



WAUWATOSA, WI

# SAINT JOSEPH CATHOLIC SCHOOL

*Faith Centered. Future Focused.*

**St. Joseph Catholic School**

**2750 N. 122<sup>nd</sup> Street**

**Wauwatosa, WI 53222**

**414-771-4626**

[www.stjosephschooltosa.com](http://www.stjosephschooltosa.com)

## **SCHOOL INFORMATION**

**Pastor:** Father Justin Lopina  
(414)771-5577 ext. 120  
[lopinaj@stjoetosa.com](mailto:lopinaj@stjoetosa.com)

**Principal:** Bryanna Van Vreede  
(414)771-4626 ext. 105  
[vanvreedeb@stjosephschooltosa.com](mailto:vanvreedeb@stjosephschooltosa.com)

## **Administrative Assistant:**

Margaret Shea  
414-771-5577  
[sjsoffice@stjopsehschooltosa.com](mailto:sjsoffice@stjopsehschooltosa.com)

## **GOVERNING BODY**

St. Joseph Parish School is governed by our pastor, Father Justin Lopina, along with our principal, Bryanna Van Vreede and the School Committee.

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

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

## **CRITERIA FOR GRANTING A HIGH SCHOOL DIPLOMA**

St. Joseph Catholic School is a K3-8 elementary school and does not grant High School Diplomas. St. Joseph Catholic School has the following policy for promotion: A student will be promoted to the next grade when the student has successfully completed the academic requirements of the current grade. Those students not successfully completing the academic requirements of a grade may be expected to attend and successfully complete an acceptable tutoring program before being admitted to the next grade or may be retained.

## **APPEALS PROCESS FOR APPLICATION REJECTION**

### **MPCP**

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

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## **ACADEMIC STANDARDS**

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

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

## **NON-HARASSMENT POLICY**

St. Joseph School believes that students are entitled to a learning environment free of harassment of any form during the school day or school-sponsored activities. Each person's dignity is to be respected and is essential to our Catholic tradition. Harassment can result from a single incident or from a continued pattern of behavior that creates a hostile, offensive, or intimidating environment. Harassment includes a wide range of physical or verbal behavior which can include, but is not limited to the following:

- Mental or physical abuse
- Ethnic slurs
- Racial insults
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes

Also included as inappropriate are deliberate, repeated, unsolicited behavior such as comments, jokes or ridicule, physical gestures or actions (such as unwelcome touching from another individual) and any actions or words which could be construed as harassment.

Students who feel that they have been targeted or subjected to these actions or witnessed harassment should discuss their concerns with their parents or faculty member. All reported allegations will be taken seriously and immediately investigated. Appropriate actions will be taken.

The school will comply with legal requirements regarding notification of legal authorities. Any investigations will be handled confidentially. No information regarding the initial report or the investigation will be released by the school unless required by law.

### **REPORTING PROCEDURE**

Any student who feels she/he has been subjected to harassment should contact any adult on the school or parish staff.

The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor.

An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken.

#### **Appropriate action could include, but is not limited to:**

- Written documentation of the incident
- Disciplinary sanctions
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion
- Probation/Termination

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

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

To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated.

## SUSPENSION AND EXPULSION POLICY WITH APPEAL PROCEDURES

### PROBATION/SUSPENSION/EXPULSION

**Probation:** A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents/guardians and relevant school personnel, the principal sets conditions for release from probation. The principal's decisions are final.  
(Archdiocesan Policy 5144(a))

**Suspension:** Suspension is justified only in unusual circumstances. Although the teacher or other personnel may initiate the action, the principal is the only person authorized to suspend a student.

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent/guardian of the suspended student is given prompt notice of the suspension and the reason for the action. During the time of suspension, the student remains responsible for all academic assignments.
3. **In-School Suspension:** In-School Suspension can be directed for varying lengths of time as determined by the principal, but shall not exceed five (5) days. In-school suspension conditions are determined by the principal. In-school suspension students remain the responsibility of the school.
4. **Out-of-School Suspension:** Out-of-School Suspension is considered a rarity, and is the responsibility of the principal. State law directs that a maximum of three (3) days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of seven (7) consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-School Suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes. (Archdiocesan Policy 5144(b))

### EXPULSION

1. By definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered a rarity and used only as a very last measure.
2. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.
3. Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled.
4. The Archdiocesan Superintendent of Schools/designees is to be informed before any action leading to expulsion is taken.

## **EXPULSION HEARING PROCEDURES**

1. Actions taken to suspend or expel students shall be preceded by internal school procedures, and supported by defensible records.
2. Expulsion will take place only after an expulsion hearing has been held. Parents/guardians shall be notified in writing at least five (5) days before the hearing is to take place; this notification period can be waived by mutual consent of the parents(s) or guardian(s) and the school if an expedited hearing date is advisable. The hearing committee shall be made up of a School committee representative, school parent, staff member, and parishioner, principal, pastor or designee.
3. The hearing committee makes a recommendation to the principal and pastor.  
  
