



**Parent/Student Handbook  
2019/2020**

1619 Washington Street  
Grafton, WI 53024  
(262) 375-6505  
School Hours 8:15-3:15  
Web: [www.stjosephgraffton.org](http://www.stjosephgraffton.org)  
E-mail: [amatthews@stjosephgraffton.org](mailto:amatthews@stjosephgraffton.org)

**St. Joseph Parish School is accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent Schools.**

**St. Joseph Parish Mission Statement:**

*The Hands of Christ... Open to All*

**St. Joseph Parish School Mission Statement**

*St. Joseph Parish School: Teaching, Learning, Leading, and Serving as the Hands of Christ*

**SCHOOL PHILOSOPHY**

Catholic education at St. Joseph Parish School (SJPS) is an expression of the mission entrusted by Jesus to the Church He founded. The formation of this mission within children is the primary responsibility of the parents. St. Joseph Parish School assists, encourages and supports the development of a prayerful and personal relationship with God and the integration of the Gospel values into daily life. Thus, our students will be able to accept the responsibility of service to God, one another, the Church, the community, and the world.

**SCHOOL GOALS/OBJECTIVES**

In light of our philosophy, the objectives of St. Joseph Parish School are as follows:

1. To make the Catholic Faith an integral part of the students' lives by providing opportunities for growth in faith with weekly Mass, special liturgies, Reconciliation Services, outreach activities, and daily Religion classes.
2. To promote academic excellence through recruitment, management, and retention of the highest quality school administration, faculty, and staff.
3. To enable the students to develop their knowledge through a variety of teaching strategies, i.e., lecture-discussion, use of audio-visual aids, computers, and large and small group instruction.
4. To give the students opportunities to demonstrate their knowledge of the Archdiocese of Milwaukee's Standards Based Curriculum through oral, written, artistic, and other means of creative expression.
5. To promote physical fitness and develop habits in the students that will build and maintain good health through a physical education program, available health services, and various athletic activities that promote good sportsmanship and team cooperation.
6. To provide the students with opportunities to become concerned and active citizens in their local communities through various assemblies and other extra-curricular activities such as community service, programs, and field trips.
7. To promote increased professional competency of staff through continued formal studies, professional reading, and attendance at local conferences and workshops.
8. To maintain a working relationship of cooperation between parents/guardians and teachers through an active Home and School Association, Parent-Teacher Conferences, and a close relationship between parish and school.
9. To increase the visibility and communicate the values/benefits of the parish school to the general parish membership and community at large.
10. To develop student leadership by providing opportunities to actively participate in school and community programs.

**2019-2020  
School Faculty/Staff**

|   |  |
|---|--|
| <b>Parish Director</b>  | <b>Ms. Brenda Cline</b>                        |
| <b>Principal</b>  | <b>Mrs. Amanda Matthews</b>                    |
| <b>Administrative Assistant</b>   | <b>Mrs. Sue Henke</b>                          |
| <b>K3 Teacher</b>   | <b>Ms. Amanda Putzer</b>                       |
| <b>K4 Teacher</b>   | <b>Ms. Karen Longoria</b>                      |
| <b>K5 Teacher</b>   | <b>Mrs. Susan Temple</b>                       |
| <b>1<sup>st</sup> Grade Teacher</b>   | <b>Mrs. Sarah Kleinmann</b>                    |
| <b>2<sup>nd</sup> Grade Teacher</b>   | <b>Mrs. Julie Lemke</b>                        |
| <b>3<sup>rd</sup> Grade Teacher</b>   | <b>Ms. Chris Jackson</b>                       |
| <b>4<sup>th</sup> Grade Teacher</b>   | <b>Ms. Melissa Myers</b>                       |
| <b>5<sup>th</sup> Grade Teacher</b>   | <b>Mrs. Julie Dich</b>                         |
| <b>6<sup>th</sup> Grade Homeroom<br/>Middle School Science/Mathematics</b>      | <b>Mr. Matthew Upson</b>                       |
| <b>7<sup>th</sup> Grade Homeroom<br/>Middle School Literature/Language Arts</b> | <b>Mr. Chris Wills</b>                         |
| <b>8<sup>th</sup> Grade Homeroom<br/>Middle School Social Studies/Religion</b>  | <b>Mrs. Sarah Johnson</b>                      |
| <b>Spanish Teacher</b>  | <b>Mrs. Monica Dempsey</b>                     |
| <b>Music Teacher</b>  | <b>Mr. Andy Smith</b>                          |
| <b>Art Teacher</b>  | <b>Mrs. Maureen Ciganek</b>                    |
| <b>Physical Education Teacher</b>   | <b>Mrs. Stacie Conery</b>                      |
| <b>Reading Teacher</b>  | <b>Mrs. Mary Bartelt</b>                       |
| <b>Extended Care Director<br/>Extended Care Provider</b>                        | <b>Ms. Amanda Putzer<br/>Mrs. Sharon Viogt</b> |

## Table of Contents

|   |    |
|---|----|
| Academic Responsibility Plan Grades 5-8 (Yellow Cards).....     | 6  |
| Accreditation .....   | 6  |
| Admissions .....  | 6  |
| Wisconsin Parental School Choice Program .....                  | 8  |
| Allergies .....   | 9  |
| Arrival/Dismissal .....   | 10 |
| Assessment and Grading Practices (Standards-Based Grading)..... | 10 |
| Attendance .....  | 12 |
| Birthday Treats and Celebrations .....                          | 12 |
| Bullying/Harassment .....                                       | 13 |
| Carpooling .....  | 14 |
| Cell Phones & Electronic Devices .....                          | 14 |
| Cheating .....  | 14 |
| Child Abuse Reporting .....                                     | 14 |
| Classroom Visits.....   | 14 |
| Communicable Diseases.....                                      | 15 |
| Communication .....   | 15 |
| Computer Usage/Acceptable Use Policy .....                      | 16 |
| Crisis Intervention .....                                       | 19 |
| Curriculum.....   | 20 |
| Custody Agreements.....   | 20 |
| Discipline Plan: Grades 1-8.....                                | 20 |
| Drug and Alcohol Abuse .....                                    | 22 |
| Emergencies .....   | 22 |
| Extended Care .....   | 22 |
| Extracurricular Activities.....                                 | 23 |
| St. Joseph Athletic Ministry .....                              | 23 |
| Field Trips .....   | 24 |
| Fire, Tornado, and Lock Down Drills.....                        | 24 |
| Grievance Procedure.....  | 24 |
| Harassment .....  | 24 |
| Health and Safety.....  | 24 |
| Health Education .....  | 25 |
| Home & School Association .....                                 | 25 |
| Homework (Archdiocesan Policy #6154).....                       | 25 |
| Immunizations .....   | 27 |
| Lost and Found .....  | 27 |
| Lunch Program .....   | 27 |
| Medications .....   | 28 |
| Movies .....  | 28 |
| Outreach .....  | 28 |
| Parent Education Programs (Archdiocesan Policy #1230) .....     | 28 |
| Parent/Teacher Conferences .....                                | 29 |
| Physical Education .....  | 29 |
| Plagiarism .....  | 29 |
| Promotion, Acceleration, and Retention.....                     | 30 |
| Property Damage .....   | 31 |
| Recess.....   | 31 |
| Report Cards .....  | 32 |
| Room Parents.....   | 32 |
| School Advisory Council.....                                    | 32 |
| School Closing Due to Inclement Weather.....                    | 32 |
| School Locks and Lockers.....                                   | 33 |

|  |    |
|--|----|
| School Security.....                               | 33 |
| Sexual Assaults.....                               | 33 |
| Snacks.....  | 35 |
| Special Learning Needs .....                       | 35 |
| Spiritual Development .....                        | 36 |
| Student Records.....                               | 36 |
| Student Rules and Regulations .....                | 37 |
| Student Transfer .....                             | 39 |
| Student Welfare, Health, and Safety.....           | 39 |
| Tardiness.....                                     | 40 |
| Teacher Contact/Grievance .....                    | 40 |
| Telephone Usage .....                              | 40 |
| Truancy.....                                       | 40 |
| Tuition Payment Plans and Late Payments.....       | 40 |
| Uniforms.....                                      | 41 |
| Vacations .....                                    | 43 |
| Visitors .....                                     | 44 |
| Volunteers.....                                    | 44 |
| Wellness Policy .....                              | 44 |
| Appendix .....                                     | 47 |
| School Calendar.....                               | 48 |
| Drop Off and Dismissal Procedure .....             | 49 |
| Archdiocesan Acceptable Use Policy #6161.2(a)..... | 50 |
| Archdiocesan Discipline Policy #5144.....          | 51 |
| Major Incident Form.....                           | 56 |
| Minor Incident Form .....                          | 57 |
| Asbestos Exclusion Letter .....                    | 58 |

## **Academic Responsibility Plan Grades 5-8 (Yellow Cards)**

The following is the academic responsibility plan for grades 5-8:

1. Academic (Yellow card) will be passed out every third Monday in homeroom.
2. On Fridays, the student will take the card home to be signed by parents/guardians. The student must return the signed card to his/her homeroom teacher on the following Monday.
3. If the student should forget to get the card signed, he/she will receive a clip on his/her academic card and the teacher will note the reason for the clip.
4. If the student leaves the card at home, he/she will have one day to return it. Upon returning the card he/she will receive a double clip on the academic card. After one day the card will be considered lost.
5. If the student loses his/her card, a detention will be given at the discretion of the teacher and/or principal.
6. If the student has four or more clips on his/her card, a detention will be set up with the student.

Students will keep the yellow card in the envelope that is taped inside their assignment notebook. St. Joseph Parish School 5th-8th grade students are required to have their assignment notebooks in all classes at all times. **Students are rewarded with an out of uniform coupon for each card that remains clip free.**

Disciplinary action may result from a pattern of behavior (e.g. neglect of duties, truancy, or opposition to authority) that shows a persistent resistance to making the changes which would enable the student to prosper from the instruction available.

## **Accreditation**

All Catholic schools that include any sequence of grades between PK - 8 are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA).

In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

## **Admissions**

St. Joseph Parish School admits students of any race, color, national or ethnic origin, or religion. Students of other religions are welcome unless attendance would cause conflict for the student because of the unique religious philosophy of our educational programs. Students with learning or physical disabilities are accepted on an individual basis depending

on the ability of SJPS to meet the student's needs. A determination is made by the principal, in conjunction with the professional staff.

St. Joseph Parish School offers programs of education and formation for students who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their role as primary educators of their children.

The following actions are required before the student enters St. Joseph Parish School:

1. Registration forms are completed.
2. Tuition contract is signed.
3. Previous school records have been transferred.

Tuition Rates are the same for parish and non-parish membership.

Certain restrictions may apply for students interested in enrolling into our school at the middle school level. Parents/Guardians must have two (2) recommendations from school officials (principal, teachers, counselor, etc.), report card, and attendance records in advance. It is our right to test the student prior to admittance and interview them before enrollment is considered at this level.

