

PARENT AND STUDENT HANDBOOK 2026-2027



St. Joseph School
Wauwatosa

ST. JOSEPH CATHOLIC SCHOOL
2750 N. 122nd STREET
WAUWATOSA, WISCONSIN 53222

Updated August 18, 2026

www.stjosephschooltosa.com

School Mission Statement

***The dedicated staff, parents and
Catholic Faith Community of
St. Joseph Catholic School
Educate the mind, body,
and soul of students.***

***We strive to live the Gospel,
celebrate the Sacraments,
achieve academic excellence,
and share our God-given gifts and talents
in service to others.***

Introduction.....	3
Notice of Disclaimer.....	4
Parish/Archdiocesan Relationship.....	4
Statement of Non-Profit Status.....	5
Open Records Law and Our School.....	5
Wisconsin Catholic Schools Accreditation.....	5
Vision Statement.....	6
Personnel Standards.....	6
School Personnel.....	7
Committee Members.....	7
General School Information.....	8
Admissions.....	11
Tuition.....	13
Instruction.....	15
Dress Code and Uniform Policy.....	20
Extra-Curricular Activities.....	22
Playground Protocol.....	22
Lunch Room Protocol.....	23
Special Milk Program.....	24
Discipline.....	24
PROBATION, SUSPENSION, EXPULSION AND APPEAL.....	26
Conciliation Process.....	28
Electronic Devices Policy.....	29
Communication.....	30
Publicity/Photograph Policy.....	32
Weapons Policy.....	33
Health/Safety/Welfare.....	33
Harassment and Bullying Policy.....	37
Lock Down Procedure for St. Joseph School.....	40
Volunteers.....	41
Athletics.....	42
A PARENT COVENANT AGREEMENT WITH ST. JOSEPH CATHOLIC SCHOOL.....	43

Introduction

The procedures and policies outlined in the Parent Student Handbook provide St. Joseph School students with a safe, orderly Catholic learning environment. The framework established by the policies and procedures will not cover every situation that could be encountered throughout the school year. When such a situation occurs, the principal will establish the protocol based on the

school mission, philosophy, objectives and Archdiocesan Policy for the situation. The principal, with support of the pastor, will make a decision; this decision is final.

The staff of St. Joseph School understands that it is natural for kids to push boundaries and make mistakes. This is an opportunity for students to learn. Although students will learn that there are consequences for their actions, they are also forgiven for their actions and mistakes.

The school respects the **parents as primary educators** of their Students. Parents freely choose to share their parental authority and responsibility for education and formation of their Students with St. Joseph School/Parish in a cooperative relationship. St. Joseph School expects parents to take an active role in the education of their child. Parents are informed of the expectations of the school and classroom teacher during the **mandatory** parent meeting, held at the beginning of every school year.

Every school family has access to the Parent Student Handbook on the school website and must sign the signature page via FACTS, our comprehensive school portal. This indicates that the parent and school child(ren) have read it and understand that the family agrees to abide by the handbook provisions.

Notice of Disclaimer

Every effort is made to treat members of the St. Joseph School community with respect and fundamental fairness. The Parent Student Handbook cannot cover every possible situation. Other special rules and regulations are applicable and enforced in specific areas as needed. Additionally, the Archdiocese of Milwaukee Policies Handbook will be conferred as appropriate. The administration has the right to amend the Parent Student Handbook at any time. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause. Contents of this document are subject to interpretation of the St. Joseph School administration. All decisions made by the administration with regard to this handbook, its contents, and its enforcement will be considered final.

The rules specified in this handbook are applicable to all students in attendance at St. Joseph School.

Parish/Archdiocesan Relationship

St. Joseph Parish and School serve its parishioners by providing a high quality, Catholic based educational program for preschool, elementary and middle school age children of the parish and outside the parish community. Families sending their child(ren) to St. Joseph School are strongly encouraged to attend Mass every weekend and to provide a home environment that complements the faith and academic education that is present in the school program.

The procedures and policies outlined in this handbook are in accordance with the policies of the Archdiocese of Milwaukee.

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 501(c)(3) non-profit with articles of incorporation and a federal tax identification number.

Open Records Law and Our School

St. Joseph School is a private school and is not a governmental body or an “authority” as defined under Wisconsin’s Public Records Law (Wis. Stat. ch. 19, subch. II). Unlike public school districts, which are generally required to make many of their records available for public inspection upon request, St. Joseph School is not subject to these open records requirements. As a private institution, we maintain discretion over the disclosure of internal records, personnel matters, and other institutional documents, except where disclosure is otherwise required by a specific statute, regulation, court order, or the terms of a program in which the school participates (such as certain reporting obligations under parental choice programs).

This means that records such as staff personnel files, internal communications, board meeting minutes, and administrative documents are not subject to public records requests in the way they would be at a public school.

Separately, please note that under [2025 Wisconsin Act 57](#), St. Joseph School, like all Wisconsin schools, is required to provide same-day notification to parents/guardians in the event of a credible report of certain sexual misconduct by a school staff member. This notification requirement applies regardless of the school’s status under the open records law.

For questions about this policy, please contact the school administration.

Wisconsin Catholic Schools Accreditation

St. Joseph School annually participates in the School Planning and Accreditation Process as directed by the Archdiocese of Milwaukee.

This process is a yearly program of internal activities that are conducted to ensure accreditation by the Archdiocese of Milwaukee. This process is overseen and monitored by the St. Joseph Staff and School Committee.

St. Joseph School is accredited through Wisconsin Religious and Independent Schools Accreditation. WRISA's mission is that it "serves religious and independent school communities through stands of excellence that promote continuous improvement."

Vision Statement

Guided by the Holy Spirit, St Joseph School works in collaboration with parents in living the Gospel and Catholic Faith Tradition. We strive to grow in a lifelong relationship with God, ourselves, and others.

St. Joseph School provides:

- ❖ A Christian atmosphere in which students are accepted and respected for their uniqueness.
- ❖ Opportunities for the students to participate in the sacramental life of the Catholic Church.
- ❖ Rigorous and relevant academic curriculum, while recognizing individual learning styles and abilities.
- ❖ Opportunities to respond to those in need, developing a lifelong awareness of our call to serve others.
- ❖ A Christian community that promotes Catholic Social Teaching and respect for all creation.

Personnel Standards

The Wisconsin Catholic Conference established the following standards for personnel called to minister as Catholic educators. The standards apply to all who have responsibility for instruction in Catholic Education. Therefore the following standards are met by the personnel at St. Joseph School:

Elementary School Administrator:

Appropriate State of WI Certification
Advanced Religious Education Certification
Practicing Catholic

Elementary School Teacher:

Appropriate State of WI Certification
Appropriate Religious Education Certification
Sustaining the Mission

Every year teachers are evaluated by the school principal using the Teacher Effectiveness model. The school principal is evaluated by the Pastor.

School Personnel

Faculty & Staff 2026-2027

Bryanna Van Vreede - Principal	Alison Thompson - 4th Grade
Margaret Shea-School Operations Manager	Tricia Bons - 5th Grade
Heather Nosbusch - 3K teacher	Tim Madler - 6th Grade
Sarah Torgerson - 3K aide	Jennifer Matuszak - 7th Grade
Keri Kinney - 4K teacher	Nancy Loth - 8th Grade
Margaret Weber - 4K aide	Sarah Stephenson - Reading Specialist
Allison Scheff - 4K aide	Angie Marshall - Art/Library Teacher
Cindy Kirchner - 5K teacher	Karissa Minster - Physical Education Teacher
Colleen Wissing - 5K aide	Caila Greco - Music Teacher
Becki Prunuske - 5K aide	Danae Clara - School Counselor
Patty O'Neil - 1st Grade Teacher	Madison Wall - Spanish Teacher (K3-4th)
Robin Meier - 2nd Grade	Andrea Fitzwilliams - Spanish (5th - 8th)
Katherine Toman - 3rd Grade	

Committee Members

School Committee

Jeremy Blackwood - President
Sara Quates - Vice President
Kimberley Bayer - Secretary
Kate Morgan - Past President

Sister Merin - Beth Moody - Mike Reger - Sarah Toliver - Monica Warren - Rebecca Bauer - Michael Beard - Janel Holmes - Michael Walczak - Father Justin Lopina

The St. Joseph School Committee is an advisory committee to the principal. The Committee advises the principal in the development and correlation of policies related to St. Joseph School. The committee serves in order to support the spiritual, social and educational opportunities of the school

and act as facilitator for the children of St. Joseph School. The pastor, the principal, a faculty representative, a pastoral council representative, a home and school committee representative and nine to twelve elected members of the parish, constitute the School Committee.

