



**Family Handbook
2026-2027**

St. Joseph Catholic School
S89 W22650 Milwaukee Avenue
Big Bend, Wisconsin 53103
E-Mail: school@stjoesbb.com
Web: www.stjoesbb.com/school
Phone: 262-662-2737



A Prayer for Catholic Schools

Good and gracious God,
we pray that the focus and foundation of our Catholic schools
will always be the person of Jesus Christ.

May we remember that we are called to work together
as part of your universal Church
to build your kingdom in our midst.

Let each of our Catholic schools,
no matter how large or how small,
whether urban, suburban, or rural,
be recognized by its commitment to excellence,
its efforts to form the whole child,
its hospitality towards all,
and its intentional development as a community of faith,
collaboration, trust, and love.

Help us to view every aspect of our world
through the lens of the Gospel
and the teachings of our faith,
and let every member of our Catholic school communities
become a visible example of what it means
to put faith into action.

Amen.

The Official Prayer of the Archdiocese of Milwaukee Catholic Schools

The Principal will make final determination regarding the interpretation of material in this handbook.

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LETTER FROM OUR PASTOR

Dear Parents,

Welcome to St. Joseph School! We are very happy and grateful that you are here! The mission of St. Joseph parish is “to make disciples of all people by fostering a relationship with Jesus Christ through the sacraments, formation, and fellowship.” Our school plays a vital role in this mission through the many things that we do.

Sacraments: Through daily opportunities for prayer, weekly Mass, and regular celebration of the Sacrament of Reconciliation our students are given opportunities to encounter God’s Grace in their lives.

Formation: We have a strong track record of academic excellence that is well-rounded. Our students consistently rank among the highest in academic achievement! Faith formation at St. Joseph helps our students grow to know and love the Lord throughout the rest of their lives!

Fellowship: An important characteristic of our school and parish is its small-town feel. Whether among the students, parents, or teachers, at St. Joseph you will find a community that wants to get to know you and support you!

We certainly have a wonderful school here at St. Joseph with so many wonderful and dedicated people. As parents, you are no exception. As the primary catechists of your children, you are making an investment in your children allowing us to help you form them in the faith so that your children will be disciples who know, love, and serve the Lord Jesus Christ throughout their lives. As you journey through this school year I hope this handbook serves as a resource and guide to our wonderful school.

God Bless you!

In Christ,

Fr. Andrew Kysely

MISSION STATEMENT

St. Joseph Catholic School is committed to developing each student's potential by providing the foundation for the Catholic faith, strong academic achievement, character development and service to our greater community.

MOTTO

Love in Every Word. Respect in Every Action. Confidence in Every Heart.

PHILOSOPHY AND GOALS

St. Joseph School Community believes that we create an environment which cultivates a positive self-concept enabling the child to grow to his or her fullest spiritual, intellectual, physical, social and psychological potential. We achieve this through a sense of responsibility, critical thinking, Christian interpersonal relationships and daily prayer life.

The goals of St. Joseph School are the following:

To provide for the spiritual and moral growth of each child by:

- Sharing the light of faith through prayer and religious instruction.
- Participating in meaningful liturgical experience and service projects for the community.

To provide for the intellectual development of each child by:

- Developing life skills and concepts through a well-defined curriculum.
- Teaching students to think logically, critically and creatively in decision making, problem solving and aesthetic appreciation.

To provide for the social and personal development of each child by:

- Promoting a spirit of respect for self and others.
- Stimulating an awareness of social and environmental problems and fostering a Christian attitude of response.

WISCONSIN PARENTAL CHOICE PROGRAM

St. Joseph Catholic School participates in the Wisconsin Parental Choice Program (WPCP).

Information about the program can be found at:

<https://dpi.wi.gov/parental-education-options/choice-programs/student-applications>.

School Choice Contacts

Michael Brown, Principal mbrown@stjoesbb.com, Choice Administrator

Organization Structure

St. Joseph Catholic School is a not-for-profit organization. A copy of the 501(c)3 certificate and church directory demonstrating that the school is affiliated with the entity on the IRS 501(c)3 letter is attached to the Disclosure of Information which is provided to each Choice applicant.

School Choice Governing Board Meetings

Meetings of the school choice governing board will take place twice a year. The dates of the meetings will be published in advance and open to the public.

School Choice Application Appeal Process

St. Joseph Catholic School may only reject a Choice applicant if the application does not meet the Private School Choice Program's (PSCP) residency, income (if applicable), and age requirements for applicants entering grades K4, K5, and 1, and prior year attendance requirement if the student is participating in the Wisconsin Parental Choice Program (WPCP).

The Application Appeal Process is designed to give Choice applicants the ability to appeal a rejection of an application directly to the school. Any appeal made to St. Joseph Catholic School must be emailed to choice@stjoesbb.com or provided in writing and received in the school office at the following address. Any appeal must be received no later than 12:00 PM on the fourth Friday in April. The school will make the final eligibility determination and verification prior to the first weekday in May.

St. Joseph Catholic School
Attn: Choice Administrator
S89 W22650 Milwaukee Ave.
Big Bend, WI 53103

STAFF LISTING

Pastor:	Father Andrew Kysely
Deacon:	Deacon Rick Brown
Business Manager:	Patty Bollis
Parish Administrative Assistant:	Terry Sommers
Coordinator of Youth Discipleship:	Erika Evans
Assistant Youth Discipleship Coord.:	Marianne Fink
Facility Manager:	Vince Bashynski
Janitorial Assistant:	Linda Skarr
Principal:	Michael Brown
School Administrative Assistant:	Debbie Schaefer
Teaching Assistant:	Destiny Janusz
K3 Teacher:	Jenna Rogowski
K4 Teacher:	Natalie Mendenhall
K5 Teacher:	Carrie Maccoux
1st Grade Teacher:	Julia Kinderman
2nd Grade Teacher:	Sarah Kieffer
3rd Grade Teacher:	Shelly Wohlfeil
4th Grade Teacher/Vice Principal:	Karin Peterson
Middle School Team:	Ann Borges
	Jade Hrdi
	Wendy Muller
	Sandra Witkowski
Art:	Wendy Muller
Music:	Melodie Haddon
Physical Education:	Chris Hanson
Food Service:	Lisa Royea
After School Kids Day Care:	Patty McClusky

ABSENCES

1. Absence: Call the school office (262-662-2737) between 7:30AM and 8:30AM and give the child's name and grade, as well as the reason for the absence. The office answering machine is also on 24 hours a day.
 - a. If your child will be absent because of vacation, doctor's appointment, etc., a note must be sent prior to the date. One note, addressed to your child's homeroom teacher, must be sent to the teacher prior to the date of absence. Your child's teacher will pass the note to the office. A verbal excuse is not acceptable. If a note is not turned in, a non-excused absence will be marked on your child's attendance record.
 - b. If your child is absent from school for three or more days due to illness, a doctor's excuse may be required upon their return to school. Please include your signature on the note.
 - c. If absences or tardiness become an issue, the Principal may schedule a conference with the parent.
 - d. If a student is absent due to illness, the student may not come to school for special programs or events being held that same day.
2. Tardiness: Frequent tardiness is a serious problem. However, we would rather have the child in school than out. Students who arrive at school after the 7:45 bell has rung will be marked tardy. Students will be required to report to the school office before going to the classroom. Students not on time are missing essential morning classroom time, so it is critical he/she is present.
3. Early Dismissal: Leaving school early without permission is classified as truancy. The school office will release a pupil during the school day upon request of a parent or legal guardian. A child will not be released early to anyone other than a parent or guardian without prior parental/guardian authorization. Please send one note to your child's teacher informing us of the request for early release. We understand that some appointments are made on very short notice. In these instances, please call the school office informing us that you will be picking your child up early. We will send notice to your child's classroom informing the teacher of the early release. Please make every effort to schedule medical and dental appointments during non-school hours. A child dismissed early must be picked up in the school office.
4. Vacations: Vacations during school time are not encouraged, but the school understands that parents cannot always schedule them outside of school time. If such vacations become necessary, please advise the school office in writing before your departure (see 1a above). Do not expect to receive your child's classwork and homework in advance. Teachers will provide the missed work upon the student's return. The student will be given the same amount of days as the absence to complete the work.

ACADEMIC STANDARDS

Academic standards specify what students should know and be able to do in the classroom. They serve as goals and outcomes for teaching and learning. Parents may request an electronic copy of the academic standards for the following subjects by contacting school@stjoesbb.com or by appointment in the school office:

1. Mathematics
2. Science
3. Reading and Writing
4. Geography
5. History

St. Joseph School follows the Archdiocese of Milwaukee and Wisconsin Religious and Independent Schools Accreditation (WRISA) education standards. Curriculum guides for parents can be found at <https://www.archmil.org/Education/Curriculum.htm>.

ADMISSION/ENROLLMENT POLICY

1. St. Joseph School is a K3 through 8th grade school. Five-year-old Kindergarten (K5) students have priority to first grade.
2. The age of all students must be verified by presentation of a birth certificate at the time of registration. A September 1 birthday is the cut-off date in determining placement for all grades. K5 students must be at least 5 years old by September 1 and K4 students must be at least 4 years old by September 1 and 3 before September 1. K3 students must be potty trained before entering the program and must be 3 by September 1st.
3. Students entering 3K must be potty trained by the start of the school year.
4. St. Joseph School, by participating in the Wisconsin Parental Choice Program, must adhere to the admissions policies and procedures of the Wisconsin Parental Choice Program.
5. Non-Choice enrollment will be filled with priority considerations in the order as recommended by the Archdiocese of Milwaukee as follows:
 - a. To all children currently enrolled.
 - b. To children registering in K4-8 of families with siblings currently enrolled in school.
 - c. To those advancing from K4 who are children of parishioners.
 - d. To children of parishioners.
 - e. To children from other Catholic parishes.
 - f. To children of other religious affiliation.