The recommendation will be to:
  - Expel, and/or
  - Suggest other disciplinary actions in lieu of expulsion, and/or
  - Exonerate the student of any wrong doing.
4. Before the hearing is held the parents(s) or guardian(s) and student are informed that the student may voluntarily withdraw up until the time that the final disciplinary action that is approved takes effect.
5. If the decision to expel the student is made, parent(s) or guardian(s) are notified in writing of this action. The right to appeal is made known to the parents or guardians.

## **APPEAL OF EXPULSION**

The student, or his/her parent(s) or guardian(s), may within five (5) school days following notification of expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation about which step of the procedure need to be further processed.

*Policy approved 3-2-90*

*Revised 5-4-04*

*Archdiocese of Milwaukee*

Procedural guidelines for expulsion hearings in elementary and middle schools are outlined in P&R 5144

## **CONCILIATION PROCESS**

### **GRIEVANCE PROCEDURES FOR PARENTS**

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our school or parish religious education programs and an employee (e.g. Principal, Teacher, DRE, Youth Minister, Catechist) of the parish. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs there is no need to proceed. Any grievance not raised in a timely manner (generally not to exceed ten days) shall be considered waived.

### **Step 1**

If there is no resolution, the parent(s) or guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- the date/time/place of the informal meeting
- the name and position of the employee with whom the disagreement exists
- factual information and background regarding the disagreement
- specific recommendations for resolution of the issue.

After receipt of the letter, the supervisor will provide the employee five (5) work days to respond, and then schedule a meeting of all parties within ten (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

### **Step 2**

If resolution does not occur in the informal meeting or Step 1 and the concern involves elementary schools or parish programs, the parent(s) or guardian(s) will provide the pastor with a copy of the letter noted in Step 1 within five (5) working days of the completion of Step 1.

The pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners:

1. The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here.)
2. The pastor may contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The pastor may direct the local grievance committee to proceed with a review of all details, and submit a recommendation to him. See Step 3.

### **Step 3**

If there is no resolution through Step 2, issues of concern will be heard by the local grievance committee. The local committee of three (3) to five (5) members will hear all sides of the dispute no later than thirty (30) days after the parent(s) or guardian(s) forward a copy of the letter noted in Step 1 to the committee. The committee, appointed by the pastor (principal, or president in a secondary school) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur a final Step 4 may be initiated.

#### **Step 4**

Should resolution not occur through Steps 1, 2, 3, the parent(s) or guardian(s) can request/submit within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed. Upon receipt of the written appeal, the superintendent will determine the appropriate action and the findings will be communicated to all parties involved.

The Judicial Vicar shall decide whether the issue contested warrants accepting the case. After investigation and decision by the Due Process Office the Judicial Vicar may, at the request of one of the parties, refer the case to the Administrative Tribunal. Norms and procedures for Due Process Office and Administrative Tribunal are available upon request.)

*Rules approved: 8-1-84*

*Rev. 5-6-97*

*Milwaukee Archdiocese*

#### **VISITOR POLICY**

Any parent, volunteer or visitor must wear a visitor pass while in the building. An individual's compliance demonstrates care and concern for every student and staff member's safety.

#### **SCHOOL VISITORS - PARENT/VOLUNTEERS**

Parents are invited to visit school during the school day. When visiting or volunteering, parents are to check in at the school office upon entering the school (even just to drop off a forgotten lunch or book).

This practice ensures the safety of all those in the building. Anyone entering the school building is required to sign-in at the school office. They will be required to wear a visitor's pass throughout the time they are in the building. At the end of their stay they are to sign-out in the school office.

If you wish to have a student guest participate in classes with your child, please send a signed and dated request at least two days in advance. The visit must be approved by the classroom teacher and principal. Notification of approval or denial will be sent home with your child.

All volunteers are to have on file in the school office a completed volunteer form and completed the 'Safeguarding all God's Family' class.

#### **TRANSFER POLICY**

##### **Transfer Students**

A student transferring to St. Joseph School need to present the most recent report card as evidence of achievement in the school last attended. When the transfer is not due to change of address, the student will be enrolled temporarily while the principal contact the former school for the reason of transfer. Upon receiving satisfactory reasons for the transfer, the student is then formally enrolled.

When a new family would like to enroll their child(ren) in St. Joseph School at any time during the school year, the following procedure will take place. The family contacts the school office. The principal determines whether there is a vacancy in the grade level(s). If there is a vacancy, the student(s) and parent(s) meet with the principal for a pre-admission interview. The parent(s) must present copies of the child(ren's) report cards for last two years for each potential student. Copies of the scores for the most current Iowa Tests of Basic Skills or comparable standardized test are also to be provided. The

interview will include the student(s) as well as the parent(s). A portion of the interview may take place without the student(s) present. The prior school(s) may also be contacted and/or the St. Joseph teacher(s) of the grades involved may also be consulted before a final determination. The parent(s) will be notified of acceptance in person or by telephone in a timely manner.

All new students are on probation for the first semester of their attendance at St. Joseph School. During the first semester probationary period, the student's attendance, behavior, effort and academic achievement will be observed by the classroom teacher. Parental contact regarding the new student's progress will be made in the event that the student is not meeting St. Joseph School standards in attendance, behavior, effort and/or academic achievement.

At the end of the 1st semester, parents of new students who are not meeting the attendance, behavior, effort and academic achievement standards will meet with the school principal and teacher to discuss possible termination.