This Board typically meets monthly, on the first Thursday of the month at 6:30 p.m. It involves itself in the following: budget, accreditation, curriculum, principal search, development, recruitment/enrollment and short & long range planning. All meetings are open to the St. Joseph Parish and School community. Parents are encouraged to attend. The Board reserves the right to call executive, closed sessions. The principal of the school is responsible for administering school policies.

Home & School Association

Alex Hersey - President
Jessica Mullins - Vice President
Rachel Blackwood - Treasurer
Marquita Wroblewski - Co-Treasurer
Annie Olivares - Secretary

Caitie Ratkowski - Amanda Malmberg - Katie Walczak - Michelle Sirek - Joan Staeven - Mary Driscoll -
Judy Hurtado - Meghan Sheridan-Pollard - Ann Higgins - Stephanie Monson - Jessie Petrides

The purpose of the association is to serve as a liaison between the home, the school, and the School Committee. The objective of the Association is to coordinate the spiritual and educational forces of the home and school in a program of Catholic education; to offer, through well planned programs, information of particular interest to parents; to encourage high standards of family living; to create a greater appreciation of Catholic education; and to promote cooperation among all organizations working for the advancement of Christian education in Catholic homes and schools. The Home & School Association meets on the first Thursday of the month at 6:00 p.m.

The Association is also responsible for coordinating the volunteer programs of the school.

All parents and guardians, whose children attend the school and who pay the yearly membership dues are members of the Association. Each family is entitled to one vote on any Association business. All Association members are welcome and encouraged to attend the monthly meetings. The Home & School Association welcomes all families' involvement and needs everyone's support.

General School Information

Daily Schedule

7:55 a.m.	First Bell - Students enter building
8:05 a.m.	Second Bell - Announcements/Classes begin
11:55 a.m. - 12:20 p.m.	5-8th grade recess / K5-4th grade lunch
12:20 - 12:40 p.m.	5-8th grade lunch / K5 - 4th grade recess
3:05 p.m.	Final Bell - Closing prayer, announcements, dismissal

School Office Hours

7:30 a.m. - 3:30 p.m.

Early Childhood Schedule

K3	7:55 a.m. - 11:00 a.m.	Tuesday/Wednesday/Thursday
K3 Wrap Around Care	11:00 a.m. - 3:10 p.m.	Tuesday/Wednesday/Thursday
K4 - Half Day	7:55 a.m. - 11:55 a.m.	Monday - Friday
K4 - Full Day	7:55 a.m. - 3:10 p.m.	Monday - Friday
K5	7:55 a.m. - 3:10 p.m.	Monday - Friday

Student Arrival

Students should arrive between 7:45 - 7:55 a.m. in the upper parking lot. There is no supervision prior to 7:45 a.m. Students are to be at school no later than 7:55 a.m. when the warning bell rings and students enter the building. Students are instructed on the first day of school where their class will line up. This will be consistent throughout the whole school year.

Parents/Guardians have two options for dropping off their child(ren):

- have students leave the car **quickly and independently** in the drop off line
- Park and walk their child(ren) to their designated waiting area.

Parents in the drop off line should always pull as far forward in line as possible before letting child(ren) out of the car.

Student Dismissal

Students depart the school building at 3:10 p.m.

- **Students picked up by a parent/guardian/designated person:** Exit the school to the lower lot (off of Park Drive).
 - Child(ren) in grades K4 - 2 must have a parent exit the car to pick up.
 - Child(ren) in grades 3 - 8 indicate to their teacher that their parent/guardian is here.
- **Students who attend the YMCA Afterschool Program:** Students will be escorted and or sent to the Extended Care classroom, where they will be greeted by the YMCA teacher
- **Students who walk or ride their bike:** A release form needs to be signed by parents and on file with FACTS. Students will leave through the upper parking lot (off of 122nd Street) by the school office.
- **Students picked up before the end of the school day:** Parents must come into the front office to sign their child(ren) out for the day. Children will not be permitted to leave without a parent.

All School Liturgy, Prayer Service, and Daily Prayer

All school Mass is usually held on Wednesday mornings at 8:15 a.m. for grades K5 - 8. Parents and parishioners are welcome to attend. Students will sit with their class. The day of Mass may change in accordance with Holy Days of obligation or other special occasions.

All students are expected to participate in daily prayer, weekly all-school Liturgy and prayer services. Students are expected to participate in responses, songs, and gestures that enhance the Catholic spiritual experience. All students and their families are strongly encouraged to attend Mass every weekend.

Before and After School Care

St. Joseph School offers before and after school enrichment care through the YMCA of Greater Waukesha County. Please visit

<https://www.gwcymca.org/early-education-child-care/before-after-school-care-4k-wrap-care/st-joseph-school/> for more information regarding the licensing, registration, and other questions. Contact Christine Salerno via email at csalerno@gwcymca.org or by phone at 414-454-4629.

Community Service

Serving both our school and surrounding community is an important part of living our Catholic faith. Throughout the year, we offer many schoolwide community service opportunities that all students can take part in. Additionally, every class participates in a service project each year that is intended to help those in need in our surrounding community. Middle School students are all required to

complete 10 hours of service each year. This service is geared towards the parish, school and community.

Admissions

St. Joseph School and Parish respect the dignity of each child. No form of discrimination such as race or nationality shall prevent a child from being accepted at St. Joseph School.

In the admission of students to St. Joseph School, priority consideration shall be given to these criteria in the following order:

- A. To children currently enrolled.
 - B. To children of families with siblings currently enrolled in the school.
 - C. To children of active parishioners.
 - D. To children from Catholic parishes.
-
- No child may be admitted to 3-year-old kindergarten unless the child is 3 years old on or before September 1st in the year the child would enter St. Joseph School. The child must be potty trained. (The child must be wearing underwear with very few accidents. A child having weekly accidents would not be considered toilet trained. Please note that wearing pull ups is not considered toilet trained.
 - No child may be admitted to 4-year-old kindergarten unless the child is 4 years old on or before September 1st in the year the child would enter St. Joseph School. The child must be potty trained. A child having weekly accidents would not be considered toilet trained. Please note that wearing pull ups is not considered toilet trained.
 - No child may be admitted to 5-year-old kindergarten unless the child is 5 years old on or before September 1st in the year the child would enter St. Joseph School.
 - No child may be admitted to the first grade unless the child is 6-years-old on or before September 1st in the year the child would enter St. Joseph School.
 - All students enrolled in St. Joseph School are strongly encouraged to participate in the religious education classes, prayer, liturgy and prayer services. All students enrolled in St. Joseph School are required to participate in the religious curriculum and homework assignments.

Early Admission for Kindergarten

Please refer to the [Archdiocese of Milwaukee Parish and School Policy Manual](#) for early admission to a kindergarten program.

Registration for Returning Students

Returning students and their siblings register for the following school year by completing the online registration through FACTS and submitting the non-refundable tuition deposit. The timeline for this procedure and the fee amount is dependent upon the guidelines set by the principal. Tuition and fees are set for the next school year based on the school budget.

New Student Admission Process

When new families would like to enroll their child(ren) in St. Joseph School at any time during the school year, the following procedure will be followed.

- The family contacts the school office and/or the school principal.
- The principal determines whether there is 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.
 - A portion of the interview may take place without the student(s) present. The prior school(s) may also be contacted.
- If possible, the parent(s) present copies of the child(ren)'s report cards. Copies of the scores for the most current MAP, WI Forward, or comparable standardized test are also to be provided. Any behavior records may also be requested.
- The parent(s) will be notified of acceptance or denial in a timely manner.
- The pastor is the final authority on the admission of a student into the school.