6. All other factors being equal, priority selection for non-choice students will be at the Principal's discretion with recommended consideration to the following tiebreaker criteria:
 - a. Registration during the week designated to register.
 - b. Date of registration, if after the week designated to register.
 - c. Lottery style selection.
7. No child will be admitted into the K5 program after September 30 unless a student in good standing is transferring from the K5 program at another school. Proof of enrollment at another school will be required. Each child will be evaluated on an individual basis.
8. St. Joseph School respects the dignity of every child. St. Joseph School is fully committed to a policy of equal opportunity in all its policies and practices. It is nondiscriminatory and admits students of any sex, race, religion, color, disability, nationality or ethnic origin.
9. Students enrolled in the K3 and K4 programs may attend school only on their assigned attendance days.

Parents may request a one-time adjustment to their child's schedule, including changing from half-days to full-days, full-days to half-days, or adding or removing an attendance day. Any requested change must be approved by the school principal prior to the change taking place. Changes in tuition cost will also be adjusted accordingly.

Students are welcome to attend special school events on non-scheduled attendance days, including events such as Grandparents/VIP Day, the Catholic Schools Walk, Mini Fest, concerts, or similar activities, when accompanied by a parent or guardian. In these situations, the parent or guardian is asked to remain with and supervise the child throughout the event, as the school is unable to provide supervision outside of the student's scheduled school day.

We are very excited about the upcoming school year and look forward to working with your family as we help your child grow academically, socially, and spiritually in a faith-filled environment.

ALLERGIES

St. Joseph School recognizes that allergic reactions may be serious and life threatening. Classroom teachers will notify parents of food allergies in your child's classroom.

ARTICLES PROHIBITED IN SCHOOL

Items that are hazards to the safety of others or interfere in some way with school procedure are prohibited.

Weapons

Weapons such as guns, pepper spray, water pistols, sling shots, hard balls, paint balls, laser pointers/lights, etc., are unsafe in a school setting and are not allowed.

Electronic Devices

All electronic devices brought from home interfere with school routine and are prohibited. Devices must be kept in backpacks provided they are turned off and not taken out during school hours. Any issues will result in the following consequences:

First Offense: Device is taken to the office and available for parent pick up at the end of the day.

Second Offense: Device is taken to the office and a parent must conference with the Principal in order for the device to be picked up at the end of the day.

Third Offense: Device is taken to the office and returned to a parent after five completed days of school.

Gum Chewing

Students are not allowed to chew gum in the school, on school property, or on the buses.

Stuffed Animals and Toys

Students are not allowed to bring stuffed animals and toys to school unless given permission by their teacher.

ATHLETICS

The purpose and objectives of Athletics are to:

1. Introduce and instruct students to competitive sports supported by the Athletic Association.
2. Teach them not only the rules of the game, but also how to play the game as a good Christian.
3. Learn to play to the best of their own capabilities.
4. Eliminate competitiveness and dissension between team members and to develop team play.
5. Teach proper values and attitudes associated with winning and losing games.

6. Teach sportsman-like conduct.

Regulations set down by the Archdiocese of Milwaukee, in regard to school athletic programs are:

1. A student may participate with a non-archdiocesan team in the same sport during the season provided that the student's priority and commitment is with the parish/school team.
2. Eligibility to compete will be determined by the player's effort and conduct in school. The school Principal will make such a determination after consultation with the player's teachers.

To further implement the previous regulations, the school has determined the following:

1. Students suspended from school are automatically suspended from practice and games for that week.
2. Students involved in the Athletic Program will be required to maintain a satisfactory effort in all major subject areas. Effort is based on individual abilities. If a student athlete's effort is determined by the Principal to be inadequate, the student's parents, as well as the Athletic Director, will be notified, in writing, by the Principal. The parents may, at this time, request a conference with their child's teacher and Principal to discuss the matter. If the student's academic effort fails to improve, the student will be suspended from the team until a satisfactory effort is demonstrated.

Athletic Disciplinary Code

1. Participants must be a St. Joseph Day School student or participating CFM student (home schooling does not qualify).
2. Any school related disciplinary or academic concerns that impact athletics will be decided by the school/parish administration in communication with the coach and athletic director.
3. Any verbal abuse or destructive behavior occurring during games and/or practice will result in suspension from the team at the discretion of the school/parish administrators in communication with the athletic director and coach.
4. All players will be expected to sign an athletic contract explaining the above rules. It must be signed by the coach, student and parent.

Athletic Practice Times

1. Students having practice other than 3:00 PM may not remain at school until their practice. They must return at practice time and not enter the gym until their own particular coach arrives.

2. During practice, students must remain in the gym unless given permission by the coach to use bathroom or drink facilities.
3. No other students may be around watching practice or waiting for a friend. In accordance with Milwaukee Archdiocesan directives, it shall be policy at St. Joseph School that "competitive athletic programs are limited to Grade 5, 6, 7 and 8" (Competitive being defined as, "play between two teams of different schools"). To further clarify, programs can begin in the third grade but competitive play, as defined above, will begin in fifth grade.

Sports offered at St. Joseph in Grades 5-8 are as follows. Merging with St. Leonards may be necessary to fulfill a whole team.

Basketball	Girls and Boys	Grades 5-8
Volleyball	Girls and Boys	Grades 5-8
Track	Girls and Boys	Grades 5-8

BEHAVIOR PLEDGE – ST. JOSEPH SCHOOL

The students and faculty of St. Joseph School agree to join together to spread God's truth and love in service to others as the foundation for the social and personal development of our students. We agree to participate in a school and classroom environment that provides an optimum opportunity for education free of fear and harassment. We believe that everybody should enjoy our school equally, feel safe, secure and respected.

Acts that cause students to feel excluded are counter to St. Joseph School's mission. Therefore, we the students of St. Joseph School agree to stamp out bullying of students at our school.

Typically bullying behavior is repeatedly threatening, physically attacking, pushing, shoving, hitting, as well as name calling, picking on, making fun of by joking, and/or excluding someone. Bullying can also be very subtle; the forming of small play groups that exclude others does cause pain and stress. St. Joseph School teachers, students, and staff agree to address all forms of "bullying" behavior and acts of exclusion.

Students read and sign an Anti-Bullying pledge on a yearly basis.

BIRTHDAY CELEBRATIONS/TREATS

Consult with your child's classroom teacher before bringing birthday treats to make sure there are no dietary restrictions/allergies in the class. All treats must be individually portioned, and brought in by student or dropped off in the school office. Teachers have different classroom policies and preferences for celebrating birthdays. Beverages are not allowed.

Flowers, balloons, delivery of gifts, birthday grams, special lunches and luncheon parties (pizza, subs, etc.) are not permitted. However, a food treat that can become a snack for the day is acceptable. Please provide plates, napkins and plastic utensils when appropriate.

BIRTHDAY OUT-OF-UNIFORM DAY

On the exact date of a student's birthday, he/she may dress-up or down in compliance with the Student Handbook Dress Code policies. If the student's birthday occurs on a Saturday, Sunday, or a day that school is not in session, the student may dress-up or down on the next school day or sometime during that week. Students with summer birthdays can celebrate at school on their half birthday. Example: a July 15th birthday can be celebrated on January 15th.

CHILD ABUSE REPORTING

Teachers are required, under penalty of fine and/or imprisonment, to report to Waukesha County Social Services cases of suspected child abuse and or neglect. Such reporting is done anonymously. The law's definition of "abuse" includes intentional physical injury, sexual contact or exploitation and emotional damage. Additional information about Mandatory Reporting of Child Abuse and Neglect is found in the appendix.

CONCERNS/QUESTIONS/GRIEVANCES

From time to time questions and concerns may arise about an incident or policy. If an incident involving your child should occur that upsets you, please question him/her carefully to obtain all the facts before contacting the school. If you are still concerned about the situation, please contact your child's teacher to determine if there are any other facts that may explain what happened. It is quite possible your child does not have all the facts in a case. After all the facts are "on the table," productive problem solving is more likely to occur.

Please use the following guide in addressing your concerns:

- First: Consult the person (e.g. teacher) immediately in charge.
- Second: Consult the Principal, only if the first step proved to be of no help.
- Third: Consult the Grievance Procedures for Parents (Policy 1312). See Appendix.

Bus concerns should be brought directly to the bus company. Dousman Transportation (Mukwonago School District transportation) at 262-363-7176.

If you choose to write to a teacher about a concern please put your note in a sealed envelope. Teachers will do likewise. Personal communications, whether oral or written, should be handled privately.

Grievance procedures can be found in the appendix.

CONCERT REQUIREMENTS

Christmas & Spring concerts are an important part of each student's yearly educational experience. Please be sure these dates are marked on your calendar so that your child can participate. The dress code for the concerts will be determined by the music teacher.

COSMETICS

Foundation make-up is permitted for students in Grade 8 only. These students may wear a minimal amount of natural looking make-up. Natural is defined as soft earth tones, and does not include bright, neon and glitter colors. The Principal will make final determination if the appearance is inappropriate. Cosmetics may not be brought to school, including bottles of nail polish, lipstick, eye shadows and liners, mascara, foundation, blush and powder. Cosmetics brought to school will be turned over to the Principal and returned to the parent at their request. Nail polish and clear, colorless lip balms (i.e., Chapstick, Blistex, etc.) are allowed for all grades.

COURTESY

Learning courtesy is an important part of a child's education. Our school promotes consideration for others regardless of racial, religious or economic background. Students are taught to respect the judgment of their teachers, to treat all employees, volunteers and visitors of the school with courtesy, and to follow their requests and directions. Parents are requested to remind their children to show proper respect to adults and each other by their actions.

DAYCARE

After School Kids (ASK) day care is open to all school age children.

After-school care begins at the end of the school day at 2:30PM and runs until 6:00PM. The children will receive a snack. Time for homework and needed assistance along with time for quiet activities is provided. The children will also have outdoor play time (weather permitting) or time in the gym, when scheduling permits. Other activities will include arts and crafts, story time, and occasional movie time.

Families will be invoiced weekly for the previous week's services. All payments must be received in the school office by Friday morning or a \$10.00 late fee will be incurred on the following week's invoice.

More information about ASK, including the registration form, can be found in the kiosk in the school office and on our website at <https://www.stjoesbb.com/school>.

