



SAINT  
JOSEPH  

---

PARISH  
SCHOOL

Parent/Student Handbook  
2017/2018

1619 Washington Street

Grafton, WI 53024

(262) 375-6505

Web: [www.stjosephgraffton.org](http://www.stjosephgraffton.org)

E-mail: [mstallmann@stjosephgraffton.org](mailto:mstallmann@stjosephgraffton.org)



## ***St. Joseph's Parish Mission Statement:***

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



## ***St. Joseph's 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 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 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.
3. To give the students opportunities to demonstrate their knowledge of the Archdioceses of Milwaukee's standards based curriculum through oral, written, artistic and other means of creative expression.
4. To promote physical fitness and develop habits in the children that will build and maintain good health through a physical education program, available health services, and various athletic activities. In addition, to promote good sportsmanship and team cooperation.
5. 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.
6. To promote increased professional competency of staff through continued formal studies, professional reading, and attendance at local conferences and workshops.
7. To maintain a working relationship of cooperation between parents and teachers through an active Home and School Association, Parent-Teacher Conferences, and a close relationship between parish and school.
8. To increase the visibility and communicate the values/benefits of the parish school to the general parish membership and community at large.
9. To develop student leadership by providing opportunities to actively participate in school and community programs.
10. To promote academic excellence through recruitment, management, and retention of the highest quality school administration, faculty, and staff.

## **ADMISSIONS**

St. Joseph Parish School admits students of any race, color and national or ethnic origin. Children of other religions may be accepted unless attendance would cause conflict for the child because of the unique religious philosophy of these educational programs.

Children with learning or physical disabilities are accepted on an individual basis depending on the ability of the St. Joseph Parish School to meet the child'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 parental role as primary educators of their children.

1. New families interested in enrolling students at St. Joseph Parish School must schedule a personal interview with the principal or the development director.
2. After admission has been granted, the following requirements need to be completed before the student enters St. Joseph Parish School:
  - a. Registration forms are completed.
  - b. Tuition contract is signed;
  - c. Previous school records have been transferred.
3. Tuition Rates are the same for parish and non-parish membership.\*
4. Children entering K3, K4, K5, or 1<sup>st</sup> grade must be 3, 4, 5, or 6 years of age, respectively, on or before September 1<sup>st</sup> of the year entering school.
5. Certain restrictions apply for students interested in enrolling into our school at the middle school level. Parents must have two (2) recommendations from school officials (principal, teachers, counselor, etc.), report card and attendance records in advance, and our right to test them prior to admittance, and an interview before enrollment is considered at this level. Additionally, personal recommendations from current school families are a plus.
6. 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.
7. The final decision on admissions is at the discretion of the principal.  
\*not applicable to Choice students

## **ALLERGIES**

Any allergies your child may have should be reported to the school secretary and the classroom teacher. SJPS 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-12 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). The form states that 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 must provide to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication. All other

allergy medications must be labeled and kept in the school office, including epi-pens. 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 of the school day is at 8:15 am. Students may enter the school at this time. All students who arrive after 8:20 must enter school through the office doors and check in with the school secretary. Morning supervision is provided beginning at 8:00 am.

**Please do not drop your child off before 8:00 am. If you need to bring your child before 8:00 am please register for the Extended Care Program.** If a bus arrives early the driver will park and let the students off at 8:00 am.

The second bell signaling the start of the school day is at 8:25 am. Under certain weather conditions, rain or extreme cold, students will gather and be supervised in the gym in the morning. Students enter in the doors near K5 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 you need to pick up your child/children before dismissal time, a written request should 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.

## APPEALS PROCESS

The steps below outline the approved method for any St. Joseph Parish School Wisconsin Parental Choice Program (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 Committee will determine the appropriate action needed to resolve the conflict if an error by St. Joseph Parish School staff has been proven.

## **ATTENDANCE**

Regular attendance is essential to success in school. A student not only misses work on the day of absence, but is not prepared for the next day because of missing instruction. There is no substitute for actual daily participation in class! Parents are required to phone the school office one half hour before school begins if their child will be absent for that day.

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 due to a communicable disease.

## **BIRTHDAY TREATS & CELEBRATIONS**

We know how important birthdays are for our children and we want 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 child to distribute to her/his class by her/himself. 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 that there are several students and faculty members with food allergies when planning treats. Please review our school wellness policy.