Probation

All new students are on probation for the first year of their attendance at St. Joseph School. During the 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 the St. Joseph School standards in attendance, behavior, effort and/or academic achievement. During the probationary period parents will meet with the school principal and teacher to discuss possible expulsion if the student(s) is not meeting the attendance, behavior, effort and academic achievement standards.

Non-Catholic Student Admission

Non-Catholic students are welcome to enroll at St. Joseph School. Because of the nature of a Catholic school, religion is taught daily as part of the curriculum. Catholic values are also incorporated into all other aspects of the curriculum. Students will attend Mass, study Scripture, and become involved in outreach activities. All students enrolled in St. Joseph School participate in the religious education classes, prayer, liturgy, and prayer services. Non-Catholic students are encouraged to participate to the extent to which they are allowed by the Catholic religion.

Children with Exceptional Educational Needs

St. Joseph School does not offer a Special Education Program or a Gifted & Talented program for children with Exceptional Educational Needs. If a student has a history of or is presently eligible for an IEP/504 plan, it is required that the plan is provided to the school prior to admission in order for the Student Services team to review the plan to ensure that St. Joseph School has the resources to meet with the needs of the student(s). An Archdiocesan Student Accommodation Plan could be created in these situations. Parents are to contact their local public school district for information regarding the IEP/504 service. Private schools are not legally bound by an IEP/504 plan.

Appeals Process for Application Rejection for MPCP/WPCP

St. Joseph School participates in both the Milwaukee and Wisconsin Parental Choice Programs. Under the school's appeals process, a rejected applicant to either program 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 appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

Tuition

St. Joseph School charges an annual tuition for children attending the school. Tuition charges are determined on the basis of the school budget and are annually recommended by the School Committee and are reviewed and approved by the Finance Council. Families who are **active parish members** of St. Joseph Parish are entitled to a reduction in tuition, determined annually. This reduction is made possible by the parish community's financial investment in the education of children of active parish members. For families who are not active members, the tuition charge is 100% of the per student cost.

In accordance with the Archdiocese of Milwaukee guidelines, **active parish members** are registered members who regularly participate in the prayer and worship life of the community and demonstrate stewardship through:

- A. Attending weekend Mass
- B. Sharing of time and talent with the parish community
- C. Financially contribute to the parish

At St. Joseph School failure to demonstrate stewardship may result in a change to a **"not active" parish member status** in regards to tuition charges.

Financial Aid

St. Joseph Parish offers financial aid to families that qualify. The financial aid application is available yearly through FACTS.

Tuition Refunds

Families who leave St. Joseph School during the school year shall have any paid, but unused portion of their tuition refunded on a prorated basis.

Tuition Costs

Tuition Schedule 2026-2027				
	Tuition Active Parishioners	Tuition Active Parishioner Total		Tuition Non-Parish Non-Parish Total
K3 TUES/WED/THU Half Day	\$2,558 per student			\$2,558 per student
K3 TUES/WED/THU Full Day	\$3,590 per student			\$3,590 per student
1 STUDENT (4K/Half Day)	\$3,146 per student			\$4,695 per student
1 STUDENT (Full day K4-8)	\$3,886 per student			\$5,800 per student
2 STUDENTS (Full day K3-8)	\$3,498 per student	\$6,995 total		\$5,510 per student \$11,020 total
3 STUDENTS (Full day K3-8)	\$3,109 per student	\$9,326 total		\$5,220 per student \$15,660 total
4 STUDENTS (Full day K3-8)	\$2,720 per student	\$10,881 total		\$4,930 per student \$19,720 total
5 STUDENTS (Full day K3-8)	\$2,332 per student	\$11,658 total		\$4,640 per student \$23,200 total
<i>Half Day K3 students do not count towards multi-student discounts.</i>				
<i>A non-refundable tuition deposit of 100.00 per family is due with registration.</i>				
<i>In accordance with Archdiocese of Milwaukee guidelines, active parish members are registered members who regularly participate in the prayer and worship life of the community and demonstrate stewardship through sharing of time, talent and financial contributions to the parish.</i>				

Attendance

School day hours: 7:55 a.m. - 3:10 p.m.

1st Bell: 7:55 a.m.

Students are marked tardy if they are not in the classroom by 8:05 a.m.

Parents are asked to schedule doctor and dentist appointments outside of school hours whenever possible. Students may be released during the day upon the written request of the legal/custodial parent or guardian(s).

Procedure for Student Absence/Tardiness

The parent must notify the school office and classroom teacher(s) for any tardy or absence by emailing the teacher and sjsoffice@stjosephschooltosa.com by 8:00 a.m.

Excused absence/tardy: Includes a doctor's note

Unexcused absence/tardy: Missing school without a doctor's note

The student must complete any missing work. Time available to complete the work is at the discretion of the classroom teacher.

Students who miss ten days of school are considered chronically absent. The parent(s) will be required to meet with the principal and/or teacher, guidance counselor or school resource office to form a plan to eliminate excessive absenteeism or tardiness.

Procedure for Student Release and Return During School Hours

If a student needs to leave school prior to dismissal, a note or email is to be sent to the student's classroom teacher and the school office. The child will be dismissed from the classroom, and the parent will then enter the school to sign the child out. If the student returns before dismissal, the parent will bring the child into school and sign in at the office. Phone calls to pick child(ren) up early do not qualify as a note. Proper and timely notification is important.

Family Vacations During the School Year and Missed Work

Families are discouraged from taking vacations when school is in session. In the event that this is not possible, families are to notify the classroom teachers and office in advance of the planned vacation absence. Students will be responsible for making up the classroom at the discretion of the teacher.

Instruction

Academic Standards

St. Joseph School provides a standards-based academic program guided by the course of instruction set forth by the Superintendent of Schools for the Archdiocese of Milwaukee, as well as the Wisconsin Department of Public Instruction. The sequential curriculum offers the basic core subjects

of *Religion, English/Language Arts (including Reading), 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, Library, Guidance and Spanish classes. Parents and guardians may visit the school website to view the written curriculum for our school or can access the Archdiocesan curriculum and exit expectations through the St. Joseph School website.

*Parents of Choice students may opt out of participating in religious instruction and activities for their child(ren). This must be done in writing by the parent and submitted to the principal.

Curriculum

The curriculum of St. Joseph School focus on the following fundamentals:

- Valuing each individual
- Instituting personal dignity in a relationship with God
- Giving meaning to life through an integration of religious truths and values
- Seeing the family as an image of the Church itself
- Interpreting the broader meaning of a faith community in the neighborhood, school, city, county, state and world
- Studying the aspects of religious, social, economic, political, and international community
- Clarifying the concept of human culture and relating it to the news of salvation
- Probing problems of society that affect the core of human culture
- Examining the dimensions of justice, peace and stewardship as gospel values
- Providing each student with a strong knowledge base for future academic achievement as the student progresses educationally

The curriculum provides a well-rounded, Christ-centered, academically excellent program. Religion, the core of the curriculum, is not only a subject to be learned, but also to be lived. Together, grades K5-8 celebrate Mass once a week.

In addition to the daily religion program, the students receive instruction in the subjects of Reading, English Language Arts, Mathematics, Social Studies, Science, Guidance, Art, Music, Spanish, Physical Education and Library. Technology skills are integrated into classroom learning in grades K5-8. The Middle School math curriculum offers two paths beginning in 7th grade. The traditional path prepares students to enter Algebra in the 9th grade. The accelerated path provides Algebra curriculum in the 8th grade. Determination of pathway is made in conjunction of the middle school math teacher, school principal, classroom performance, standardized test performance, and parent input.

St. Joseph School reviews and revises one curricular subject area each year in accordance with the school planning and accreditation program. The School Committee is kept informed of the status of this process throughout the school year.

Electives

- Art
- Physical Education
- Music
- Library
- Healthy Living
- Spanish
- Guidance

Homework

Homework, properly planned and purposeful in nature, should help the students to:

- Learn to work independently
- Think, plan, organize and apply knowledge
- Extend proficiency in effective habits and skills
- Create and stimulate interest
- Aid in the mastery of skills

The Archdiocese of Milwaukee Office for Schools provides the following guidelines for homework at each grade level. (Please note this amount of time may not occur every single day.)