All students are on probation during their first year of attendance at St. Joseph Parish School. During this year, the school shall determine whether or not it can meet the needs of the individual student.

If a student decides not to continue at St. Joseph Parish School, the new school must contact SJPS to request student records. Student records will be sent via email or hand delivered to the new school. Records are not given to students and/or their family to deliver to the new school.

The final decision on admissions is at the discretion of the principal.

### **Entrance Requirements**

1. Students entering the three and four year-old Pre-Kindergarten programs of St. Joseph Parish School must be three or four years of age respectively by September 1 of the year enrolled. Students entering the Kindergarten programs of St. Joseph Parish School must be five years of age by September 1 of the year enrolled.
2. Students (K-Grade 8) transferring from other schools will be admitted on the basis of their previous transcript of records, total school performance and in conjunction with the St. Joseph Parish School admission policy.\*
3. Parents/Guardians of prospective students will meet with the principal to discuss enrollment into St. Joseph Parish School. At this time, student needs, school policies, student handbook and registration fees\* and tuition\* will be shared and discussed with parents/guardians.

4. Testing of student academic skills, particularly in math and reading, are conducted by St. Joseph Parish School staff, in order to ensure a suitable and successful grade placement.
5. All applications for enrollment must be signed by parents or legal guardians.

\*Not applicable to Choice families

## **Wisconsin Parental School Choice Program**

### **1. Admittance**

Eligibility Requirements to participate in the Wisconsin Parental School Choice Program (WPCP):

For the 2019-20 school year, the family income of a student new to a choice program must be at or below the amount listed in the table below for the program the student is applying. All students must apply each year at [dpi.wi.gov/choice](http://dpi.wi.gov/choice). If a student is continuing in any of the choice programs or was on the choice waiting list for the same Choice program in the prior year, he or she does not need to meet the income limits. Family income includes the income of the student's parent(s)/legal guardian(s) that reside in the same household as the student applicant. If the student's parents/legal guardians that reside in the same household are married, their income is reduced by \$7,000 when determining income eligibility for the program (i.e. married family income minus \$7,000). For example, if a family of four with parents that are married has an income of \$60,000, subtract \$7,000 from their income and compare that amount (\$53,000) to the income limit for a family of four in the appropriate table below. Family size includes parents/legal guardians and their children by birth, marriage or adoption that reside in the same household as the student applicant.

| <b>WPCP Only Income Limits</b>                       |                                      |
|--|--------------------------------------|
| <b>220% of the Federal Poverty Level for 2019-20</b> |                                      |
| <b><u>Family Size</u></b>                            | <b><u>Maximum Yearly Income*</u></b> |
| <b>1</b>   | <b>\$26,708</b>                      |
| <b>2</b>   | <b>\$36,212</b>                      |
| <b>3</b>   | <b>\$45,716</b>                      |
| <b>4</b>   | <b>\$55,220</b>                      |
| <b>5</b>   | <b>\$64,724</b>                      |
| <b>6</b>   | <b>\$74,228</b>                      |

**For each additional member add \$9,504**

\*As determined by the Adjusted Gross Income (AGI) on the federal income tax return for the prior calendar year (2018 for the 2019- 20 school year).

The administration reviews and accepts applications for Choice.

All income and residency documentation will be kept in separate files in the principal's locked office in a locked filing cabinet with student records.

If inadequate documentation is received, the principal will contact the family to ask for correct documentation. The only documentation that will be accepted outside the open application period will be documentation that has been requested by the administration.

## **2. Appeals Process**

The steps below outline the approved method for any St. Joseph Parish School WPCP applicant to appeal a rejected application. An application may only be rejected because the applicant has not met the necessary income or residency requirements, prior enrollment, or applicable age requirement of the WPCP.

**Step 1:** The parent(s)/guardian(s) should contact the principal to inquire as to why the application was rejected.

**Step 2:** If the parent(s)/guardian(s) is/are not satisfied with the information received in Step 1, they have five working days from the date of receipt of their rejection notices to request an appeal.

This appeal request must be made in writing. In the appeal, the parent(s)/guardian(s) must prove that the information and documentation submitted for the applicant during the open application period has been incorrectly used to deny the applicant based on income or residency. No new information or documentation will be considered in the appeal except that which was submitted during the open application period. Denial due to losing a random selection lottery cannot be appealed. The School Advisory Council, Pastor/Parish Director, and Directory of Administration will determine the appropriate action needed to resolve the conflict if an error by SJPS staff has been proven.

## **Allergies**

Any allergies a student may have must be reported to the school secretary and the classroom teacher. St. Joseph Parish School recognizes the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-8 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to Form 5140.2c) found in the office or in the Archdiocese Parish and School Policy Manual at <https://schools.archmil.org/Schools-home.htm> . The form states the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent/guardian must provide the school with a copy of a health care plan (refer to Form 5140.2d) found in the office or in the Archdiocese Parish and School Policy Manual at <https://schools.archmil.org/Schools-home.htm> for a student who requires an emergency prescription medication. All other allergy medications must be labeled and kept in the school office, including EpiPens.

A few students in our school have a serious allergy to peanuts. St. Joseph Parish School will have PEANUT FREE eating areas in the cafeteria. Classroom teachers will request that snacks brought for birthdays and parties consider any allergies of students in his/her classroom.

## **Arrival/Dismissal**

The first bell signaling the start of the school day is at 8:15 am. Announcements begin promptly at 8:25 with the second bell. Students may enter the school at 8:15. All students who arrive after 8:25 must enter school through the office doors and check in with the school secretary. Morning supervision is provided beginning at 8:00 am. **No student may be dropped off before 8:00 am unless that student has been registered for the Extended Care Program.** If a bus arrives early, the driver will park and let the students off at 8:00 am.

Under certain weather conditions (i.e. rain or extreme cold) students will gather and be supervised in the gym at 8:00 am. Students enter in the main office doors and go **directly** to the gym without stopping at their locker or classroom. Adjustments may be made during winter weather.

Students are dismissed at 3:15 pm. **If a student must leave before dismissal time, a written request must be sent with the student the morning of the dismissal.** The time and reason should be included. The student will remain in the classroom until the teacher is notified by the school office to release the student. The parent/guardian/authorized person must report to the office for the child to be released.

## **Assessment and Grading Practices (Standards-Based Grading)**

Grading of students' performance is based on a combination of formative and summative assessments. Grades are standards-based and reflect what students know and are able to do.

### **Archdiocesan Proficiency Scale (Grades K-3)**

|                 |   |
|-----------------|---|
| 3<br>Proficient | <ul style="list-style-type: none"><li>• Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li><li>• Student can complete assigned tasks independently.</li></ul> |
| 2<br>Developing | <ul style="list-style-type: none"><li>• Student demonstrates partial understanding of grade level standards.</li><li>• Student can sometimes complete learning activities without assistance.</li></ul>                                 |
| 1<br>Emerging   | <ul style="list-style-type: none"><li>• Student needs more time to develop understanding of grade level standards.</li><li>• Student can complete learning activities with assistance.</li></ul>  |

### **Archdiocesan Proficiency Scale (Grades 4-8)**

|                 |   |
|-----------------|---|
| 4<br>Advanced   | <ul style="list-style-type: none"><li>• Student demonstrates understanding of concepts and skills extending beyond grade level standards.</li><li>• Student can independently complete self-directed studies.</li></ul>                 |
| 3<br>Proficient | <ul style="list-style-type: none"><li>• Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li><li>• Student can complete assigned tasks independently.</li></ul> |
| 2<br>Developing | <ul style="list-style-type: none"><li>• Student demonstrates partial understanding of grade level standards.</li><li>• Student can sometimes complete learning tasks without assistance.</li></ul>                                      |
| 1<br>Emerging   | <ul style="list-style-type: none"><li>• Student needs more time to develop understanding of grade level standards.</li><li>• Student can complete learning activities with assistance.</li></ul>  |

### **High School Diploma Policy**

St. Joseph Parish School is an elementary school and therefore does not offer high school diplomas.

## **Testing**

The Iowa Test of Basic Skills is administered in grades 3, 5, & 7 each spring. St. Joseph Parish School students on average test above the nation in all areas and all grades. Three times a year, grades K5-8 will take the MAP (Measures of Academic Progress) test in both reading and mathematics. Student academic progress regarding MAPS testing will be given out after each testing period.

## **Transfer Credit Policy**

St. Joseph Parish School does not award “credits” because it is an elementary school. Prospective transfers wishing to enroll under the Wisconsin Parental Choice Program (WPCP) must complete the WPCP application process during the open enrollment period to determine eligibility.

Any student wishing to transfer to St. Joseph Parish School from another school for any grade level must complete the standard admissions process (see pg. 6).

## **Attendance**

Regular attendance is essential to success in school. There is no substitute for actual daily participation in class. In the case of a student absence, the student’s parent/guardian is required to call the school office one half hour before school begins.

Please call the school each morning of illness or injury to report the student’s condition. Please state the reason for the absence, especially if it is due to a communicable disease.

1. Students who are absent from school due to illness or another reason are not to participate in a sports practice or game on that same day.
2. Students who are absent from school due to illness or another reason may not attend school sponsored after school extracurricular activities.

## **Birthday Treats and Celebrations**

Birthdays are important for our students and it is good for them to fully enjoy their day. Please make sure the teacher is notified prior to bringing in treats. Please prepare food that is small and easy enough for the student to distribute themselves him/herself. The treat should only take up to fifteen minutes to prepare, distribute, and consume. Please be sure to include plates, napkins, plastic utensils, and/or cups if the birthday treat requires any of these for serving. Please keep in mind there are several students and faculty members with food allergies when planning treats. Please review our school wellness policy (see pg. 44).

## **Bullying/Harassment**

St. Joseph Parish School students are expected to do their part to create an atmosphere of mutual respect and concern for one another—an atmosphere that does not accept, condone, or encourage bullying, intimidation, or harassment.

Harassment can be a single incident or a pattern of behavior, whose purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

1. Bullying, physical abuse, or mental abuse
2. Words, gestures, or actions that threaten physical harm
3. Derogatory comments based on appearance, gender, disabilities, or racial/ethnic heritage
4. Inappropriate gestures, touching, or grabbing
5. Sexual jokes, comments, or advances
6. Displays of sexually explicit or offensive materials
7. Teasing a person in a hurtful way
8. Spreading rumors about an individual
9. Any other behavior school officials consider to be harassment

The consequences of bullying include:

1. Bullying behavior will be addressed immediately; bullying complaints may be presented verbally or in written form.
2. Following procedure, school staff members will gather information, review the situation, and determine the necessary consequences.
3. Disciplinary actions may include verbal reprimand, notification and/or meeting with parents, detention, potential suspension from school and/or athletic activities, possible expulsion from school, and/or involvement of the police.

St. Joseph Parish School forbids retaliation against anyone for reporting harassment or otherwise assisting in the investigation of a harassment complaint.