DELINQUENT FEES

- * Payments are delinquent when not made based on your contract obligations (see tuition section).
- * Extenuating circumstances may occur. Please contact the school Principal as these will always be considered.

DISCIPLINE

As a Catholic school, it is imperative that we send a message of genuine respect for all of God's creation including our school and everyone within it. We should display positive Catholic attitudes as well as accept and appreciate one another for our uniqueness and individual strengths.

In order to achieve these goals, the roles of the family, teacher, and Principal are:

The Family's Role in Discipline:

1. Parental cooperation and support of the teacher, Principal and staff are necessary for the success of the instructional program.
2. Recognize that students will be learning the self-discipline skills appropriate to their developmental level.
3. Parental support and modeling of these self-discipline skills at home is essential to your child's success.

The Teacher's Role in Discipline:

1. At the beginning of the school year, the teacher will clearly communicate to students and parents the behavioral expectations regarding classroom procedures and rules.
2. Each teacher has a set of class rules and a discipline system to be observed while in that room. These class rules and discipline systems are based on the discipline policy in this handbook.

3. The teacher (in cooperation with the student, family and Principal) will help each student to develop their full potential in a Catholic learning environment.
4. The teacher will notify parents if a student is not making satisfactory progress toward self-discipline goals.
5. The teacher will provide opportunities (at regularly scheduled conferences or by appointment) for parents to discuss their child's progress.
6. The teacher will notify the Principal and parent of any serious disciplinary situations.

The Principal's Role in Discipline:

1. The Principal will work cooperatively with students, teachers and families to provide a positive learning environment.
2. The Principal will be informed of any apparent serious disciplinary situations and assume an active role in resolving any conflict.

Other Staff/Volunteer's Role in Discipline:

Other staff/volunteers will determine appropriate consequences if a student does not meet the behavioral expectations. He/she will notify the teacher or Principal of any serious situations.

Behavioral Expectations:

1. Respect yourself and others. (Verbal and physical harassment is unacceptable.)
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

When conflicts arise among students, the problems should be solved in a non-violent, non-threatening manner. If problems arise regularly, or a serious incident occurs, the Principal will be notified and a parent conference will be scheduled.

Academic Misconduct

Academic honesty and integrity are fundamental to the purpose of education. It is also an essential aspect to proper Catholic conduct and an integral part of our mission statement. Learning situations are developed to stimulate and maximize the greatest possible opportunities for our students to learn, grow, and to build character. St. Joseph Catholic School is committed to fostering and preparing our students for their futures so the following policies will be enforced:

Cheating

Cheating would include but not be limited to: copying answers or information from one person's paper to another, viewing notes, using a textbook during a test, copying another's electronic documents, asking another person for test answers or information, using artificial intelligence, or

plagiarism. Students who cheat on a test or assignment will be given a failing grade on the assignment or test. Teachers may opt to allow the child to repeat the test or assignment, to do a make-up assignment, or let the failing grade stand. A detention may be assigned as well.

Plagiarism

Since plagiarism is an act of stealing, it is not accepted in any writing or speaking project turned in as an assignment by a student of St. Joseph School. Any partial or complete act of plagiarism found in a student's assignment will result in a failing grade on the assignment and follow the procedure outlined in the cheating policy. Students in the intermediate and middle school levels that wish to use direct quotes or paraphrase another's ideas, images or writings must follow reference guidelines established by the classroom teacher.

Special Incidents:

Some incidents are so serious that they warrant an immediate and serious consequence. Consequences may range from a detention warning, a detention, suspension or possible expulsion depending on the circumstances of the particular incident. In all such cases, parents will be notified immediately. Incidents with serious consequences include, but are not limited to:

1. Throwing food.
2. Vandalism/Damaging the property of others.
3. Intimidation by action or threat.
4. Fighting with intent to injure another person.
5. Defiance of authority, refusal to cooperate - repetitive or blatant.
6. Inappropriate expression: Swearing, pornography, physical symbolism, etc.
7. Illegal Activity: Alcohol, drugs and weapons.
8. Pupils receiving in excess of four detentions per trimester will be considered in defiance of authority with serious consequences.
9. Endangering the health and safety of others.

Serious Offense Options: One of the following will apply depending on severity.

1. Immediate removal, 1 day in-school suspension.
2. Immediate removal, 1 day out of school suspension. Parents are responsible for supervision.

3. Immediate removal, 3 days out of school suspension. Priest/school/parent conference to determine conditions for continued enrollment. Parents are responsible for supervision.
4. Expulsion is considered a last option for pupils who cannot function within the school structure. Any unacceptable behavior with severe consequences could be considered grounds for expulsion. Illegal activity is grounds for immediate expulsion; the school follows all archdiocesan policies in this matter (Policy 5144).

EIGHTH GRADE FIELD TRIP

The eighth grade field trip provides our students with an educational and fun experience rooted in the curriculum of the year.

1. Like all field trips, participation is optional and has no effect on the final grades of the student.
2. All parents participating in this trip are considered chaperones and must be in full compliance with Safeguarding all God's Children protocols.
3. Any funds raised by the eighth grade class will be used to help offset field trip expenses and pay for eighth grade commitments in the school budget. No individual can receive cash money from funds raised.

EMERGENCY HEALTH INFORMATION

The Health & Emergency Care Information Card is one of the most important records requested by the school. Current information is vital to the proper care of your child in case of illness or injury during school hours. A new card is required each year. Please complete a card for each child and sign your name. The emergency contact should be someone other than the child's parents who is available with transportation during the school day. If the parents are not available, a child may be sent home with the emergency contact that is then responsible for contacting the parents. Please notify the school office when any information on the Health and Emergency Care Information Card changes.

EMERGENCY SCHOOL CLOSING

Emergency school closings, which allow for little or NO parent notification, are a possibility throughout the year. Given enough time during the day, we will make our best effort to contact ALL families to notify you if school is closed once the school day begins, i.e., between 7:40 AM and 2:30 PM. However, if we are not fortunate to have enough time to contact parents, guardians or emergency contacts, be certain you have stand-by arrangements in place, and that your student understands what to do and where to go in the event school is dismissed early. Our goal is to never have anyone left at school or sent home until we can account for their safety. In

weather emergencies, if the Mukwonago School District closes or delays, St. Joseph School will do the same. We will instruct the Muskego bus companies we are following Mukwonago's decision. Closings are announced on radio stations:

Closings will also be announced on television on channels 4, 6, and 12. If the closure occurs before school begins, the announcements can be heard after 6:00 AM. Please take note that when we start school with a 2-hour delay, the staff will report to school between 9:30 and 9:45AM. Please do not drop your child off before 9:30AM, as there may not be adult supervision available.

EQUIPMENT

No school equipment or property shall be removed from the building without permission from the Principal or Pastor.

EXCEPTIONAL EDUCATIONAL NEEDS

Students who are exhibiting specific learning challenges, or behavioral needs, speech difficulties, etc. will consult with the team teachers, Principal, and parents. If further support is needed they will be referred to the Mukwonago School district for testing and evaluation. This process can take from four to eight weeks to complete. Parents are informed if a teacher decides to seek such an evaluation and are expected to attend staffing conferences regarding their child. The classroom teacher and/or tutors handle simpler remedial problems. Parent involvement in all remedial efforts is very essential. The learning support plan cannot be successful without support and follow through from all parties involved.

FIELD TRIPS

Field trips are optional and meant to be educational. Transportation of pupils for field trips will be by a licensed public carrier or in special instances by private vehicles. The teacher, with the consent of the Principal, will arrange the trips. There may be a cost associated with a field trip. Written consent of the parents is necessary before the child is permitted to attend a field trip. As a general guideline, students will attend no more than four field trips per school year so the cost will remain affordable.

We encourage parents to chaperone field trips when adult coverage is needed. Chaperones must have attended the "Safeguarding God's Children" class, complete a background check (every 5 years) and review Code of Ethics prior to chaperoning any field trip. Chaperones are expected to supervise the students under their care and are required to give their full attention to the children they are supervising. Due to the nature of the chaperone's responsibility and duties, children who are not in the participating class are not allowed to attend with the supervising adult.

HEALTH

The school administrative assistants and Principal take care of health concerns during the school day. The school staff is First Aid, CPR and AED certified. Pupils who are injured or ill report to the health room or school office. Parents (or emergency contact person if parents are unreachable) will be contacted promptly regarding a serious injury or debilitating illness. Injured or ill pupils may not leave school without the school administrative assistant or Principal's permission. A child will automatically be sent home (after contacting parent or emergency contact) if vomiting, experiencing diarrhea, suspicious rash or has a fever above 100.4 degrees. If combined symptoms of a lesser degree warrant, parents will also be contacted. Students will also be sent home if the administrative assistant or Principal feels that other symptoms warrant.

Children are not to return to school until they are without fever (defined as above 100.4 degrees without the use of fever reducing medication), diarrhea, and/or vomiting for 24 hours. If an antibiotic has been administered, the child must be on the antibiotic for 24 hours before returning to school.

Lice

When a case of head lice is confirmed in school, a screening for additional cases of head lice is indicated. Contacts are screened such as siblings, classmates and teachers of the infected student. We encourage students not to share personal items such as head coverings, combs, brushes, headbands, etc. As a parent, your responsibility lies in early detection and quick reporting of lice to school. The recommendation is for weekly inspections of your child's head. If you suspect head lice, keep your child at home, obtain treatment and report the case to school so we can initiate screening procedures. If the school is not made aware of the problem, head lice will spread to more children and it is very likely your child will be reinfested. St. Joseph School has adopted a "No Nit Policy." What this means is that if your child has a case of lice, he/she will be excluded from school until the child is completely free of all nits and/or lice. A screening of the individual will be conducted on the day the child returns to school. If lice or nits are found, the child will not be allowed to remain at school. In individual cases, an "all clear" from the health department may be required.

HOME & SCHOOL ASSOCIATION

The Home & School Association has been formed for the purpose of being a support group to the school and to assist communication and cooperation between parents and educators. Meetings are generally held on the first Thursday of every month at 6:30PM. Please see the Appendix for the names of the current Home & School executive members.

