



## **Parent/Student Handbook**

**2022/2023**

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

1619 Washington Street

Grafton, WI 53024

(262) 375-6505

School Hours 8:15-3:15

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

**The School reserves the right to amend the handbook for just cause throughout the year with proper notice given to parents/guardians if changes are made.**

Updated August 2022

## **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.

## **2022-2023 Staff Directory**

### **PASTORAL STAFF**

Father Nick Baumgardner  
Sheri Hanson  
Randy Hilgers  
Amanda Matthews  
Deacon Scott Wiese  
John Knetzger  
Maddone Rausch  
Bonnie Reineking  
Barb Newton

Parish Administrator  
Pastoral Associate  
Director of Liturgy & Music  
School Administrator  
Director of Administration  
Assoc. Director of Child & Youth Ministry  
Director of Communication, Bookkeeper  
Communications Coordinator  
Parish Secretary

### **SCHOOL FACULTY**

Amanda Putzer  
Karen Longoria  
Susan Temple  
Amy Johnson  
Julie Lemke  
Chris Jackson  
Melissa Myers  
Julie Dich  
David Kabara  
Nick Buchholz  
Carren Gratz  
Krystal Hayes  
Maureen Ciganek  
Mary Bartelt  
Andy Smith  
Sharon Voigt

K3 Teacher & Extended Care Director  
K4 Teacher  
K5 Teacher  
1st Grade Teacher  
2nd Grade Teacher  
3rd Grade Teacher  
4th Grade Teacher  
5th Grade Teacher  
6th Grade Homeroom, MS Social Studies & Religion  
7th Grade Homeroom, MS Literature & Language Arts  
8th Grade Homeroom, MS Math & Science  
Spanish Teacher  
Art Teacher  
Reading Teacher  
Music/Physical Education Teacher  
Extended Care Aide

### **SUPPORT STAFF**

Sue Henke  
Ryan Dreikosen  
Kira Rechcygl Graceffa  
Cathy Werner  
Kim Klement  
Emily Buchholz

School Administrative Assistant  
Parish/School Custodian  
Hot Lunch Coordinator/Office Staff  
Hot Lunch  
Classroom Aide  
Classroom Aide

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## **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 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.

### **Nondiscrimination Policy**

St. Joseph Parish School admits students of any race, color, gender, 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.

### **Admissions Requirements**

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. 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 and is not subject to appeal to the School Advisory Committee.

## **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. K3 students may enter after September 1<sup>st</sup> once they turn 3 years old, however they will then be required to repeat K3 the following school year. 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

## **Early Admittance, K5 or First Grade**

Only parents with children whose birthdays fall between December 1st and September 1st of the upcoming school year may apply for early admission. \*Not applicable to Wisconsin Parental School Choice Students

In Catholic schools, children who have reached age requirements are given priority for admittance into first grade or kindergarten before consideration is given to underage children.

The procedures for admission of underage children are as follows:

- The parent applies to the principal. An interview is held to determine reasons for requesting early admission to first grade or kindergarten.
- If the school has determined by local policy that they will accept such candidates, a locally devised screen and/or assessment program shall be used to further determine the school readiness of the candidates.
- The principal informs the parent of the acceptance or denial of enrollment decision.
- Admission to first grade or kindergarten is considered to be on a trial basis. If within a reasonable period of time the child does not adjust to the school situations, the principal may request that the parents withdraw the child and enroll him or her at the regular age.

## **Wisconsin Parental School Choice Program**

### **1. Admittance**

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

For the 2022-23 school year, the family income of a student new to a choice program must be at or below the amount listed on the website below. WPCP income limits are subject to change each year and will be

posted as they become available. All students must apply each year at [dpi.wi.gov/choice](https://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. WPCP Annual Income Limits vary each year and can be found at <https://dpi.wi.gov/parental-education-options/choice-programshere>:

\*As determined by the Adjusted Gross Income (AGI) on the federal income tax return for the prior calendar year (2021 for the 2022- 2023 school year).

## **2. Applications:**

- During the open application period, February 1st-April 20th, parents can complete the Choice Application online and must submit income documentation and residency documentation to the school.
- Applications must be filled out online at [dpi.wi.gov/choice](https://dpi.wi.gov/choice)
- Families must meet income and residency requirements in order to qualify for the program.

## **3. Acceptance/Rejection:**

- The Choice Administrator is responsible for reviewing, accepting, and rejecting Choice Applications.
- Applications will be accepted in the order they are received.
- Applications are accepted once all income and residency documentation has been confirmed.
  - 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.
- If the number of applications received during the open application period exceeds the number of open seats available by grade, or number permitted by state law, a random drawing will be held to determine which applications are accepted.
  - Preference will be given to:
    - Students continuing in any choice program and their siblings
    - Siblings accepted into the choice program
- The random selection will be conducted by The Department of Public Instruction.

## **4. Parent Notification of Acceptance/Nonacceptance:**

- The school will notify each applicant who is not eligible for the Choice Program.
- The Department of Public Instruction will notify eligible applicants if they receive a seat or are on the waiting list.

- Notifications from DPI will not begin until June and updates to the waiting list may continue into the summer through January.

## **5. 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 Directory, and Directory of Administration will determine the appropriate action needed to resolve the conflict if an error by SJPS staff has been proven.

## **6. Documentation/Confidentiality:**

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.

## **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 through 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, phone call, or email must be sent to the school office in 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 & 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 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 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 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><li>• Not enough evidence</li></ul>

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

4 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 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 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 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><li>● Not enough evidence.</li></ul>

## 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. (The principal may, if circumstances warrant, waive the above requirement.)

2. Students who are absent from school due to illness or another reason may not attend school sponsored after school extracurricular activities. (The principal may, if circumstances warrant, waive the above requirement.)