Students of SJPS will follow specific procedures to prevent bullying:

1. Treat others respectfully.
2. Refuse to bully others.
3. Take a stand and refuse to let individuals be bullied.
4. Refrain from observing, laughing, or joining in a situation when another student is being bullied.
5. Make an effort to include everyone in play, especially those who are frequently left out in daily activities.
6. Act responsibly and report any episodes of bullying to an adult.
7. Live and act in a Christian manner that is in accordance with the school's mission.

## **Carpooling**

The school is not responsible for setting up carpooling, nor assumes any responsibility for drivers used in carpools.

## **Cell Phones & Electronic Devices**

Students **are not** allowed to use cell phones or other electronic devices (iPods, mp3 players, games, Smartwatches, etc.) during school hours or on field trips. No electronics or cell phones are allowed in Extended Care. If a cell phone is needed after school hours, then it must remain in the student's backpack in the 'off' position. If a student is found in violation of this rule, consequences will include:

1. Faculty will confiscate the item and give it to the principal.
2. Minor infraction form will be given to the student to be signed by the parent/guardian.
3. Item in question will only be returned to a parent/guardian.
4. Principal may contact the parent for a conference if necessary.

## **Cheating**

Students in all grades are expected to complete their own work at all times. This includes projects and long-term assignments.

If a student is found cheating, he/she will receive a consequence for their actions as determined by the teacher and/or principal.

Some examples of cheating include:

1. Copying another student's work
2. Plagiarism
3. Using cheat notes
4. Turning in work completed by anyone other than the student

## **Child Abuse Reporting**

Administrators, teachers, and school staff are required by law to report any suspected child abuse to the proper authorities. We are mandatory reporters. Our procedure is to call the county social services. Social Services handle the matter from that point.

## **Classroom Visits**

St. Joseph Parish School encourages and invites parents/guardians to visit the classrooms. Parents/Guardians are asked to call first so the teacher can suggest an appropriate time. All visitors to the school must follow the visitor procedure outlined in the School Security section (see pg. 33). Any parent/guardian or volunteer helping in the classroom in

anyway must go through Safeguarding and pass a criminal background check prior to helping out in the classroom.

## **Communicable Diseases**

If a student is suspected by school personnel of having a communicable disease, he/she will be removed from the classroom, and the parent will be notified. When certain more serious communicable diseases present themselves in a student, the local health officials may be notified.

**Parents/Guardians: If your student has a fever, diarrhea, has been vomiting, or you suspect he/she may have a communicable disease, please do not send the student to school in the morning.**

If a student is home due to a communicable disease (chicken pox, strep throat, head lice, H1N1 virus, etc.) the parent/guardian will notify the school immediately. The school frequently notifies parents of other children in the class when a communicable disease exposure has happened so they can watch for symptoms in their own child. This helps control the spread of these diseases. Student confidentiality will be maintained.

Returning after an absence: The student may return to school when he/she has no fever, vomiting, diarrhea for 24 hours; prescribed medication has been taken for 24 hours (strep throat, pink eye...); or he/she provides evidence that treatment has been started for communicable conditions (head lice, ringworm...)

Head lice: Hair must be free of all nits and live lice. If a child returns to school and is found to still have nits and/or lice, the child will be sent back home again.

Students who are absent from school due to illness may not participate in school-related or school-directed sports and/or activities on the day(s) of absence.

## **Communication**

A weekly principal news note will be sent home electronically with important school information. It is the parents'/guardians' responsibility to read those news notes in order to be up to date with important communication regarding school events. Classroom teachers will send home information on a regular basis using a delivery system developed by each teacher. Parents/Guardians are encouraged to contact their student's classroom teacher if they need further information regarding their child or classroom policies.

### **Parent/Guardian and School Communication**

It is important to notify the school of any changes regarding marital status, custody, address, work, phone, cell phone, and email changes so they can be updated on the emergency contact form. In addition, if any major illness, hospitalizations, deaths, changes in family

composition, etc., occur please notify your student's teacher and the school office. These matters often affect children and their learning.

## **1. Parent/Guardian Concerns**

Parents/Guardians with a concern are encouraged to first contact their student's teacher via school email or phone. **Do not call or text teachers at home.** Teachers have been advised not to take parents' calls or texts at home. Parents/Guardians wishing to discuss concerns or student progress may do so by sending a note, email, or leaving a message with the student's teacher.

Appropriate channels of communication, as suggested by the Archdiocese, are as follows:

- 1<sup>st</sup> Level: Parent/Guardian and teacher meet (at either's request)
- 2<sup>nd</sup> Level: Parent/Guardian, teacher, and principal meet
- 3<sup>rd</sup> Level: Parent/Guardian, teacher, principal, and pastor meet

When these steps do not result in resolution, the matter moves to a formal grievance procedure as outlined by the Archdiocese, which can be found in the Archdiocese Parish and School Policy Manual at <https://schools.archmil.org/Schools-home.htm>.

## **Computer Usage/Acceptable Use Policy**

Any person, including students, employees, and volunteers who use the school/parish computer and/or telecommunications equipment must read the school/parish "Acceptable Use Policy" and sign the Acceptable Use Policy Agreement Form [6161.2(a) or (d)]; located in the school office or in the Archdiocese Parish and School Policy Manual at <https://schools.archmil.org/Schools-home.htm> before being permitted to use such equipment.

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the internet are designed to serve students, faculty, staff, and volunteers of the parish/school.

Network and internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school. Access to the internet and the use of the computer network, including independent use off parish/school grounds, shall be subject to this policy and accompanying regulations.

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

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

Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and internet. General parish/school rules for behavior and communication apply. Network storage areas and parish/school 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 individuals are using the system responsibly. Administrators may also request access to these types of documents maintained on third-party servers being used for educational purposes. All files are subject to these rules and should not be regarded as private.

The following are prohibited:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Tampering with or damaging computers, computer systems, or networks
5. Violating copyright laws and plagiarism
6. Using another's password
7. Trespassing in another's folders, work, or files
8. Wasting limited resources
9. Employing the network for personal financial or commercial gain
10. Circumventing security measures on parish/school or remote computers or networks
11. Disclosing, using, or disseminating personal identification information regarding minors without authorization

All student users of the parish/school 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 parish/school computer system is required to sign the Student 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 principal regarding inappropriate use of the computer system is final.

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

## **Personal Electronic Devices**

A personal electronic communication device means any device a student is in possession of that electronically communicates, sends, receives stores, reproduces, or displays voice, image, and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, wearable devices, 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:

1. View internet sites that are allowed at the parish/school
2. Respect the privacy rights of others
3. 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/religious education/youth ministry activity
4. Make sure no unauthorized copyrighted materials enter the network
5. Ensure 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:

1. Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on parish/school grounds, at parish/school events, or on school buses
2. Any files known to carry harmful malware
3. Use of a device at any time in any parish/school situation where a reasonable expectation of personal privacy exists

These locations and circumstances include but are not limited to locker rooms, shower facilities, 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. Unauthorized use may result in disciplinary action.

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

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

### **Guidelines for Use of Social Media**

Each user of the parish/school 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 parish/school-related activities, students will not be granted access to these sites from parish/school 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 thirteen (13) for educational use with proper parent consent to be in compliance with the 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 parish's/school's intended use of a social networking site. Parents must be invited to have access to this site.
2. Students should not initiate a request to staff to join a social network being used for personal purposes.
3. 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.
4. Principals and/or network administrators will regularly review and monitor all comments and posting on school media sites. Any inappropriate content on a school media site will be deleted immediately.
5. 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 principal regarding inappropriate use of social media is final.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

### **Crisis Intervention**

In the event of an injury or illness to a teacher, student, or other person in the building, the principal is responsible for making all decisions regarding procedures to be followed. In the event the principal is absent or impaired, the school secretary shall assume supervision of the situation. If both the principal and the school secretary are absent or impaired, responsibility will be passed to the teacher with highest seniority.

In emergency situations, if time permits, the person designated on the individual's emergency card will be contacted, to be informed, and decide how to respond. If, however, in the judgment of the individual in charge, the situation requires immediate action, the school may choose to call first responders and/or local law enforcement prior to contacting the individual designated on the emergency card.

## **Curriculum**

The curriculum at SJPS was developed by the Archdiocese of Milwaukee. It is a Standards Based Curriculum with specific exit expectations at each grade level in all curriculum areas. It is continuously updated, provides progressive sequencing of learning, and a variety of curricular experiences. You may view the standards set by the Archdiocese of Milwaukee by going online to [www.archmil.org](http://www.archmil.org). Click the “Schools & Formation” tab, the “About Catholic Schools” tab, and click on the “Curriculum” tab.

## **Custody Agreements**

In families where a custody agreement exists which affects the rights of parents regarding school issues, such as attendance and dismissal, a copy of the custody agreement must be on file in the school office. School officials may not make decisions regarding students based solely on parental verbal instructions.

## **Discipline Plan: Grades 1-8**

The St. Joseph Parish School Discipline Plan for grades 1-8 is based on the following principles:

1. Students are in control of making choices within an acceptable range.
2. Students are competent to make these choices wisely and in their best interest.
3. Students are responsible for what happens as a result of their choice.

### **Consequences for Failure to Follow School Rules**

Students are expected to follow and obey the rules and guidelines set within their classroom and school structure (see Student Rules and Regulations section on page 37). Gentle reminders and warnings will be given to students regarding the school-wide discipline guidelines. If a student should deviate too far from what is expected and reminders and warnings have been given, the student will be issued a major or minor infraction form and a detention may be served following the infraction.

The infraction form will be sent to the parents describing the infraction and the name of the staff member who issued the form. The form is intended to provide clear information to the parent regarding student behavior. The form may include the consequence given.

If a student earns a detention for his/her inappropriate behavior, the detention will be served as close to the infraction as possible. Detention is served in the office from 3:15 pm until 4:00 pm. Students serving a detention may be required to do community service during that time. Parents are responsible for any needed transportation home.

### **Students will be issued automatic detentions for the following behaviors:**

1. Disrespect toward persons or property
2. Physical fighting on school/parish grounds
3. Inappropriate language

If a student receives three detentions in one trimester, his/her parents are required to have a meeting with the principal and classroom teacher. A fourth detention results in a one day in-school suspension. Any detentions thereafter result in a conference to determine appropriate consequences for the student. Students begin with a clean record at the beginning of the next trimester.

Disciplinary action may result from a pattern of behavior (e.g. neglect of duties, truancy, or opposition to authority) that shows a persistent resistance to making the changes that would enable the student to prosper from the instruction available.

See Appendix for Minor and Major Infraction Forms.

### **Detentions**

Any behavior in this category is subject to automatic detention or stronger disciplinary measures:

1. Endangering the safety of self or others
2. Displaying morally objectionable behavior
3. Using inappropriate language (written or spoken)
4. Cheating, lying, or stealing
5. Showing disrespect to authority
6. Engaging in vandalism
7. Harassing or bullying of any kind

### **Suspension**

Suspension occurs when a student's behavior deviates too far from the limits of acceptability or endangers property, health or the safety of others. This includes disrespect of authority, repeated disruption of class, having possession of drugs, weapons, or smoking materials, vandalism or theft, and vulgar language.

