



St. Joseph School  
Policy & Regulation  
Student and Parent Handbook

# **POLICY AND REGULATION HANDBOOK**

## **–ST. JOSEPH SCHOOL–**

### **INTRODUCTION**

The purpose of this manual is to acquaint the parents, students, personnel, and school committee of St. Joseph School with the policies and regulations of the school. While St. Joseph is a parish school, many of the policies and regulations are in line with those of the Diocese of La Crosse, the State of Wisconsin, and the Menomonie School District. The organization of this manual follows the Davies-Brickle system of coding, although modified to meet the specific needs of the Diocese of La Crosse and St. Joseph School.

DSP = Diocesan School Policy

DSR = Diocesan School Regulation

LSP = Local School Policy

LSR = Local School Regulation

Diocesan policies, regulations and appendices most relevant to parents and students of St. Joseph School have been included in this handbook. A complete set of Diocesan policies is available for review in the Parish Center office.

The forms in the appendix of this manual are to be used as reference and should be kept in the manual. All forms are available in the school office.

### **MISSION STATEMENT**

St. Joseph Catholic Elementary School, serves children preschool through fifth grade. We strive for spiritual, academic, physical, and social excellence within the framework of God, family, and community, through Catholic teaching and devotion.

Established April 2006

Reviewed 2011, 2014, 2018, 2021, 2024

***St. Joseph Grade School is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.***

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# COMMUNITY & EXTERNAL OPERATIONS

## Educational Authority in the Parish LSP 1201

The Pastor of St. Joseph Parish has pastoral authority over all facets of parish life including the school, and all final decisions are made by the Pastor. The school administrator of St. Joseph School implements local and diocesan policies, and issues appropriate directives. The principal reports to the Parish Pastoral Council. St. Joseph School has an appointed School Committee that serves as a consultative body to the school administrator and pastor. Its duty is specifically to help formulate and recommend policies. The School Committee is responsible to the Parish Pastoral Council. Meetings of the School Committee are open to the public. (See LSP 9310 - Guidelines for St. Joseph School Committee.)

## Parent Association/SJPTO LSP 1301

St. Joseph School has an active parent support group known as the St. Joseph Parent Teacher Organization (SJPTO). SJPTO includes all parents of school students and is led by an executive committee and the school administrator. The administrator will conduct annual orientations with the executive committee members (see LSP 9510 - Guidelines for St. Joseph Home & School Association.)

## Communication with Parents LSP 1310

### Handbook

The school handbook will be the primary source of communicating school **policies and regulations** to parents. The handbook is available on the website, [www.menomoneiacatholic.org](http://www.menomoneiacatholic.org). Parents who wish to receive a paper copy can request one from the office. Each family must read the handbook policies and then sign and return the compliance form at the beginning of each school year. The school handbook should be used as a reference. Copies may be made of any materials in the handbook. The Appendix is to be used as reference and should be kept in the handbook. All forms are available in the school office.

### Correspondence Packets

Communication between home and school will be primarily through email communication, the weekly Friday packet, Sycamore Education, and class Dojo accounts set up by each classroom teacher. The parent is responsible for reading the information and returning any required forms. Copies of school forms, as well as extracurricular learning and athletic activities may be included in the Friday packet as a service to students, parents, or other sponsoring organizations.

### Family Information Form

Each year school parents will complete a family information form that is used to update the family information in Sycamore (St. Joseph School Student Information System -SIS).

### Change of Address and Phone

Notify the school immediately of any address, email, or phone number changes.

### Telephone Communication

It is school policy not to disturb teachers or students during school hours. If it is necessary to reach someone during school hours, a message will be given to him/her. Please call between 8:00 AM – 2:30 PM or after school hours. Messages are difficult to get to students after 2:30 PM.

### Electronic Communication

Email communication is fast, effective, and easy. Teachers will check their email and reply within a reasonable

amount of time. Frequently, teachers do not check during the middle of the day, so instructions for current day plans should be phoned in to the office. School will send email notifications through Sycamore for weather cancellations and delays. Teachers will also use their classroom Dojo accounts for communication.

## **Administrative Recourse DSP 1391**

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by the parent/guardian.

## **DSR 1391**

Outline of the chain of authority to be followed in resolving disputes:

1. Teacher or other school employee
2. Principal
3. Area Administrator (if there is one)
4. Pastoral Authority- Current priest of St. Joseph Parish- Father Mano
5. Dean
6. Diocese

### Procedure in the Diocese of La Crosse

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery (cf. Can. 555, 1, 10; 2, 20). If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it. If reconciliation is not achieved on the deanery level, or if

the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed (cf. Canon 1732-1739). It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1849-1752) or the transfer of a pastor unwilling to be transferred (cf. Canon 1849-1752).