Level	Grades	Minutes
Primary	K5-2	15-30 minutes
Intermediate	3rd-5th	30-60 minutes
Middle School	5th-8th	60-90 minutes

Please remember that some children will need more or less time to complete the same amount of work. Every child is different.

It is the parent's responsibility to provide the needed time and appropriate environment for their child(ren) to produce quality, completed homework. Parents are also expected to monitor and assist their child(ren) in the completion of their homework. All assignments are to be completed in a neat and legible manner and to each teacher's specifications. Each classroom teacher will provide parents with the classroom homework & assignment notebook expectations at the beginning of the school year. Parents are expected to support the classroom teacher's expectations.

Honor Roll

Honor Roll pertains to Middle School students only. To be named on the Honor Roll, a student must achieve a score of 3 **in each subject** (including related arts classes). Honor roll calculations are the average of all standards covered in the trimester for the specific subject/class. This calculation must average a 2.75 or higher to be eligible for Honor Roll. This process will be done for **every** subject. There is not a High Honor Roll distinction.

Standardized Testing

All students in grades K5-8 are required to participate in MAP (Measure of Academic Performance) testing three times throughout the school year to gauge student growth and performance. Subsequently, all students in grades 3-8 participate in the [WI Forward Exam](#). Results of these tests are shared with parents and are only two of the many tools used to assess student progress and monitor curriculum goals. Upon parent request, students can be opted out of the WI Forward Exam.

Student Promotion and Retention

Promotion Policy: Grade 3 to Grade 4

This policy is adopted to comply with [2023 Wisconsin Act 20](#) and is effective September 1, 2027.

All 3rd grade pupils scoring at or above grade-level in reading on the Wisconsin Forward Exam may be promoted to 4th grade. For any pupil(s) scoring below grade level in reading on the Wisconsin Forward Exam, our school will provide to that/those pupil(s) the following services, per 2023 Wisconsin Act 20:

- Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency;
- Notification to the pupil's parent or guardian, in writing, including a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency;
- An intensive summer reading program each summer until the pupil scores at grade-level in reading on a summative assessment.

According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any pupil who meets the following or similar criteria:

- Is limited-English proficient. (According to state statute, "limited-English proficient pupil" means a pupil whose ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, non-school surroundings, and who has difficulty, as defined by rule by the state superintendent, in performing ordinary classwork in English as a result of such limited English language proficiency.)

- Is a pupil who has an individual education plan (IEP) that indicates that taking the statewide 3rd grade standardized reading assessment is not appropriate for the pupil.
- Is a pupil who scores as proficient on reading on an alternative standardized assessment approved by DPI. (According to the DPI, as of March 2025, the approved alternative standardized assessment is Dynamic Learning Maps (DLM)).
- Is a pupil who has an individual education plan (IEP) or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the pupil has received intensive intervention in reading for more than 2 years if the pupil continues to demonstrate a deficiency in reading and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.
- Is a pupil who has received intensive intervention in reading for 2 or more school years, continues to demonstrate a deficiency in reading, and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

Parent Sacramental Education Programs

At St. Joseph School, parents participate in the preparation of the child(ren) for the sacraments of Reconciliation and First Eucharist. Sacramental preparation of all parish children is the role of the Christian Formation Minister.

Through the Adult Ministry Program of St. Joseph Parish, parents are able to further their own spiritual formation. Continued development of one's faith life is strongly encouraged of all school parents.

Field Trips

Field trips provide learning opportunities related to the objectives of the curriculum. Students participate in classroom activities before and after a field trip to realize the full benefits of the field trip experience.

Student participation in field trips is by invitation of the classroom teacher. A classroom teacher may determine that a student may not participate in a field trip due to that student's pattern of behavior or the need for greater supervision than can be provided. In the event this occurs, the student will attend school and work in a predetermined classroom setting. A classroom teacher may also request that a student's parent attend the field trip to chaperone their own child in order for that student to participate in the field trip.

Every student participating in a field trip must turn in the completed field trip permission form and payment by the due date. The only form that will be accepted is the Archdiocesan form provided by the school. Late permission slips and/or payment may cause the student to forfeit the trip. The student will be required to attend school the day of the field trip. Provision(s) will be made for that student in another classroom. All chaperones need to have completed the Safe Environment

Training through the Archdiocese of Milwaukee and complete the background check. Students who are absent the day of the field trip will not be reimbursed their payment.

Dress Code and Uniform Policy

Parents/guardians are responsible for their child(ren)'s compliance with the dress code/uniform policy. In the event of any discrepancies, the principal will make the final decision as to the appropriateness of uniform, hair, etc. **In the event that a student is out of uniform, the parent/guardian will be contacted by the school office and the parent/guardian will need to promptly make arrangements to meet the requirements.** Students out of compliance with the uniform may forfeit the next "out of uniform" day privilege.

Shirts/Blouses (K5-8) White, navy, maroon or red collared shirt, short or long sleeve. No prints or logos. 4th-8th grade students are expected to tuck in their shirts for Mass.

Jumpers (Girls K5-5) Hunter plaid - appropriate length (one inch above knee or longer). Leggings (plain navy or black), tights, or shorts must be worn underneath.

Skirts (Middle School Only) Hunter plaid skirt or skort - appropriate length (one inch above knee or longer). Leggings (plain navy or black), tights or shorts must be worn underneath.

Pants (K5-8) Dress pants/chinos in Navy, Khaki, or black. No jeans except on designated days. No leggings (in grades 4-8) are allowed in place of uniform pants, but leggings (plain navy or black) may be worn under a jumper or skirt.

Shorts (K5-8) Optional and ONLY during August - October and April - June, or when approved by the principal. Navy, black or khaki uniform shorts. Conservative style and appropriate length. No shorter than four inches from the knee. No cargo shorts.

Sweatshirts/Fleece/Sweaters (ALL)

- **Sweatshirt:** St. Joseph logo or plain crewneck in navy, red, maroon or gray
- **Fleece:** with St. Joseph logo or plain navy or gray
- **Sweater:** Crewneck, cardigan, or V-neck sweater in plain white/cream, navy, maroon, or red
- **No Hooded sweatshirts or zip-up hooded sweatshirts** (except for Spiritwear or out of uniform days - see below)

Hair/Jewelry/Nails

- ALL students should have neat, clean hair that is kept out of the eyes.
- Only natural hair color (no glitter strands/hair warps/etc.)
- Any jewelry worn to school needs to be appropriate for the school environment. If it causes a distraction or a safety concern, the child will be asked to remove it.

- Nail length must not interfere with student work.

Shoes (K5-8)

- Shoes must have a full back and closed toe.
- No Crocs, slippers or shoes with heels (including wedges).
- Students must have outside boots **to change into** during winter months.

Jeans (K5-8) When jeans are allowed, jeans must have proper fit and NO tears, rips, or strings. No jeggings or leggings allowed to be worn as pants in grades 4-8.

Never Allowed T-shirts with offensive or political messages/slogans, purses, halters, crop tops, gap between shirt and bottoms, or spaghetti strap shirts. Leggings or jeggings worn as pants in grade 4-8.

Every school year different trends arise. If these trends alienate individual children based on brand name, financial or other reasons, a class-by-class rule may be made to deter student exclusion.

Out of Uniform/Casual Pass Days

Out of uniform passes may be granted through various activities including volunteer hour activities or fundraising events. The granting of these passes is at the discretion of the school principal. A family may earn any number of passes throughout the year; there is no limit to the number of passes earned. These passes may be redeemed each month on the specified days. These passes cannot be used on a Mass day. Students can be out of uniform on his/her birthday or half birthday.

- Student's Birthday or ½ Birthday (unless this falls on a Mass day, in which case they may dress casually on the following school day)
- Scout Uniform (boys - shirt; girls - sash/vest) may be worn on the meeting days with uniform bottoms
- Students can use an "out of uniform" pass on the 5th, 15th, and 25th of each month, **unless that day falls on a Mass day**
- Special days announced by the principal (ex. Packer Game, Brewer Game, Seton Tournament)
- No uniforms required in June
- No leggings/jeggings allowed in grades 4-8 in lieu of pants
- No crop tops or gap between shirt and bottoms

Physical Education Uniforms

ALL students must have an extra pair of gym shoes just for gym class to be kept at school. Grades 4-8 will change for gym class. A grey "St. Joseph School" t-shirt and solid athletic shorts (of

appropriate length) are required. **No spandex or biking shorts.** Gym t-shirts are available through Spirtwear orders.