3. Students who are absent or tardy are required to make up any missed work provided by their teacher.

## 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.

## **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). A tardy becomes a half day absence when a student does not come to school before the lunch hour and a full day absence when a student comes to school after 1pm. (The principal may, if circumstances warrant, excuse the tardy.)

## **Compulsory School Attendance (Archdiocesan Policy #5112)**

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age. **Parents or legal guardians are required to provide the school with the reason for their child's absence.** It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

Excused absences include: personal illness (medical verification may be required); family emergencies or crises; attendance at a funeral or religious service; medical and/or legal appointments; severe weather when school is not officially closed, 10 days of vacation per year.

Unexcused (truant) absences include: working, babysitting, car trouble, oversleeping, running late, or missing the bus.

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. ***A student who is absent from school is normally not allowed to participate in after school or evening activities.*** The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

## **Process for Excessive Tardiness and/or Unexcused Absences**

In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has ten or more unexcused absences in the school year. (See appendix for sample truancy letters.)

- There is no legal number of absences which, if exceeded, leads to automatic retention of a student.

- A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

## **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 a vacation is planned 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 Standardized Testing Days. Research shows students perform better when taking tests with their classmates. (Please see the academic calendar for current test dates.)

Vacations are considered an excused absence for up to 10 school days per year. After this, all vacation absences are considered unexcused absences. It is the responsibility of the parent/guardian to notify the school at least 4 school days in advance of the vacation. In the event a student will be absent for more than 10 vacation days, approval by the principal is required.

## **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 above.

## **Birthday Treats & 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 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.

## **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.

## **Archdiocesan Bullying 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:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- 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:

- Written documentation of the incident

- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- 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.

## **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. A Behavior Notification will be given for repeat offenses 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.

## Class Size

### Pupil/Staff Ratio

Grade of Children	Minimum Number of Teachers to Children	Maximum Number of Children in Group
K3	1:10	*20
K4	1:13	*24
K5	1:15	*30
1st-3rd	1:18	32
4th-8th	1:24	32

\*When eight (8) or fewer children are present, there shall be a second adult available within 5 minutes for emergencies.

Enrollment ratios represent ideal class size. An exception may be made to expand or reduce ratios above in all grades at the discretion of the Pastor and/or Principal.

## 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, Covid, 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.

The school uses Remind Text notifications to inform parents of important events and reminders. This text system will also be used to notify parents in the case of an all school emergency during the school day.

## Parent/Guardian & School Communications

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.

## 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>.

## **Continuity of Instruction & Learning**

Occasionally events occur that disrupt the ability of a school to deliver in-person instruction to its students. In the event there is a disruption to learning due to prolonged school closure created by fire, natural or human-made disasters, weather events, facilities inaccessibility, conflict, public health emergency, ect..., the school reserves a maximum of 48 hours to procure and communicate a plan related to continuation of instruction for our students.

## **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 & 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. Threatening, 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.

St. Joseph Parish School shall communicate with the parents of a child in a divorce action according to the directives of the court.

- When parish/school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2)(m).

## 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). Gentle reminders and warnings will be given to students regarding the school-wide discipline guidelines. If a student deviates too far from what is expected and reminders and warnings have been given, the student will be issued a Discipline Notification and a detention may be served.

The Discipline Notification form be sent to the parents describing the behavior 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 situation 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.

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 Behavior Notification.**

### 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. See Appendix for Expulsion Procedures and Appeals details.

## **Drug & 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. Drugs, 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 Contact Card** will be kept on file in the office. Parents/Guardians are advised to make it a regular practice to tell their child/children 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 Contact Card.

## **Emergency Operations Plan**

Emergency events occur in a wide variety of ways. An emergency event may involve a single person in the parish/school community, a subgroup of the parish/school community, or the whole parish/school community. Emergency Operations Plans are confidential in nature and identify potential emergency

events and action plans involving policies and procedures to keep all members of a parish/school community safe and secure.

St. Joseph Parish School is required to comply with Wisconsin Act 143 and submit proof of an Emergency Operations Plan to the Department of Justice annually by January 1. The Office for Schools shall complete a review of a school's Emergency Operations Plan at least once every three years.

## **Endowment Fund**

The St. Joseph Parish School Endowment Fund is for the purpose of providing additional support for the operation, maintenance, capital requirements, and continued existence of St. Joseph Parish School. Under normal circumstances, 4% of the December 31st rolling 5-year average balance of the fund may be withdrawn after June 30th of the following year. Families are encouraged to donate to the school endowment fund at any time by contacting the Parish or School Office.

## **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. Extended Care providers are qualified, trained, and supervised. Extended Care is available from 6:30 am-6:00 pm. At 8:00 am 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 can be obtained by contacting the Extended Care Director or School office.

## **Unpaid Extended Care Balance**

If your unpaid balance is 30 days past due for your family, you will be notified in writing. If your balance has not been paid within two weeks of the written notice, you will receive a phone call from the school office. At that point, you must pick up your child(ren) and/or pay your full unpaid balance. The child(ren) will not be able to receive extended care services until the unpaid balance is paid in full. As always, please contact the principal and/or school office if you are having financial hardship.

## **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/Track	STEM Club Band	Choir
Musical	Art Club	Scouts	Chess Club	Lego Club

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 unless direct permission is given by the principal/.

## **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 5th, 6th, 7th, or 8th grade, who has earned 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 the St. Joseph Parish School website 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/Service Opportunities**

A field trip is an extension of classroom activity and is used to assist in the teaching and learning process. Field trips must have a clear educational purpose and link to specific standards. 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. 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.

Certain field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the pastor/parish director and the principal. All funds raised must pass through the parish/school and must be used for costs associated with the field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families. In the event that the field trip is canceled for any reason, all funds raised are the parish/schools and may not be disbursed to individual students or families. The principal is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal on the use of the funds is final.

## **Fire, Tornado, & 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 Policy.

## **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 & 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.igious

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 minute

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.