## **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:

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

The consequences of bullying include:

- Bullying behavior will be addressed immediately. Bullying complaints may be presented verbally or in written form.
- Following procedure, school staff members will gather information, review the situation, and determine the necessary consequences.
- 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.

SJPS 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:

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

## **CELL PHONES & ELECTRONICS**

Cell phones or other electronics (iPods, mp3 players, games, etc.) **are not** allowed in school during school hours or on field trips. If a cell phone is needed after school hours then it must remain in student's backpack in the 'off' position. If student is found in violation of this rule, consequences will include:

- \*Faculty will confiscate item and give it to the principal
- \*Red Clip (behavior) will be issued in middle school
- \*Item in question will only be returned to a parent
- \*Principal may contact parent for conference if necessary

## **CLASSROOM VISITS**

We encourage and invite parents to visit the classrooms. We do ask that you call first so that the teacher can suggest an appropriate time. All visitors to the school and/or classrooms must sign in at the school office and wear a visitor pass during his/her visit.

### **Room Parents**

Room parents' serve a vital need in providing our teachers with assistance in organizing and conducting a number of classroom activities. This parental 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 Safeguarding All God's

Children program prior to helping out. The following information is provided to give guidance in helping out in the classroom.

### **Special Activities/Events/Parties**

Each teacher will discuss with his/her Room Parent how he/she can best assist in planning and supervising classroom activities. In general, students will take turns volunteering to donate treats, and/or supplies, as needed throughout the year.

### **Gifts**

The generosity of our families is greatly appreciated. As a staff, however, we feel the decision to give gifts to any member of the faculty should be left to the discretion of each family.

## **COMMUNICABLE DISEASES**

If a child is suspected by school personnel of having a communicable disease, he/she will be removed from the classroom and the parent will be notified. **If your child has a fever, diarrhea, has been vomiting, or you suspect he/she may have a communicable disease please do not send the child to school in the morning.** When certain more serious communicable diseases present themselves in a student, the local health officials may be notified.

If your child is home due to a communicable disease (chicken pox, strep throat, head lice, H1N1 virus, etc.) please notify the school immediately. The school frequently notifies parents of other children in the class when a communicable disease exposure has happened so that 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 comes back 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 those day(s) of absence.

## **COMMUNICATION**

Each Wednesday, a weekly envelope will be sent home with the oldest child in the family, unless you inform the office to send it home with another child. The envelope will include all information from every department of the school and church, including Home & School Association, Christian Formation, Athletic Association, and many community organizations. Wednesday is the only day information is sent home from the school office unless an emergency arises. This system helps us to ensure that all information reaches your home. We ask that you return the envelope by the following



Monday, so that we can use the same envelope for the entire year. Classroom teachers will send home information on a regular basis using a delivery system developed by each teacher. Parents are encouraged to utilize the Wednesday folder to return correspondence, forms, etc. to the school office or school staff.

### **COMPUTER USAGE/ACCEPTABLE USE POLICY**

Any person, including students, employees and volunteers who use the school/parish computer and/or telecommunications equipment is to read the school/parish "Acceptable Use Policy" and sign the Acceptable Use Policy Agreement Form [6161.2(a) or (d)]; before being permitted to use such equipment.

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 the rescue squad and/or local law enforcement agency prior to making contact with the individual designated on the emergency card.

### **CURRICULUM**

The goal to provide educational excellence for our students is based upon the belief that each person is a unique human being possessing the right to develop human potential to the fullest extent, and that each person progresses through various stages of growth and development. The curriculum at St. Joseph Parish School 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, then the "About Catholic Schools" tab, and then click on "Curriculum" tab.

#### **Promotion Standards**

St. Joseph Parish School has tough standards for promotion. We want to ensure all students are ready to move to the next grade level. Promotion decisions are based on

student's readiness as noted on the report cards, test scores, attendance, developmental readiness, and other measures.

**Academic Standards**

At SJPS we measure student growth against the standard set by the Archdiocese of Milwaukee for each particular grade level. If a student is 2 years or more below grade level in reading, writing or math, promotion to the next grade will be at the discretion of the principal.

**Standardized Testing**

Decisions to promote or retain students will also be based on their performance on the standardized test used at each grade level. Minimal performance in any core areas is a reason for retention and student will only be moved on to the next grade at the principal's discretion.