Extra-Curricular Activities

St. Joseph Catholic School offers a variety of extra-curricular activities. The activities offered may change from year to year due to availability.

The principal has the ultimate responsibility for all extra-curricular activities in school-based programs. The immediate supervision of those programs is delegated to staff members or qualified adults. Parents and other adults who serve as coaches and moderators are accountable to the principal in all school related activities.

The pastor has the ultimate responsibility for all extra-curricular activities in the parish-based programs. The immediate supervision of a program may be delegated by the pastor to a qualified staff member or adult. The job description of a person responsible will provide the parameters of the delegation. Parents and other adults who serve as coaches and moderators are accountable to the pastor or his delegate in all extra-curricular activities.

Any adults serving in these programs are expected to have completed “[Safeguarding God’s Children](#)” prior to serving. In addition, adult expectations are to model and espouse Catholic/Christian values. Failure to do so jeopardizes their participation in extra-curricular activities.

Students and parents will be called upon to maintain an appropriate balance between their academic education and extra-curricular activities. **Poor behavior and academic performance, including poor assignment completion, WILL lead to a strong consideration and consequence of student suspension from these activities.** Exceptions will be up to the discretion of the principal.

Playground Protocol

The playground supervisors are responsible for maintaining a safe play environment during recess. The following are the guidelines the supervisors use to ensure the health and safety of our students.

1. Students are expected to come to school dressed to go outside for recess. Students are not allowed to stay inside without a doctor note.
2. There is no eating on the playground during the lunch hour or recess.
3. The number one rule is **SAFETY FIRST**:
 - Students must always be within the line of sight of the supervisors
 - Students are not allowed in the street without permission. Permission must be sought for each occurrence.
 - Equipment is to be used appropriately.

4. Inappropriate behavior is not tolerated.
 - Students are expected to speak respectfully to everyone.
 - Hands and feet are to be kept to oneself.
 - Unnecessary contact (wrestling, hitting, pushing, tackling and carrying) is not permitted.
5. When the Students are playing organized games, there are the following expectations of the participants.
 - Everyone knows and follows the rules of the game.
 - Necessary equipment is brought with them to recess.
 - Teams are picked in a fair manner.
 - Good sportsmanship is expected from everyone.
 - No one is to be excluded within the realm of the rules of the game.
6. Consequences for unacceptable behavior will vary depending on the circumstances. The usual course of action will be:
 - a verbal warning
 - a time out
 - the student is sent to the office & report given to the office
7. When there is inclement weather, recess will be held in the classroom. Alternating grades each lunch period will have use of the gym. This privilege is alternated throughout the grades. The paid supervisor will monitor the classes in the gym.

Any parent inquiry regarding student(s) behavior/incidents will be directed to the principal for follow-up.

Note: Always come to school expecting to go outside-weather changes occur rapidly.

These decisions will be made at the discretion of the principal.

Boots, snow pants, and gloves/mittens are standard gear if your student wants to play in the snow.

We will NOT go outside in extreme (10F or colder) temperatures.

Lunch Room Protocol

Parent Lunch Supervision

To allow parents the opportunity to participate in all facets of their students's education, a parent's lunch supervision program is in effect; this program is supervised by the principal. Each family (K5 – 8) is responsible for supervising the cafeteria six (6) times during the school year.

The lunchroom volunteer(s) should check in at the school office then report to the cafeteria. Please report to the cafeteria no later than 11:45 a.m. Lunch begins at 11:55 a.m. If you are running late, please notify the school office. We need to make arrangements to ensure adequate supervision.

The volunteers will help the principal in the cafeteria. They will help serve food and monitor student behavior. On occasion the volunteers may be asked to assist with the monitoring of the outside portion of the lunch period. This will depend on the daily circumstances. Each school family will be required to fulfill six (6) hours of lunchroom supervision each year.

Schedule

- Lunch is from 11:55 a.m.-12:20 p.m. for grades K5-4 while grades 5-8 go outside on the lower playground.
- Lunch for grades 5-8 is from 12:20 p.m.-12:40 p.m. and grades K5-4 are on the
 - upper playground for recess.
- Two paid supervisors will monitor the outside recess from 11:55 a.m. - 12:40 p.m.
 - Both supervisors must be outside.
 - In case of rain or other inclement weather, the supervisors will monitor the classes in the gym and/or classroom

Special Milk Program

St. Joseph School participates in the Special Milk Program through the Wisconsin Department of Instruction. Milk for lunch is available to purchase at the beginning of each school year. A separate information page is included with the Back to School forms via FACTS.

Discipline

1. Each student at St. Joseph School is expected to be honest, kind, and respectful, with charity towards others above all. Students are learning and growing and it is normal for young people to occasionally fall short of this standard. When a member of the staff determines that a student needs correction, this section outlines how staff may respond. Staff will strive to be fair and understanding when handling student discipline matters. We welcome and expect parent feedback about these matters, and ask that the school's ultimate decision making be respected.
2. Every school rule has its origin in the understanding that students will respect themselves, others, school property, and Catholic doctrine.
3. Examples of how students respect themselves include:
 - a. Come to school ready to learn.
 - b. Dress according to the spirit as well as the rules of the dress code and take pride in your appearance.
 - c. Work to the best of your ability giving assignments the appropriate effort.
 - d. Use school time for tasks that are assigned to you.
 - e. Be honest. Never cheat.
4. Examples of how students respect others include:

- a. Respecting the personal space of others:
 - b. Respecting the property of others: Not handling other people's items without permission and returning items that are borrowed.
 - c. When a staff gives a direction, complying quickly and cheerfully.
 - d. Speaking kindly to and about others, respecting everyone's right to a good reputation.
 - e. Giving special respect to adults who are occasionally in the building helping our school function, such as aides, lunch and recess helpers, and substitutes.
 - f. Respect the learning going on in the buildings. Examples include: Walking quietly in the halls so as not to disturb other classes, allow others to focus on their work and avoid interrupting or distracting them.
 - g. Be respectful at lunchtime.
 - h. Be truthful and honest with everyone.
5. Examples of how students respect school property include:
- a. Use technology as it is intended, to help you learn.
 - b. Clean up after yourself, especially in the cafeteria.
 - c. Do not waste school supplies such as paper and art supplies.
 - d. Give special care to books. All of our teachers love reading and often stock their shelves with their personal libraries. Do not rip books or treat them roughly and put them back where they belong. Return library books promptly and in good condition.
 - e. Avoid writing on your desk, in textbooks, or on the walls. Vandalism of any kind is unacceptable.
 - f. Put playground equipment back where it belongs.
6. Examples of how students respect Catholic doctrine include:
- a. Avoid profanity and sexually suggestive language.
 - b. Do not disparage Catholic teaching while at school or pressure other students to disavow Catholic teaching.
 - c. Go out of your way to put others at ease. For example, if someone is sitting alone at the cafeteria, invite them to join you. If another student is visibly struggling in some way, respect their privacy and do not gossip.
 - d. Participate reverently at Mass. Give the responses and pay attention. Avoid fidgeting, personal grooming, or whispering at Mass.
 - e. Avoid materialism. Do not show off your possessions. Do not make other students feel uncomfortable or left out for not having expensive or name-brand items.
7. Detention Policy:
- a. If a child's action(s) repeatedly disrupts the learning process, risks the safety of themselves or others, demonstrates serious disrespect or disrupts the orderly administration of the school, a detention may be assigned by the staff member involved or the principal.
 - b. A phone call or email to the parent will explain the reason for the detention.
 - c. A form will be sent to parents informing the parent of the time, location, and duration of the detention.