## **Liturgical Worship**

Students in grades K3-8th attend Mass or a Prayer Service every Thursday, as well as on Holy Days of Obligation. Our School Liturgy Coordinator works with the Pastor to involve the children in actively participating in the liturgy. All students are required to attend Mass/Prayer Services each week, unless an exemption is requested by a parent prior to the start of the school year. All families are invited and encouraged to attend weekly Liturgical Worship opportunities with their child/children.

## **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)

Students have the choice of purchasing lunch from the cafeteria or bringing lunch from home. Hot lunch is served every day unless otherwise stated in the school newsletter. Grafton Public School provides our daily lunch options. The monthly menu can be found on the school website as well as the Grafton Public School website. A free or reduced lunch is available to families who qualify.

The free or reduced-price means are based on Federal Standards determined by the family size and maximum gross income of the family. An application form must be filled out each year to determine eligibility. Please call the school office to request a free or reduced lunch application. Strict confidentiality is assured when applying for free or reduced lunch. If you qualify, your application will be valid through the school year and must be resubmitted EVERY August.

## **Lunch Balance**

### **Unpaid Lunch Balance**

If your unpaid balance reaches \$100 for your family, you will be notified in writing. If your balance has not been paid within two weeks of the written notice, you will receive a phone call from the school office. At that point, you must bring a cold lunch for your child(ren) and/or pay your full unpaid balance. The child(ren) will not be able to receive hot lunch until the unpaid balance is paid in full. You are always

able to review your hot lunch balance in your Option C account. As always, please contact the principal and/or school office if you are having financial hardship.

## **Remaining Lunch Balance**

Students with a remaining lunch balance at the end of the school year may request a refund or roll it over to the following school year. Students who leave or graduate from the school with a lunch balance greater than \$5.00 will be issued a refund only if requested. If you do not request a refund your balance will be put into a lunch fund to help cover the debts of those in need. Please call the school office if you would like a refund.

## **Middle School Academic Responsibility Plan Grades 6-8 (Yellow Cards)**

The following is the academic responsibility plan for grades 6-8:

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 6th-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.

## **Medications**

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

- Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.

- A written statement from the prescribing physician which:
  - Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications.
  - Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- A written statement from the parent/legal guardian:
  - Authorizing school personnel to give the medication in the dosage prescribed by the physician.
  - Authorizing school personnel to contact the physician directly.

1. School administrators, school personnel, and school volunteers assigned to give medication must receive training on an annual basis in accordance with DPI regulations. The knowledge (webcasts) training and assessment tests are to be completed every four years, while the skills competency check-off should be completed annually. Knowledge training and skills check-off are not required for oral medication, but are highly recommended.

No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.

- Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
- Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
- The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.

3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.

4. Medication will be taken by the child at the designated time, administered by the School Nurse or by the other individual who has been identified to do so.

Schools recognize 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. The Medical Provider Authorization – Prescription Medication: Form 5141.5 (b) 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 Accommodations Plan: Form 5141.5 (d) for a student who requires an emergency prescription medication.

5. Only limited quantities of any medicine are to be kept at school.
6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
7. The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions.
8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
  - It is advisable to have in the Principal's or School Nurse's Office a list of students needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
  - An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration.
  - School personnel are asked to report any unusual behavior of students on medication.
9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopeia and National Formulary or the official homeopathic pharmacopeia.

## **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 (for students below grade 5)
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 the 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.

## **Police Questioning and Apprehension (#5145)**

Law enforcement officers or social service providers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age.

However, the law enforcement officers or social service agents of the courts may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

A school administrator should not attempt to act as the student's legal representative in situations where a police officer wishes to interrogate a student; however, the school administrator may insist that any such interrogation be conducted in a manner and place which will cause a minimal amount of disruption to the educational setting of the school. A law enforcement officer has the right to question a student, even without a warrant.

The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement. The administrator is not the legal representative of the student and could in fact be charged with obstructing an officer in the course of a lawful investigation if the administrator attempted to impede the investigation in this matter.

The school administrator is not required to notify the parents before allowing a pupil to be questioned by social service agents of the courts.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

## **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.

## **Math Acceleration**

Students may be considered for acceleration (moving to a higher grade level) in mathematics starting in grade 3. Before grade 3, advanced students are enriched within their grade level classroom setting. The rubric below is used by the classroom teacher to determine math acceleration at St. Joseph Parish School. Consideration for acceleration can be initiated by a teacher, administrator, or guardian. A meeting will be held in the event a student is recommended for math acceleration. The principal has the final decision regarding math acceleration. All students are under a probationary period for the first trimester they are moved to an accelerated math class at St. Joseph Parish School. At times, math acceleration will take place where a middle school student will move to John Long Middle School or Grafton High School for advanced algebra or geometry. It is the responsibility of the parent to provide transportation to and from the school for this purpose or to give permission for the child to walk.

Please highlight the stage that best describes the student in each area. Use the Data section to narrow the number of students.