**Attendance**

Students missing 10 or more days of a school year may be retained. It is crucial that students be in school on time consistently to obtain the necessary skills to move to the next grade level.

**Developmental Readiness**

Some students are not ready for the curriculum or challenges faced socially in the next grade level. This will be determined by their organizational skills, social skills, and emotional readiness in current grade level. The teacher and principal will promote students based on observations in these areas throughout the year.

**CUSTODY AGREEMENTS**

In families where a custody agreement exists which affects the rights of parents in regard to 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 -5**

**Students are in control of their behavior and therefore are accountable for it.**

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 to Failure to follow School Rules:**

Students are expected to follow and obey the rules and guidelines set within their classroom and school structure. Gentle reminders and warnings will be given to students regarding the school-wide discipline guidelines. If a child should deviate too far from what is expected and reminders and warnings have been given, the child will be issued a detention to be served following the infraction. A letter will be sent to the parents describing the infraction and the name of the staff member who issued the detention. The detention will be served as close to the infraction as possible. Students in grades 1-5 will serve the detention from 3:15 pm until 3:45 pm. 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 parish grounds.
3. Inappropriate language.

If a student receives three detentions in one semester, her/his 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 second semester.

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.

## **DISCIPLINE PLAN GRADES 6-8 - CODE OF CONDUCT**

### **Yellow Card (Academic)**

1. We will finish homework on time.
2. We will complete all assignments neatly.
3. We will return signed tests on time.
4. We will carry assignments notebooks with red/yellow cards at all times.
5. We will return library books on time.

### **Red Card (Behavioral)**

#### **Halls**

1. We will talk quietly
2. We will walk on the right hand side of the hall in single file while going to Spanish, Music, Art, Library, Computers, Lunchrooms, etc.
3. We will enter the room quietly.

#### **Classrooms**

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

#### **Lunchroom**

1. We will talk quietly.
2. We will not throw food or trash.
3. We will remain seated until dismissed.
4. We will clean up our area when finished eating.
5. We will respect lunchroom and playground supervisors.
6. We will keep our shirts tucked in.

***Shirts will be tucked in at all times.***

**Severe Behavior**

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

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

**DISCIPLINE PLAN GRADES 6-8  
ACADEMIC AND BEHAVIORAL CARDS**

1. Both Academic and Behavioral cards will be passed out every third Monday in homeroom.
2. On Fridays, the student will take the cards home to be signed. The student must return the signed cards to his/her homeroom teacher on the following Monday.
3. If the student should forget to get the cards 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 cards at home he/she will have one day to return them, upon which 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 cards an automatic detention will be given.

**Academic Card (yellow)**

If the student has four or more clips on his/her card, a detention will be set up with the student.

**Behavioral Card (red)**

If a student accumulates two behavioral clips within the three-week time frame, he/she will serve an after school detention.

**Athletics Policy**

Please read the athletic policy concerning behavior. Any student athlete who receives a detention will receive a one game suspension!

**Untucked Shirts (red)**

1. Shirts are to remain tucked 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 clips for having a shirt untucked, he/she will serve an after school detention.

Students will keep both cards in the envelope that is taped inside their assignment notebook. St. Joseph Middle School 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.

## **STUDENT RULES AND REGULATIONS**

### **LUNCHROOM RULES FOR ALL STUDENTS**

(Please review our school wellness policy)

- Students will respect all lunchroom supervisors and follow directions
  - Students will use inside voices at all times
  - Students will clean their eating area before they leave
  - Students will keep hands, feet, and objects to themselves
- **WHEN IT IS TIME TO GO OUTSIDE:**  
The children should walk out with a supervisor in an orderly fashion. No loud talking, pushing, or running!
  - **WHEN IT IS TIME TO COME IN:**  
When the bell rings students should line up by grade level and enter the building quietly. A supervisor will lead the children into the school.

### **PLAYGROUND RULES**

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

Before School (8:00-8:15)

- No cell phones or electronics
- Stand with your classmates and line up when bell rings
- Keep hands to yourself
- Stay away from the cones

Lunch and 2:00 recess

- K3, K4, K5—wood chip area only
- No wall walking in playground area (plastic barrier or stone wall)
- No digging in wood chips or around bushes or trees in playground area
- No climbing up the slides
- Monkey bars, barrel role, and pull up bar are for K5 and older students

- All students must go in the same direction on the monkey bars (green dot to red dot)
- No personal playground equipment from home
- No throwing of any objects that are not playground equipment (snow, wood chips, stones, etc.)
- If a ball goes into the street or outside the coned area, students must seek assistance from the playground supervisors for retrieval
- 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 still reserve the right to keep students in for lunch and recess for academic or behavioral reasons when the principal and/or teacher feels it is necessary.**

## **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 forbidden on the campus of St. Joseph Parish School and 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 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. Please make it a regular practice to tell your child every day where you will be. 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 you cannot be reached. It is your responsibility to notify the school as soon as possible regarding any changes to your Emergency Procedure Card.