## Penalty Status during Administrative Recourse Procedure DSP 1392

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. The school, employee, student, or parent can make this request. The request can be granted or denied.

# BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

## Tuition & Grants LSP 3118

### Tuition

The cost to educate a child at St. Joseph Catholic School for one year is ~ \$12,000. St. Joseph Parish supports the school so we can offer a strong, affordable, Catholic education.

Number of Students Tuition is tax deductible up to \$4,000 per child	Parish or Catholic* Minimum *Letter from parish priest required if not a member of St. Joseph Parish.	Non-Parishioner
1 Child	\$3,150	\$6,300
2 Children	\$5,775	\$11,550
3 Children	\$7,875	\$15,750
4 Children	\$9,450	\$18,900

If you are a parish or Catholic\* family and are unable to pledge an amount between \$6,300 and \$3,150 for one child or minimum guide for multiple children, you will need to schedule a confidential meeting with the principal. All new and non-parish school families are required to have a confidential meeting with the principal to answer any questions and discuss tuition. If you are a returning family and meet the minimum tuition guidelines, a confidential meeting with the principal is optional.

An annual book and material fee for each student is due at registration time. The book and material fee is not applied toward tuition, and it is non-refundable, but is tax deductible. (See Appendix [Tuition & Fees](#)) Families may elect to pay their tuition on a monthly, quarterly, or yearly basis. Families may request tuition payment booklets to be used as reminders of their individual family tuition payments, which begin July 1, preceding the school year. Families may also choose direct deduction from their bank. Tuition balances are available in Sycamore education.

### Preschool Tuition

All aspects of the 3K preschool tuition are set for all students at the per-pupil cost. There is no tuition or book and material fee for 4K students, as it is a publicly funded program.

## **Nutrition Program LSP 3130**

St. Joseph School offers a nutritious hot lunch served each school day. These lunches are well balanced and prepared for our children on site. The nutrition program is partly funded and monitored by the National School Lunch Program; thus applications may be made by those who qualify for free or reduced meals. Application may be made at any time and is based upon financial need.

Teachers are responsible for taking accurate daily lunch counts. Lunch money is to be sent to the school office or paid online and will be deposited into the family lunch account. The family lunch account acts as a debit account, and meals are charged when they eat lunch that day.

Parents should maintain a positive credit balance in their child(ren)'s lunch account. Lunch account balances are available through family access in Sycamore Education. Students are not allowed to have soda in lunches brought from home.

## **Money Payments to School LSP 3140**

Money payments to the school can be dropped off in the office, sent via USPS, paid online through the parish/school website ([menomonieatholic.org](http://menomonieatholic.org)), or the Friday packet. **Money for many purposes, such as tuition, hot lunch, milk program, before or after school childcare and other fees, etc., are not to be included in one check since these are all credited to separate accounts.**

### Non-payment

Non-payment of fees associated with book and material fee, hot lunch, milk, childcare, book or equipment damages and other fees, may result in having grade cards withheld, Sycamore access locked, and enrollment denied for future school years, until payment is made. Fees to replace the cost of lost books are refunded when and if books are found and returned to school undamaged.

### Money in the Classroom

Students and staff should never leave money in the classrooms overnight. Teachers should turn in money to the office at the end of the school day. Students are to take personal spending money home with them at the end of the school day.

## **Buildings and Facilities LSP 3301**

### Building Use

Arrangements for the use of the building in the evening hours are to be made with the office manager at the Parish Center. Reservations for room use will be entered onto the calendar in the Parish Center office. Adults directing a student activity or other event in the building during the evening are responsible for all students in their charge. The supervising adult must make sure consent/release forms are complete before the activity or event. Students are to be confined to that portion of the building necessary for the activity. The adult must be the last of the group to leave an evening activity. The supervising adult must also check to be sure that all students are out of the building and, if no custodian is in the building, the supervising adult must follow the end of the evening procedures document located by entrances (See Appendix). All student activities are to be supervised at all times.

### Maintenance and Care of School Facilities

Staff members and volunteers are to assist in protecting school property and improving the physical appearance of the school facility. Any persons damaging property are to be dealt with by teachers immediately and reported to the school administrator. Offenders will pay the full cost for repair or

replacement.

Teachers or students in need of custodial emergencies should report problems to the office so custodians may be contacted, rather than enter the custodial areas, receiving room and custodial closets themselves. Work orders should be completed and given to the administration when maintenance repairs are needed. A schedule of building inspections concerning cleanliness and the state of needed repairs will be conducted on a continuous basis.