Student suspension may be held in school or out of school at the discretion of the principal for a time of no longer than three days. Suspension includes extracurricular activities as well.

### **Expulsion**

Expulsion results from repeated refusal to obey school rules or conduct that endangers property, health, or safety of others, and is deemed to be in the best interest of the school. A student asked not to return the following year for behavioral reasons is considered expelled.

Actions taken to suspend or expel the student shall be preceded by the internal school procedures listed above and supported by documentation. Expulsion can take place only after an expulsion hearing has been held. Parents/guardians shall be notified in writing at least five days before the hearing is to take place. Final review is at the local level by a pastor, parish director, or president. Students who are expelled or suspended may appeal their disciplinary action. Appeals are directed and handled by the pastor or parish director. They must be in writing within 5 days of the decision.

## **Drug and Alcohol Abuse**

A systematic educational program exists at St. Joseph's Parish School to educate students to the dangers of drug and alcohol abuse. Students are also educated as to the hazards of smoking and other harmful substances. Drug, alcohol, tobacco products, and other harmful substances are prohibited on the SJPS campus, on the buses, in vehicles, or on the premises of any off-campus school-related activity.

Local, state, and federal laws regarding the possession, sale, and/or use of any of the above substances will be enforced by school officials. Should a student be suspected of alcohol or drug usage, parents/guardians will be notified by the school and made aware of public and private agencies for referral.

## **Emergencies**

An **Emergency Procedure Card** will be kept on file in the office. Parents/Guardians are advised to make it a regular practice to tell their student where they will be each day. When a student becomes ill at school, parents/guardians will be notified if it is necessary for the student to go home. It is important to designate on the Emergency Procedure Card, the name of a relative or neighbor to take over in case of a crucial emergency situation in which the parents/guardians cannot be reached. It is the parents'/guardians' responsibility to notify the school as soon as possible regarding any changes to their Emergency Procedure Card.

## **Extended Care**

The St. Joseph Parish School Extended Care Program is designed to provide supervised, age appropriate activities for SJPS students before and after regular school hours. The Extended Care providers are qualified, trained, and supervised. **Extended Care is available from 6:30 am-6:00 pm.** At 8:00am the students will be released to the regular playground supervision provided by the school until the start of the school day. After school hours are 3:15 – 6:00 pm.

Extended care is available for early dismissal days and teacher in-service days. Exceptions to this would be emergency school closings. Additional information about the program and pricing is in the Extended Care Handbook. A copy is available upon request in the School Office.

## Extracurricular Activities

Extracurricular activities are offered in both the academic and athletic areas. Activities offered vary from year to year. Students are invited to participate in the programs of interest to them. Programs may include:

|              |            |                       |           |
|--------------|------------|-----------------------|-----------|
| Science Club | Piano      | Basketball/Volleyball | STEM Club |
| Band         | Choir      | Musical               | Art Club  |
| Scouts       | Chess Club | Lego Club             | Track     |

Information regarding activities and athletics available at SJPS can be obtained by calling the school office. Students absent or sent home on a day of an extracurricular activity may not come back to school and attend that activity.

### St. Joseph Athletic Ministry

Student participation policy states the academic achievement and religious formation of student athletes is the first priority of the athletic ministry. Students participating in any athletic program sponsored by the athletic ministry are expected to show and maintain an academic level that is commensurate with their abilities. In addition, all student athletes are expected to conduct themselves in an appropriate manner in the classroom. Any athlete failing to perform to his/her academic ability, or whose class comportment is unacceptable, will not be allowed to participate until the failure has been rectified. The following procedures will ensure compliance with this policy:

1. Any student/athlete in 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade, who has earned a detention for either academic or disciplinary infractions, will receive a one-game suspension. That student is still required to attend the game and sit with his/her team in support.
2. Any student athlete who receives a failing grade in any subject during a given trimester will be suspended from participation in sports for two weeks. If a review of the student's performance in that subject area by the teacher and the principal warrant it, the student may return to participate in the sport following the two-week suspension. If not, the student shall remain suspended until a passing grade is achieved.
3. The athletic director will consult on a weekly basis with the principal of the school to ascertain the status of student athletes who may be affected by suspensions. (See appendix for complete athletics policy, fee information, medical release, and other forms.)
4. Students who are absent from school may not participate in school-related or school-directed sports and/or activities on the day(s) of absence.

## **Field Trips**

A field trip is an extension of classroom activity and is used to assist in the teaching and learning process. Parents/Guardians are notified when a trip is scheduled and may be asked to chaperone. All students will be given permission slips to participate on field trips. These slips **must** be signed by the student's parent/guardian in order for the student to participate. If a signed permission slip is not on file the day of the field trip, the student must stay at the school. A per-student field trip fee is paid at the beginning of the school year. Funds are available to assist families with field trip costs if a financial need is expressed. Field trips are a privilege; therefore, teachers and the principal reserve the right to exclude any student from attending due to inappropriate behavior. Students not attending field trips will be supervised in the school office.

## **Fire, Tornado, and Lock Down Drills**

State law requires the school to hold monthly fire drills and to submit a report of these to designated authorities. Tornado drills will be conducted twice a year. Lock downs drills will be conducted twice a year.

## **Grievance Procedure**

In order to best serve SJPS students and families, every attempt is made to informally resolve problems brought to the attention of the employee with whom there is an issue. If a parent/guardian is not satisfied with how an issue has been resolved, then the next step is to contact the principal. If a parent/guardian is still not satisfied with how an issue has been resolved, the next step is to contact the pastor/parish director. However, parents/guardians who are not satisfied that an issue has been resolved need to follow Archdiocesan procedure in filing a formal grievance. St. Joseph Parish School will comply with the Archdiocesan grievance procedure 4135.4. Please also refer to Teacher Contact/Grievance on pg. 40.

## **Harassment**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. St. Joseph Parish School follows Archdiocesan policy 5131.1 regarding harassment. This archdiocesan policy can be found in the appendix. Please refer to the section on bullying (see pg. 13).

## **Health and Safety**

St. Joseph Parish School follows the state, county, and municipal laws regarding proper building and sanitation codes within the school buildings. Anything identified as a health or safety hazard, either in the buildings or on the grounds, is stored and used according to code or will be removed. **St. Joseph Parish School is a smoke-free environment.**

## **Health Education**

Health Education units of study include: Nutrition, Growth and Development, Drug Safety, First-Aid, Mental and Emotional Health, Family and Social Health, Personal Health and Physical Activity, Violence and Injury Prevention, Alcohol, Tobacco and other Drug Awareness, Communicable and Chronic Diseases, Consumer and Community Health, and Environmental Health. Health Education is taught as a separate course in grades 6-8 and integrated into the curriculum in grades K3-5.

## **Home & School Association**

All parents/guardians are members of the SJPS Home & School Association. The Home & School Association actively supports the school program through fund-raising, volunteering, sponsoring special events, and supporting the school staff. All parents are required to volunteer through active participation in H&S functions.\*

\*Not applicable to Choice families

## **Homework (Archdiocesan Policy #6154)**

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

The purposes of homework are threefold: to deepen students’ understanding and skills relative to content that has been initially presented to them; to prepare students for new content; and/or to have them elaborate on content that has been introduced. In most cases, homework should be formative, allowing students to apply what they have learned in order to determine their level of understanding and need for further instruction.

Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student. As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments that encourage students to investigate for themselves and to work independently as well as with others. Teachers will establish and communicate a homework policy, design homework assignments that clearly articulate the purpose and outcome, and provide feedback to foster growth.

Homework, properly planned and purposeful in nature, should:

1. Support growth toward identified standards and learning targets
2. Support individual learning needs
3. Be designed to check for understanding and provide feedback to foster growth
4. Generally not be graded, but used to inform instruction and assessment

Homework assignments should be coordinated among teachers and should be within the limit of expected probability for accomplishment by the student.

Homework is not to be used as a form of punishment under any circumstances.

The following should guide teachers in the use of homework:

1. The amount of homework assigned to students should be different from elementary to middle school to high school.

| <u>Level</u>     | <u>Maximum Time</u> |
|------------------|---------------------|
| K (optional)     | 10 minutes          |
| Primary          | 30 minutes          |
| Upper Elementary | 60 minutes          |
| Middle School    | 90 minutes          |
| Secondary        | 150 minutes         |

2. Students should not be required to exceed the maximum amount of time for their developmental level.
3. Parent involvement in homework should be kept at a minimum.
4. The purpose of homework should be identified and articulated.

Homework is the responsibility of the student. As an extension of the classroom lesson, homework is used for the reinforcement of facts, application of what has been learned, preparation for the next day's lesson, and enrichment.

Homework helps the student to:

1. Learn to work independently and become self-reliant
2. Think, plan, organize, and apply
3. Extend proficiency in effective habits and skills
4. Increase knowledge and its use
5. Develop insights and stimulate creativity
6. Adjust to individual differences

A time for study should be set aside each night that is free from television and other distractions. If a student reports that he/she has no homework, consider:

1. Reading: A continuous assignment for everyone, including books or encyclopedias with information related to what is being studied, magazines, newspapers, or a book chosen for enjoyment
2. Reviewing: Class notes, mathematical processes, grammar usage, spelling
3. Research: Science, social studies, or other long-term projects that have been assigned
4. Talking: Review the events of the day with the student.

St. Joseph Parish School greatly appreciates the support of parents/guardians in ensuring that their student completes homework on time and that the work reflects the ability of the

student. Since all students do not work at the same speed, some may find it impossible to complete all class assignments within a school day. In such cases, this work should be completed at home. Enriching activities inspired by a unit of work at school, independent reading, or practice to perfect a skill are valuable and students are encouraged to undertake these at home.

Consider the following:

1. Provide the student with a suitable study area.
2. Encourage the student, but avoid undue pressure. The student must feel he/she is working for himself/herself and for his/her own improvement.
3. Help the student understand incomplete assignments affect his/her grade in that particular subject.
4. **Show interest in the student's work, but do not do the work for him/her.**
5. Attention spans vary, so study periods must fit the individual.

If a student appears to have too much or too little homework, the parent/guardian should consult with the teacher(s). Per Archdiocesan policy, homework is not to be used as a form of punishment under any circumstance.

## **Immunizations**

Any student admitted to a Wisconsin school must meet the minimum immunization requirements according to Wisconsin State statute 140.05(16). A copy of each student's immunization records will be kept on file in the school office. Parents should notify school officials when new immunizations and/or booster shots are given.

## **Lost and Found**

**Please label all clothing and materials.** Unlabeled articles of clothing and school supplies will be taken to the lost and found located inside the exterior doors to the gym. Each trimester, unclaimed articles will be donated to a local charity.

