pants or fad pants; Cargo **pocket pants**; Flair or bell bottom pants; Wide-legged pants; Zip-off pants; Oversized, baggy or overly loose fit pants; Carpenter/painter style pants. Combat pants; Capris; Leggings, skin-tight pants, spandex; Jogging or sweat pants, including St. Joe’s logo sweats; Pants with elastic ankles; Denim jeans (including navy blue or black jeans), with rivets, patch pockets, decorative buttons, zippers or snaps.

5. Shorts--The following describes the acceptable criteria for shorts:
  - a. Style **must** duplicate uniform clothing found the uniform departments of various stores. An acceptable length for shorts is no more than two inches above the knee. Must be uniform shorts.
  - b. Cotton twill, poplin or corduroy uniform style. Also allowed are cotton twill, poplin or corduroy, skorts and panel skirts.
  - c. Solid dark navy blue or tan/khaki.
  - d. Shorts may be worn at the discretion of parents August, September and from May 1 through the end of school. Uniform shirts must be worn. In the event of unusually warm weather before May 1 or after September 30, the Principal may permit the wearing of shorts on such days. Shorts may be worn in church on Mass days. On dress-up days, shorts may be worn during the months of August, September, May and June provided they are dress shorts. Parents, please use your discretion in sending your child to school in shorts when the predicted temperature is to be below 75 degrees.

**NOT ALLOWED:** Royal blue; Gang related shorts or fad shorts; **Cargo pocket shorts**; Wide-legged shorts; Tech shorts; Baggy, oversized or overly loose fit shorts; Carpenter/painter and combat shorts; Shorts with a length below the knee or excessively above the knee; Shorts with striping or logos; Shorts, culottes, skorts and panel skirts made of knit material; Bike or jean shorts; Cut offs, torn, ripped or frayed material; No skintight or spandex shorts; No nylon or cotton soccer or boxer shorts; Decorative buttons, zippers or snaps.

6. Socks--The following describes the acceptable criteria for socks:
  - a. Socks or tights must be worn at all times.
  - b. Ankle-length. Knee-highs. Tights.
  - c. Solid white, red, dark navy blue or tan when worn with shorts, skorts, skirts or dresses. Color of choice, with acceptable logos or designs, are allowed when worn with pants, not shorts.

7. Shoes--The following describes the acceptable criteria for shoes:
  - a. Shoes must be worn at all times and must be safe and practical. Shoelaces must be properly tied at all times.
  - b. Closed-toe shoes only on regular uniform days.
  - c. Sandals may be worn on dress-up/dress down days as long as socks, tights or nylons are also worn.
  - d. All shoes must have a back or strap to securely fasten the shoe.

**NOT ALLOWED:** Sandals on regular uniform days; Light-up shoes or Backless shoes; Flip-flops are not permitted at any time.

### **Additional Items to Girls' Dress Code - Grades K4-8**

1. Plain Jumper/Skirt--The following describes the acceptable criteria for a plain jumper/skirt:
  - a. **May** be purchased from the uniform departments of various stores.
  - b. Solid dark navy or khaki jumper, skirt or uniform skirt.
  - c. Hems may not be more than 2 inches above the knee.

**NOT ALLOWED:** Royal blue. Mini-skirts or skintight skirts. Stretch skirts.

2. Plaid Jumper/Skirt--Allowed given pattern is commonly offered at uniform departments of various stores and matches St. Joseph uniform style.

### **Out-of-Uniform Rules**

The Principal will decide which days are Out-of-Uniform Days. These days will be posted on your lunch calendar and/or will be printed in the Newsletter.

### **Allowed**

- Skirts or dresses with a length of 2" above the knee
- Leggings/yoga pants may be worn under shirts, skirts or dresses
- Shorts and skorts may be worn in season. Length must be 2" above the knee
- Capris may be worn in season
- Sweatpants and sweatshirts
- All colors of jeans
- Athletic team apparel and product promotion clothing
- Tank tops or sleeveless shirts, blouses or dresses with a shirt worn over or under
- Sandals may be worn with socks, tights, or nylons

## Not Allowed

- Clothing with offensive printing, liquor, beer or drug promotion or distasteful graphics
- Torn, ripped or frayed clothing
- Oversized or baggy pants, shorts or shirts
- Pants that drag on the floor
- Skin tight or spandex clothing
- Flip Flops
- Light up shoes

**School Spirit Days:** If a student chooses to participate he/she is required to wear **school uniform pants** with a St. Joe's t-shirt/sweatshirt. This includes past Campus Ministry Theme shirts. Spirit days are scheduled for the 1<sup>st</sup> Thursday of each month.