Qualities Required for Advanced Math Placement			
	1 Developing Skills	2 Potential Candidate	3 Strong Candidate
<b>DATA AND CLASSROOM PERFORMANCE</b>  Consistent standardized or adaptive test scores over a 1-2 year period.  MAPS/IOWA/IXL	Math standardized test scores below 70th percentile.  Consistently Beginning/ Developing on classroom assessments.  IXL Diagnostic score is at least 3 months higher than academic grade level.  MAPS math scores of at least 65th percentile or higher.	Consistent Math standardized test scores of 75th percentile or higher.  IXL Diagnostic score is at least 6 months higher than academic grade level.  MAPS math score of at least 80th percentile.  Consistently Proficient on classroom assessments.	Consistent Math standardized test scores of 90th percentile and higher.  Consistent MAPS math scores of at least 95th percentile and higher.  Consistent IXL Diagnostic scores of at least 1 year higher than academic grade level.  Consistently Exceeding on classroom assessments.
<b>RESPONSE TO QUICK PACE OF CLASS</b>	Needs extra processing time; assignments and assessments take more time than most peers (unless the student is "rushing").  Requires frequent reteaching/review.  Quality of work is inconsistent.	Assignments and assessments are completed in a timely manner.  Usually understands material the first time it is presented; may sometimes require reteaching/review.  Consistently completes work that meets the expectations of a level 3 student.	Assignments and assessments are completed on time and may be completed more efficiently than peers.  Almost always understands material the first time it is presented.  Consistently completes work that exceeds the expectations of a level 3 student.
<b>MATHEMATICAL THINKING</b>	May be able to apply algorithms, but conceptual understanding is insufficient.  Inconsistent ability to apply the Standards of Mathematical Practice.	Demonstrates sufficient conceptual understanding of key mathematical concepts at grade level or beyond.  Demonstrates proficiency in the Standards of Mathematical Practice.	Demonstrates a deep conceptual understanding of key mathematical concepts at grade level or beyond.  Demonstrates a strong command of the Standards of Mathematical Practice.
<b>INDEPENDENCE</b>	May struggle to use independent work time efficiently.  Requires significant support from the teacher when "stuck."  Lacks self-advocacy skills and awareness of personal learning needs.	Uses class time wisely when provided with guidance from the teacher.  Can apply strategies when "stuck" with minimal prompting from the teacher.  Demonstrates self-assurance and can articulate personal learning needs.	Self-directed learner; uses time in class wisely.  Applies strategies when "stuck" before approaching the teacher.  Consistently self-advocates to meet personal learning needs.

10 or more points indicate a candidate for above grade level coursework.

Score

## 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 trimester 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 trimester 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.

## **Rights and Responsibilities of Parents (#1312)**

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation.

Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

If parents choose not to follow the policies as outlined in the handbook, SJPS reserves the right to terminate their families enrollment.

Canon 22.6.2. Because they have given life to their children, parents have the most serious obligation and enjoy the right to educate them; therefore, Christian parents are especially to care for the Christian education of their children according to the teaching handed on by Church.

Canon 793.1. Parents as well as those who take their place are obliged and enjoy the right to educate their offspring: Catholic parents also have the duty and the right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances.

Canon 793.2. Parents also have the right to make use of those aids to be furnished by civil society which they need in order to obtain Catholic education for their children.

Canon 796.1. Among educational means the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task.

Canon 796.2. It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.

Canon 774.1. Under the supervision of legitimate ecclesiastical authority this concern for catechesis pertains to all the members of the Church in proportion to each one's role.

Canon 774.2. Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation.

## 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 smartphones, 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.

Parents/guardians with students in grades 3-8 may view their child's grades on 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 their child's progress on 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.

## **Safe Environment Education (#6141.12)**

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level each year. Additional resources can be found on the Safe Environment Education web page: <https://www.archmil.org/Offices/Safe-Environment.htm>

## **School Advisory Committee**

The St. Joseph Parish School Advisory Committee 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 Committee will help develop, define, promote, and evaluate policies that will aid St. Joseph Parish School in attaining its determined goals. The Committee 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 of the school principal, the School Advisory Committee meets once a month to serve as an advisory body. The committee 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 Committee on a topic or issue must make arrangements with the principal or School Advisory Committee 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 stations by 6:00 a.m. Specific information about the closing of SJPS can be found through local broadcasts and the schoolwide communication system. If you contact the school, be aware that there may be limited staff to answer your call. In addition, when school is closed or dismissed early due to weather, all school-sponsored activities are also canceled.

## **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.

## **Search and Seizure (5145.2)**

### **Student Lockers and Desks**

Parishes/schools reserve the right to search anything brought onto parish/school property.

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

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

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

## **School 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 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**

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.

## Special Needs Scholarship Program (SNSP)

St. Joseph Parish School is part of the Special Needs Scholarship Program. The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49. Information and frequently asked questions regarding the Special Needs Scholarship Program and student applications are available on the DPI website at <https://dpi.wi.gov/sms/special-needs-scholarship/student-applications>. Please contact the school office if you have questions regarding this program.

## Special Needs Scholarship Program (SNSP) Profile

**Describe the school's special education program, including the methods of instruction that will be used by the school to provide special education and related services to the child.**

St. Joseph Parish School is committed to providing a high-quality faith-based education to all students. The curriculum, instruction, and assessment methods at St. Joseph Parish School are student-focused with individualized accommodation plans for students with a variety of learning needs. Within the classroom, all students are provided with the necessary accommodations and support needed to meet their individual learning goals.

Regular education teachers provide small group and individualized instructional support in the areas of reading, math, writing, language, study skills, and social/emotional development. Our teachers make accommodations to meet the academic, behavioral, and social/emotional needs of every student. A few of these accommodations include; modified assessments, differentiated assignments, decreased workload, flexible seating arrangements, additional time given to meet learning targets, and the utilization of manipulatives, visual cues, and graphic organizers to assist with variances in learning styles.

Students with emotional or behavioral needs are provided accommodations such as; individualized behavior plans, opportunities for short breaks, assistive technology, check-in/check-out systems, and opportunities for incentives. Students with hearing needs are accommodated through the use of an FM system, proximal seating arrangements, progress monitoring, and various instructional techniques including non-verbal cues for communication between student and teacher.

When necessary, students receive additional support before and after school from classroom teachers and aides in the areas of reading and math support. Throughout the day, students needing support in reading fluency and comprehension receive individualized or small group intervention from our regular education teachers, classroom aides, and reading support teacher. Struggling readers are taught strategic reading behaviors that encourage independence in regards to word recognition, phonemic awareness, and making meaning out of what has been read. The reading support teacher uses an adapted method of Reading Empowerment. Admittance to the reading support program is based on teacher feedback, MAPS testing results, and the student's score on the Fountas and Pinnell Benchmark Assessment. Ongoing evaluation of student progress determines how often the small groups or individuals meet with the reading support teacher.