## **Lunch Program**

(Please review our school wellness policy on page 44)

Hot lunch is served every day unless otherwise stated in the school newsletter. The daily menu follows the Grafton Public School hot lunch program. Free or reduced-price lunch is available to those who qualify. Forms for free or reduced-price lunches are sent out at the beginning of the school year and may also be obtained any time by calling the school office.

## **Medications**

The school staff may not administer medicine unless a note signed by the parent/guardian accompanies it. In some cases, permission must be provided by the student's physician as well. Tylenol may be administered with verbal permission from the parent/guardian via a phone call if a permission card is on file in the office. All medications are locked in the school office.

## **Movies**

All commercial movies/videos shown to students must be rated "G", "general audience", and previewed by the teacher. Movies/videos must be related to the curriculum and their viewing must incorporate a discussion on the connection to the lesson/subject being taught. Movies/videos may not be used as "time fillers" or for rainy days unless the previous relationship to the curriculum is observed. The only exception is for classroom incentive parties, which should occur only occasionally.

If a teacher needs to show a movie not rated "G" the following must be observed:

1. "PG" - Needs written parent/guardian approval and must have been previewed by the teacher
2. "PG 13" - Shown to Grades 6, 7 and 8 only with principal and parent/guardian approval and must have been previewed by the teacher
3. "R" - WILL NEVER BE SHOWN

## **Outreach**

Our school mission statement calls us to a commitment of service. Outreach to those around us is ongoing and critical to the spiritual and moral development of our students. The students at SJPS will have many opportunities to serve the school, local community, and beyond. Each family will need to discern the extent to which they can respond to the outreach opportunities. Each time we gather for Mass an offering of food, money, or supplies will be collected. Each month St. Joseph Parish School sponsors a different outreach program.

## **Parent Education Programs (Archdiocesan Policy #1230)**

Parishes and schools partner with parents and assist them in their role as primary educators of their children in faith. Therefore, a program for the on-going education of parents whose children are involved in child/youth programs should be offered in all parishes and schools. Where appropriate, the larger parish community should be included in these programs.

Parent skill programs should be provided collaboratively with appropriate agencies to improve the quality of family life and enhance learning. Such programs might focus on parenting skills, communication, discipline, family rituals, stress management, etc.

Parent programs should also develop faith and values, including Catholic beliefs, sacraments, morality, Christian service, social justice, spirituality, and prayer. The pastor/school administrators should ensure that these programs are provided as companion pieces to child/youth programs. This includes ensuring adequate budgeting, publicity, local policy support, and collaboration with other organizations.

St. Joseph Parish School offers Parent Education through all school email communications, handouts, classroom teacher news notes, and afterschool speakers and programs offered throughout the school year. Parents are encouraged to read these communications and attend any speakers/programs offered throughout each school year.

## **Parent/Teacher Conferences**

Conferences are held during the first and second school trimesters. The conferences during the first trimester are required for all parents/guardians. The second trimester conferences are optional. Individual conferences may be set up by appointment whenever the parent/guardian or teacher feels it is necessary to discuss the student's progress at school. Teachers may request the student attend the conference on an "as needed" basis. Dates for conferences are listed in the school calendar given to each family at the beginning of the year.

## **Physical Education**

Parents/Guardians who do not want their student to participate in Physical Education due to illness or accident must request this exemption in writing. Such requests will be honored for a maximum of one week. Requests for exemptions of more than a week must be accompanied by a doctor's statement indicating such an exemption is necessary.

## **Plagiarism**

Plagiarism is "to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source" and/or "to commit literary theft; to present as new and original an idea or product derived from an existing source" (Merriam -Webster's Dictionary, 2019). 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 Parish School. Any partial or complete act of plagiarism found in a student's assignment will result in a redo of that assignment and/or a reduction of the grade on that assignment.

Students who wish to use direct quotes or paraphrase another's ideas, images, or writings—whether in books, reference materials, or from a computer—must follow reference guidelines established by the classroom teacher.

# **Promotion, Acceleration, and Retention**

## **Promotion**

Students will be advanced to the next grade upon completion of academic standards established for their current grade. Advancement of special needs students will occur upon completion of standards developed in consultation with the principal, classroom teacher, resource teacher, and parent/legal guardian.

The parent/legal guardian of a student who is in danger of not graduating because of documented academic or ongoing behavioral issues must be notified as soon as possible but not later than the end of the second trimester.

## **Acceleration**

St. Joseph Parish School retains the right of academic placement of all students throughout the school year. Meeting the needs of each student within his/her classroom/grade level is our first choice. However, in the event that a student's academic needs cannot be met in the classroom, a conference will be held with the parents/guardians, teacher(s), and principal to discuss other alternatives in the best interest of the student. The following guidelines must be followed when discussing a possible acceleration:

1. At least two academic referrals must be made regarding the student being assessed. Referrals may be made by the parents, teacher(s), a supportive consultant, or the principal. Proof of academic achievement over and above what is expected in the classroom must be evident.
2. A placement test, in the area of requested acceleration, will be administered. The child must score in the designated instructional level, as indicated by the basal/curriculum series, which the school has adopted. Additional testing in the core curriculum area will be done as well.
3. All acceleration placements are put on a 6-9 month trial basis, with review done by the same decision making members. At this time, a recommendation will be made to the school administrator regarding the accelerated placement.
4. The principal has the final decision regarding the academic placement of the student.

## **Retention**

Retention should not be considered without an extraordinary reason and then only after consultation with the parents/guardians, teachers, and principal.

Both parents/guardians and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program to meet their needs. If in the teacher's and principal's judgment retention is probable, a conference with the parents/guardians will be held no later than the end of January.

Any decision regarding promotion or non-promotion must be made after considering all the facts related to the student's development (emotional, physical, social, and intellectual). Information must be collected from a wide range of sources and gathered throughout the year.

When there is a concern about a student's progress, issues must be addressed by the principal and the faculty member(s) involved before the beginning of the second grading period. On-going communication between school and parents/guardians must take place throughout the second grading period before retention can be considered. Summer tutoring information will be sent home after second trimester report cards.

### **Retention of Students Procedure**

St. Joseph Parish School follows archdiocesan policy regarding student retention. This includes the following procedure (policy 5123b):

- A. Procedural Step I (End of first nine week marking period) – Teachers should discuss extreme learning difficulties exhibited by students with the school principal to develop a program for remedial action prior to considering retention.
- B. Procedural Step II (End of second nine week marking period) – The principal (or the teacher with the principal's approval) should discuss the retention possibility with the parents/guardians.
  - 1. Conferences with parents/guardians should include the reasons for the recommendations in addition to samples of the student's work, test scores, and individual student assessments.
  - 2. Conference objectives should aim toward a mutual decision between the parents/guardians and the school, recognizing that the final decision rests with the principal.
- C. Procedural Step III (May 1-15) - A conference will be held with the parents/guardians, principal, and teacher to inform the parents/guardians of the school's final decision.

### **Property Damage**

Parents/Guardians are responsible for the replacement of any material or property of St. Joseph Parish or School including textbooks, library books, Chromebook, or iPad which are lost or damaged through their student's negligence. St. Joseph Parish School is not responsible for any damage or loss of personal items such as smart phones, smart watches, headphones, etc. as these items should not be brought to school.

### **Recess**

Students of all grades are expected to go outdoors for recess unless they have been recently ill and have **written parent/guardian permission** to stay in. Requests for longer than three day's exemption from recess must be written by a physician. Students will be sent outside any time the temperature and/or wind chill factor is at 0 degrees or above. If there is snow on the ground, snow pants and boots are a necessity. Families are expected to plan for

this. Students should dress accordingly or bring sufficient clothing. Students are not to bring their own toys/sports equipment to school for recess time.

## **Report Cards**

Report cards are issued three times per year for grades 1-8. In grades K3, K4, & K5 a report card will be issued in the winter and at the end of the school year. The date each trimester ends can be found on the academic calendar. However, the grade book will close on the day prior to the end of the trimester. Any grades earned on the final day of the trimester will be applied to the next trimester's grade book. Report card envelopes must be returned to school signed by the parents/guardians.

All parents/guardians with students in grades 3-8 are part of Option C—an online tool that allows parents to view grades in all subject matter and communicate via email with teachers. Parents are encouraged to check Option C on a weekly basis.

## **Room Parents**

Room parents serve a vital need in providing our teachers with assistance in organizing and conducting a number of classroom activities. This support and its contribution to the success of our school community are greatly appreciated. Two Room Parents per classroom is recommended. Any parent helping in the classroom in any way must go through the Safeguarding All God's Children program prior to helping out. The classroom teacher will communicate to the Room Parent their expectations for the school year.

## **School Advisory Council**

The St. Joseph Parish School Advisory Council will assist in the development of an educational system that will lead our children to a greater knowledge of and reverence for God while fostering academic excellence. The Council will help develop, define, promote, and evaluate policies that will aid St. Joseph Parish School in attaining its determined goals. The Council will contribute to and promote the Catholic identity of the school in order to draw our students to a deeper communion with Jesus Christ and His Church.

Under the direction the school principal, the School Advisory Council meets once a month to serve as an advisory body. The council assists with policy development, identification and expression of the educational goals and objectives, budget planning, marketing, and public relations. Anyone wishing to address the Advisory Council on a topic or issue must make arrangements with the principal or School Advisory Council chair at least one week prior to the scheduled meeting.

## **School Closing Due to Inclement Weather**

St. Joseph Parish School is under the direction of the Grafton Public Schools regarding school closings due to inclement weather. According to Archdiocesan policy, it is

recommended that a Catholic school close for inclement weather when the school's area public school closes. However, the principal may close the school if conditions may threaten the safety of students getting to school. When unsafe weather conditions require the closing of school, the superintendent of the Grafton Public Schools will notify the principal and local television and radio stations by 6:00 a.m. Specific information about the closing of SJPS can be found through local broadcasts and the school's website. If you contact the school, be aware that there may be limited staff to answer your call.

## **School Locks and Lockers**

All locks and lockers are property of St. Joseph Parish School. Therefore, the school under the supervision of the principal has the right to inspect lockers should it be deemed advisable. All locks placed on junior high lockers must be issued by the school office. Any replacement costs due to the student's negligence of his/her lock will be paid for by the student and/or parent/guardian. Lockers should be locked at the end of each school day.

## **School Security**

In order to provide a safe environment, a security system has been installed at the main entrance. We ask all visitors abide by the following procedure:

1. Enter the school through the main door near the school office.
2. Ring the silver buzzer on the west wall to identify yourself.
3. Sign-in at the school office.
4. Wear an identification tag while you are in the building.
5. Sign-out when leaving and return your identification tag.

The purpose of this procedure is not to discourage visitors. Parents/Guardians are welcome and encouraged to visit and become involved in the school. While in the building, visitors should feel free to question or report any stranger in the building who is not wearing a visitor tag.

All parents/guardians who wish to be involved in the school through classroom time, field trips, etc. must go through a Safeguarding All God's Children session and have a criminal background check.