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#### Multiple Use of Facilities

Classrooms are successfully shared among parish groups if these rules of courtesy are followed:

1. Students are not to be admitted to classrooms without adult supervision.
2. The contents of the desks are a combination of parish property and personal property of the students and should not be handled by other guests in the room.
3. Teacher desks will not be used or repositioned during religious education classes. Student desks may be moved in the room to accommodate various uses. A seating chart for the school students will be made available for other groups so that all student desks may be returned to the original configuration.
4. Whiteboards should be wiped clean for next use.
5. The room should be checked before and after use and the administrator notified if there is any damage, problems with cleanliness, or needed repairs.
6. Windows are closed, lights turned off and door locked before leaving.

#### Cleaning Supplies

No chemicals or cleaning supplies should be brought into or used in the Parish Center without material Safety Data Sheets (MSDS). All chemicals should be in original containers or properly labeled containers.

#### Elevator Use

The elevator will be limited to only necessary use by patrons of the building or for moving large freight items.

#### Gymnasium Use

Active use (i.e. Phy Ed., ball games) will require students to have scuff resistant tennis shoes.

#### Room Assignments

The administrator shall assign classrooms to each teacher/catechist and shall notify the teachers of any necessary changes in the classroom assignments as the need arises. (See Appendix - Map of St. Joseph Parish Center)



### Securing the Building

The Parish Center front and back entrances are locked when students are in the building. The entrance by preschool is unlocked five minutes before class begins and ends. All other outside entrances will be kept locked.

Teachers and staff are responsible for turning out the lights and locking their rooms and or areas when they leave after 3:30 PM. If lights are on and doors are open when the afternoon custodian is cleaning then he will presume that the teacher is still in the building and will be coming back to their room. The afternoon custodian will make the final rounds at 8:30 PM to make sure all doors are locked, including the library, faculty room, computer room, and front and back exits.

Staff members who are conducting evening programs are responsible for unlocking exits and other room doors as needed. Lights should be turned on for the hallway restrooms. When leaving the building after the program, all lights are to be turned off, doors locked and front and back exits checked to make sure they are locked.

## PERSONNEL

### **Accidents and Injuries LSP 4101**

Accidents and injuries must be reported to the principal immediately. An Accident Report must be filled out immediately by the teacher who was supervising at the time of the accident. A medical log is kept in the office to track student illnesses and any time they are sent home.

### **Non-Contracted Personnel & Volunteers LSP 4160**

All non-contracted personnel of the school are directly responsible to the school administrator. All non-contracted personnel shall be given a job description that outlines their duties in the school.

#### Volunteers

St. Joseph School recognizes that volunteers play an important role in the total school educational program. Volunteers are any persons who assist with the school program without pay and without any expectation for pay. Examples of volunteer positions are library assistants, playground monitors, and lunchroom supervisors.

All school volunteers MUST meet school and Diocesan volunteer requirements. **All volunteers are required to have a criminal background check every three years and are required to comply with all safe environment procedures.**

In order to maintain quality and responsibility in the volunteer program the following requirements and guidelines have been established.

- a. All volunteers are required to sign in and out by means of the volunteer log located in the main office and wear a visitor badge.
- b. All volunteers are to be aware of, comply, and enforce when appropriate, school policies and regulations.
- c. Volunteers are not to have access to confidential records.
- d. Volunteers are to keep school matters they are aware of in the course of their work confidential. If there is a concern, they should bring it to the attention of the teacher, principal, and then the pastor.
- e. Volunteers should make location and time arrangements with the staff member they are assisting.

- f. Volunteers are to participate in fire, tornado, and lock down drills held while they are in the building.
- g. Volunteers are not to administer first aid, medication, or illness response, except in serious emergencies. All volunteers are to fill out accident reports for any accidents or injuries that occur while they are supervising.
- h. Volunteers are discouraged from bringing other children with them while they are volunteering.
- i. Volunteers must support and exemplify in conduct both Catholic doctrine and morality. They must be consistent, in expression and example, with the teaching and practice of the Catholic faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic faith.

8/5/98, Rev. 6/16/2006, 8/10/2009, 8/04/2023

## STUDENTS

### **Nondiscrimination DSP 5101**

Every Catholic School in the La Crosse Diocese respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. The Diocese of La Crosse has the obligation to publicize its nondiscrimination policies.