## **EXPULSION**

Expulsion results from repeated refusal to obey school rules or conduct which 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 internal school procedures, 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.

### **EXTENDED CARE**

St. Joseph Parish School Extended Care Program is designed to provide supervised, age appropriate activities for St. Joseph School students before and after regular school hours. Our 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 that are of interest to them. Some programs include:

Science Club	Piano	Basketball/Volleyball
Band	Choir	Jr. High Musical
Scouts	Chess Club	Lego Club

Information regarding activities and athletics available at St. Joseph Parish School 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 that 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.

- a. 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 or her team in support.
- b. Any student/athlete who receives a failing grade in any subject during a given quarter 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.
- c. 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.)
- d. Students who are absent from school may not participate in school-related or school-directed sports and/or activities on those day(s) of absence.

### **FIELD TRIPS**

A field trip is an extension of a classroom activity and is used to assist in the teaching and learning process. Parents 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 child's parent/guardian in order for the child 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 child 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 DRILL/LOCK DOWNS**

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 four times a year.

### **GRADING**

Grading of students' performance is based on class participation, assignments, tests, as well as other various forms of student evaluation, such as a grading scale, depending on the student's grade level and teacher. Grades are standards-based and reflect what students know and are able to do



Grading Scale  
Elementary-Grades 4-5

92.5	A
89.5	A-
85.5	B+
82.5	B
79.5	B-
76.5	C+
73.5	C
69.5	C-
66.5	D+
63.5	D
59.5	D-
0	U

Grading Scale  
Middle School-Grades 6-8

95.5	A
92.5	A-
89.5	B+
86.5	B
84.5	B-
82.5	C+
79.5	C
76.5	C-
74.5	D+
71.5	D
69.5	D-
0	U

### **HONOR ROLL**

In our middle school, our students can get on the Honor Roll each quarter for academics and/or behavior. The Honor Roll is as follows:

First Honors: GPA of 3.5 and higher

Second Honors: GPA of 3.0 to 3.49

Behavioral Honors: No red or yellow clips for the quarter

### **HIGH SCHOOL DIPLOMA POLICY**

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

## **REPORT CARDS**

Report cards are issued three times per year. The date each trimester ends is 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.

All parents with children 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.

## **TESTING**

The Iowa Test of Basic Skills is administered in grades 3-8 each spring. Our students on average test above the nation in all areas and all grades.

## **TRANSFER CREDIT POLICY**

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

### **I. Entrance Requirements**

- A. Children entering the three and four year-old Pre-Kindergarten programs of St. Joseph Parish School must be three or four years of age by September 1 of the year enrolled. Children entering the Kindergarten programs of St. Joseph Parish School must be five years of age by September 1 of the year enrolled.
- B. Pupils (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\*.
- C. Parents 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.
- E. Testing of student academic skills, particularly in math and reading, are conducted by St. Joseph Parish School staff, in order to assure a suitable and successful grade placement.
- F. All applications for enrollment must be signed by both parents or legal guardians\*.

\*Does not apply to Choice students

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

## **GRIEVANCE PROCEDURE**

In order to best serve our 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 is not satisfied with how an issue has been resolved, then the next step would be to contact the principal. If a parent is still not satisfied with how an issue has been resolved, the next step would be to contact the 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 in the Parent-Student Handbook.

## **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.

## **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 includes units of study including: Nutrition, Growth and Development, Consumer Health, Drug Safety, First-Aid, Mental and Emotional Health, Family and Social Health, Growth and Development, Nutrition, 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 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 obtain volunteer points through active participation in H&S functions.\* The Home & School Handbook is given to each family at the beginning of the school year.  
\*does not pertain to Choice families

## HOMEWORK

Homework is developmental in nature and increases in scope with the maturity and capabilities of the student. Below is a time guide for out of class study recommended by the Archdiocese of Milwaukee.