## **Sexual Assaults**

State Law and Archdiocesan Policy are strictly followed in any instances of suspected or confirmed sexual assault whether the assault is adult-to-student or student-to-student.

In addition, staff members and students are to report any cases of verbal sexual harassment to the proper authority. Parents/Guardians need to be aware of the law regarding such activities and the fact that the parents of harassed students may take legal measures.

## **Archdiocese Harassment Policy 5131.1.**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation. Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

1. Physical assaults, hitting or punching, kicking, theft, threatening behavior
2. Verbal threats or intimidating language, teasing or name-calling, racist remarks
3. Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
4. Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

## **Reporting Procedure**

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

1. Written documentation of the incident
2. Disciplinary sanction(s)
3. Peer mediation
4. Professional counseling
5. Referral to outside agencies
6. Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to Archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

## **Snacks**

**Gum chewing is not allowed at school**, including during lunch, on the playground, or on the bus. Consumption of food or beverage (excluding water) is limited to the lunch period or scheduled breaks. Students may bring a healthy snack to eat in the classroom during the morning or at a time designated by the classroom teacher. When sending a snack with your student, please keep in mind any allergies within the classroom. Peanut butter/nut-based snacks are strongly discouraged and may not be allowed if a life-threatening allergy is known in a specific grade.

## **Special Learning Needs**

### **Support Programs**

If a student has special learning needs, SJPS attempts to identify and diagnose the needs of the student. Needs are met in a variety of ways including adjustments in the curriculum, tutoring from classroom teachers, and individual accommodations in the classroom. Referrals or recommendations may come from the teacher or parent/guardian, through the supportive consultant who evaluates the child using tests suggested by the Archdiocesan Office. If necessary, the student may be referred for testing through the public school system.

## **Supportive Consultant**

If a student appears to have a special learning need, a supportive consultant from the student's local public school will attempt to identify the source of the need. Needs are met in a variety of ways, including adjustments in the curriculum, and tutoring from the classroom teachers. Referrals or recommendations may come from the teacher or parent/guardian, through the supportive consultant, who evaluates the child using tests suggested by the Milwaukee Archdiocesan Office and/or local school district.

## **Spiritual Development**

Students at SJPS receive instruction in religion throughout the week from their classroom teacher and other qualified faculty and parish staff. At St. Joseph Parish School religion becomes a daily experience through:

1. Combined doctrine, Scripture, prayer, and community service
2. A community of mutual love and respect
3. Faith experiences are planned and celebrated as part of the school community, including liturgies, prayer services, and the Sacraments where students and teachers share and celebrate their faith
4. Religion instruction each day are based on the Catholic Church's doctrine that teaching needs to take place in the areas of message, community, worship, and service. The curriculum is the Archdiocese of Milwaukee Religion curriculum.
5. Special activities held within the classroom and school to develop the student's knowledge of the liturgical calendar and an appreciation of the saints, feast days, and holy days of obligation
6. Daily prayer as a school during announcements and as a class in each classroom
7. Family Life as a companion program to the teaching of religion in grades 1-5. It focuses on topics of importance for young adolescents.

\* Choice families may opt out of Mass and religious programming at St. Joseph Parish School.

## **Student Records**

There is no distinction in Wisconsin Law between custodial or non-custodial parents. Unless there is a specific provision in the divorce decree to the contrary, both custodial and non-custodial parents will have access to the student records for their minor child. This school is to be given 24-hour advance notice on student records access requests.

# **Student Rules and Regulations**

## **Student Code of Conduct**

### **1. Academic**

- We will finish homework on time.
- We will complete all assignments neatly.
- We will return signed tests on time.
- We will carry assignments notebooks with yellow card at all times.
- We will return library books on time.

### **2. Classrooms**

- We will respect and cooperate with the teachers and classmates.
- We will not visit or interrupt during class times.
- We will respect all property.
- Each class may have additional rules.
- We will keep our shirts tucked in.

### **3. Lunchroom**

- We will use inside voices at all times.
- We will not throw food or trash.
- We will remain seated until dismissed.
- We will clean up our area when finished eating.
- We will respect lunchroom supervisors and follow directions.
- We will keep our shirts tucked in.
- We will keep hands, feet, and objects to ourselves.

### **4. Playground**

- We will respect all playground supervisors.
- We will treat equipment properly.
- We will treat our classmates fairly and show them respect.
- We will include others.

### **5. When It Is Time to Go Outside**

- We will walk out with a supervisor in an orderly fashion.
- We will use inside voices.
- We will keep our hands, feet, and objects to ourselves.

### **6. When It Is Time to Come Inside**

- We will line up by grade level and enter the building quietly when the bell rings.

- We will keep our hands, feet, and other objects to ourselves.
- We will listen to our teacher or supervisor.

## **Playground Rules**

In order to keep our students safe during supervised activity on the playground the following rules must be followed:

### **1. Before School (8:00-8:15)**

1. No cell phones or electronics
2. Line up when bell rings
3. Keep hands to yourself
4. Stay away from the cones
5. No toys from home

### **2. Lunch and 2:00 recess**

1. No wall walking in playground area (plastic barrier or stone wall)
2. No digging in wood chips or around bushes or trees in playground area
3. No climbing up the slides
4. Monkey bars, barrel role, and pull up bar are for K5 and older students only
5. All students must go in the same direction on the monkey bars (green dot to red dot)
6. No personal playground equipment or toys from home
7. No throwing of any objects that are not playground equipment (snow, wood chips, stones, etc.)
8. If a ball goes into the street or outside the coned area, students must seek assistance from the playground supervisors for retrieval
9. When the bell rings, students will stop playing and line up quietly

**\* Students who are disrespectful to the supervisors and do not follow playground rules will be reported to their homeroom teachers for disciplinary action.**

**\*\*The principal and/or teachers reserve the right to keep students in for lunch and recess for academic or behavioral reasons when the principal and/or teacher deem it necessary.**

## **Uniform Shirts**

1. Shirts are to remain tucked-in throughout the school day from 8:15 am-3:15 pm. The only exceptions are during physical education and recess/lunch.
2. After a student accumulates three minor infraction forms for having a shirt untucked, he/she will serve an after-school detention.

## **Student Transfer**

If a student will be transferring to another school, parents/guardians should notify the school at least two weeks in advance. Student records will be sent to his/her new school following a request from the new school. Library and textbooks must be returned before leaving. School tuition and fees **must** be paid in full prior to records being sent.

## **Student Welfare, Health, and Safety**

### **Child Abuse and Neglect**

St. Joseph Parish School follows Archdiocesan policy 5140.1 in regard to child abuse and neglect. This policy states all school and parish employees shall immediately report cases of suspected child abuse or neglect to the appropriate authority/agency as provided by Wisconsin Statute 48.981.

### **Mandatory Reporter of School Violence**

St. Joseph Parish School follows the Archdiocesan policy 5140.12 based on Wisconsin Act 143 regarding reporting acts of school violence. This policy requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

The full list of individuals required to report threats of school violence can be found in Wis. Stat. § 48.981 (2) (a) and is the same list of individuals required to report suspected child abuse and neglect.

The Act provides immunity from civil or criminal liability for any person or institution making a report in good faith, as well as immunity for health care providers who do not report based on their good faith belief and professional judgment that a report is not required. Act 143 also creates an exemption from mandatory reporting for members of the clergy if certain conditions are met. The Act mandates that school boards require employees to receive training regarding mandatory reporting of school violence threats.

The mandatory reporting created by Act 143 applies to threats of violence against public, private, or tribal elementary or secondary schools. An intentional violation of the reporting requirement is an unclassified misdemeanor, subject to a fine of \$1,000 or less, imprisonment of six months or less, or both.

## **Tardiness**

Students who are not in their classrooms at 8:25 am are considered tardy and should report to the school office. Tardiness is recorded on school attendance records. Exceptions will be made for sufficient cause (i.e. a late bus).

## **Teacher Contact/Grievance**

Parents/Guardians are encouraged to call or email a teacher to check on their student's progress or to discuss a concern. Teachers will return calls/emails made to them as promptly as their schedule allows. If a problem arises within the classroom, the teacher is to be contacted first to resolve the issue. If a parent/guardian feels the issue has not been resolved, the next step is a phone call to the principal.

## **Telephone Usage**

The telephone in the school office may be used by students for emergencies only. Permission must be granted by his/her teacher and the school secretary. Students are not allowed to use cell phones in school. Please refer to the cell phone policy (see pg. 14).

## **Truancy**

Truancy means any absence of one or more days from school during which the school administrator or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Cases of suspect truancy will be reported to the proper local officials.

## **Tuition Payment Plans and Late Payments**

St. Joseph Parish School offers the choice of three tuition payment plans. Families must be signed up for one of the plans before the student(s) is(are) admitted for the academic school year. The three payment plans offered are:

1. Payment in full on or before designated date on tuition bill
2. SMART Tuition Payment Plan
3. Scholarship Program

Information regarding all three plans can be obtained through the school office. This information is also provided at the time of student registration. St. Joseph Parish School reserves the right to withhold student progress reports for any late fee or tuition payments. St. Joseph Parish School will not adjust tuition payments for families because of vacation, personal time off, or family emergencies.

## **Late Payment**

All families are responsible for satisfying their tuition obligation to SJPS on a timely basis. All payments are due on the date indicated on the SMART Tuition form. If payments are not received by the date due, late fees are charged based on the SMART Tuition agreement.

## **Tuition Delinquency**

St. Joseph Parish School relies on the timely collection of tuition and fees in order to provide quality Catholic education to its students. Therefore, when tuition payments are not made in a timely manner and accounts become delinquent, the general school finance are adversely affected. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the principal and/or Director of Administration as soon as possible to make alternate payment arrangements.

When payments are not made according to the previously selected payment plan option, the following steps will occur:

1. Phone calls from the school office are made to delinquent family
2. A new payment plan will be determined
3. If tuition payment or an alternative payment plan is not settled on, the principal and/or Director of Administration will determine if the affected family will continue to attend St. Joseph Parish School

## **Uniforms**

St. Joseph Parish School has a required dress code for the following reasons:

1. Good grooming and appropriate attire are important life skills.
2. Competition in attire is counterproductive in the learning environment.
3. The personal appearance of every student is a reflection of themselves and St. Joseph Parish School as a whole.

## **General Rules and Guidelines**

K3-8<sup>th</sup> grade students are to be in uniform during the school hours; this includes arriving at school AND leaving the building for home in uniform. No logos or labels are to be visible. Out-of-uniform days will be announced. Scouting uniforms may be worn on the day of a student's scout meetings. Shorts may be worn during August, September, October, May, and June or on other very warm days as specified by the principal.