- d. If warranted, the child's parent(s) will be called during the day and the parent(s) are responsible for picking up the child within the hour.
- e. In the event that a child receives three (3) behavior detentions during one (1) trimester, a meeting between the parent(s), principal and teacher will take place.
- f. The School Counselor will receive a copy of the detention slip in case of need for further follow up.
- g. The school realizes that after school detentions cause an inconvenience to the parent. These decisions are not taken lightly and we appreciate parent(s)' cooperation.

PROBATION, SUSPENSION, EXPULSION AND APPEAL

Whenever a student's conduct is such that it demonstrates repeated refusal to obey 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 school attendance.

Such action may be of three kinds:

1. Probation
2. Suspension
3. Expulsion

Student behavior that is described below is considered severe. It may result in probation, suspension or expulsion.

Anything endangering the safety of self or others

1. Any morally objectionable behavior
2. Inappropriate language
3. Cheating/lying
4. Disrespect to authority
5. Vandalism
6. Theft
7. Physical Altercation

Action taken to suspend or expel students must be preceded by internal school procedures, and supported by defensible records. The final decision to expel a student rests with the principal and/or pastor.

PROBATION

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parent(s) or guardian(s) and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

SUSPENSION

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(s) or guardian(s) of a suspended student is given prompt notice of the suspension and the reason for the action.
3. In-school suspension can be assigned for varying lengths of time as determined by the principal, but should 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 is considered a rarity and is the responsibility of the principal. [State law](#) directs that a maximum of five (5) days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen (15) 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.

EXPULSION

1. As a definition, an 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.
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 expelled.
4. The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

EXPULSION PROCEDURES

1. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
2. Expulsion can take place only after an expulsion hearing has been held. Parent(s) or guardian(s) 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 parent(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:
 - a. Expel, and/or
 - b. Suggest other disciplinary actions in lieu of expulsion, and/or
 - c. Exonerate the student of any wrongdoing

4. Before the hearing is held, the parent(s) or guardian(s) and student are informed that the student(s) may be voluntarily withdrawn 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 the action. The right to appeal is made known to the parents.

EXPULSION APPEAL

The student, or his/her parent(s) or guardian(s), may within five (5) school days following notification of the 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 at which step of the procedure needs to be further processed.

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 schools or parish religious education programs and an employee (e.g. Principal, Teacher, DRE, Youth Minister, and 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 a “meeting of the minds” can occur, and then there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be 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 ONE.

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) 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, or 3, the parent(s) or guardian(s) can request within ten (10) working days, a written appeal to the Archdiocesan Due Process Office through the Director/Superintendent, which serves as the appropriate appeal body on the issue. Should an appeal not occur within the time period, the issue is considered closed.

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 the Due Process Office and Administration Tribunal are available upon request.)

Electronic Devices Policy

Display or use of any electronic or telecommunication device during the school hours is prohibited. Devices must be turned in and powered down at the start of the school day. The term devices includes, but is not limited to:

- Smartphones/Cell phones
- Smart watches (including school mode or parent mode)
- Music listening devices
- Any smart device
- Devices intended to connect with Bluetooth

Students that bring a device to school MUST complete the Electronic Devices Policy and must be powered down and checked in with the homeroom teacher upon arrival. It will be returned at the end of the school day. Students that are found in possession of a device during school hours will have their device confiscated. Detention will be given. The device will be returned to the parent at the end of the school day.

Communication

Website

Our school website is www.stjosephschooltosa.com and provides families with updated information in regards to forms, calendars, hot lunch program, etc. Each teacher also has a class website where families can access information about their child's class, homework, upcoming tests and other classroom events or activities.

Newsletter

A weekly newsletter is emailed to parents and posted on the school website. The newsletter contains pertinent information in regards to upcoming schools events and information for families

FACTS

We have the ability to send email and parent alerts through our FACTS Family Portal. Families can determine if alerts are received via email, text message, and/or voicemail. Please contact the front office with questions regarding the FACTS Family Portal.

Report Cards

Student progress is recorded on the standard Archdiocesan report card. Each teacher has established criteria and documentation to support the progress that is recorded. K4 & K5 progress is reported in January and at year end. Grades K5-8 report student progress every trimester.

Student Records

The school has the responsibility to keep educational records for each student which will reflect the inter-relationship of the physical, emotional, social, and intellectual aspects of the student's development.

Cumulative records are maintained for each student in the school. Upon the student's entrance into the school, the school record is started, and the student's history throughout the school system is recorded within it.

After the student has graduated or terminated his/her education, the permanent record is maintained for 70 years. Thereafter the permanent records are offered to the parish for the archives.

Information about students is used judiciously and always contributes to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents/guardians of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall, upon written request, be provided with a copy of the records.

St. Joseph School follows State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility.

An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree, they may add a written statement of disagreement to the file. No one but school personnel, adult students and parents/guardians of minors have access to student data without a subpoena or written permission of the parent.

Conferences

Parent/Student/Teacher conferences are held twice during the school year, after the first and second trimester. Fall conferences are mandatory; spring conferences are held by parent(s) or teacher(s) request. A letter is sent home one week before conferences so that parents may indicate their day and time preferences. A second letter is sent home the week before conferences with the time and room assignments.

Telephone

The school phone is available for student use. In case of an emergency, the school office will call home. Students are to come to school completely prepared for the school day. Parents wishing to contact teachers by telephone need to contact the front office. The front office will pass the message onto the teacher in order to be less disruptive to teaching.

Lost and Found

The school lost and found table is located in the school hallway outside the office. Periodically unclaimed materials will be donated to St. Ben's or the Parish Rummage. Please check this regularly. Any items of greater monetary value will be held in the school office.

Inclement Weather/School Closing

When **either or both** Wauwatosa or Elmbrook School Districts close, St. Joseph School will close. Do not follow the Milwaukee Archdiocesan School closings as they only relate to Catholic schools in the **city** of Milwaukee. Radio and TV stations WTMJ, WISN, FOX6, and CBS58 will be notified regarding the closings of our school. An email and FACTS parent alert will also be sent to the parent(s) regarding the closing of our school. We will also post a message on the school's Facebook page.

Money Envelopes

Sending cash to school should be a rare occurrence as most school fees will be charged via FACTS Family Portal. However, in the case of sending money to school **ALL money sent to school for any purpose should be in a sealed envelope and labeled.** Please indicate the student's name, homeroom, amount of money and its purpose on the envelope. Direct students to turn in money to their teacher as soon as possible to avoid loss or theft.

Change in Living Status

The school office and classroom teacher are to be informed of any change in living arrangements for students. If your address or contact information have changed, please also update these changes in the FACTS Family Portal. If necessary appropriate legal documentation is to be submitted to support the information. This information is kept strictly confidential.

Reporting to Parents-Child Custody

If the parent with whom the child does not live requests student information, a copy of the student progress report (report card) shall be issued in conformity with Wisconsin Statute 118.125(2), (a) unless the parent with whom the child does not live has been denied periods of physical placement with the child by the Court under Wisconsin Statute 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 Wisconsin Statute 118.125(2), (m).

The school shall communicate with the parents of a child in a divorce action according to the directives of the court.

Publicity/Photograph Policy

Philosophy: St. Joseph School is proud of its tradition, teachers and students. We are eager to share our success with the greater parish and community. Publicizing the activities, achievements and events of our school community demonstrates our commitment to excellence. It provides St. Joseph School with an opportunity to generate positive publicity for our school. It also fosters a sense of school pride while providing our students with education experiences involving the media. This philosophy helps attract new students and increase support from the community.

St. Joseph School will work to generate media coverage of various school events and activities as well as promote Catholic education within the Archdiocese of Milwaukee. This promotion is implemented under the direction of the Marketing Committee of the School Committee and the principal.

Policy: Media access to the school may be granted by the principal and could involve students being videotaped and/or photographed participating in school, classroom and/or extracurricular activities. Due to the nature of media coverage, there is not always time to alert families if a child may be included. Please complete the Information Release Form in the FACTS forms for the school office.

Weapons Policy

Possession or use of a weapon on school or parish grounds or at any school-sponsored function is prohibited, unless as part of a supervised scouting function or school presentation. Students found to be in possession of a weapon are subject to disciplinary action at the discretion of the principal, including suspension and/or expulsion from school and/or legal action, in accordance with Wisconsin and federal laws. Parent(s) and/or guardian(s) will be notified.