St. Joseph Parish School collaborates with the Grafton Public School District in creating IEP/Service plans for students who qualify for special education services. The Grafton School District provides initial testing and assists in creating student plans that help us to accurately meet our students' needs. Our staff implements these accommodations and participates in regular progress monitoring in collaboration with the public school district's special education staff. Additionally, a team of stakeholders, which could include the student, parents, special educators, classroom teachers, and school administration, will meet in order to discuss the student's most current IEP or Service Plan. They will utilize or modify the current plan to the agreement of all stakeholders.

All special education services are contingent upon the mutual agreement between St. Joseph Parish School and the family, which is signed by both the parent and a School Administrator or designee, and outlines the services that St. Joseph Parish School is able to provide.

**Describe the qualifications (including degrees and licenses held) of the teachers and other persons who will be providing special education and related services to the child.**

There will be a team of staff that will work with students in the special needs program as agreed upon in a student's Individualized Education Plan (IEP) or Service Plan. This team will include:

- Instructional Staff/Classroom Teachers who possess a bachelor's degree or beyond from an accredited university or college and are licensed through the Wisconsin Department of Public Instruction
- MA Education
- Psychology - 740
- Intellectual Disabilities – 1810
- Reading Teacher - 1316
- Mathematics - 1400
- English - 1300
- Educational Assistants who possess a minimum of a high school diploma or its equivalent.

## **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 is 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 K-8. The family life program is aligned with the current Family Life Curriculum and uses resources approved by the Office for Schools and Office of Catechesis. The Family Life Curriculum is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the school-based family life program, after conferring with the principal of the school.

\* 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 (grades 6-8).
- 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 we are finished eating.
- We will respect lunchroom supervisors and follow directions.
- 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 the bell rings.
3. Keep your handstand feet to yourself.
4. Stay away from the cones.
5. No toys from home.

##### **2. Recess**

1. No wall walking in the playground area (plastic barrier or stone wall).
2. No digging in wood chips or around bushes or trees in the playground area.
3. Monkey bars, barrel roll, and pull up bar are for K5 and older students only.
4. All students must go in the same direction on the monkey bars (green dot to red dot).
5. No personal playground equipment or toys from home.
6. No throwing of any objects that are not playground equipment (snow, wood chips, stones, etc.).
7. If a ball goes into the street or outside the coned area, students must seek assistance from the playground supervisors for retrieval.
8. 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. If a student habitually violates the school's tucked-in uniform policy, a Uniform Code Reminder or Behavior Notification form will be given to your child and must be signed by the parent and returned to school. Repeated uniform code violations will be addressed by the principal.

## **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 & Neglect (#5140.1)**

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.

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employee, or volunteer to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law.

Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

### **Definitions of Abuse and Neglect**

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

### **Mandatory Reporters**

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder

- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both (Wis. § 48.981 (6)). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.

- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

### **Procedures for Reporting**

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.

- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.

- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.

- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.

- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective

Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
  - Child's name, address, and age.
  - Reporter's relationship to the child.
  - Parent's name, address, work place (if applicable).
  - Names and ages of siblings.
  - Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
  - Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

### **Report of Suspected Parish/School Employee**

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator

in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.

11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.
14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

### **Screening, Background Checks, and Training**

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
- Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse and neglect.
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities
- Read and sign the Social Media & Digital Communication Policy acknowledgement
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years. All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

## **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.

## **Suicide Prevention & Awareness**

Student suicide prevention and intervention is a community issue that necessitates coordination with public and private services available to the school. The developmentally appropriate school program shall include: curriculum, staff development, student awareness, and a crisis response plan.

The suicide prevention curriculum may be integrated either totally or in part into a variety of different curricula such as health, religious education and family life, and developmental guidance.

Suicide curriculum consists of:

- Sound decision making skills
- Knowledge of signs of suicidal tendencies and potential causes
- Knowledge of relationship between youth suicide and use of alcohol and controlled substances
- Knowledge of available community youth suicide prevention and intervention services

Staff development consists of:

- How to assist minors in positive emotional development
- The detection of conditions which indicate suicidal tendencies
- The proper action to take when there is reason to believe that a minor has suicidal tendencies or is contemplating suicide.
- The coordination of school and community youth suicide prevention programs.

Student Crisis Response Plan:

- Stabilization
- Assess the risk
- Initiate risk procedure
- Communicate with appropriate parties
- Follow-up

## **Mandatory Reporting Responsibilities**

When any employee shall have reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents. If the student's life is in imminent danger, emergency personnel (911) should be summoned to transport the student to the nearest hospital emergency room. The school administrator shall seek

guidance from appropriate local agencies such as hospitals, social services, or other certified professional personnel.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

## **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. The School Advisory Committee and/or Parish Pastoral Council are not involved in the grievance proceedings and are not a source of appeal.

## **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 cellphones in school. Please refer to the cell phone policy.

## **Testing**

The Wisconsin Forward Exam standardized test will be given in grades 3-8 in the spring of each year. St. Joseph Parish School students on average test above the nation in all areas and all grades. Two times a year, (Fall and Spring) grades K5-8 will take the MAP (Measures of Academic Progress) test in both reading and mathematics. In addition, an IXL Diagnostic Snapshot will be used to assess academic progress for grades K5-8 in the winter. Student academic progress regarding MAPS testing and IXL Diagnostic 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 located in the Parent/Student Handbook.