HOMEWORK

Home assignments are an outgrowth of the class work. Home assignments need not always be written. Supervising the assignments of your child is highly recommended and indicates an

interest in the academic progress of your child. However, doing the assignment for your child prevents their growth in the specific academic area. Assignments are expected to be completed and submitted on time. Each student from Grade 1-8 is expected to keep an Assignment Notebook so parents will be able to see work assigned and if it is completed. Assignments are usually given during the school day and might be partially or totally completed depending upon how well the child used study time given in school. Following are the school's guidelines for home study:

Grade K3/K4	Minimal
Grades K5 - 2	15 - 30 minutes
Grades 3-5	30 - 60 minutes
Grades 6-8	60 - 90 minutes

Regular homework assignments may be assigned over the weekend. Teachers will use their discretion in assigning homework to be due or giving a test the day after all-school events.

It is your child's responsibility to prepare all homework items needed from home to bring to school. Students will not be allowed to call home to ask a parent to bring a forgotten item to school (homework, signed tests, and gym clothes). In grades 1-8, classroom teachers will determine appropriate consequences if students do not meet deadlines for homework.

IMMUNIZATIONS

Wisconsin state law requires that ALL students attending public, private and parochial schools must meet the minimum immunization requirements for the current school year.

KINDERGARTEN

St. Joseph School offers a five-year-old Kindergarten program (K5) that is held five days per week from 7:30AM to 2:30PM. The K3 and K4 Kindergarten programs have several choices to meet your needs. We offer a five-day option Monday thru Friday, half (7:30AM – 11:15AM) or full (7:30AM – 2:30PM) day options or a four-day option Monday, Tuesday, Thursday & Friday, half or full day options. Four- and five-year old Kindergartens are the entry grades for the school, i.e., all K5 kindergartners are given priority in our 1st grade & all K4 Kindergartners are given priority in our K5 program and K3 priority into K4.

Three primary goals guide our Kindergarten programs - First, to prepare the children academically and socially for the next grade level; second, to enhance each child's natural enthusiasm for learning; and lastly, to foster in that they are special children of God. The curriculum includes pre-reading and math skills, religion, music, gym, handwriting, social studies, science, computers and play. Bus transportation will be provided for our 4K-8th grade full-day students living within the Mukwonago School District as approved by Dousman Transportation.

No child will be admitted into the K3, K4 or K5 program after September 30 unless the child is a transferring student from a K4 or K5 program at another school.

LIBRARY

The St. Joseph School Library contains over 5,000 books (non-fiction, biography, fiction and easy), paperbacks, magazines, National Geographic, and a Reference Section. All grades have a library period once a week to check out books. Students may borrow books out on loan for a one-week period. A book may be renewed, if needed, by bringing the book to the library to be reprocessed. The librarian at the beginning of the school year determines overdue fines. When books are overdue, the student is charged until the book is returned. If a book is lost or seriously damaged, the parents are responsible for the replacement cost of the book. All library books are to be signed out before leaving the library. Reference books are not to leave the school. Donations and volunteers are welcome.

LITURGY

Prayer experiences, either formal or informal, are provided daily in the classroom for all children. Each grade also prepares Eucharistic Liturgies. All-school liturgies are also planned and celebrated weekly. As the faith development of the children is a central mission of our school, students are expected to participate in all aspects of the mass. Parents and friends are encouraged to join in these liturgies.

LOCKERS/DESKS

School lockers and desks are the property of St. Joseph School. At no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. This applies to student owned/provided locks as well. Periodic general inspection of lockers and desks will be conducted by the Principal and/or teacher for any reason, at any time, without notice, without student consent and without a search warrant.

Locker Regulations

1. No student may change their locker assignment without teacher and/or Principal approval.
2. Outside decorating of lockers and desks must be approved by the classroom teacher.
3. Students may add organizational locker accessories (shelves, baskets, etc.)
4. Items must be removable without damage to the locker. Adhesive-backed accessories and decorations are not allowed.
5. Any locker damage caused by students will be assessed a commensurate repair fee.
6. Administration reserves the right to deny student locker use if this privilege is misused.

LUNCH PROGRAM (this institution is an equal opportunity provider)

Hot lunch and milk are available. Children may bring a cold lunch and milk, water or juice beverage. Caffeinated and carbonated beverages are not allowed.

Hot lunch (including milk) is \$2.80 per day for grades K3-8. Tickets must be purchased in multiples of 5. Checks should be made out for the exact amount of the number of tickets being purchased and made payable to "St. Joseph Hot Lunch." Additional milk is \$.40 each. Prices are subject to change with advance notification given.

Money for lunch or milk should be placed in an envelope labeled lunch or milk, with the child's name, grade, and amount. Please have your child turn the envelope over to their teacher. Once tickets are issued to the student, the school is not responsible for replacing lost or stolen tickets.

Menus are printed monthly, posted on the website and hard copies are sent home with the oldest/only students. Changes in the menu may occur. The main entrée will not be changed unless notice has been given a few days prior to the change. However, side dishes may change without prior notification.

Fast food or special lunches are not allowed to be brought in for your child during school hours.

Forgotten lunches must be dropped off in the school office by 9:00 AM so an accurate lunch count can be given to the lunch program. Students who do not have lunch here by 9:00AM will be given a hot lunch ticket that must be reimbursed the following day.

St. Joseph Catholic School serves meals under the National School Lunch Program. To apply for free or reduced-price meals, households must fill out the application and return it to the school. These forms are provided in the school's back-to-school packet. Additional copies are available in the school office kiosk. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other officials. Applications may be submitted at any time during the school year. Total confidentiality is provided. These students receive the same tickets in the same way as all other students.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at

<https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-ComplaintForm-0508-0002-5>

[08-11-28-17Fax2Mail.pdf](#) from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; email: program.intake@usda.gov. This institution is an equal opportunity provider.

MEDICATION POLICY

1. All prescription and nonprescription medications must be kept in the school office, with the exception of inhalers. Please see number 6 below for Archdiocesan guidelines regarding inhaler use. No Medication can be given without authorization using designated forms.
2. All prescription or nonprescription medication must be sent in its original container labeled with the student's name. A medication spoon or dosage cup should accompany liquid medications. All medication must be accompanied by appropriate forms.
3. Prescription medication requires that the doctor and parent/legal guardian sign a "Medical Provider Authorization Form, Prescription Medication." This form needs to be filled out for each/every medication a student is to receive. Send the form, along with the medication, to the school office on the day the prescription should begin to be given to your child. Prescription medication is not allowed to be kept in a classroom.
4. Nonprescription medication requires a parent/legal guardian to sign an "Parent(s)/Guardian Medication Authorization Form, Nonprescription Medication." This form needs to be filled out for each/every medication a student is to receive. Nonprescription medication includes Tylenol, Advil, aspirin, cough medicine, etc. Send the form, along with the medication, in its original container, to the school office on the day it should be given to your child. Nonprescription medication is not allowed to be kept in a classroom.
5. The administrative assistant or Principal will dispense the medication. Medication will not be dispensed without a signed form.
6. The Archdiocese of Milwaukee has recognized the importance of a student being allowed to carry asthma medication on him/her, or to keep the same in their classroom or locker. If your child has a need to carry an inhaler, a "Medical Provider Authorization Form, Prescription Medication" must be completed and returned to the school office. The form requires signature by the child's physician and parent/legal guardian. Once filed with the school office, the necessary signatures from the homeroom teacher and Principal will be obtained. Parents must instruct their child in the responsibility of carrying an inhaler and be confident that their student understands the purpose and appropriate method and frequency of use of the inhaler. The school is absolved from any responsibility in safeguarding the

student's inhaler. If you feel your child should not be allowed to carry an inhaler on him/her, the inhaler must be kept in the Health Room.

7. Copies of these forms are available in the school office kiosk and will be provided to families upon request.
8. If a student comes to school with unauthorized medication, it will be given to the school office and a parent will be notified to fill out proper paperwork for dispensing medication. Further infractions will be handled on an individual basis.

NON-HARASSMENT POLICY **(Archdiocese of Milwaukee Policy 5131.1)**

Bullying and Harassment

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet.

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken by the principal and/or pastor. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

PETS

For health and safety reasons, family/household pets are not allowed in the school building.

The school Principal may grant exceptions for special educational events.

PHONE CALLS

No teacher or pupil will be called from class to answer the phone. The exception will be if the call is for an emergency situation. Students will not be allowed to call home. Messages, articles dropped off for students, etc. are to be handled through the office.

PHYSICAL EDUCATION

All pupils are required to participate in the Physical Education classes. Students receive class twice a week. Gym classes are held on Mondays, Wednesday mornings, and Thursdays. Gym shoes must be worn for all Physical Education classes. Please make sure your child brings with them or wears gym shoes to school on gym days. Your child can wear the same pair he/she wears to school as the ones he/she wears for gym. Gym shoes must be athletic style. Wedge or platform shoes are not allowed. There is no need to buy separate gym shoes for your child to wear to gym class. Kindergarten through 4th grade girls should not wear skirts on gym day. Gym clothes, consisting of a t-shirt or sweatshirt and shorts or sweatpants are optional for Grade 4, but are mandatory for Grades 5-8. Gym shorts must follow uniform short guidelines on length. Warnings for not wearing the required gym clothes will be given--3 warnings in a trimester will result in a detention. Subsequent warnings will result in a drop-in grade and further consequences will follow. Jewelry is a safety hazard and may not be worn in these classes. Exception: Medical emergency identification.

PROMOTION/RETENTION

Pupils will usually be placed on a grade level with other children of similar chronological age and will progress annually from level to level. Occasionally a pupil will be required to repeat a complete grade level when, in the judgment of the professional staff, the retention is in the best educational interest of the pupil involved. When retention seems likely, the school will contact parents by February 1 or second trimester conferences to discuss the matter. The Principal and parents will make a final decision regarding retention by May 1 of the current school year.