### **Enrollment of Students LSP 5102**

Annual enrollment of in-school students will normally occur in March. Enrollment of new students may be made at any time during the school year by following the procedure below:

1. Inquiries are referred to the school administrator. A school information packet will be distributed.
2. Upon receipt of the above-mentioned items, the school seeks information from the previous school and a report card is requested from parent.
3. School administrator sets up a meeting with potential family.
4. When a decision has been reached, after past records have been received, the school administrator notifies parents. If enrollment is to follow, then parents are given a brief orientation and directed to pay their tuition payment and registration fee.
5. The parent is informed that if the student doesn't meet the school's acceptable standards, or if the school can't meet the student's needs, the school has the right to terminate enrollment.

If more children are potentially to be enrolled in the school than class size limits (See LSP 5103 Class Size) then St. Joseph's School gives preference in enrollment in the following order:

1. Catholic students whose families are registered supporting members of St. Joseph Parish\* who in this order of preference:
  - a. Already have other family members in the school.
  - b. Previously had students enrolled in the school.
  - c. With parents who themselves attended the school.
2. Catholic students of families new to the school who are registered supporting members of St. Joseph Parish.
3. Catholic students of other parishes.
4. Non-Catholics.

*\*Supporting member of St. Joseph Parish may be defined as a family who has made some identifiable financial contribution to the parish. In the case that these criteria are not specific enough to establish preference then families who have been registered members of the parish the longest have first preference, or in the case of non-parishioners or*

*non-Catholics, families who have registered their child in the school first.*

### Non-Parish & Non-Catholic Students

New non-parish and non-Catholic students may officially enroll anytime, once the annual spring enrollment of current students has been completed and parish families have had ample opportunity to enroll. Non-parish and non-Catholic students enrolled in the K-5 elementary program may not be barred enrollment the following year to open space for another student.

### Four-Year-Old Kindergarten (4K)

We offer four-year-old kindergarten through the Menomonie School District. Our class is three hours and fifteen minutes long four days a week. The registration for 4K is through the Menomonie School District. Parish and school families are given priority to seats available, provided they register in a timely manner. No religious curriculum is offered as this is a public 4K program.

### Preschool Enrollment

Preschool enrollment follows all the same procedures and preference order as the K-5 program. Participation in the preschool program, however, does not reserve a spot in the regular elementary school program.

All children entering the preschool program at St. Joseph School must be completely toilet trained. Children wearing diapers or pull-ups are not considered fully toilet trained. Children must be self-sufficient with bathroom tasks; undressing, dressing, wiping, and flushing. We understand that accidents may occur, and we will assist children if one should happen.

## **Class Size LSP 5103**

Class sizes for grade kindergarten through grade five will not exceed 24 children. Class sizes for preschool classes will not exceed licensing standards for staff to student ratios. The three-year-old classes will not exceed 14 children. 4K enrollment is a maximum 18 students.

## **Students with Special Needs LSP 5104**

The school works closely with the public school district in serving the exceptional educational needs of students. Children may be referred for exceptional educational needs by classroom teachers or by the parents. The possibility of referral is first discussed with the parents. Blank copies of the referral form are kept in the school office.

The referral is first made to the school administrator. The school administrator sends the referral to the district screening committee. The screening committee is composed of a public school psychologist and director of special education or an elementary school administrator. The screening committee sends the referral to the case manager. The case manager is the school psychologist who establishes the multi-disciplinary team. A multi-disciplinary team is composed of specialists, the case manager, the student's teacher, another regular education teacher and the school administrator who observe and test the student and make a recommendation about the child's education. Parents are notified of all steps throughout the referral process and the process does not proceed without parental consent. A parent handbook with information for the parents of exceptional needs students is available in the school office or may be obtained from the Public School Dept. of Special Education and Student Services.

Speech therapy may occur on site.

### Title I Services

Title I Reading and Math intervention programs are available on site through the public school system.

Services are provided by the public school district at the St. Joseph School site. A student study is completed in the spring to determine eligibility. Assessment of kindergarten students is completed in the fall. Parents are notified of eligibility in the fall.

## **Regular Education Needs DSP 5104**

Students may have special needs that do not fit the description of any of the designations that qualify for EEN services. St. Joseph School staff will meet and conference with the parents and devise a plan. Students with Limited English Proficiency fall into this category. If it is determined with a Home Language Questionnaire that the student should be assessed then a referral is made and the assessment is conducted. If tests indicate the need for language services, then a meeting is scheduled and a plan is devised.

If a student with special needs or having a serious disability applies for admission, is in need of special placement, or is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the director of schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgement as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can include, but not be limited to, the director and/or assistant director of schools, the local administrator(s) parent representative, diocesan special needs consultant, pastor or dean, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the director or assistant director of schools, if deemed beneficial, when a parent disagrees with a local school decision.