**Birthday Out-of-Uniform Day:** On the exact date of a student's birthday, he/she may dress-up or down in compliance with the Student Handbook Dress Code policies. If the student's birthday occurs on a weekend, a mass day or a day that school is not in session, the student may dress-up or down some time during that week. Students with summer birthdays can celebrate at school on their half birthday. Example: a July 15<sup>th</sup> birthday can be celebrated on January 15<sup>th</sup>.

## 8<sup>th</sup> Grade Dress Code Privilege

Each year the 8<sup>th</sup> grade class chooses a class sweatshirt and a t-shirt or jersey to wear to show their class and school pride. As a privilege of being an 8<sup>th</sup> grader, the students are allowed to wear their 8<sup>th</sup> grade sweatshirt any day of the week, except during mass, and their t-shirts or jerseys on Wednesdays. Sweatshirts may not be altered in any way from their original form.

## VISITORS

Parents or visitors coming into the school **must** report to the office upon your arrival, sign in and obtain a visitor badge. **Messages, articles dropped off for students, etc. are to be handled through the office.**

Parents are not to come in and talk to teachers during class time. Appointments are to be requested in writing or by phone. Business of a personal nature between a parent and teacher should not take place when students are present. Students who wish to bring a guest to school must present written permission from the guest's parents to the Principal at least one school day in advance. Such visits are approved at the teacher and Principal's discretion. The guest must obey all school rules. The guest's host is also responsible for the guest's behavior.

## **VOLUNTEER GUIDELINES**

*Before volunteering in any capacity at the school, all parents and/or volunteers must have taken the "Safeguarding God's Children" class, complete a Background check (required every 5 years) and sign the Code of Ethics.*

Other at-school activities may allow for small children to accompany the parent volunteer. Parent discretion should be used, as small children are not covered by liability insurance paid by the school. Consult with the activity coordinator to determine if small children may attend.

These guidelines exist for the safety of all students, staff, parents and small children.

See Archdiocesan Policy #5142 in the Appendix.

## **VOLUNTEER PROGRAM**

St. Joseph School has always relied on parent/parish volunteers to fill the daily needs that enable the school to run more smoothly and to operate within its yearly budget. Your time and talent commitment to St. Joseph School can be fulfilled by your involvement in several areas. Plan for approximately 40 hours of service per year as a minimum of your Christian Action.

## **WEBSITE**

St. Joseph School has a website at <http://www.stjoesbb.com/school>. Families are encouraged to visit the "Current Family" page for helpful links to common forms as well as committee meeting dates and minutes. Additionally, families can keep up-to-date with St. Joseph Parish happenings by reading the weekly bulletins posted at <http://www.stjoesbb.com>.

## **WELLNESS POLICY**

Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. Also, good health fosters student attendance and education. With the future in mind and where obesity rates have doubled in children and tripled in adolescents over the last two decades, (with physical inactivity and excessive calorie intake the predominant causes), St. Joseph School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

## **Healthy School Environment**

St. Joseph's School will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing its wellness policy.

All students will have the opportunity, support, and encouragement to be physically active on a regular basis.

Foods and beverages served during the school day will meet the nutrition recommendations of the US Dietary Guidelines for Americans; accommodate the religious, ethnic, and cultural diversity of the student body; and will be provided in a clean, safe, and pleasant setting with adequate time for students to eat.

Nutrition and physical education will foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, the school meal program, and with related health, safety, and wellness community services.

Nutrition will be promoted through education with the objective of improving students' health and reducing childhood obesity.

## **Nutrition Education and Promotion**

The primary goal of nutrition education is to positively influence students' eating behaviors.