Primary (K-2).....	15-20 minutes
Intermediate (3-5).....	30-60 minutes
Middle School (6-8).....	60-90 minutes

## 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 shall 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

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

## LUNCH PROGRAM

(Please review our school wellness policy)

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.

## 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 child'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.

## 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 children at St. Joseph Parish School will have many opportunities to serve the school, local community, and world. Your family will need to discern the extent that you can respond to outreach involving a financial donation. Please note that each time we gather for Eucharist an offering of food, money, or supplies will be collected.

### **PARENT/TEACHER CONFERENCES**

Conferences are held during the first and second school trimesters. The conferences during the first trimester are required for all parents. The second trimester conferences are optional. Individual conferences may be set up by appointment whenever the parent or teacher feels it is necessary to discuss the student's progress at school. Teachers may request that 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 who do not want their child to participate in Physical Education due to illness or accident must request this exemption in writing. Such parental 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 that such an exemption is necessary.

### **PLAGARISM**

Plagiarism is defined as "stealing and passing off as one's own, the ideas, images, or writings, of another." (Webster's Dictionary, 1961). 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 and/or according to the American Psychological Association (APA) style for referencing a direct quote or paraphrasing a passage.

### **PROPERTY DAMAGE**

Parents are responsible for the replacement of any material or property, including textbooks and library books which are lost or damaged through their child's negligence. St. Joseph Parish School is not responsible for any damage or loss of items such as iPods, Game-Boys, cell phones 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 permission** to stay in. Requests for longer than three day's exemption from recess must be written by a physician. For your information we will send students 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. Please plan for this, and have your child dress accordingly, or bring sufficient clothing. Students are not to bring their own toys/sporting equipment to school for recess time.

## **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. Please tune into local broadcasts and the internet for specific information about the closing of St. Joseph Parish School. If you contact the school be aware that there may be limited staff to answer your call.

## **SCHOOL COMMITTEE**

The School Committee is the policy making body of St. Joseph Parish School. The members determine the school budget and work closely with the Principal to monitor and improve the educational programs, and assist in the strategic planning process. Meetings are held monthly and open for attendance by parents. Anyone wishing to address the School Committee on a topic or issue must make arrangements with the principal at least one week prior to the scheduled meeting.

## **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 child's negligence of her/his lock will be paid for by the child and/or parent/guardian. Lockers should be locked at the end of each school day.

## **SCHOOL SECURITY**

In an effort to provide a safe environment a security system has been installed at the main entrance, we ask that all visitors follow this 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 are welcome and encouraged to visit and become involved in our school. While in the building, please feel free to question or report any stranger in the building who is not wearing a visitor tag. All parents 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 followed to the letter in any instances of suspected or conformed sexual assault, whether the assault adult-to-student or student-to-student. A copy of the Archdiocese Harassment Policy 5131.1 is in the appendix.

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

## **SNACKS**

Gum chewing is never 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 child, 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.

## **SPIRITUAL DEVELOPMENT**

Students at St. Joseph School 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:

- \*Combined doctrine, scripture, prayer and community service.
- \*A community of mutual love and respect.
- \*Faith experiences are planned and celebrated as part of the school community, including liturgies, prayer services and sacraments where students and teachers share and celebrate their faith.
- \* Religion instruction each day is based on the 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.

\*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.

\*Daily prayer as a school during announcements and as a class in each classroom.

\* Family Life as a companion program to the teaching of Religion in grades 5-8. It focuses on topics of importance for young adolescents.

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

## **STUDENT ACCELERATION**

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

1. At least two academic referrals must be made in regard to the child 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 in regard to the accelerated placement.
4. The principal has the final decision regarding the academic placement of the student.

## **STUDENT RETENTION**

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 parent.



1. Conferences with parents 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 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 parent, Principal and teacher to inform the parents of the school's final decision.

## **STUDENT TRANSFER**

If a student will be transferring to another school, parents should notify the school at least two weeks in advance. Student records will be sent to her/his 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 School follows Archdiocesan policy 5140.1 in regard to child abuse and neglect. This policy states that 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.

### **SUPPORTIVE CONSULTANT**

If a child appears to have a special learning need, our school Supportive Consultant attempts 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, through the Supportive Consultant, who evaluates the child using tests suggested by the Milwaukee Archdiocesan Office and/or local school district. To find out the name of the Supportive Consultant for the current school year please call the School Office.