## **Admission Requirements LSP 5105**

St. Joseph's School follows state, diocesan and local public school regulations that require a child to be five years old by September 1 to enter kindergarten and six years old by September 1 to enter first grade. Similar guidelines will be followed for preschool programs. Children must be three by September 1 to be enrolled in the three-year-old program and four years old by September 1 to be enrolled in the four-year-old program.

All new students must show proof of proper immunization according to Wisconsin law. Forms are available from the school or local health department.

### Kindergarten Screening

Students may be screened before entering kindergarten. St. Joseph School offers an orientation in the spring of the year. All incoming kindergarten students are asked to participate. Screening requests will be made by the principal and/or teacher as needed.

## **Attendance Requirements LSP 5110**

Regular attendance is necessary at school. Children should be kept home only in case of illness. The school is to be called before 8:30 AM if a child is absent. If a phone call is not possible, an email to the receptionist, Cc-ing the principal and teacher will be accepted. The school will call the home if a child has an unexcused absence or does not report to class. If a child becomes ill or is injured at school, the parent/guardian will be contacted.

As a courtesy to teachers, please send advance notice with the children indicating dental, doctor and misc. appointments. Students arriving any time after 8:30 AM are required to report to the office before being admitted to class. The student will be marked tardy if they arrive after 8:30 AM. Students who ride the bus to school are not marked tardy when their bus arrives late.

Any student leaving school must be signed out at the office by a parent/guardian or another adult who has been designated as a pick-up person on the family information sheet. Any request by or for a student to leave the school with anyone other than his/her parent/guardian must be verified with the parent/guardian. Written notes from parents regarding such requests should be verified. Any question about the validity of who can take a student out of school should be first checked with the school administrator.

### Absence Procedures

Wisconsin Statute §118.15 establishes the ultimate responsibility for regular school attendance with each student's parent/guardian. St. Joseph's procedure is to expect each student's parent/guardian to be responsible for his/her child's attendance.

When a student is absent from school, a parent/guardian must:

1. Call before 8:30 AM **each day** the student is absent (715) 232-4920. Please provide the student's name, the reason for the absence, and a phone number at which you can be contacted.
2. In all cases of excused absences, a hand-written note may be requested by administration from a parent/guardian, stating the reason for the absence. Administration is authorized to require satisfactory explanation from the parent/guardian for the absence of a student from all or part of the school day.

Absences will be considered excused for the following reasons:

- Illness of the student – If a student is absent for more than three (3) days per trimester due to illness, the school may require documentation from a physician. Should a student fail to comply with such a request, the school reserves the right to determine those days missed as unexcused, and all pertinent consequences may apply.
- Medical or dental appointments which cannot be otherwise scheduled. Student should present proof of appointment.
- Serious illness or death in the immediate family of student.
- Court appointment.
- Planned absence (see planned absence policy below).
- Unique or special situations which may arise occasionally and for which an excuse has been secured beforehand from the principal.

### Truancy and Unexcused Absences

Students who are absent from school, for all or part of the day, for reasons other than those cited above are considered unexcused and therefore truant. A student who is absent without an acceptable excuse for part or all of four days on which school is held per trimester, is considered habitually truant. In compliance with Wisconsin State Statute §118.15, a student may not be excused from school by a parent/guardian for more than ten (10) days in a school year.

A student who is truant for any part of the school day will be subject to the following penalties:

- First Violation – Parent/Guardian will be notified by the principal.
- Second Violation – Parent/Guardian will be notified and will be required to attend an in-person meeting with the principal.
- Third Violation – Parent/Guardian will be notified and will be required to attend an in-person meeting with both the principal and pastor.
- Fourth Violation – May result in the student being dismissed from school.

### Planned Absences

Absences from school are disruptive to the teaching and learning process. Vacations taken during the school year are discouraged due to the detrimental effect to the student's education. If students will be absent for three (3) or more days for any special reason (trip, etc.), the parent/guardian is to inform Administration at least ten (10) school days in advance in order to receive a planned absence form for both the teachers and parent(s)/guardian(s) to sign. Once completed, the form should be returned to Administration.

1. The schedule and shorter day at St. Joseph School makes it difficult to accommodate extended student absences. Teachers provide multiple interactive processes that cannot be duplicated outside of the classroom setting. This includes student-to student collaboration, small group work, hands-on learning, classroom discussion, discovery/inquiry experiences, and interaction.
2. Teachers adjust their plans daily based on classroom progress, individual student need, special events, and testing schedules. Teachers will not be able to provide lesson materials, homework or alternative assignments in advance of extended vacation absences. Students will be given make up work upon return to school.