- Students receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Students receive consistent nutrition messages throughout the classrooms and cafeteria.
- Health education curriculum standards and guidelines include both nutrition and physical education.
- Nutrition is integrated into the health education or core curricula. (math, science, language arts, social studies)
- Nutrition concepts will be reinforced by all school personnel.
- St. Joseph's School will work toward disseminating a list of healthful snack items to teachers, after school program personnel, and parents.

## **Physical Activity**

The primary goal for St. Joseph's physical activity component is to provide opportunities for every student to: develop the knowledge and skills for specific physical activities; maintain physical fitness; regularly participate in physical activity; and understand the short- and long-term benefits of a physically active lifestyle.

- All students (K4-8) will receive physical education as part of their curriculum through the entire school year. The P.E. Instructor will be encouraged to have students spend at least 50% of physical education class time participating in moderate to vigorous physical activity.
- All students (K4-8) will receive daily recess and/or fitness periods that will allow for daily activity and the integration of physical activity into the academic curriculum.
- Students are given opportunities for physical activity through a range of programs including, but not limited to, basketball, volleyball, and track.
- Teachers and other school personnel are discouraged from using physical activity (e.g., running laps, pushups) as punishment and will be discouraged from withholding opportunities for physical activity (i.e., physical education) as a punishment.
- St. Joseph's School encourages 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.
- St. Joseph's School will distribute materials encouraging physically active programs within the community (i.e., recreation departments, community camps, etc.)
- All school personnel will reinforce the importance of physical activity.

### **Guidelines for Food and Beverages on School Grounds**

Students' lifelong eating habits are influenced by the types of food and beverages available to them. Schools have a responsibility to help students establish and maintain lifelong healthy eating patterns.

- Classrooms will allow one nutritious snack per day under the teacher's supervision. The snack will be provided by the parents, and will follow recommendations given by the school for healthy snack choices.
- Food and beverages made available to students on school grounds will be consistent with the current USDA Dietary Guidelines for Americans.
- School Nutrition personnel will take every measure to ensure that student access to food and beverages meet or exceed all federal, state, and local laws and guidelines.
- School Nutrition personnel shall adhere to all federal, state, and local food safety and security guidelines.
- To support children's health and school nutrition-education efforts, school fundraising activities will be encouraged to offer foods that meet the above nutrition and portion size standards for foods and beverages sold individually. St. Joseph's School will encourage fundraising activities that promote physical activity (i.e. Exercise-A-Thon, School Run/Walk)
- Snacks served during the school day or in after-school care or enrichment programs will generally be designed to make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
- For celebrations, St. Joseph's School will encourage a balance of healthful snacks along with snacks that may not meet the nutrition standards for foods and beverages sold individually.
- St. Joseph's School will not generally use foods or beverages, especially those that do not meet the nutrition standards, as rewards for academic performance or good behavior.



## **School Nutrition Program/Personnel**

- St. Joseph's School will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
- The school shall designate an appropriate person to be responsible for the school's nutrition program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverage made available on school grounds to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
- St. Joseph's School will provide nutrition education and engage in nutrition promotion. The school may develop a list of unacceptable items for lunches (including "fast food" meals, soda, or high fructose or caffeinated beverages).

## **Communication with Parents**

It is important that students receive consistent messages throughout school, home, community, and media regarding good nutrition and healthy lifestyles.

- St. Joseph's School recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.
- Parents are encouraged to make thoughtful choices when sending snacks for the school day. Snacks should make a positive contribution to the children's diets and health, with an emphasis on serving fruits and vegetables as the primary snack and water as the primary beverage.
- The school will encourage parents to pack healthy lunches, snacks, treats, and beverages. Fast food lunches are not to be brought in.
- The school will provide information about physical education and other school-wide physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

## **Dining Environment**

- The school will provide student access to hand washing or hand sanitizing before they eat meals or snacks.
- Students will be given a minimum of 20 minutes to eat lunch and socialize in a pleasant eating environment.
- The school provides a clean and safe meal environment for the students.
- The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- The school makes drinking fountains available so that students can get water at meals and throughout the day.
- The school encourages all students to participate in school meal program and protects the identity of students who eat free and reduced priced meals.