## **Tuition**

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. Blackbaud 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 Blackbaud Tuition form. If payments are not received by the date due, late fees are charged based on the Blackbaud Tuition agreement. Delinquent accounts may be turned over to a collection agency for final resolution

## **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 finances 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

## **Tuition Refunds**

It is in the interest of the School Advisory Committee and Pastor/Parish Director that tuition and registration fees are non-refundable. Tuition paid shall be refunded in the following cases:

1. If St. Joseph Parish School determines prior to the start of the school year that it cannot accommodate an enrolled student, all registration fees and tuition payments made will be fully refunded.
2. If prior to the first day of school, a family withdraws an enrolled student(st), tuition paid will be fully refunded.
3. If withdrawal occurs anytime after the first day of school, tuition will not be refunded except in the following two circumstances:
  - a. If, after the start of the school year, St. Joseph Parish School determines that it cannot accommodate a student, paid tuition will be refunded on a prorated basis based on the number of school days the student was enrolled.

- b. If a family moves out of the district after the start of the school year, paid tuition will be refunded on a prorated basis based on the number of school days the student was enrolled.

## Uniforms

The students at St. Joseph Parish School follow a required dress code. Following an established dress code is an important component of our school community for a few reasons:

- A positive personal appearance is a reflection of the individual student as well as St. Joseph Parish School.
- Competition in attire is counterproductive in the learning environment.
- Good grooming and appropriate attire are important life skills.
- Our uniform policy creates a professional look and prepares students for the business world.

## General Rules & Guidelines:

- K3-8th Grade students are to be in uniform during school hours; this includes arriving at school and when leaving the building.
- Whether in or out of uniform, clothing must fit properly, be clean and in good repair.
- Shirts must always be tucked in.
- No logos or labels should be visible.
- Shorts may be worn during August, September, October, May and June or on other very warm days as specified by the principal.
- Skirts, jumpers and shorts must be of reasonable length (3" 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. Tights or leggings (no pants) are to be worn under skirts and jumpers from November 1st to May 1st.
- 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.

When students come to school out of uniform it is at the discretion of the staff to determine if the parents 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 Uniform Code Reminder form will be given to your child with the reason the student was determined to be out of uniform. It must be signed by a parent 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 in size.

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, frenchtoast.com, and Amazon. Gently used uniform clothing is available for sale in the school office from August—May. All items are \$1.00.

Uniforms consist of a solid color shirt with pants/shorts or skirts and jumpers for girls. Specifics and variations can be found below.

## Girls and Boys

- Shirts: Solid white oxford button down or blouses for girls. Solid white, navy, fire engine red, or hunter green polo shirts. No wide collars or rib knit or sleeveless tops. Shirts must be long enough to be tucked in.
- Pants: Solid navy or brown khaki; dress, twill, chino, or trouser style. (Slight flare acceptable.) Elastic waist pants are permissible. No elastic at ankles. No jean styling (five pocket 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, gray, or hunter green; sweater vest, pullover or cardigan.
- Crew or Hooded Sweatshirts: \* Solid navy or hunter green (ordered only through the school office).

\*All uniform sweatshirts must have the St. Joseph Parish School logo on them.

\*Sweatshirts with the Lancer logo may only be worn on assigned Spirit Wear days.

## Girls

- Jumpers and Skirts: Plaid, (large squares), solid navy, or brown khaki. No skorts.
- Bike Shorts: Solid navy, black, or white.
- Leggings: Solid navy, black, fire engine red, gray, or white; cotton knit material.
- **No patterns on leggings.**

## 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.

- Shorts may not be worn November—April.
- Shorts/skirts must be no more than 3" above the knee.
- Jeans and/or pants must be in good repair, with no holes or exposed skin.
- 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 pictures or messages.
- "Out-of-Uniform" coupons may only be used on Fridays if there is NOT a school liturgy scheduled for that day.
- Scouting uniforms may be worn on the day of your child's scout meeting.
- Students may go out of-uniform on their birthday or half-birthday.

## Spirit Wear Days

- Any shirt, jersey, sweatshirt, and/or t-shirt that has the name of St. Joseph's and/or a Lancer's logo on it. If a student plans to take his/her sweatshirt off during school, he/she must have a St. Joseph's t-shirt or uniform shirt underneath.
- Jeans, shorts, athletic pants, Lancerwear shorts or pants, and uniform pants, skirts or jumpers may be worn.
- St. Joseph Spirit Wear hats may NOT be worn in school.

## 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 of the handbook.

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.

Parents may not pick up their children from your classroom. Parents must report to the school office and the secretary will call the classroom. Students must be signed out in the office before leaving the building at any time other than the regular dismissal time.

## 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

## Vandalism

Parents of students shall be responsible for the vandalism done by their children.

Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator.

The school administrator is directed to:

- Identify the student(s) involved
- Call together persons, including the parents, needed to study the causes
- Decide upon disciplinary action and/or assessment of costs against the parents of students under 18 or against the student, if 18 or over
- Take any constructive actions needed to prevent future vandalism

## **Weapons-Free Zone**

St. Joseph Parish and School is a weapon-free zone in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes.

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

## **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 needed to ensure safety of all students.

## **Food & 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.

## **School Meals**

SJPS is committed to serving healthy meals to school students, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams of trans-fat per serving (nutrition label or manufacturer's specification); and to meet the nutritional needs of school students within their calorie requirements. The school meal programs aim to improve the diet and health of school students, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating special dietary needs.

## **Water**

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout the school. SJPS will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

## **Hot Lunch Meal Accommodations**

If your child needs a meal accommodation, please call the school office. Meal accommodations will only be available for students who have a signed medical statement.

## **Physical Activity**

It is recommended that children participate in 60 minutes of physical activity every day. SJPS provides opportunities for physical activity each day.

## **Physical Education**

SJPS will provide students with physical education, using an age-appropriate physical education curriculum consistent with national and state standards for physical education. The physical



education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts.