In accordance with state standards, students who are promoted from fourth to fifth and eighth grade to ninth grade will be required to meet the following criteria:

- a. Criterion #1 - If applicable, test scores in the basic level or above, which is measured and defined by the STAR Tests
- b. Criterion #2 - Sufficient academic performance in reading, writing, English/language arts, mathematics, science and social studies, based on Archdiocese of Milwaukee academic standards.
- c. Criterion #3 - Recommendations of teachers, which shall be based solely on a student's academic performance.

There is no legal number of absences which, if exceeded, leads to automatic retention. Students shall not be considered for more than one (1) school year during the elementary school years.

Early Literacy Instruction and Assessment

St. Joseph School is committed to providing high-quality, science-based reading instruction consistent with Wisconsin law and Archdiocese of Milwaukee policy. Reading and language arts instruction in grades 4K–3 will include systematic and explicit instruction in phonological awareness, phonics and decoding, reading fluency, vocabulary, reading comprehension, and

writing. Three-cueing will not be used as a primary strategy for teaching students to decode unfamiliar words.

St. Joseph School will assess student reading progress and provide appropriate interventions and support for students experiencing reading difficulties. In accordance with Wisconsin Act 20 and Archdiocesan policy, the school will follow applicable requirements regarding third-grade reading assessment, parent notification, intensive reading support, summer reading programming, and promotion from third to fourth grade. Good-cause exceptions will be applied when appropriate and permitted by law and Archdiocesan policy.

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 STAR Reading test may be promoted to 4th grade. For any pupil(s) scoring below grade level in reading on the STAR Reading test, 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;

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.

RECESS

All children are expected to go outdoors for recess when weather permits. Students will stay indoors when the temperature and/or wind chill factor is 0 degrees F or lower. During inclement weather, the children will engage in indoor activities. If a child is well enough to be sent to school, the child is well enough to play outdoors. Please send an extra pair of socks to school with your student to be used if their socks become wet.

All students in 3K-8th grades are expected to be properly dressed for winter weather. Proper attire includes a hat, earmuffs, headband or a hood, and gloves or mittens. We will not provide head covering to those who do not have any with them.

K3-4th grade must bring snow pants and boots to school whether or not there is snow on the ground. If conditions warrant, the children will wear them outside.

5th-8th graders are not required to wear snow pants unless they choose to play in the snow. They are expected to have boots or a change of shoes at school and wear them outside when conditions warrant.

REFUNDS

1. Tuition: For withdrawals prior to the first day of school, full tuition refund will be granted. After the beginning of a school year, tuition refunds will be prorated based on the number of school days elapsed.
2. Registration Fee: The registration fee is nonrefundable unless the school cannot provide space in any given classroom for a child.

REGISTRATION FEE

A registration fee will be charged for new and returning students. The fee is \$200.00 per student charged for Grades 3K-8 which covers many items including consumable supplies, textbooks, and other instructional costs. The new student registration fee must be paid at the time of registration. The returning student registration fee is due by April 30. The registration fee is nonrefundable unless the school cannot provide space in any given classroom for a child.

REPORT CARDS

Parents are kept aware of their child's progress in school by means of:

1. Report cards issued three times a year for Grades K3-8.
2. Parent/Student/Teacher Conferences. Mandatory conferences are scheduled for all students that are held after the first trimester report cards are distributed. Students are required to attend these conferences. Optional conferences are held after the second trimester. An optional conference will be scheduled for those students whose parents request a conference or whose teacher(s) request a meeting.
3. The teacher or parents may request special conferences at other times. Parents are asked to contact the teacher to make an appointment.
4. The following standard-based grading scales are mandated by the Archdiocese of Milwaukee Office of Schools.

Grades 4-8:

- | | |
|---|----------------------------|
| 4 | Extension Level Learning |
| 3 | Application Level Learning |
| 2 | Foundation Level Learning |
| 1 | Readiness Level Learning |

Grades 1-3:

- | | |
|---|----------------------------|
| 3 | Application Level Learning |
| 2 | Foundation Level Learning |
| 1 | Readiness Level Learning |

Students in K4 & K5 will be graded:

- | | |
|---|------------|
| S | Secure |
| D | Developing |
| E | Emerging |

Incompletes are issued only under the most extreme circumstances of illness or verified acceptable excuse. Make-up time will be determined by the circumstance and will be approved by the Principal.

SACRAMENTAL FEES

Sacramental fees are charged for the sacraments of First Communion and Reconciliation. This fee will be charged from the CFM office during the sacrament year.

SAFETY – SEARCH AND SEIZURE

For the safety of staff, students and visitors, the school reserves the right to search anything brought onto school property.

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

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

Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

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 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.

SCHOOL ADVISORY COMMITTEE

St. Joseph School Advisory Committee acts in an advisory capacity to the Principal. It strives constantly to improve the standards of education with regard to policy and procedures,

technology and public relations. Parishioners, the Pastor, and Principal constitute its membership.

All general session School Advisory Committee meetings are open to any member of the parish. The meetings are generally held on the third Tuesday of each month at 7:00 PM.

SCHOOL DAY SCHEDULE

- 7:30* Supervision by the staff begins at 7:30. Students cannot be dropped off before this time. As students arrive, they are to go to their classrooms.
- 7:45 Classes start for 3K-8th Grade
- 10:00-10:15* Recess - Grades 3K
- 2:30 School Day Ends

SCHOOL NEWS

The school newsletter, the “Knightly News,” will be published twice a month on Wednesdays. To promote a paper-saving policy, a link will be emailed to all parents on the 1st & 3rd Wednesdays of each month for you to view the newsletter. Articles may be e-mailed to school@stjoesbb.com. Paper copies will be available upon request. All articles for the *Knightly News* must be in the school office by 9AM on the 1st and 3rd Mondays. Any additional electronic correspondence that comes in outside of the newsletter dates will be e-mailed to families on the 2nd, 4th, and/or 5th Wednesdays. Any other information such as health concerns, field trip information, etc. will be sent home as necessary.

SERVICE

In order to foster a sense of belonging in the world around us, St. Joseph students participate in service activities. This affords the students the opportunities to reach out beyond the borders of self and family to help meet the needs of a larger group of people. This can be done at the school, church, or community levels. Service as a Catholic is giving back to God those gifts of time, strength, caring and talents with which we are entrusted. A number of service hours are required as shown below to be accumulated for Confirmation.

A service year is equal to a school year including the summer before. In any given year, students should complete the required service hours for that school year.

- Fifth graders - 6 hours
- Sixth graders - 8 hours

- Seventh graders - 10 hours
- Eighth graders - 12 hours

Students will keep track of their service hours and file the completed sheets in their homeroom by May 1st for tabulation. Service Hour logs are available on the website.

Students will be recognized at graduation at the Silver Level for 40 hours of service and at the Gold Level for 50 hours.

STUDENT RECORDS

If parents are divorced or separated, the school presumes that both parents have access to the child and their records unless one parent can provide evidence that he or she has the sole right. Copies of court documents and custody forms will be maintained in a confidential file.

Transcripts

One 8th grade transcript will be forwarded free of charge to the high school of your choice.

SUSPENSION AND EXPULSION POLICY **(Archdiocese of Milwaukee Policy 5144)**

Discipline

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

Disciplinary Plans

The local discipline plan or program shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.

- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.
- Consequences for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict their privileges and rights of program attendance.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

The actions and procedures for probation, suspension, and expulsion must be published in the school handbooks.

Probation

A student may be placed on probation if in the judgment of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school. All students new to a school are considered on probation for a minimum of one semester.

Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell their side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended.

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the parish/network/school may include current or former parish trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Current members of the School Advisory Commission (parish school), School Board of Directors (separately incorporated school or network of schools) or standing committees of either may not serve on an expulsion committee.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and their parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee. In a network, the Chief Academic Officer, or equivalent, is present for the entire hearing itself and during the deliberations of the hearing committee. If there is no Chief Academic Officer, the president is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school principal (network school) high school dean of students, or vice principal (stand-alone high school)) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought. The student who is the subject of the hearing and their parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations. A brief amount of time (5-7 minutes) is given to both sides for questions,

responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.

- The hearing has ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it altogether. The pastor at the elementary level, CAO or equivalent at the network level, or school principal at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. The letter will detail the final action and be signed by the pastor and principal. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The letter must include notification of the right to appeal the decision. The parent is given the right to still withdraw the student before the deadline given in the final decision letter. Withdrawal must be done through a written notice signed by the parent(s)/guardian(s). A student who is withdrawn during this phase is considered withdrawn.

Appeal

The student or their parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/network/school president in writing with rationale for appeal. The pastor will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Advisory Commission (parish school), School Board of Directors or Board of Trustees (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period

- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

TECHNOLOGY POLICY

Acceptable Use of Computers and Telecommunications

The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of school/parish networked computer equipment, including those that provide Internet access.

Rules for Acceptable Use of Computers and Telecommunications:

1. Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General school/parish rules for behavior and communication apply.
2. Network storage areas and school/parish issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
3. The following are not permitted:
 - a. Sending or displaying offensive messages or pictures.
 - b. Using obscene, profane, derogatory, threatening or otherwise inappropriate language, symbols or pictures.
 - c. Harassing, insulting or attacking others
 - d. Tampering with or damaging computers, computer systems or networks
 - e. Violating copyright laws and plagiarism
 - f. Using another's password
 - g. Trespassing in another's folders, work or files
 - h. Wasting limited resources
 - i. Employing the network for personal financial or commercial gain
 - j. Circumventing security measures on school/parish or remote computers or networks
 - k. Disclosing, using, or disseminating personal identification information regarding minors without authorization

All users of the school/parish computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the school/parish computer system is required to sign the Acceptable Use Form before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator/pastor regarding inappropriate use of the computer system is final.

Mandatory reporting guidelines apply to all use of the school/parish computer system.

Acceptable Use of Computers and Telecommunications Personal Electronic Devices

A personal electronic communication device means any device that a student, staff member, or volunteer is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text or other information.

It is the user's responsibility to:

- View Internet sites that are allowed at school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff, or other person during any school activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes, but is not limited to the following:

- Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, at school events or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of devices at any time in any school situation where a reasonable expectation of personal privacy exists.