### **SUPPORT PROGRAMS**

If a child has special learning needs, our school attempts to identify and diagnose the needs of the child. 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, 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.

## **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.

## **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 are encouraged to call or email a teacher to check on their child'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 feels the issue has not been resolved, then a phone call to the principal is the next step.

## **TELEPHONE USAGE**

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

## **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 pupil. 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 admitted for the academic school year. The three payment plans offered are:

- 1) Payment in full on or before first academic school day.

- 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 time of student registration. St. Joseph 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 St. Joseph Parish School on a timely basis. All payments are due on the date indicated on SMART Tuition form. If payments are not received by the date due, late fees are charged based on 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 our 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 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: IN UNIFORM DAYS**

**The current uniform policy reads as follows:**

### **General Rules**

Students are to be in uniform during 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 in the school newsletter. Scouting uniforms may be worn on the day of your child's scout meetings. Shorts may be worn in August, September, May, June and other very warm days as specified by the principal.

Whether in uniform or out of uniform, clothing must fit properly, and be clean and in good repair. **Shirts must be tucked in at all times.** Skirts, jumpers and shorts may not be shorter than 2" above the knee. A uniform shirt must be worn under sweaters and sweatshirts. Bike shorts (may not be visible below the hem line), and leggings may only be worn under skirts and jumpers. Socks or tights must be worn and all shoes must have a back strap (no clogs/mules allowed). Students must limit jewelry and accessories.

Perfumes and lotions are not permitted to be kept at school. Students may not dye their hair a color that is not very similar to their natural hair color.

### **Enforcement**

When students come to school out of uniform parents may be contacted and asked to bring appropriate uniform clothes to school. A form entitled "Uniform Code Reminder" may be given to your child with the reason the student was out of uniform. It must be signed by a parent and returned to school.

### **Clothing Requirements**

A copy of the Dress Code Guidelines is in the appendix. Appropriate clothing can be purchased at Land's End, Target, Kohl's, and JC Penney Uniform Catalog. The plaid skirts and jumpers can only be purchased through Lands' End. Please note that there is a rebate to the school for all uniforms purchased through Land's End. Please refer to the Home & School Handbook for details.

## **UNIFORMS: 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:

### ***Out-of-Uniform Days***

- Shorts may not be worn October - April.
- Shorts must be knee length.
- Jeans must be in good repair.
- 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.
- T-shirts must be free of offensive writing.
- Mini skirts are not allowed.
- **"Out of Uniform" coupons may only be used on Fridays if there is not a school liturgy scheduled for that day.**

### **Spirit Wear Days**

- Any shirt, jersey, sweatshirt, and/or t-shirt that has the name St. Joseph's and/or a Lancer logo on it. If you plan to take your sweatshirt off during school you must have a St. Joe's t-shirt or shirt on underneath!
- St. Joe's uniform pants, skirt, or jumper.
- St. Joseph Spirit Wear hats are not allowed to be worn in school.

### **Green & Jean or Blue & Gold Days**

- Packer/ Brewers- shirts, sweat shirts, sweat pants, jerseys
- No logos other than Packers or Brewers
- Blue Jeans acceptable with Packer/Brewers on top
- If you plan to take your sweatshirt off during school you must have a Packer/Brewer Wear t-shirt or a uniform shirt on underneath!

## VACATIONS

We believe that family vacations can be a wonderful learning/sharing time for families. However, it is most helpful 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 her/him when she/he returns, and a specified amount of time will be allotted to complete the assigned homework. We strongly urge families to avoid planning a vacation during Iowa Basic Testing if your child is in grades 3-8. Research shows that 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 sign in at the school office upon entering the school building. Parents are welcome and encouraged to participate in daily activities at the school. Any parent that wants to volunteer in the classroom must take the Safeguarding All God's Children class prior to helping out in the classroom. Parents may also observe their children's classes provided that the observation is scheduled in advanced or the parent has received permission from the administrator to observe the class.

## VOLUNTEERS

Parents who are involved make a difference and strengthen the St. Joseph Parish School community. All parents are required to volunteer in some format in the school (recess duty, hot lunch, field trips, fund raisers, etc...)\* Please refer to the Home & School handbook for a description of the many fundraisers the school participates in. 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

St. Joseph Parish School  
Parent/Student Handbook  
Updated August 2017