- The physical education curriculum shall stress the importance of remaining physically active for life.
- The K4-8 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

## **Recess**

The school will offer at least 20 minutes of recess on all days during the school year, although this policy may be waived on early dismissal or late arrival days. Indoor recess will be offered when weather is not feasible for outdoor play. See Recess section for more details.

- All students in K4-5 shall be provided with 2 daily recesses of at least 15 minutes in duration. All students in 6-8 shall be provided with 1 daily recess of at least 15 minutes in duration.
- Physical activity should not be employed as a form of discipline or punishment.

## **Before & After School Activities**

SJPS will continue to offer opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The school will encourage students to be physically active before and after school by joining any one of the athletics programs offered.

## **Implementation, Assessment, & Updating at St. Joseph Parish School**

1. The lunch menu is posted on our website [www.stjosephgraffton.org](http://www.stjosephgraffton.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.

The food service program shall comply with federal and state regulations pertaining to selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. SJPS follows the guidelines for the National School Lunch Program and/or the Summer Seamless Option including usage of fruits, Vegetables, whole grains, and fat free or low-fat milk. Additionally, we follow guidelines to reduce the levels of

sodium, saturated fat and trans fat in meals, while meeting the needs of nutrition in school children within their calorie requirements.

- All foods available during the school day shall comply with the current USDA nutrition guidelines, including foods that are for classroom parties or at holiday celebrations.
- The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation it will not be through the sale of foods with minimal nutritious value.
- The food service program will be administered by a Director who is properly qualified, certified, licensed, or credentialed according to current professional standards.

## **Nutrition Promotion**

School meals are provided through Grafton public school district. The Grafton Public School District nutrition services shall use the smarter lunchroom self-assessment scorecard to determine ways to improve the school meals environment.

- Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the state.  
\*\*and The archdiocese\*\*
- Instruction related to the standards and benchmarks for nutrition education shall be provided by qualified teachers.
- Nutrition education standards and benchmark shall be age-appropriate and culturally relevant.
- The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at meal time.
- Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.

## **Public Notice**

The principal shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the principal shall include information in the Parent Student Handbook, and post the wellness policy to the SJPS website, including the assessment of the implementation of the policy prepared by SJPS.

The principal shall require SJPS retain documentation pertaining to the development, review, evaluation, and update the policy, including:

- Copy of the current policy

- Documentation pertaining to the most recent assessment of implementation of wellness initiatives identified in the policy
- Documentation of efforts to publicize the policy

## **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:

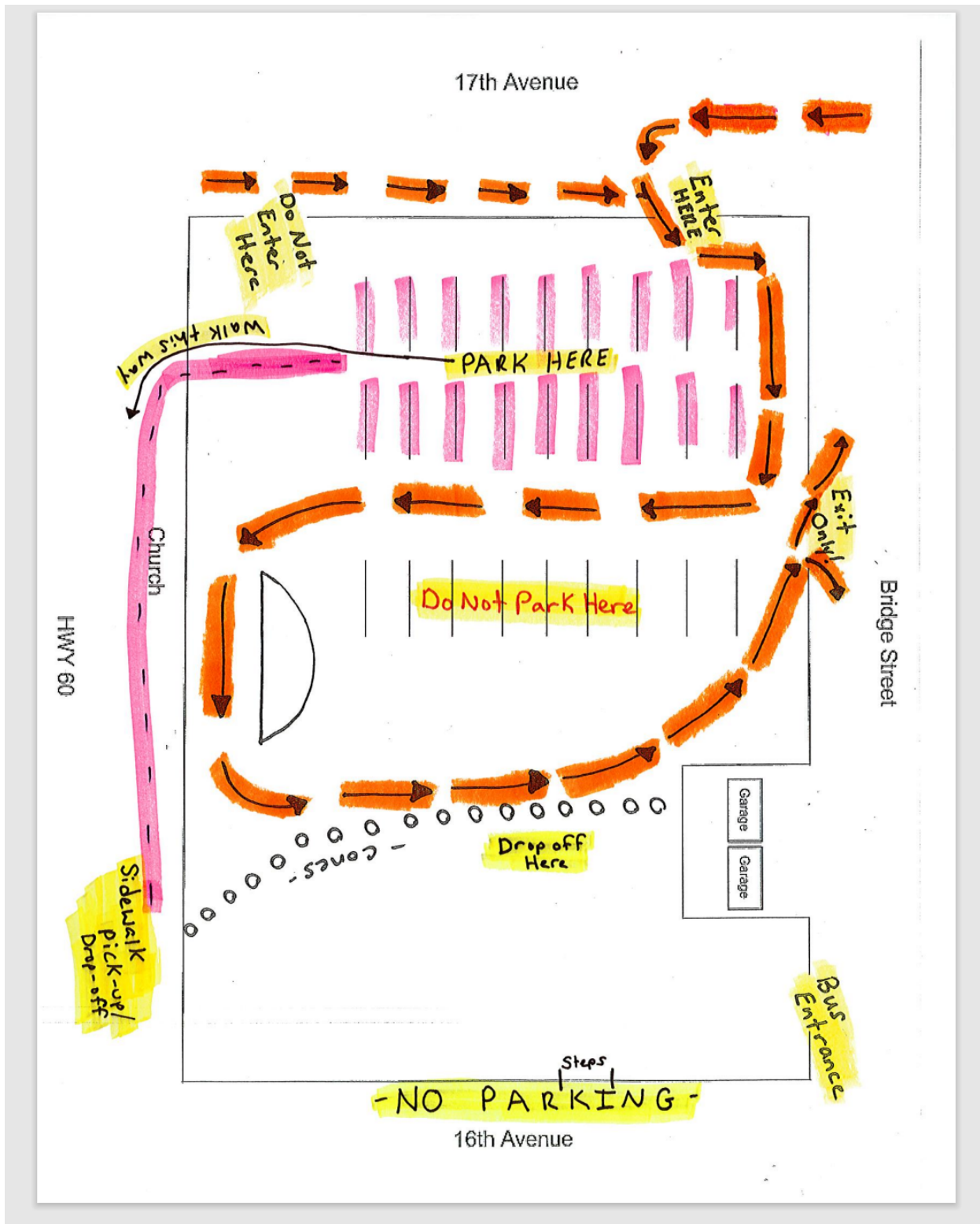
- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **Appendix**