## **Catholic Faith and Moral Standard DSP 5112**

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, grounds for disciplinary sanctions up to and including immediate expulsion.

## **Expulsion (Dismissal) DSP 5115**

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools. The term "expulsion" is: "Termination of a pupil as a student from the school permanently (no opportunity for reinstatement)." The term "dismissal" is: "Termination of a pupil as student from the school less than permanently (indefinite or for a given term)."

## **DSR 5115**

If an expulsion is pending, the diocesan director of the Office for Catholic Schools should be notified immediately. The diocesan director of the Office for Catholic Schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. The diocesan director of the Office for Catholic Schools will then approve or deny the expulsion.

## **LSP 5115**

Students at St. Joseph Catholic School who are not benefiting from the curriculum and program offered or who seriously interfere with the learning activities of other students may be dismissed permanently. The case for a permanent expulsion (dismissal) of a student may be any serious violations of school policy and regulations including but not limited to the following:

1. Insubordination, evidenced by lack of change in behavior following parent and child conferences with teacher and administrator.
2. Possession or use of dangerous weapons.
3. Possession, use or sale of controlled substances (cigarettes, alcohol other drugs) on premises, buses or

during a school related activity.

4. Truancy.
5. Theft or destruction of property.
6. Injury to another student or staff member.

The school administrator will recommend permanent dismissal to the Pastor who will inform the parents by registered or certified mail that permanent dismissal is pending. When a permanent dismissal is pending, parents shall be given the opportunity to withdraw the student from St. Joseph Catholic School.

## **Progress and Reporting - Report Cards LSP 5201**

Report cards and mid trimester progress reports are issued three times a year. Other written progress reports may be given at the teacher's discretion. Parents of students in grades 4-5 can access their child's grades on the Sycamore education student management website. Each family is given a login and password. Teachers are required to update grade books at least once a week.

The report card is one means of communication between parents which summarizes the individual student's growth in knowledge, skills and personal development. The report card has been designed to provide parents with a simple, meaningful and realistic summary of the student's overall mastery of concepts and skills in the content area as well as his/her personal development.

Since St. Joseph's needs to have a balanced budget it is important to collect tuition and other fees required of our parents. If payments are behind when report cards are distributed, the report card may be held until payment is completed.

## **INTERPRETATION OF GRADES**

### **Report Cards**

Grades 2-5 receive letter grades on their report cards. The grading scale is as follows:

A =	100 - 93%
B =	92 - 85%
C =	84 - 75%
D =	74 - 69%
U =	68 - 0%

Kindergarten and first grade have standard-based report cards, and use the following key:

E =	Exceeds standard
M =	Meets standard
P =	Progressing toward the standard
B =	Beginning to develop
N =	Not yet taught or assessed

## **Conferences DSP 5205**

As a personal means of informing parents as to the development of their children, schools are to schedule conferences on a regular basis. Normally, the children should have the opportunity to be at these conferences. Conferences are to be scheduled at least twice a year.

## **LSP 5205**

The parent-teacher-student conferences make it possible for the parent to play a more integral part in the child's education. In addition to the conferences, parent(s) should feel free to contact teachers regarding each child's progress. Children are invited and encouraged to attend conferences with their parents.

## **Retention/Acceleration DSP 5210**

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflections and evaluation and consultation with the teacher and parent(s). The school administrator is the individual responsible for making the final decision.

The procedure for student retention or acceleration is as follows **LSP 5210:**

1. The teacher will inform the administrator in writing by the midway point of the 2nd trimester as to the possible retention or acceleration.
2. A conference will be held with the administrator to discuss the information contained on the form.
3. A parent conference will be set up at which the teacher will discuss with parents:
  - a. Recommendation made.
  - b. Reasons for recommendation.
  - c. Current and continual corrective or enrichment efforts.
  - d. Parental concerns.
4. A written report of this conference containing the above elements is to be sent to the parents (copies retained by the teacher and administrator).
5. Continual efforts are to be made to help meet the child's educational needs. A tentative decision on retention or acceleration will be made at the end of the third quarter.
6. Prior to school closing, another conference will be held with the administrator to discuss final recommendations.
7. The administrator will make the final decision on retention or acceleration and inform the parents in writing of the decision.

Decisions about accelerating a student in a specific subject area require the same procedure.

## **School Records LSP 5301**

Official transcripts may be held if outstanding bills are owed. Health record will be sent regardless of balances owed to St. Joseph School.