## **Consistent School Activities and Environment**

- The school will provide opportunities for ongoing professional training and development for foodservice staff and teachers in the areas of nutrition and physical education.
- The school encourages parents, teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
- The school encourages and provides opportunities for students, teachers, and community volunteers to practice healthy eating and to serve as role models in school dining areas.
- The school encourages students to participate in the school meal program as well as the snack for the After School Kids Program.
- The school personnel will ensure the implementation of the School Wellness Policy annually.

## **WITHDRAWAL/TRANSFER**

The following procedure should be followed when a child will be transferring to another school:

1. Parent informs Principal of pending transfer. Please advise at least one week in advance.
2. A signed Release of Student Records to the new school is turned in to our office. Records are sent directly from our school to the new school.
3. Return all school-owned materials to the office.
4. Partial tuition and refunds will be made at this time. See "Refunds."

According to Archdiocesan Policy #5125.2 (see Appendix), St. Joseph School may not withhold transfer of records for unsatisfied financial obligation(s).

The Principal will make final determination regarding the interpretation of material in this handbook.

## APPENDIX

- I. Executive Members 2021-2022
- II. Regulation 1312
- III. Regulation 5125.2
- IV. Regulation 5142
- V. Wisconsin State Statute: 146.015
- VI. Regulation 5144 (d, e)
- VII. St Joseph School 2021-22 COVID-19 Addendum

## I. Executive Members 2021-2022

### **School Advisory Committee:**

Chair	Carrie Schanen
Vice Chair	Michele Reilly
Secretary	Stacy Abraham
H&S Liaison	Shannon Elsner
Member	Marlaena Barber
Annual Fund Chair	Kathryn Campbell (Interim)
Pastoral Council Liaison	Vacant

### **Home & School Association:**

President	Elizabeth Baron
Vice President	Shannon Elsner
Secretary	Wendy Veldboom
Treasurer	Julie Pfeil

### **Athletic Association:**

Director	Michele Reilly (Interim)
Assistant Director	Vacant
Secretary	Vacant
Treasurer	Vacant
CYM Coordinator	Vacant
Volleyball Coordinator	Vacant
Basketball Coordinator	Vacant
Awards Coordinator	Vacant
Banquet Coordinator	Lisa Leszczynski
Concessions Coordinator	Sarah Haftarski
Fish Fry Coordinator	Kristen Schkeryantz
Junior Knights Coordinator	Michele Reilly (Interim)
Uniform Coordinator	Vacant

## **II. Regulation 1312**

### **Personnel**

#### **Complaints Concerning School/Religious Education Personnel**

#### **Grievance Procedures for Parents and Students**

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the school/parish.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor, or president in a secondary school, with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/president may convene the parties in an attempt to reconcile the concern.
- The pastor/president may contact the Office for Schools for assistance in reconciling the concern.
- The pastor/president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration.

Should resolution not occur after all reasonable attempts have been made at the school/parish level, the parent can appeal in writing to the Superintendent of Catholic Schools. Upon receipt of the written appeal, the superintendent will investigate and determine if proper procedures were followed at the local level.

Archdiocese of Milwaukee

Rules approved: 8/1/84, 7/1/1986, 4/14/1987, 4/2/1990,  
5/3/1993, 5/1/1996, 5/6/1997, 5/5/1998

### III. Regulation 5125.2

#### **Students**

##### **Student Records: Withholding**

Schools may not withhold the transfer of official student records (transcript of credits) for unsatisfied financial obligations.

Schools participating in the Choice program are required by state law to send student records to another school or district within 5 working days of receiving written notice from the pupil or the parent of a minor student that the student intends to enroll in the other school, and therefore may not withhold records due to unsatisfied financial obligations.

Archdiocese of Milwaukee

##### Rules Approved:

5/13/1986  
4/1/1987  
4/2/1990  
5/3/1993  
5/1/1994  
6/14/2012

## IV. Regulation 5142

### **Students**

#### ***Safety: Personal and Possessions***

The principal in cooperation with the police or sheriff's department is responsible for proper attention to the safety of pupils.

Teachers or bus drivers to whom principals delegate their authority are responsible for the safety of pupils during the time pupils are enroute to or returning from school, and while they are on the school premises.