- **Drop Off and Dismissal Procedure**
- **Archdiocesan Computer and Telecommunications Acceptable Use Policy**
- **Archdiocesan Discipline, Probation, Suspension & Expulsion Policy**
- **Behavior Notification**
- **First Notice of Truancy Sample letter**
- **Habitual Truancy Letter**
- **Asbestos Exclusion Letter**

## Drop Off and Dismissal Procedure



## Archdiocese Acceptable Use Policy (#6161.2a)

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 messages 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 Signature \_\_\_\_\_ Date \_\_\_\_\_

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 \_\_\_\_\_ Date \_\_\_\_\_

## **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.

Consequences 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 judgment 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 ensure objectivity. Members from various sources within the parish/network/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 Advisory Committee 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/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/network/school president in writing with rationale for appeal. The pastor/network/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.

The School Advisory Committee 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

# Behavior Notification

Student Violated the School Expectation of being:

☐ Safe

☐ Prepared

☐ Respectful

☐ Responsible

Student	Referring Staff	Date	Time
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## Location:

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

## Behavior:

- |  |   |
|--|---|
| <input type="checkbox"/> Chronic or Excessive Abusive Language/Profanity | <input type="checkbox"/> Throwing Items                         |
| <input type="checkbox"/> Inappropriate Language (cursing)/Body Language  | <input type="checkbox"/> Forgery/Theft                          |
| <input type="checkbox"/> Vandalism                                       | <input type="checkbox"/> Verbal Conflict with Peer/Rumor/Gossip |
| <input type="checkbox"/> Major Disruption to Learning                    | <input type="checkbox"/> Misuse/Violation of Technology         |
| <input type="checkbox"/> Possession of Weapons                           | <input type="checkbox"/> Plagiarism                             |
| <input type="checkbox"/> Consistent In-attention and Off-task behavior   | <input type="checkbox"/> Harassment/Bullying                    |
| <input type="checkbox"/> Threats to Self or Others                       | <input type="checkbox"/> Copying/Cheating                       |
| <input type="checkbox"/> Physical Aggression to Others/Fighting          | <input type="checkbox"/> Excessive-talking/Noises               |
| <input type="checkbox"/> Defiance/Disrespect/Noncompliance               | <input type="checkbox"/> Teasing/Tattling                       |
| <input type="checkbox"/> Inappropriate Contact                           | <input type="checkbox"/> Lying                                  |
- ☐ 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 including consequence:

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## Consequence Assigned:

\*After parent notification via face-to-face, email or phone call from staff member, one of the following actions will be taken:

- |  |   |
|--|---|
| <input type="checkbox"/> Restorative opportunity (detailed in summary) | <input type="checkbox"/> Detention (to be served _____) |
| <input type="checkbox"/> Loss of Privilege (detailed in summary)       | <input type="checkbox"/> In-School Suspension           |
|  | <input type="checkbox"/> Out-of-School Suspension       |

Teacher/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Parent Comments:

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

## First Notice of Truancy (Sample)

Parent/Guardian Name

Street Address

City, State, Zip

Date

Dear Parent/Guardian:

You are receiving this First Notice of Truancy because your child, [STUDENT NAME], has been recorded as absent or tardy from [SCHOOL NAME] without excuse on **5 separate occasions** during the current semester.

[SCHOOL NAME] recognizes that regular attendance and arriving to school on time is vital to a student's success. In order to take full advantage of the faith formation and academic experience offered by [SCHOOL NAME], it is essential that all students arrive on time and be ready to learn on a daily basis.

[SCHOOL NAME] complies with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide [SCHOOL NAME] with the reason for their child's absence. It is the decision of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant). Please be advised that continued occasions of absence or tardiness of your child from [SCHOOL NAME] is unacceptable and will result in further consequences, including but not limited to, a mandatory parent conference, an attendance action plan, and the potential denial of continued enrollment at [SCHOOL NAME]. We would like to work with you to ensure your child is on time and present as much as possible.

Please contact me if you have any questions or we can assist you in any way.

Sincerely,

Principal

## Notice of Habitual Truancy (Sample)

Parent/Guardian Name

Street Address

City, State, Zip

Date

Dear Parent/Guardian:

You are receiving this Notice of Habitual Truancy because your child, [STUDENT NAME], has been recorded as absent or tardy from [SCHOOL NAME] on **10 or more separate occasions** during the current school year.

[SCHOOL NAME] recognizes that regular attendance and arriving to school on time is vital to a student's success. In order to take full advantage of the faith formation and academic experience offered by [SCHOOL NAME], it is essential that all students arrive on time and be ready to learn on a daily basis.

[SCHOOL NAME] complies with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages 6 to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of 6 and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

**Due to your child's truancy, I am requiring that you meet with me at the earliest possible date and time for a conference to develop an attendance action plan for your child.** Please contact the [SCHOOL NAME] office as soon as possible to set a meeting time.

Failure to comply with this request and to have your child in school every day and on time may result in further action, including referral to the appropriate authorities.

Sincerely,

Principal



DATE: August 17, 2022

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 by ACG. Indoor Air Quality Diagnostics, Inc. (IAQ) performs the required 3-year re-inspection to ensure compliance with the EPA (Environmental Protection Agency). This letter is part of the compliance.

IAQ completed their review on December 1, 2021. 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 outlined 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 IAQ. 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

Scott Wiese  
Director of Administration

St. Joseph Parish School

Parent/Student Handbook

Updated August 2022