## **Proof of Guardianship DSP 5302**

In any situation where there is a custody agreement the schools should obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

## **Confidentiality DSP 5310**

In regard to student-school employee communication (verbal and written), the Diocese of La Crosse Catholic Schools operate under a spirit of confidentiality. This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she



believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office for Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

## **Transportation of Private School Students LSP 5401**

Elementary age students are eligible for district funded bus transportation if they live more than one mile from school. Bus transportation is not available for three-year-old preschool students. Transportation can be requested for 4K, but not guaranteed, based on student address.

Elementary aged students living within the city limits have the opportunity to be bussed to school from centralized bus stops so placed as to provide for safety and so that students living one mile from school would not have to walk more than approximately  $\frac{1}{4}$  mile to the bus stop. (Students living less than the required one mile from school could also walk to a bus stop, if available located about  $1\frac{1}{4}$  miles from school.)

Bus transportation for the district is provided by Menomonie Transportation. Parents may call the bus company for information about bus routes and pick up and drop off times, including information about shuttles to and from the high school. If your child(ren) will not be riding the bus for any reason on a particular day and they are the only child(ren) picked up at your stop then the bus company appreciates a courtesy call from the parents to inform them of the name of the student and the bus number, so that bus routes and times can be adjusted. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by parent and school officials. It is important to note that large or unsafe items not related to the curriculum are prohibited from the bus.

## **Transportation - Bus Rules LSR 5405**

Students using school bus transportation must understand that they are under the jurisdiction of the school while riding a school bus and that all appropriate school rules and regulations apply when they ride a school bus. Misbehavior can result in the driver being distracted. Such distractions endanger the lives of all riders. Therefore, behavior violations must be reported and disciplinary measures taken in accordance with the guidelines listed below.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her inappropriate behavior.

The primary responsibility of the driver is to safely transport students to and from school. While transporting students, the driver also has the responsibility of maintaining appropriate student behavior on the bus. Therefore, the driver will report behavior violations to the proper authority on forms provided. It is understood that the driver will do everything within their authority before filing a written report.

### **Behavior Guidelines and Consequences**

All school bus passengers will follow these basic rules when riding, boarding or getting off the bus:

1. Follow instructions of the driver the first time given.
2. Remain seated while the bus is moving.
3. Obey all basic safety regulations related to being in the vicinity of a school bus (Example: Proper crossing in front of the bus and keeping out of danger zones outside the bus.)

#### 4. Treat everyone on the bus with respect.

The following behaviors listed below will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offense. More serious misbehaviors will result in larger consequences. The behavior consequences will increase if the rider repeats the inappropriate behaviors.

Infractions Pushing/hitting Standing/moving Yelling/screaming  
Harassment or disrespect towards others Littering  
Obstructing the aisle Throwing objects Profanity/vulgarity  
Getting off at an unauthorized stop without permission

Major Infractions Physical assault/fighting  
Possession or use of weapon(s)  
Possession or use of alcohol, tobacco products or other drugs  
Profanity towards the driver Open flame  
Failure to give correct name when requested by the driver  
Failure to follow driver instructions Body parts out of the window

**\*\*If the infraction is a violation of law, the proper authorities will be notified. If the infraction results in property damage, restitution is expected.**

#### Consequences

First Step: Driver will talk to the violator and attempt to change the negative behavior through counseling, other modifications or techniques (Example: special seat assignment). If the violator continues to misbehave, the driver then makes written reports to the administrator.

#### *Infractions*

##### First Written Report:

The report is forwarded to the administrator who:

1. Talks to the rider and investigates if necessary.
2. Mails a copy of the written referral to parents and/or contacts them via phone. A letter is attached which states that a second report may result in suspension of riding privileges.

##### Second Written Report:

The administrator receives report and:

1. Talks to rider and investigates details as necessary.
2. Contacts parents, reviews the student's behavior record and may suspend the bus riding privileges of the rider from one to five days.

#### *Major Infractions*

The administrator may move to a higher level of consequences for severe infractions.

##### First Written Report:

Driver will talk to the violator, identify the infractions, and then write a report to the administrator. The driver may also isolate the violator with a special seating arrangement. Upon receiving the report, the administrator will:

1. Conference with the rider, contact the parents, review the rider's behavior record and may suspend the student's bus riding privileges for up to five days. The parents and rider must have a conference with the administrator before the riding privilege is reinstated.

##### Second Written Report:

The same procedure will be followed as in the first report. However, the riding privileges will be

suspended for three to five days.

#### Third Written Report:

The same procedure will be followed as outlined in the first and second steps above. However, the riding privileges will be suspended for five days. Any succeeding reports will result in immediate suspension of riding privileges and the case may be presented to the school board with a request that riding privileges be suspended for a longer period of time.