These locations and circumstances include but are not limited to locker rooms, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

The user of a personal electronic device shall accept sole responsibility for its preservation and care. Users understand:

- The school/parish is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when such devices are being used in violation of the law and/or school rules.

Acceptable Use of Computers and Telecommunications Guidelines for Use of Social Media

Each user of the school/parish computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for school related activities, students will not be granted access to these sites from school/parish owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

Rules for Acceptable Use of Social Media:

1. Parents must be made aware, in writing, of the school/parish's intended use of a social networking site. Parents must be invited to have access to this site.
2. Staff is not to initiate or accept any requests from students to join a social network being used for personal purposes.
3. Staff is not to post any pictures of students on any social media sites for personal use.
4. The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
5. Tagging a photo with a student's full name and/or personal information is prohibited.
6. Administrators will review and regularly monitor all comments and posting. Any inappropriate content should be deleted immediately.
7. Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator regarding inappropriate use of social media is final.

Student Acceptable Use Policy

Use of computers and the Internet provides great educational benefits to students. Network and Internet access is provided to further the legitimate educational goals of this institution. Access to the Internet and the use of the computer network is given as a privilege to students. All students and their parents or guardians are required to read, accept, and sign the following rules for acceptable online behavior.

Rules for Acceptable Use:

1. Students accept responsibility to act in a moral and ethical manner when using the computer system and Internet. General school rules for behavior and communication apply.
2. Network storage areas and school issued or personal devices may be treated like school lockers or desks. Administrators may review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
3. The following are not permitted:
 - a. Sending or displaying offensive messages or pictures.
 - b. Using obscene, profane, derogatory, threatening or otherwise inappropriate language, symbols or pictures.
 - c. Harassing, insulting or attacking others
 - d. Tampering with or damaging computers, computer systems or networks
 - e. Violating copyright laws
 - f. Using another's password
 - g. Trespassing in another's folders, work or files
 - h. Wasting limited resources
 - i. Employing the network for personal, commercial, or non-academic purposes
 - j. Circumventing security measures on school/parish or remote computers or networks
 - k. Revealing the personal address or phone number of yourself or any other person without the appropriate prior approval
 - l. Using or installing software from home or outside of school
4. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school, and/or other disciplinary action.

5. Students will identify themselves clearly and accurately in electronic communication. This means you must use your user name only. Misrepresenting your name is a serious abuse and violation of St. Joseph policies. Falsifying a name or using someone else's name is also a violation of policies and constitutes fraud.

Middle School Artificial Intelligence (AI) Use Policy

The purpose of schoolwork is for students to develop their own knowledge, skills, creativity, and critical-thinking abilities. Artificial Intelligence (AI) tools can be valuable educational resources when used appropriately; however, they should not replace a student's own thinking and work.

Student Use of Artificial Intelligence

Middle school students **may not use Artificial Intelligence (AI) tools for school assignments unless specifically directed or given permission by the classroom teacher.**

AI tools include, but are not limited to, ChatGPT, Google Gemini, Microsoft Copilot, AI writing or rewriting tools, AI-generated images, and other programs that generate or substantially modify student work.

When a teacher permits the use of AI, the teacher will explain how AI may be used for that particular assignment or activity. Students are expected to follow those directions.

Academic Integrity

Unless specifically permitted by the teacher, students may not use AI to:

- Write or rewrite assignments, essays, paragraphs, or responses.
- Answer homework, worksheets, quizzes, or other assigned work.
- Generate ideas, summaries, research, or other content that is submitted as the student's own work.
- Alter writing or other work in a way that prevents the teacher from accurately evaluating the student's own abilities.
- Complete any portion of an assignment that the teacher expects the student to complete independently.

Submitting AI-generated work as a student's own work without teacher permission will be considered a violation of the school's academic integrity expectations.

Consequences

Students who use AI without teacher permission may be required to redo the assignment and may receive a reduced grade or no credit for the work. Repeated or intentional misuse may result in additional disciplinary consequences as determined by the classroom teacher and school administration.

The guiding expectation is simple: If a teacher has not specifically given permission to use AI for an assignment, students should assume that AI may not be used.

TESTING

IOWA Testing: Students of Grades 3 through 8 are given national standardized achievement and education ability tests every spring, as noted on the school calendar. These tests show what your child has accomplished in the basic subject areas. Because these tests are administered over several days, please try not to schedule any vacations during this time. Parents will receive a detailed report of their child's test results.

TRANSFER OF CREDITS POLICY **(Archdiocese of Milwaukee Policy 5119)**

A pupil transferring to a given school presents the most recent student evaluation form (report card) as evidence of achievement in the school last attended. When the transfer is not due to a change of address, the principal enrolls the student temporarily while contacting the former school for the reasons for the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled.

The receiving school requests that all of the student's cumulative and confidential records be sent from the former school. Records are mailed directly to the school in which the student is newly enrolled. Parental, guardian, or adult student written authorization for the transfer of records is not required for the records to be released and sent to the new school in which the student is enrolling.

A school may not withhold the transfer of records to the new school due to failure to fulfill financial commitments at the school last attended.

Unless there are compelling reasons for not doing so, this record transfer should take place within five (5) days of receiving the request.

TRANSPORTATION PROCEDURES

Bus schedules for Dousman Transportation, including route information with approximate pick-up times and locations will be provided by Dousman Transport for those students living in the Mukwonago School District. Any questions in regards to bus schedules should be directed to the individual bus companies. Safety is very important on the bus; conduct will be regulated. Phone numbers are Dousman Transportation (Mukwonago area transportation) at 262-363-7176 and Dairyland Transportation (limited Muskego area transportation) at 262-203-9938.

All students must ride the bus they are assigned. If your child will be riding a bus to a friend's house, you must send one note to the teacher giving your child permission to do so. Note: Per Mukwonago school board policy, your child cannot ride the bus to a friend's house if your child does not qualify for bus transportation within that district.

When the end of day take-home procedure differs from what is recorded, a written note from the parent or guardian must be sent to school informing the teacher and office of the change. The

note is to include permission for your child to leave school by other means than what is the norm. We understand that last minute schedule changes do occur; however, please do not communicate these changes via email. Please call the school office at 262-662-2737 to ensure we receive the message on time.

School Bus Video and Audio Recording Notice - Wisconsin Act 160

In accordance with **Wisconsin Act 160**, Wisconsin state law requires parents and students to be notified when audiovisual recording devices are used on school buses.

Mukwonago Area School District, in collaboration with Dousman Transport, utilizes video and audio recording equipment on school buses for student safety and security.

In compliance with Wisconsin Act 160, St. Joseph Parish School hereby notifies families that students who utilize school bus transportation may be video and/or audio recorded while riding the bus.

UNIFORM POLICY/DRESS CODE

The purpose of the Catholic School is to train and educate the total person, physically, mentally and religiously. Respect for one another, pride in one's appearance and the practice of good manners are areas which we stress. To accomplish at least part of this, St. Joseph School has adopted an enforceable, modest dress code. The Principal also maintains the authority to interpret accessory items including make-up, jewelry and hairstyles. Uniform rules shall be in effect for all children, including Kindergartners, attending St. Joseph School as of the FIRST day of school. *In addition, uniform policy/dress code applies to all mandatory after school events.*

Consequences for Uniform Infractions

If a student is out of uniform they will receive a uniform infraction slip to be signed by a parent and returned to school the next day. Upon the third uniform infraction, students will receive a one-half hour detention, which will be served after school on the following school day.

The final determination for the acceptability of any item whether or not specifically covered herein shall be made by the Principal.

General Uniform Rules

1. Uniforms must be worn on the school grounds at all times unless:
 - a. The Principal has announced a dress-up or dress-down day.
 - b. A scout uniform is worn for an after-school meeting.
 - c. The Principal approves the wearing of special clothing such as 8th grade sweatshirts or tournament clothing.
2. All clothing must be neat, clean and in good repair.

3. All clothing should be labeled. Clothing which is likely to be removed at school for gym class, playground or other activities, must be labeled to identify lost items.
4. Jeans may never be worn as part of the uniform. Please see the special section on dress-up and dress-down days for information about jean wear.
5. Facial make-up is permitted for students in Grade 8 only. Students may wear a minimal amount of natural looking make-up. Natural is defined as soft earth tones, and does not include bright, neon and glitter colors. The Principal will make final determination if the appearance is inappropriate. Cosmetics may not be brought to school, including bottles of nail polish, lipstick, eye shadows and liners, mascara, foundation, blush and powder. Cosmetics brought to school will be turned over to the Principal and returned to the parent at their request. Nail polish and only clear, colorless lip balms (i.e., Chapstick, Blistex, etc.) are allowed for all grades.
6. Jewelry may be worn as long as it does not present a safety hazard.
7. Body piercing, other than ears, is not allowed.
8. Hair dying or coloring, other than natural highlights, is not allowed.
9. Shoes must be worn at all times. Shoes should be safe and practical for school and playground use. All shoes must have a back or strap to securely fasten the shoe. Shoelaces must be properly tied at all times. Closed toe shoes only--no sandals. An exception to sandals will be made on dress-up/dress-down days where sandals may be worn as long as socks, tights or nylons are also worn. *Flip-flops may not be worn.*
10. During the winter months, all students are expected to dress appropriately for warmth as described in the "Recess" section of this handbook.
11. Attire for field trips is school uniform, unless an exception is made by the Principal. Out-of-uniform passes may not be used during field trips.
12. Hats, baseball caps, and headscarves may not be worn in the building except on special occasions approved by the Principal.
13. We encourage girls to wear shorts under their skirts; however, the shorts may not be longer than the skirt. Leggings may be worn under uniform skirts/dresses. Leggings must be red, dark navy blue, or white. They must reach the ankle and be worn with socks.
14. For the purpose of uniformity, all uniform items may be handmade or purchased provided it is constructed of the same material and style as that found at the uniform departments of various stores and must adhere to our uniform policy/dress code.