Weapons are identified as:

- Articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples include but are not limited to BB guns, look-alike weapons, knuckles, razors, chains, clubs, knives, stars, and explosives including ammunition.
- Articles designed for other purposes but through intent are used to inflict bodily harm and/or intimidate. Examples include but are not limited to belts, combs, pencils/pens, files, compasses, aerosol sprays, scissors, martial arts devices, chemical agents, lasers, spent shell casings, non-working replicas of weapons, war souvenirs, scout knives, poppers, caps, toy guns, water guns, or any other objects that could be perceived as a weapon.

Students found to be in possession of firearms under this policy may be referred to the criminal justice or juvenile delinquency system.

Health/Safety/Welfare

Health Services

The policy of the health room, under direction of the Wauwatosa Health Department, is to contact parent(s) or guardian(s) when a student has a temperature over 100.3 F degrees, vomited, a head injury, sustains any injury of questionable significance, or concern for any contagious condition. Parents/guardians will be notified and expected to pick their student up as soon as possible from the Health Room.

St. Joseph School follows the guidelines for return to school from the [Wisconsin Department of Health Services Communicable Diseases](#). If a student returns from illness prior to recommended

guidelines, they will be asked to return home/picked up until such time that they meet recommended conditions. In the event, the student contracts an illness that is not covered by the WI Dept of Health Services, they will require a medical note from a provider (MD, NP, PA) to return to school.

Serious accidents or emergency cases demand that Emergency Medical Services (EMS) (or 911) is activated.. Parents/guardians are notified after EMS activation, and as soon as possible. Hospitals routinely used by EMS include Children's Wisconsin, Froedtert Hospital and St. Joseph Hospital. If another hospital is preferred, a private ambulance service must be used. In cases where parents/guardians cannot be reached at provided phone numbers the building administrator, by legal obligation, will authorize emergency care.

To assure that the students are in optimum health, the following is **required** when the child enters school and/or upon entering sports: (1) a physical examination, (2) an up-to-date immunization record (state law). The information regarding your child's health needs to be updated on his/her health record form via FACTS Family Portal.

Health Services

Public Health Nurse's (PHN's), employed by the Wauwatosa Health Department, provide nursing *consultation* to all public and private schools in Wauwatosa. In addition to conducting vision and hearing screenings, PHNs are available to school staff, parents and students to help deal with health problems. Concerns you may discuss with the PHN might include chronic health problems, communicable disease, medication issues, growth and development or any other family health issues impacting the student's education or well-being. You may reach your school's PHN by calling the Wauwatosa Health Department at (414) 479-8936.

Another service offered by the Wauwatosa Health Department is the Information and Referral phone line at (414) 479-8939. Public Health Nurses are available from 8 a.m. to 5 p.m., Monday through Friday, to answer health-related questions and to provide resource and referral information.

Wellness

Physical activity and nutrition influence a child's development, health, well-being, and potential for learning. To afford the students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment.

Therefore, St. Joseph School will:

- Provide a positive environment and appropriate knowledge regarding food.
- Ensure that students have access to healthy food choices during school and at school functions.
- Provide a safe, pleasant eating environment for students and staff.
- Allow adequate time for students to eat lunch and socialize in the designated area.
- Enable all students, through classroom programming, to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
- When using food as a part of a class or student incentive programs, students and staff are encouraged to utilize healthy, nutritional food choices.

- When curricular-based food experiences are planned, staff, and students are encouraged to seek out good nutrition choices whenever appropriate.
- Reduce student access to foods of minimal nutritional value.
- Ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the wellness policy.
- Encourage the practice of good nutrition by reducing the distribution of foods of minimal nutritional value through a plan that focuses on:
 - Reducing access to non-nutritional foods.
 - Educating students about healthy foods.
- Provide students with the opportunity for physical activity during the school day through physical education classes, daily recess periods, and the integration of physical activity into the academic curriculum.
- Provide students with the opportunities for physical activity through a range of after school programs including, but not limited to, intramurals and interscholastic activities.
- Encourage parents and guardians to support their child(ren)'s participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Encourage healthy hygiene habits, such as showering or bathing, brushing teeth and hair, wearing clean clothes and using deodorant, as necessary.
- Encourage discussions regarding mental health between parents and students.
- Promote positive mental health.

St. Joseph School - Smoke-Free School

All St. Joseph Parish/School buildings and grounds are a **SMOKE FREE** environment at **ALL** times.

Administration of Medication to Students

A student may require medication during the school day. The principal or designee may administer medication if the following steps are completed.

1. No medication will be administered by school personnel without the Medication Consent Form and/or the Physician Order for Medication Administration form being completed for the individual(s) administering the medication and/or the principal.
 - a. A Medication Consent Form must be filled out by the parent/legal guardian and returned to the school office.
 - b. A Physician Order for Medication Administration Form must be completed by the prescribing physician and returned to the school office.
 - c. The administrative assistant or the principal will maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Medication to be given at school must have the following information printed on the container:
 - a. Child's full name
 - b. Name of the drug and dosage
 - c. Time to be given, and
 - d. Prescriber's name

3. Medication will be taken by the child at the designated time and administered by the administrative assistant, principal, or designee. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.
4. Only limited quantities of any medication are to be kept at school.
5. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.

**** [Wisconsin Act #398](#)**, allows all Wisconsin school children the right to carry and self-administer their emergency inhaled medications. A student with an Asthma Action Plan must supply the school with written permission from his/her parent/guardian **and** physician/provider. Permission slips may be completed via FACTS. The school office and classroom teacher should be notified.

Student Safety

Archdiocesan schools have the right to search lockers. In the event of a strong suspicion of weapons or dangerous contraband, personal items may be searched.

In the event that a student is in possession of a weapon and/or substances that endanger the health, welfare and safety of the school, the local police/sheriff's department will be contacted.

From 7:45 a.m. to 3:10 p.m. the school staff provides supervision of students. During the lunch period volunteer and paid personnel provide additional student supervision.

Students participating in hazardous activities in science, art or other classes will wear protective devices such as safety glasses.

Child Abuse

A child is considered abused or neglected if he/she is less than eighteen years of age and a parent, guardian, legal custodian or other person legally exercising temporary or permanent control over the child:

- inflicts, or allows to be inflicted, physical injury by other than accidental means
- causes an injury which constitutes great bodily harm
- commits, or allows to be committed, upon the child an act of sexual abuse
- neglects, through reasons of refusal or inability other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the child's health

If a teacher, administrator, counselor, or other school official has reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, said school official **must** report the acts and circumstances contributing to a suspicion of child abuse or neglect to the proper law enforcement authorities immediately according to [Wisconsin State Law](#).

Asbestos Notification Information

Under the Asbestos Hazard Emergency Act of 1986 (AHERA), St. Joseph Catholic School was re-inspected by Environmental Management Consulting, Inc. in May, 1991. As a result of this inspection, St. Joseph School was found to have some asbestos containing materials (ACBM). The school has implemented an asbestos program which includes periodic inspections of the facility and of the asbestos containing materials.

A complete report of the location of all asbestos in St. Joseph Catholic School can be found in the management report prepared by Environmental Management Consulting, Inc. This report can be found in the parish office.

Harassment and Bullying Policy

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 our school maintains a learning and working environment free from any form of harassment/bullying.

Harassment

St. Joseph Catholic 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
- Technology

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, principal 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.

Definition of Bullying

Bullying is defined as an imbalance of power by which the behavior of a student or a group of students is hurtful, threatening, or frightening to another individual or group while on school grounds, at a school sponsored activity, or on a school bus. Additionally, the school principal may address bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety at school.

Bullying is more than misconduct. Bullying behavior is intentional and repeated against the same student or group over time. An isolated incident is not bullying and will be addressed under the school's discipline policy.