It is the responsibility of the principal to arrange for adequate supervision of playgrounds at all times. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

All paid and volunteer personnel and supervisory help are covered by liability insurance paid by the parish/school.

The organization of school patrols may serve as a valuable aid to safety on and around school grounds.

### **Supervision**

The principal is responsible for organizing and directing a plan of supervision for the entire school. In the event of an accident or an injury due to neglect, the school can be held liable. Competent adult supervision shall be scheduled to supervise the school grounds and building during noon hour and recess periods. Bus zones must also be supervised.

Instructional areas are supervised whenever students are present.

### **Traffic Safety**

Arrangements are made with the law enforcement agencies whereby pupils will receive protection at crossings and traffic intersections.

Local police officials and crossing guards are given a copy of the school calendar for the year and are advised of any changes during the course of the school year.

Where there is a safety cadet program, written parental permission is required in order to participate in the program. Safety cadets are not permitted to direct vehicular traffic.

### **Safety Precaution**

State law requires that students participating in hazardous activities in science, industrial arts, art and other classes wear protective devices such as safety glasses.

Archdiocese of Milwaukee

Rules approved:

11-12-74

12/1/1983

4/2/1990

## V. Wisconsin State Statute: 146.015

### Safety Eye Protective Goggles

1. Every student and teacher in schools, colleges, universities and other educational institutions participating in or observing any of the following courses is required to wear appropriate industrial quality eye protective goggles at all times while participating in or observing such courses or laboratories:
  - a. Vocational, technical or industrial arts shops, chemical or chemical-physical laboratories involving exposure to:
    1. Hot molten metals or other molten materials.
    2. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials.
    3. Heat treatment, tempering or kiln firing of any metal or other materials.
    4. Gas or electric arc welding or other forms of welding processes.
    5. Repair or servicing of any vehicle.
    6. Caustic or explosive materials.
  - b. Chemical, physical or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.
2. Eye protective goggles may be furnished to all students and teachers by the institution, purchased and sold at cost to students and teachers or made available for a moderate rental fee and shall be furnished for all visitors.
3. In this section, "industrial quality eye protective goggles" means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1 - 1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.
4. The state superintendent of public instruction shall prepare and circulate to each public and private educational institution in this state instructions and recommendations for implementing the eye safety provisions of this section.

Archdiocese of Milwaukee

Wisconsin State Statute: 146.015



## VI. Regulation 5144 (d, e)

### **Students**

#### ***Discipline***

#### **Expulsion**

As a definition, 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 interest 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. These academic requirements are well-articulated in the student handbook.

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

#### **Expulsion Procedures**

1. The actions and procedures for probations, suspension or expulsion shall be published in the school handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
3. 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 composition should be such as to insure objectivity and procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the secondary school 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
5. 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.
6. 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.

Archdiocese of Milwaukee Rules approved: 3/2/90, 5/3/1993, 5/1/1994, 5/1/1996, 5/6/1997,  
5/1/2001, 5/7/2002, 5/4/2004

**VII. St Joseph School 2021-22 COVID-19 Addendum**

Stay Safe to Stay Open  
Last updated Aug 27, 2021

To read the COVID-19 Addendum, please follow [this link](#) or see the COVID-19 Pandemic Addendum under Forms & Resources on the current families page at our website:

<https://www.stjoesbb.com/current-families>.

**St. Joseph Catholic School**  
**2021-2022 Family Handbook & COVID Addendum Contract**

*(The Handbook and Addendum will be emailed to you from school@stjoesbb.com prior to Supply/Picture Day)*

We have read/reviewed the 2021-2022 St. Joseph School Student/Parent Handbook and COVID Addendum, and by signing below, agree to follow the policies and procedures contained therein.

Family Name: \_\_\_\_\_

\_\_\_\_\_  
Parent (1) Signature Date

\_\_\_\_\_  
Parent (2) Signature Date

\_\_\_\_\_  
Student (1) Signature / Grade Date

\_\_\_\_\_  
Student (2) Signature / Grade Date

\_\_\_\_\_  
Student (3) Signature / Grade Date

\_\_\_\_\_  
Student (4) Signature / Grade Date

***Please return this page to the school office by the first day of school.***