Boys' and Girls' Dress Code - Grades K4-8 (in addition, please see section for items specific to girls)

1. Shirts/Blouses--The following describes the acceptable criteria for shirts/blouses:
 - a. Short or long sleeve shirt or blouse with a collar; polo with collar; or turtleneck.
 - b. Cotton, polyester or knit.
 - c. Solid, plain white, light blue, red or dark navy blue.
 - d. Logo shirts: "St. Joseph School, Big Bend" logo polo shirts available in white, light blue and red. The logo is printed in the upper left-hand corner of the shirt. These shirts are not mandatory but must be purchased directly through the school and/or website. A sale is held at least two times a year.

NOT ALLOWED: T-shirts; Off white, turquoise, cranberry, burgundy or royal blue colors; Fabric of a see-through nature; Ruffles or decorative trim; Trademarks or embroidery; Stripes or plaids.

2. Sweaters/Vests--The following describes the acceptable criteria for sweaters/vests:
 - a. A turtleneck or a shirt or blouse with a collar must be worn underneath the sweater/vest.
 - b. Cardigans, pullovers or vests.
 - c. Solid white, red, light blue or dark navy blue.
 - d. Hooded cardigan sweaters may be worn.
 - e. All sweaters/vests/cardigans must be of knit material.

NOT ALLOWED: Off-white, cranberry, burgundy or royal blue; Oversized or excessively bulky; Decorative trimmed; Stripes or plaids; Trademarks or embroidery; No sweatshirt or fleece like material.

3. Sweatshirts--The following describes the acceptable criteria for sweatshirts:
 - a. School spiritwear sweatshirts are permitted to be worn any day of the school year.
 - b. A shirt or blouse with a collar or a turtleneck must be worn underneath the "St. Joseph School" logo sweatshirt.

NOT ALLOWED: Oversized/excessively bulky sweatshirts.

4. Pants--The following describes the acceptable criteria for pants:
 - a. Style must duplicate uniform clothing found at the uniform departments of various stores.
 - b. Cotton twill, poplin or corduroy uniform style.
 - c. Solid dark navy blue or tan/khaki.

NOT ALLOWED: Royal blue pants; Gang related pants or fad pants; Cargo pocket pants; Flare or bell bottom pants; Wide-legged pants; Zip-off pants; Oversized, baggy or overly loose fit pants; Carpenter/painter style pants; Combat pants; Capris; Leggings, skin-tight pants, spandex; Jogging or sweat pants, including St. Joe's logo sweats; Denim jeans

(including navy blue or black jeans), with rivets, patch pockets, decorative buttons, zippers or snaps.

5. Shorts--The following describes the acceptable criteria for shorts:

- a. Style must duplicate uniform clothing found in the uniform departments of various stores. An acceptable length for uniform shorts is no more than two inches above the knee. Must be uniform shorts.
- b. Cotton twill, poplin or corduroy uniform style. Also allowed are cotton twill, poplin or corduroy, skorts, and panel skirts.
- c. Solid dark navy blue or tan/khaki.

NOT ALLOWED: Royal blue; Gang related shorts or fad shorts; Cargo pocket shorts; Wide-legged shorts; Tech shorts; Baggy, oversized or overly loose fit shorts; Carpenter/painter and combat shorts; Shorts with a length below the knee or excessively above the knee; Shorts with striping or logos; Shorts, culottes, skorts and panel skirts made of knit material; Bike or jean shorts; Cut offs, torn, ripped or frayed material; No skintight or spandex shorts; No nylon or cotton soccer or boxer shorts; Decorative buttons, zippers or snaps.

6. Socks--The following describes the acceptable criteria for socks:

- a. Socks or tights must be worn at all times.
- b. Ankle-length. Knee-highs. Tights.
- c. Solid white, red, dark navy blue or tan when worn with shorts, skorts, skirts or dresses. Color of choice, with acceptable logos or designs, are allowed when worn with pants, not shorts.

7. Shoes--The following describes the acceptable criteria for shoes:

- a. Shoes must be worn at all times and must be safe and practical. Shoelaces must be properly tied at all times.
- b. Closed-toe shoes only on regular uniform days.
- c. Sandals may be worn on dress-up/dress down days as long as socks, tights or nylons are also worn.
- d. All shoes must have a back or strap to securely fasten the shoe.

NOT ALLOWED: Sandals on regular uniform days; Light-up shoes or Backless shoes; Flip-flops are not permitted at any time.

Additional Items to Girls' Dress Code - Grades K4-8

1. Plain Jumper/Skirt--The following describes the acceptable criteria for a plain jumper/skirt:

- a. May be purchased from the uniform departments of various stores.
- b. Solid dark navy or khaki jumper, skirt or uniform skort.

c. Hems may not be more than 2 inches above the knee.

NOT ALLOWED: Royal blue. Mini-skirts or skin tight skirts. Stretch skirts.

2. Plaid Jumper/Skirt--Allowed given pattern is commonly offered at uniform departments of various stores and matches St. Joseph uniform style.

Out-of-Uniform Rules

The Principal will decide which days are Out-of-Uniform Days. These days will be posted on your lunch calendar and/or will be printed in the Newsletter.

School Spirit Days: If a student chooses to participate, he/she is required to wear school uniform pants with a St. Joe's t-shirt/sweatshirt. This includes past Campus Ministry Theme shirts or other St. Joseph Parish/School shirts.

Birthday Out-of-Uniform Day: On the exact date of a student's birthday, he/she may dress-up or down in compliance with the Student Handbook Dress Code policies. If the student's birthday occurs on a weekend, a Mass day or a day that school is not in session, the student may dress-up or down some time during that week. Students with summer birthdays can celebrate at school on their half birthday. Example: a July 15th birthday can be celebrated on January 15th.

8th Grade Dress Code Privilege: Each year the 8th grade class chooses a class sweatshirt and a t-shirt to wear to show their class and school pride. As a privilege of being an 8th grader, the students are allowed to wear their 8th grade sweatshirt any day of the week, except during Mass, and their t-shirts on Wednesdays. Sweatshirts may not be altered in any way from their original form.

VISITOR POLICY

(Archdiocese of Milwaukee Policy 1250)

In order to ensure the safety and well-being of students and staff, school administrators shall regulate all visitors to their buildings and grounds.

All visitors to the school/religious education program shall report to the office when entering and must receive authorization before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other public program in areas typically used for large group assembly, such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement, such as an open house or parent-teacher conferences.

The school administrator or designee has the discretion to request that a visitor leave the premises if he/she believes that the visitor's presence presents a danger to students, staff, or property or if that person's presence is disruptive to the operation of school or program. Law enforcement shall be called if persons refuse to comply.

Students may not bring guests to school unless the student's parent/legal guardian and authorized school representative have granted permission to do so.

A student is never released from parish/school programs to anyone who is not clearly identified as their parent or an adult authorized in writing by the parent for this purpose.

VOLUNTEER GUIDELINES

Before volunteering in any capacity at the school, all parents and/or volunteers must have taken the "Safeguarding God's Children" class, complete a Background check (required every 5 years) and sign the Code of Ethics.

Other at-school activities may allow for small children to accompany the parent volunteer. Parent discretion should be used, as small children are not covered by liability insurance paid by the school. Consult with the activity coordinator to determine if small children may attend.

These guidelines exist for the safety of all students, staff, parents and small children.

See Archdiocesan Policy #5142 in the Appendix.

VOLUNTEER PROGRAM

St. Joseph School has always relied on parent/parish volunteers to fill the daily needs that enable the school to run more smoothly and to operate within its yearly budget. A volunteer interest form is sent home on a yearly basis, and is also available from the school office kiosk, and should be returned to the school office in order to help volunteers get in contact with those in charge of various efforts.

WEBSITE

St. Joseph School website is at <http://www.stjoesbb.com/school>. Families are encouraged to visit the "Current Family" page for helpful links to common forms as well as committee meeting dates and minutes. Additionally, families can keep up-to-date with St. Joseph Parish happenings by reading the weekly bulletins posted at <http://www.stjoesbb.com>.

WELLNESS POLICY

Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. Also, good health fosters student attendance and education. With the future in mind and where obesity rates have doubled in children and tripled in adolescents over the last two decades, (with physical inactivity and excessive calorie intake the predominant causes), St. Joseph School is committed to providing a school environment that promotes and protects

children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Healthy School Environment

St. Joseph School will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing its wellness policy.

All students will have the opportunity, support, and encouragement to be physically active on a regular basis.

Foods and beverages served during the school day will meet the nutrition recommendations of the US Dietary Guidelines for Americans; accommodate the religious, ethnic, and cultural diversity of the student body; and will be provided in a clean, safe, and pleasant setting with adequate time for students to eat.

Nutrition and physical education will foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, the school meal program, and with related health, safety, and wellness community services.

Nutrition will be promoted through education with the objective of improving students' health and reducing childhood obesity.

Nutrition Education and Promotion

The primary goal of nutrition education is to positively influence students' eating behaviors.

- Students receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Students receive consistent nutrition messages throughout the classrooms and cafeteria.
- Health education curriculum standards and guidelines include both nutrition and physical education.
- Nutrition is integrated into the health education or core curricula. (math, science, language arts, social studies)
- Nutrition concepts will be reinforced by all school personnel.
- St. Joseph School will work toward disseminating a list of healthful snack items to teachers, after school program personnel, and parents.

Physical Activity

The primary goal for St. Joseph's physical activity component is to provide opportunities for every student to: develop the knowledge and skills for specific physical activities; maintain physical fitness; regularly participate in physical activity; and understand the short- and long-term benefits of a physically active lifestyle.

- All students (3K-8) will receive physical education as part of their curriculum through the entire school year. The P.E. Instructors will be encouraged to have students spend at least 50% of physical education class time participating in moderate to vigorous physical activity.
- All students (K4-8) will receive daily recess and/or fitness periods that will allow for daily activity and the integration of physical activity into the academic curriculum.
- Students are given opportunities for physical activity through a range of programs including, but not limited to, basketball, volleyball, and track.
- Teachers and other school personnel are discouraged from using physical activity (e.g., running laps, pushups) as punishment and will be discouraged from withholding opportunities for physical activity (i.e., physical education) as a punishment.
- St. Joseph School encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- St. Joseph School will distribute materials encouraging physically active programs within the community (i.e., recreation departments, community camps, etc.)
- All school personnel will reinforce the importance of physical activity.