Harassment/Bullying includes but is not limited to the following:

Verbal Harassment – includes a pattern of name calling, teasing and put-downs, spreading gossip/rumors, racial insults, sexual comments/jokes, or threats

Indirect Harassment – includes a pattern of social exclusion and isolation, intimidation through actions and gestures, or making hurtful written comments

Being an Active Bystander – a pattern of accepting, assisting, or reinforcing the bullying/harassing behavior of an individual or a group

Physical Violence or Threat of Physical Violence – a pattern of hitting, shoving, kicking, throwing items at someone, taking items from someone, threatening behavior or angry body language, destructive behavior with or towards objects, intimidation, forcing someone to do something, unwelcome sexual advances/touching, or other use of violence

Cyber-bullying – includes a pattern of using technology to intimidate, embarrass, harass, threaten, or gossip

Reporting Procedure

Any student who feels she/he has been subjected to bullying/harassment should contact any adult at the school.

The person who has been notified of the incident must report this information in a timely manner to the principal, teacher, pastor, or appropriate supervisor.

Appropriate action could include but is not limited to:

- Written documentation of the incident
- Disciplinary actions

- 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.

Then, at a minimum, the following actions will be taken:

- 1st Step:** Written documentation of the incident will be sent home and the 2nd step will be implemented.
- 2nd Step:** A parent/student conference will be scheduled with the teacher principal to determine the course of action.
- 3rd Step:** The minimum action will be a detention and the maximum action would be expulsion at the discretion of the principal.

In addition, based on behavior, the following may occur:

- Student(s) may be denied recess time or participation in other activities.
- Student(s) may be assigned a written punishment which will require a parent's signature.
- Student(s) may be removed from class for a specified period of time.
- Student(s) may be required to remain after school.

Faculty / Staff members should:

- Encourage all students to report bullying behaviors they witness or experience.
- Be visible and alert for signs of bullying.
- If bullying is witnessed, take action and document behavior with an Incident Report Form.
- Offer support and encouragement to students being bullied.
- Provide students with skills to deal with bullying behavior and opportunities to practice these skills as outlined below.
- Discuss bullying in each classroom and foster a class culture of respect for others.
- Act as role models of Christian behavior.

Parents should:

- Be aware of their child's actions and relationships.
- Maintain open communication with their child.
- Get to know their child's friends and observe how he/she interacts in social settings.
- If incidents occur outside of school, address any observed behaviors of bullying or harassment with the child's parents.

- Report concerns of bullying behavior to their child(ren)'s teacher, guidance counselor, and/or principal.
- Practice positive problem solving skills with their child.
- Support the school's bullying/harassment policy and actively encourage their child to avoid bullying behavior.
- Monitor their child's texting, emailing, and other social media.
- Support the school's policy by expecting the same standards of behavior in and outside of school.
- Be open to the idea that their child may be involved in bullying behaviors and work with the school to eliminate these behaviors.

Student bystanders should:

- Report incidents of bullying they witness to the teacher in charge at the time of the incident or to another staff member as soon as possible following the incident.
- Stand up for the student being bullied and refuse to join in if they see someone being bullied.
- Offer support for people being mistreated.
- Encourage students who are being bullied to talk to their parents or trusted adults.

Students who are being bullied should:

- Report incidents of bullying to the teacher in charge at the time of the incident or to another staff member as soon as possible following the incident.
- Talk to their parents or an adult they trust, such as a teacher, school counselor, or principal.
- Act confidently, hold their heads up, stand up straight, make eye contact, and walk away confidently.
- Do not engage in violence or retaliation.
- Associate with students who treat them with respect.
- Avoid situations where bullying can happen.

All students should:

Treat others with the respect and dignity that is expected of any Christian school student.

Lock Down Procedure for St. Joseph School

Lock down procedures may be issued in situations involving dangerous intruders or incidents (both inside or outside of the building) that may result in harm to persons inside the school building.

Preventive Action

1. Maintain an up-to-date file of student attendance, health information and emergency contacts. Have this ready in the event of evacuation. Each staff member also has immediate access.
2. Be aware of the special needs of any student with a disability.
3. Report any serious threat-oral or written-made by a student, parent(s) or other person immediately.
4. Notify the school office of any unknown, suspicious person in the building or on school property.
5. Be familiar with the school's safety plan, especially lockdown and evacuation procedures.

6. Walk-throughs conducted with the Archdiocesan School Safety Office, Insurance Company and School Resource Officer to ensure up-to-date practices and prevention actions.

Lock Down Procedures

1. The principal will issue a lock down procedure warning over the public address (PA) system.
2. When the message is announced, all students, staff and visitors are directed to the nearest classroom. Make sure the classroom door is **LOCKED**.
3. The teacher will take attendance. Notify the office immediately by email of any student or staff member who is not in the room. Also notify the office of any additional students or staff in the classroom.
4. Move students away from the windows and classroom doors. **TURN OFF ALL CLASSROOM LIGHTS.**
5. Total silence is to be maintained.
6. Do not allow anyone to leave or enter the classroom until a police officer or principal unlocks the door.

Building Security

All doors accessing the St. Joseph School building will be locked at all times. Visitors must enter through the front office door in order to provide constant monitoring of who is entering and leaving the school. Visitors must check in at the office to sign in during school hours. Door code usage is monitored by the Parish Office and abnormalities are reported. The School Resource Officer (SRO) through Wauwatosa School District visits the school and is on-call as needed.

Volunteers

VOLUNTEER POLICY

Each school family is asked to volunteer **six (6)** hours of service time every year. There are many opportunities to fulfill these hours. If volunteers report during the school day, they are required to check in at the office.

Example opportunities include, but are not limited to:

Rummage Sale	Auction
Cookie House	Mentor Family
Lunch Supervision	Coaching
Biergarten	Scouts

SCHOOL VISITORS - PARENT/VOLUNTEERS

All volunteers must complete the Safe Environment Training and have an updated background check with St. Joseph School. Volunteers should check with the Parish office to ensure they are up-to-date with all requirements.

Parents are invited to visit school during the school day. When visiting or volunteering, parents are to sign in at the school office upon entering the school (even just to drop off a forgotten lunch or book). If they are entering the hallways, they are required to take a visitor badge.

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. At the end of his or her stay, he or she is to sign-out in the school office.

Athletics

Students at St. Joseph Catholic School have the opportunity to sign up for participation in competitive sports apart from the regular Physical Education program. These opportunities are offered in the after school hours and on weekends. They are sponsored by the Parish Athletic Association. Forms for parental permission and indication of student interest are issued seasonally by the Association.

Requirements for participating in the program:

- Parental permission
- Physical examination
- Consistent academic achievement
- Consistent evidence of self-discipline

Please see the separate Athletics Handbook on the St. Joseph School website for more information or contact our Athletic Director, Paul Petrides.

A PARENT COVENANT AGREEMENT WITH ST. JOSEPH CATHOLIC SCHOOL

At St. Joseph Catholic School we believe in the following statements and ask families to pledge support for the following statement in regards to their child(ren)'s education.

1. WE (I) have read the school MISSION STATEMENT, PHILOSOPHY, AND OBJECTIVES and agree that this is the educational atmosphere we want for our/my child(ren).
2. The St. Joseph School Community strongly encourages all families to attend Mass on a regular basis.
3. The St. Joseph School Community strongly encourages all families to participate in and support the religious activities and programs of the school.
4. WE (I), as members of St. Joseph Parish, agree to participate in the parish stewardship to the best of our/my ability and to demonstrate our/my commitment by completing and returning an Intended Giving card. All parish families are expected to meet their intended giving commitment.
5. WE (I) agree to see that our/my child(ren) are on time for school and attend daily.
6. WE (I) agree to be involved in learning and homework activities which include:
 - Attendance and participation in requested and scheduled conferences with school personnel
7. The St. Joseph School Community strongly encourages all families to participate in Home and School Association activities: meetings, fundraisers and events, etc.
8. The St. Joseph School Community strongly encourages all families to volunteer for some aspect of the school program. Each family is strongly encouraged to commit to six (6) hours of volunteer activities during the school year.
9. WE (I) agree to support the policies in the St. Joseph Parent and Student Handbook.

The staff of St. Joseph Catholic School pledge their untiring energy to each student to give them a love for learning, a model for Christian living, and skills to enable them to grow.

Bryanna Van Vreede
Principal
St. Joseph Catholic School

Families will need to e-sign the pledge on FACTS Family Portal before the first day of the school year.