



WAUWATOSA, WI

SAINT JOSEPH CATHOLIC SCHOOL

Faith Centered. Future Focused.

'We Are One'

Welcome to the 2025-2026 school year! We strive to provide consistent and accurate communication to our families. Please take note of the following methods of communication that we use.

- Please read the weekly newsletter (emailed every Thursday)
- Use the school website as a resource (www.stjosephschooltosa.com)
 - Each teacher has their own website under the "Staff" page - please check for classroom updates
- Follow our St. Joseph Catholic School Facebook and Instagram pages
- Follow our Facebook parent forum page, a great resource to reach out and interact with other parents (www.facebook.com/groups/131769184129547).

All of the new families are assigned a mentor family to help with communication throughout the school year. Make sure to reach out to them with any questions you may have.

St Joseph Health Room Record

Please fill out a health room record form for your family. It is important that you remember to include any medications your child/ren is/are taking and medical conditions and/or allergies he/she may have.

School Calendar

This is the school calendar we will be following this year. It is subject to change.

Parent Medication Authorization Forms

If your child/ren need(s) to take medication during the school day, (Prescription or non-prescription) you **must** fill out this form and send it to school with the medication.

Student Immunization Law Requirements

Each student is required to have a completed, up to date immunization form on file in the school office. Immunization Records will be needed for all **new** students, including all enrolled in K3, K5 students whose records do not indicate that they have received their 4-year-old booster shots and 5th and 6th graders whose records do not indicate that they have received the Tdap or Td vaccine.

New forms will not be required for the existing students whose Immunization information is up to date.

Use the link below to access your child's public immunization record. You will be able to download and print a copy, attach the information to the immunization form, sign the form and return both to the school office. If you would prefer, you may just fill in and sign the immunization form itself.

<https://www.dhs.wisconsin.gov/immunization/wir.htm>

Parent Covenant Agreement

Please read the parent covenant agreement, sign and return on August 29th.

Release of Information Form

Please read the release of information form and sign and return it if you are giving permission.

Please indicate on the form if you are **not giving permission**.

Acceptable Use Policy

Please review the Acceptable Use Policy for the Use of Computers. This agreement must be filled out for each family with students in grades K5 – 8. Please sign and return by August 29th.

Safe Guarding All God's Family

Please read the new safe environment requirements for volunteers. A background check needs to be done every **five** years. **Every parent needs to be up to date on their Safeguarding Training.**

Faculty and Staff

This is a list of all the faculty and staff at St. Joseph along with their classroom phone extensions and email addresses. Please only email the staff and teachers at these email addresses. We ask that you only contact a teacher on his/her classroom phone **before** or **after** school hours. If you need to leave a message during the school day, please contact the school office (this will eliminate the classroom phone from ringing during class time).

Hot Lunch Menu & Order Form

This is the hot lunch menu and order form for the month of September. Hot lunch is available for children in grades K5 – 8th grade. **It is important that all hot lunch order forms be turned in on Friday, August 22nd. Unfortunately, with the tight timeline for September, we cannot accept late orders.**

Lunch Duty

Families who have children in K4 (full day) through grade eight must work **SIX** lunch hours per year. This could be either parent, grandparent, adult brother or sister, or relative. ALL VOLUNTEERS MUST BE UP TO DATE ON THEIR SAFEGUARDING TRAINING. The sign-up sheets can be found on the schools website under Current Families → Hot Lunch. Lunch duty runs from 11:45am – 12:45pm.

Milk Order Form

This form describes how to order milk for the school year.

Single Check Distribution List

Parents are encouraged to pay fees using one check (or cash) are able to do so. Please see the single check payment form for additional information. Note: Hot Lunch and Extended Care are not to be included in the Single Check Distribution List.

School Dress Code / Uniform Policy

Please review the dress code/uniform policy. Parents are responsible for their child's compliance with this policy. Spirit Days take place once a month on Fridays. Spiritwear is allowed with uniform pants, shorts, skirts, and jumpers. Out of uniform "casual" days take place on Fridays. The clothing that is permitted on these days is described in this policy. **We will remind you of these upcoming days in the weekly newsletter. Students in K3 and K4 do not wear uniforms.**

Gym Uniform

Students in grades 4-8 will be changing for gym class this school year. Students in grades 4-8 are **required** to wear a gym uniform. These uniforms must be purchased online using the spiritwear forms. Students can wear any plain color shorts of an acceptable length (no biker shorts/leggings). **All** students are required to have an extra pair of tennis shoes for gym class.

DirectorySpot

With DirectorySpot, your school's directory can be accessed on any mobile device via a secure app or through their website (directoryspot.net). School directories feature parent names, emails and phone numbers as well as student names, grades and teacher information. You can also access class lists.

Extended Care Program

Please read the Extended Care Handbook for information about this program. The Extended Care Handbook can be found on the **website**. If you plan to participate in this program, fill out the family registration form. A registration fee of \$40.00 per family needs to be paid. **Every child** who participates in this program must pay the supply fee of \$15.00. Please write a separate check for your Extended Care fees.

Spiritwear

We have three Spiritwear sales throughout the school year. August/September, November (delivery for Christmas giving) and spring. Spiritwear tops can be worn every Friday with uniform bottoms, skirts, or jumpers. This will be combined with the Athletic Spiritwear orders.

Home and School

St. Joseph Catholic School is fortunate to have an active Home and School Association. This organization is dedicated to serving the students, teachers and parents of our school. There is a \$50 per year/family fee for Home & School to cover various expenses.

Morning Drop-Off and Dismissal

Morning drop-off (between 7:45am-7:55am) UPPER (WEST) parking lot and afternoon dismissal (3:10) will take place in the LOWER (EAST) parking lot. Please see the information regarding our pick up and drop off procedures. Thank you in advance for your PATIENCE with this safety procedure.

Weekly Newsletter

The weekly newsletter will be emailed through Constant Contact every Thursday, and will be available on the school website. **It is very important that you read the weekly newsletter so that you stay informed on what is happening at St. Joseph Catholic School.**

**All forms must be signed and turned into the
office or emailed back to the office
(sjsoffice@stjosephschooltosa.com) by Friday,
August 22th.**

Thank you for your cooperation!

Items to Return:

- ☐ Health Room Record
- ☐ Acceptable Use Form
- ☐ Release of Information
- ☐ Home & School form/fees
- ☐ Milk form
- ☐ Devices Policy (if you child has a smartphone/watch)
- ☐ Immunization form (for new students, K5 and 6th grade)
- ☐ Prescription/Non-Prescription form (if applicable)
- ☐ Hot Lunch form (if applicable)
- ☐ Extended Care Registration (if applicable)
- ☐ Single Check Worksheet

Please make all checks payable to St. Joseph School.