Whether in or out of uniform, clothing must fit properly, be clean and in good repair. **Shirts must be tucked in at all times.** Skirts, jumpers, and shorts must be of reasonable length (no more than 3" inches above the knee). A uniform shirt must be worn under sweaters and sweatshirts. Bike shorts (not to be visible below the hemline) or leggings must be worn

under skirts and jumpers (black, navy, fire engine red, or white). Tights or leggings (no pants) are to be worn under skirts and jumpers from November 1<sup>st</sup> to May 1<sup>st</sup>. No open-back or open-toe footwear. Additionally, footwear must have a back strap and socks must be worn inside all shoes. Simple jewelry may be worn. Hats and scarves cannot be worn in the classroom. If a belt is worn, it must be brown or black.

## **Enforcement**

When students come to school out of uniform, it is to the discretion of the staff to determine if the parents/guardians will be contacted and asked to bring appropriate uniform clothes to school or if the student will be sent to the office to change their clothing. A form entitled “Uniform Code Reminder” will be given to the student with the reason the student was out of uniform. It must be signed by a parent/guardian and returned to school. Repeated uniform code violations will be addressed by the principal.

## **Clothing Requirements**

Uniform clothing may be purchased at any vendor that meets the uniform requirement described in this policy. **When purchasing the plaid pattern, the squares should be large.** Suggestions for places to purchase uniforms are as follows: *Lands’ End (Use code #9000-2684-0 to donate back to school)*, *The Children’s Place*, *Old Navy*, *Target*, *Kohl’s*, *French Toast (website)* and *Amazon.com*.

### **1. Girls and Boys**

**Shirts:** Solid white oxford button down. Solid white blouses for girls. Solid white, navy, fire engine red or hunter green turtleneck or polo. No silky or shiny fabrics. No wide collars. No rib knit or sleeveless tops. Shirts must be long enough to be tucked in. **\*Each year a new school t-shirt will be available for purchase and can be worn as a uniform shirt.**

**Pants:** Solid navy or brown khaki; dress, twill, chino, or corduroy; trouser style. (Slight flare is acceptable). Elastic waist pants are permissible. No elastic at ankles. No jean styling (five pockets with rivets). No wide leg cargo patch pockets on pant legs. No Capri pants.

**Shorts:** Solid navy or brown khaki; walking style uniform shorts. No patch pockets or cargo shorts.

**Sweaters:** Solid navy, white, fire engine red, or hunter green; sweater vest, pullover, or cardigan.

**Crew Sweatshirts:** Solid navy or hunter green (ordered only through the school office)

**Hooded Sweatshirts:** Solid navy or hunter green (ordered only through the school office)

**All uniform sweatshirts must have St. Joseph Parish School *Lily logo* on them. Sweatshirts with the *Lancer logo* may only be worn on assigned spirit wear days. (They are not a part of the uniform.)**

## **2. Girls**

**Plaid Jumpers:** Purchased at any retailer that meets uniform requirements. **No navy or khaki jumpers.**

- **Skirts:** Solid navy, khaki, or plaid Purchased at any retailer that meets uniform requirements. **No Skorts.**

**Leggings, knee-high socks, or tights:** Solid navy, black, fire engine red, or white; cotton knit material from any store. **No patterns or markings on leggings or tights.**

## **Out of Uniform Days**

Throughout the school year there will be announced non-uniform days. Although uniforms need not be worn, there is still a dress code in effect:

### **1. Out-of-Uniform Days**

1. Shorts may not be worn November – April.
2. Shorts/skirts must be no more than 3” above the knee.
3. Jeans must be in good repair.
4. Sleeveless tops are allowed, but no spaghetti straps, halter tops, or jerseys without a t-shirt underneath. Muscle shirts (boys and girls) are not allowed.
5. T-shirts must be free of offensive messages.
6. Miniskirts are not allowed.
7. **“Out of Uniform” coupons may only be used on Fridays if there is not a school liturgy scheduled for that day.**

### **2. Spirit Wear Days**

1. Any shirt, jersey, sweatshirt, and/or t-shirt that has the name of St. Joseph’s and/or a Lancer logo on it. If a student plans to take his/her sweatshirt off during school, he/she must have a St. Joe’s t-shirt or uniform shirt on underneath
2. St. Joe’s uniform pants, skirt, or jumper.
3. St. Joseph Spirit Wear hats may not be worn in school.

## **Vacations**

St. Joseph Parish School believes family vacations can be a wonderful learning/sharing time for families. However, it is most beneficial to the student when vacations can be planned during non-school days. If you take a vacation during school time, no homework will be given or prepared before your vacation. The teacher(s) will gather the

homework missed during the student's absence from school. It will be given to him/her when he/she returns and a specified amount of time will be allotted to complete the assigned homework. St. Joseph Parish School strongly urges families to avoid planning a vacation during Iowa Basic Testing if the student is in grades 3, 5, or 7. Research shows students perform better when taking tests with their classmates. (Please see academic calendar for current test dates.)

## Visitors

Parents/Guardians are always welcome to visit the school. Classroom visitation should be scheduled at least 24 hours in advance of the visit for consideration of teacher lesson planning and/or tests. All visitors must follow the visitor procedure found in the School Security section on page 33. Parents/Guardians are welcome and encouraged to participate in daily activities at the school. Any parent/guardian who wants to volunteer in the classroom must take the Safeguarding All God's Children class prior to helping out in the classroom. Parents/Guardians may also observe their student's classes provided the observation is scheduled in advance or the parent/guardian has received permission from the administrator to observe the class.

## Volunteers

Parents/Guardians who are involved make a difference and strengthen the SJPS community. All parents/guardians are required to volunteer in some format in the school (hot lunch, field trips, fundraisers, etc...).\* Please refer to the Home & School volunteer opportunities form for a description of the many fundraisers and volunteer opportunities available in the school. The Milwaukee Archdiocese policy requires us to conduct a criminal records check of anyone who works with our students as a volunteer on a more than occasional basis. **All volunteers (room parents, chaperones, coaches, etc...) must go through a "Safeguarding All God's Children" class before volunteering.** These classes are available through the Archdiocese of Milwaukee website ([www.archmil.org](http://www.archmil.org)).

\*Not applicable to Choice families

## Wellness Policy

Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. St. Joseph Parish 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. These goals will help foster good health, which in turn, will promote student attendance and education.

Therefore, it is the policy of St. Joseph Parish School that:

1. The school will engage students, parents/guardians, teachers, food service professionals, health professionals, and others interested in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.
2. All students in grades K3-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
3. Foods and beverages served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
4. Quality school meals with an emphasis on nutritious foods will be served.
5. SJPS will provide a clean, safe, and pleasant setting and adequate time for students to eat.

To achieve these policy goals, St. Joseph Parish School will:

1. Teach, encourage, and support healthy eating by students.
2. Utilize science and health classes to promote healthy living.
3. Introduce new fruits and vegetables to the students on a regular basis.
4. Promote fruits, vegetables, whole grain products, and low-fat and fat-free dairy products; healthy food preparation methods, and health enhancing nutrition practices.
5. Link with a lunch program, other school food, and nutrition-related community services.
6. Feature an allergy-protected table in the lunchroom and allergy protected classrooms and Extended Care rooms as need to ensure safety of all students.

Food and Beverages at St. Joseph Parish School:

1. SJPS will encourage parents/guardians to send healthy foods as snacks for the school day; snacks should make a positive contribution to the student's diet and health, with an emphasis on serving fruits and vegetables as the primary snack and water as the primary beverage.
2. Classroom celebrations will encourage healthy or nonfood choices.
3. Treats being used as a reward will be minimal.
4. Students will be given 20 minutes to eat lunch and 20 minutes of recess time for all grades each day.

Implementation, assessment and updating at St. Joseph Parish School:

1. The lunch menu is posted on our website [www.stjosephgrifton.org](http://www.stjosephgrifton.org) monthly.
2. The Parent/Student Handbook will include the Wellness Policy.
3. Information about any changes in the lunch program, reminders, and policy statements are posted in weekly principal news notes.
4. The principal is the ultimate supervisor and will assure compliance with these policies.

#### DPI Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees,

and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **Appendix**

- **School Calendar**
- **Drop Off and Dismissal Procedure**
- **Archdiocesan Computer and Telecommunications Acceptable Use Policy**
- **Archdiocesan Discipline, Probation, Suspension & Expulsion Policy**
- **Major/Minor Incident Forms**
- **Asbestos Exclusion Letter**

# School Calendar

## St. Joseph Parish School

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 0  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| July                |
|---------------------|
| 4 Independence day. |

| August                             |
|------------------------------------|
| 6 All School, Bonfire 7:00pm       |
| 19-23: Teacher In-service          |
| 22 Back to School Picnic 4:30-6:30 |
| 26: First Day of School            |
| 26-29: School                      |
| 30: No School                      |

| September                                     |
|---|
| 2: Labor Day - No School                      |
| 10: Back to School Night 6:00-8:00            |
| 27: Early Dismissal 11:35 (Teacher Inservice) |

| October                           |
|-----------------------------------|
| 11: No School (Teacher Inservice) |
| 14: No School (Teacher Inservice) |
| 25: Family Fun Night 5-10         |

| November  |
|---|
| 6: Conferences 3:30-8:00                          |
| 7: Early Dismissal 11:35 (Conferences 12:00-3:30) |
| 8: No School                                      |
| 22: End of Trimester 1                            |
| 27-29: No School                                  |

| December                                |
|---|
| 10: No Extended Care after School Today |
| 18: Christmas Concert 6:30              |
| 23-31: No School (Christmas Break)      |

## 2019-2020 Calendar

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

| January   |
|---|
| 1-3 No School (Christmas Break)                   |
| 25-31: Catholic Schools Week                      |
| 28: Winter Fun Night Open House 5:00-7:00         |
| 30: Early Dismissal 11:35, Conferences 12:00-3:00 |
| 31: Early Dismissal 11:35                         |

| February                                      |
|---|
| 13: Early Dismissal 11:35 (Teacher Inservice) |
| 14: No School (Teacher Inservice)             |
| 26: Ash Wednesday                             |
| 28: Fish Fry                                  |

| March                            |
|----------------------------------|
| 6: End Trimester 2, Fish Fry     |
| 9: No School (Teacher Inservice) |
| 13: Fish Fry                     |
| 20: Fish Fry                     |
| 23-27: No School (Spring Break)  |