Guidelines for Food and Beverages on School Grounds

Students' lifelong eating habits are influenced by the types of food and beverages available to them. Schools have a responsibility to help students establish and maintain lifelong healthy eating patterns.

- Classrooms will allow one nutritious snack per day under the teacher's supervision. The snack will be provided by the parents, and will follow recommendations given by the school for healthy snack choices.
- Food and beverages made available to students on school grounds will be consistent with the current USDA Dietary Guidelines for Americans. Students should bring a personal, filled water bottle to school each day. Students are only allowed plain water in the classrooms. There are refill stations on the school grounds.
- School Nutrition personnel will take every measure to ensure that student access to food and beverages meet or exceed all federal, state, and local laws and guidelines.
- School Nutrition personnel shall adhere to all federal, state, and local food safety and security guidelines.
- To support children's health and school nutrition-education efforts, school fundraising activities will be encouraged to offer foods that meet the above nutrition and portion size standards for foods and beverages sold individually. St. Joseph School will encourage fundraising activities that promote physical activity (i.e. Exercise-A-Thon, School Run/Walk)
- Snacks served during the school day or in after-school care or enrichment programs will generally be designed to make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

- For celebrations, St. Joseph School will encourage a balance of healthful snacks along with snacks that may not meet the nutrition standards for foods and beverages sold individually.
- St. Joseph School will not generally use foods or beverages, especially those that do not meet the nutrition standards, as rewards for academic performance or good behavior.

School Nutrition Program/Personnel

- St. Joseph School will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
- The school shall designate an appropriate person to be responsible for the school's nutrition program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on school grounds to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
- St. Joseph School will provide nutrition education and engage in nutrition promotion. The school may develop a list of unacceptable items for lunches (including "fast food" meals, soda, or high fructose or caffeinated beverages).

Communication with Parents

It is important that students receive consistent messages throughout school, home, community, and media regarding good nutrition and healthy lifestyles.

- St. Joseph School recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.
- Parents are encouraged to make thoughtful choices when sending snacks for the school day. Snacks should make a positive contribution to the children's diets and health, with an emphasis on serving fruits and vegetables as the primary snack and water as the primary beverage.
- The school will encourage parents to pack healthy lunches, snacks, treats, and beverages. Fast food lunches are not to be brought in.
- The school will provide information about physical education and other school-wide physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

Dining Environment

- The school will provide student access to hand washing or hand sanitizing before they eat meals or snacks.
- Students will be given a minimum of 20 minutes to eat lunch and socialize in a pleasant eating environment.
- The school provides a clean and safe meal environment for the students.

- The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- The school makes drinking fountains available so that students can get water at meals and throughout the day.
- The school encourages all students to participate in the school meal program and protects the identity of students who eat free and reduced priced meals.

Consistent School Activities and Environment

- The school will provide opportunities for ongoing professional training and development for foodservice staff and teachers in the areas of nutrition and physical education.
- The school encourages parents, teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
- The school encourages and provides opportunities for students, teachers, and community volunteers to practice healthy eating and to serve as role models in school dining areas.
- The school encourages students to participate in the school meal program as well as the snack for the After School Kids Program.
- The school personnel will ensure the implementation of the School Wellness Policy annually.

Visitors

All visitors to the school must stop by the school office to sign-in and receive a visitors pass. The school administration reserves the right not to allow visitors into the building or to the classrooms. Any visitor to the classroom must have teacher permission prior to going to the classroom.

WITHDRAWAL/TRANSFER

The following procedure should be followed when a child will be transferring to another school:

1. The parent informs the Principal of the pending transfer. Please advise at least one week in advance.
2. A signed Release of Student Records to the new school is turned in to our office. Records are sent directly from our school to the new school.
3. Return all school-owned materials to the office.
4. Partial tuition and refunds will be made at this time. See “Refunds.”

According to Archdiocesan Policy #5125.2 (see Appendix), St. Joseph School may not withhold transfer of records for unsatisfied financial obligation(s).

APPENDIX

- II. Regulation 1312 - Complaints Concerning Education Personnel
- III. Regulation 5112 - Compulsory School Attendance
- IV. Regulation 5125.2 - Student Records: Withholding
- V. Regulation 5140.1 - Mandatory Reporting of Child Abuse and Neglect
- VI. Regulation 5140.12 - Mandatory Reporting of School Violence Threats
- VII. Regulation 5142 – Student Safety
- VIII. Regulation 5145 – Police Questioning and Apprehension
- IX. Regulation 6164.12 - Suicide Prevention and Intervention
- X. Regulation No. TBD - Gender Identity
- XI. Wisconsin State Statute: 146.015 - Safety Eye Protective Goggles

II. Regulation 1312 - Complaints Concerning Education Personnel

Grievance Procedures for Parents and Students

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the school/parish.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with the employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor, or president in a secondary school, with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/president may convene the parties in an attempt to reconcile the concern.
- The pastor/president may contact the Office for Schools for assistance in reconciling the concern.
- The pastor/president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration.

Should resolution not occur after all reasonable attempts have been made at the school/parish level, the parent can appeal in writing to the Superintendent of Catholic Schools. Upon receipt of the written appeal, the superintendent will investigate and determine if proper procedures were followed at the local level.

Archdiocese of Milwaukee

Rules approved: 8/1/84, 7/1/1986, 4/14/1987, 4/2/1990, 5/3/1993, 5/1/1996, 5/6/1997, 5/5/1998

III. Regulation 5112 - Compulsory School Attendance

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

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

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

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

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

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition. The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

Archdiocese of Milwaukee

Rules approved: 11/12/1974, 8/26/2020

IV. Regulation 5125.2 - Student Records: Withholding

Schools may not withhold the transferral of official student records (transcript of credits) for unsatisfied financial obligations.

Schools participating in the Choice program are required by state law to send student records to another school or district within 5 working days of receiving written notice from the pupil or the parent of a minor student that the student intends to enroll in the other school, and therefore may not withhold records due to unsatisfied financial obligations.

Archdiocese of Milwaukee

Rules Approved: 5/13/1986, 4/1/1987, 4/2/1990, 5/3/1993, 5/1/1994, 6/14/2012

V. Regulation 5140.1 - Mandatory Reporting of Child Abuse and Neglect

Within 24 hours after receiving a report of abuse or neglect, the county Child Protective Services (CPS) shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Archdiocese of Milwaukee

Rules Approved: 5/2/2000, 7/2/2020

VI. Regulation 5140.12 - Mandatory Reporting of School Violence Threats

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

Archdiocese of Milwaukee

Rules Approved: 7/15/2019

VII. Regulation 5142 – Student Safety

The principal in cooperation with the police or sheriff's department is responsible for proper attention to the safety of pupils.

Teachers or bus drivers to whom principals delegate their authority are responsible for the safety of pupils during the time pupils are enroute to or returning from school, and while they are on the school premises.

It is the responsibility of the principal to arrange for adequate supervision of playgrounds at all times. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

All paid and volunteer personnel and supervisory help are covered by liability insurance paid by the parish/school.

The organization of school patrols may serve as a valuable aid to safety on and around school grounds.

Supervision

The principal is responsible for organizing and directing a plan of supervision for the entire school. In the event of an accident or an injury due to neglect, the school can be held liable. Competent adult supervision shall be scheduled to supervise the school grounds and building during noon hour and recess periods. Bus zones must also be supervised.

Instructional areas are supervised whenever students are present.

Traffic Safety

Arrangements are made with the law enforcement agencies whereby pupils will receive protection at crossings and traffic intersections.

Local police officials and crossing guards are given a copy of the school calendar for the year and are advised of any changes during the course of the school year.

Where there is a safety cadet program, written parental permission is required in order to participate in the program. Safety cadets are not permitted to direct vehicular traffic.

Safety Precaution

State law requires that students participating in hazardous activities in science, industrial arts, art and other classes wear protective devices such as safety glasses.

Archdiocese of Milwaukee

Rules approved: 11/12/1974, 12/1/1983, 4/2/1990

VIII. Regulation 5145 – Police Questioning and Apprehension

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer(s) may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

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

Archdiocese of Milwaukee
Rules approved: 1/14/1975, 10/1/2018

IX. Regulation 6164.12 - Suicide Prevention and Intervention

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

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

Archdiocese of Milwaukee
Rules approved: 5/15/1988, 10/1/2018

X. Regulation No. TBD - Gender Identity

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun".

Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

Students may not take “puberty blockers,” even if self-administered, on parish or school property, with the purpose of a potential or actual “gender assignment”.

Archdiocese of Milwaukee
Rules Promulgated: 6/14/2022

XI. Wisconsin State Statute: 146.015 - Safety Eye Protective Goggles

1. Every student and teacher in schools, colleges, universities and other educational institutions participating in or observing any of the following courses is required to wear appropriate industrial quality eye protective goggles at all times while participating in or observing such courses or laboratories:
 - a. Vocational, technical or industrial arts shops, chemical or chemical-physical laboratories involving exposure to:
 1. Hot molten metals or other molten materials.
 2. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials.
 3. Heat treatment, tempering or kiln firing of any metal or other materials.
 4. Gas or electric arc welding or other forms of welding processes.
 5. Repair or servicing of any vehicle.
 6. Caustic or explosive materials.
 - b. Chemical, physical or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.
2. Eye protective goggles may be furnished to all students and teachers by the institution, purchased and sold at cost to students and teachers or made available for a moderate rental fee and shall be furnished for all visitors.
3. In this section, "industrial quality eye protective goggles" means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1 - 1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.
4. The state superintendent of public instruction shall prepare and circulate to each public and private educational institution in this state instructions and recommendations for implementing the eye safety provisions of this section.

Archdiocese of Milwaukee
Wisconsin State Statute: 146.015