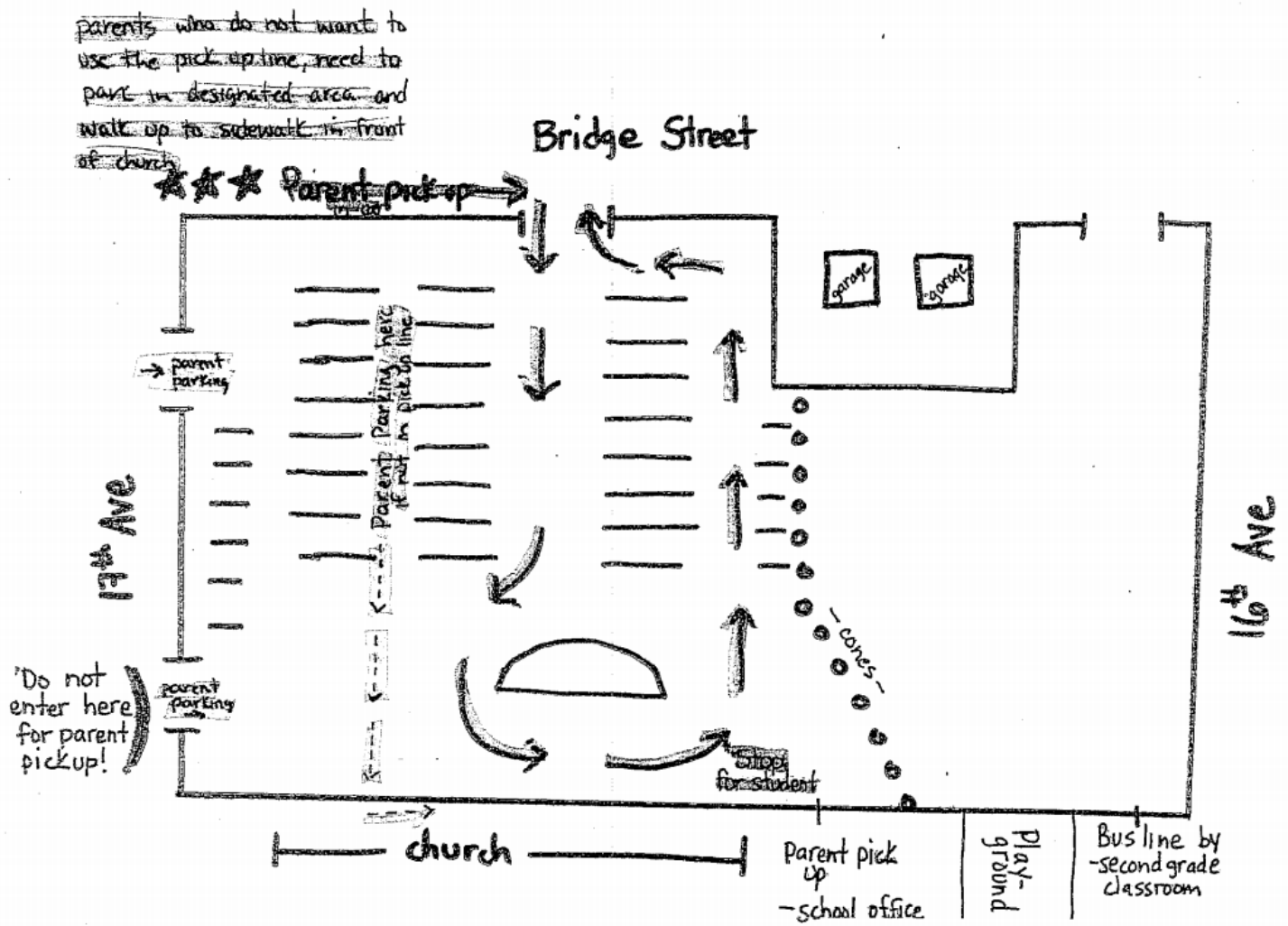
| April                         |
|-------------------------------|
| 3: Fish Fry                   |
| 10: No School (Good Friday)   |
| 13: No School (Easter Monday) |

| May  |
|--|
| 2: Auction   |
| 13: Spring Concert 6:30                                      |
| 14: Early Dismissal 11:35 (Grandparents' Day) (Musical 6:30) |
| 15: Early Dismissal 11:35 (Musical 6:30)                     |
| 20: Special Interest Day                                     |
| 25: No School (Memorial Day)                                 |
| 30: 8th Grade Graduation 4:00                                |

| June                        |
|-----------------------------|
| 5: Last day of school 10:00 |

Updated 8/24/19

## Drop Off and Dismissal Procedure



## Archdiocesan Acceptable Use Policy #6161.2(a)

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 language
  - 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
4. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school, and other disciplinary action.

I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose privileges at the school/parish.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Dat

As the parent or legal guardian of the above named student, I grant permission for her/him to use the school technology and to access the network or computer services such as e-mail, files, cloud storage, websites, and other Internet resources used for educational purposes. I understand that all students use a filtered connection to the Internet that is designed to protect them from inappropriate materials. I understand that no filter can catch 100% of these sites, but the school makes a good faith attempt in this area. I understand there could be disciplinary action if the above named student does not follow the guideline set for acceptable use of the school technology.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Dat

By entering my full name, I attest that this constitutes my legal electronic signature on

## **Archdiocesan Discipline Policy #5144**

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

### **Disciplinary Plans**

The local discipline plan or program shall be guided by the following principles:

1. Engaging instruction and consistent classroom management are the foundation of effective discipline.
2. School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
3. School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
4. Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
5. School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
6. Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.

Consequence for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.

1. Corporal punishment is never acceptable or allowed for any purpose.
2. Parents/Guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

### **Probation, Suspension, and Expulsion**

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance. Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

1. Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others
2. Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
3. Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
4. Vandalism
5. Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
6. Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
7. Hazing or hazing-type initiations
8. Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
9. A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

The actions and procedures for probation, suspension, and expulsion must be published in the school handbooks.

## **1. Probation**

A student may be placed on probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school. All students new to a school are considered on probation for a minimum of one semester.

## **2. Suspension**

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

1. An investigation by school officials prior to any suspension

2. Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
3. An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
4. Notification to the parent prior to sending a student home from school
5. Notification of the conditions of the suspension including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school. The final decision regarding suspension rests with the principal/administrator.

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

### **4. Expulsion Procedures**

Expulsion can take place only after an investigation by school officials and 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/guardians and the school if an expedited hearing date is advisable.

1. The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources within the parish/school may include current or former trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.
2. An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.

3. For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
4. At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee.
5. The school officials (e.g., elementary school principal, high school dean of students, vice principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
6. The student who is the subject of the hearing and his/her parents/guardians are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
7. Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
8. A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
9. The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
10. The pastor/high school administrator can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level/school administrator at the high school level has the final responsibility for the decision to expel or not.
11. The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing.

If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent/guardian is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s)/guardian(s). The letter must include notification of the right to appeal the decision.

## **5. Appeal**

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/school president in writing with rationale for appeal. The pastor/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed.

Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level. ©2018 – Archdiocese of Milwaukee 109

The School Board/Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

## **6. Alternatives to suspension and expulsion**

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

1. Counseling with a student or group of students
2. Conferences with a parent or group of parents
3. Behavioral intervention plan or probationary contracts
4. Modified/rearranged class schedule
5. After school sessions which require a student to complete missing schoolwork or engage in counseling/conflict resolution
6. Loss of privileges, restricting extra-curricular or co-curricular activities
7. Removal of a student from a single class for a period
8. Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
9. Removal of a student from school-sponsored or public school transportation
10. Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
11. Restorative justice program

## Major Incident Form

### Major Incident Office Discipline Referral Student Violated the School Expectation of being:

|  |                   |                 |      |      |
|--|-------------------|-----------------|------|------|
| Student  | Classroom Teacher | Referring Staff | Date | Time |
| <input type="checkbox"/> Safe <input type="checkbox"/> Prepared <input type="checkbox"/> Respectful <input type="checkbox"/> Responsible <input type="checkbox"/> Leader |                   |                 |      |      |

#### Location:

☐ Hallway   ☐ Bathroom   ☐ Playground   ☐ Church   ☐ Classroom   ☐ Field Trip   ☐ Lunchroom

#### Major Infraction:

- ☐ Chronic or Excessive Abusive Language/Profanity
- ☐ Forgery/Theft
- ☐ Vandalism
- ☐ Major Disruption to Learning
- ☐ Possession of Weapons
- ☐ Harassment/Bullying
- ☐ Technology Violation
- ☐ Physical Aggression to others/Fighting
- ☐ Defiance/Disrespect/Noncompliance
- ☐ Inappropriate Contact
- ☐ Plagiarism
- ☐ Sustained and Repetitive Minor Behaviors that disrupt the classroom learning environment: Inappropriate language, Physical Contact with others, Classroom Disruptions, Noncompliance and/or disrespect.
- ☐ Other: \_\_\_\_\_

Summary of Infraction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Administrative Action:

**\*After parent notification via Phone Call from Principal, one of the following actions will be taken:**

☐ Loss of Privilege   ☐ Detention   ☐ In-School Suspension   ☐ Out-of-School Suspension

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Comments:

|  |
|--|
|  |
|--|

**\*No child shall return to the classroom after committing a major infraction**

## Minor Incident Form

Name \_\_\_\_\_

Grade: \_\_\_\_\_

|  |   |
|--|---|
| <b><u>Location:</u></b><br>____ Classroom<br>____ Cafeteria<br>____ Hallway<br>____ Church<br>____ Bathroom<br>____ Playground<br>____ Other | <b><u>School Expectation</u></b><br><b><u>Violated:</u></b><br>____ Safe<br>____ Prepared<br>____ Respectful<br>____ Responsible<br>____ Leader |
|--|---|

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Given By:**

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Parent Signature:**

\_\_\_\_\_

**Consequence Given:**

\_\_\_\_\_

\_\_\_\_\_

## Asbestos Exclusion Letter

DATE: July 2015

TO: Staff, Students and their Parents

SUBJECT: Annual letter of Availability of Asbestos Management Plan

St. Joseph School has been inspected for asbestos-containing building materials. The management plan has been submitted to the State of Wisconsin for review in compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 effective October 1987. The original inspections and management plans were performed ADG. Good Armstrong Training & Consulting, Inc. performs the required 3-year re-inspection to ensure compliance with the EPR (Environmental Protection Agency). This letter is part of the compliance.

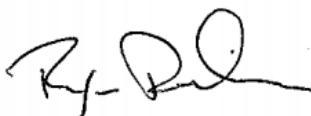
Good Armstrong Training & Consulting, Inc. completed their review on February 18, 2015. The updated management plan shall be available for inspection during normal business hours in the school's administrative office. There will be no restriction as to who will be allowed to review the plan, and there will be no cost involved. Due to the size and complexity of the document, you may require the assistance of a staff person familiar with the plan during your examination of the document in our offices.

Copies of the plan or parts of the plan may be requested in writing and will be made available within thirty days. A fee for labor and duplication cost will be charged and is to be paid in advance.

Any response actions outline by the plan have been performed in a timely manner. Mandatory six month periodic surveillance will be performed within every six month by personnel of the School or by personnel from Good Armstrong Training & Consulting, Inc. This service will continue every six months thereafter, as well as three-year re-inspections.

These activities do not mean that there is an asbestos problem in our school. Asbestos-related activities and public notification of these activities are mandatory as stated by the EPA Federal Register, VOL. 52, N. 201, Sec. 763.93

Sincerely,



Ryan Dreikosen  
Asbestos Designated Person



Mary C. Bennett  
Director of Administration

St. Joseph Parish School  
Parent/Student Handbook  
Updated August 2019