## **Transportation - Private Vehicles, Bicyclists and Walkers LSP 5413**

### Private Vehicles

Students who are driven to school are to be dropped off in the parking lot and enter door #4. There is a map at the end of this handbook. Parents/Guardians picking up students at the end of the school day are to park in the parking lot, exit their vehicle, and come to the safe zone between the cones to pick up their children. Vehicles should enter the parking lot from 10<sup>th</sup> Street and exit onto 9<sup>th</sup> Avenue. **Wilson Avenue is a bus loading zone**. Please do not park on Wilson Avenue in front of the school on school days. We have buses arriving in the morning, mid-day and afternoon. Safety is important during this time, so please keep all younger children and school aged children with you at all times.

### Bicyclists & Walkers

Students who bike to school are not to ride on school property, but instead must walk their bikes. To ensure the safety of students who walk to and from school, students are to only use marked crosswalks.

## **First Aid LSP 5501**

A first aid kit and emergency telephone numbers are located in the school office and are readily available to the staff. The school secretary handles most first aid procedures. Staff members are trained annually in Bloodborne Pathogens.

When a pupil becomes ill or is injured in class, either the teacher or some pupil designated by the teacher will accompany that student to the office. The school administrator or secretary will make necessary arrangements in the event it is necessary for the student to leave the school premises. A report will be made by the staff member who is a witness or caregiver in an accident situation. Copies of accident/injury reports are kept on file in the school office.

## **Drug/Medication Administration DSP 5505**

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer a drug to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by any means other than ingestion.

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instruction and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian.

The party authorized to administer the drug and the school principal or administrator are immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily

harm to another." (This immunity does not apply to health care professionals)

The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining the filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instructions of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, many schools require that the medications be kept in a locked cabinet (s. 118.29).

## **LSP 5505**

St. Joseph School has a medication policy covering all prescriptive and non-prescriptive medications taken by students during school hours. The party authorized to administer the drug and the school administrator are immune from civil liability for their acts or omissions.

If it is necessary for a child to take prescriptive medication during the school day, an authorization form signed by the physician and parent/guardian must be on file in the school. Medication must be placed in a pharmacy labeled container with the student's name, name of medication and dosage. Copies may be made of the Authorization to Administer Medication form found in the Appendix or new forms may be picked up in the school office.

Students taking non-prescriptive medication, such as Tylenol, cough syrup or drops, etc. during school hours, must have an authorization form signed by a parent/guardian on file in the school. (See Appendix - Authorization to Administer Medication form.) These non-prescriptive medications must be provided by the home. Prescriptive medications (other than inhalers for asthmatic pupils) will be kept in a secured storage area in the health room where they will be dispensed only by office staff or teacher, and not in the classroom. Medications will not be dispensed unless the correct procedure is followed. If at all possible, parental or guardian effort should be made to administer medications before or after school.

### Asthma Inhalers

While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder if the following conditions are met:

1. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or use the inhaler to alleviate asthmatic symptoms.
2. The pupil has the written approval of the pupil's physician and pupil's parent or guardian. Forms may be obtained from the school office. The pupil has provided the school principal with a copy of the approval.
3. The inhaler is clearly marked with the student's name and preferably should be kept in the student's book bag during the school day.

## **Health Services LSP 5507**

The school administrator and staff are responsible for providing a healthy and safe environment. The Dunn County Health Department and Menomonie School District Nurse assist St. Joseph School in offering the following health services:

1. Information, Immunization, and Communicable Disease
2. Screening - Vision, Hearing
3. Consultation and Health Counseling

### **Peanut Safety Guidelines**

1. Identify student with the food allergy to all school staff.
2. Parent completes an allergy action plan for their child with help from family physician.
3. Classroom parents and students will be informed of the student's allergy and peanut foods need to be avoided.
4. Staff training in the management of anaphylaxis and the use of epinephrine on a regular basis.
5. All staff will know the location of the epi-pens. The epinephrine auto-injector needs to be accessible for quick access within several minutes of a reaction and kept in a secure but unlocked location.
6. During field trip, the epi-pen needs to be present.

## **Drugs & Alcohol DSP 5508**

"Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church's very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature" (cf. Mk 16:15). (Evangelium Vitae, Introduction, Section 3; paragraph 1)

The Catholic schools of the Diocese of La Crosse are Christ-centered educational communities which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety, and welfare of all pupils in our schools. Therefore, the Diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol. Additionally, as Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol.

RECOGNIZING the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse; RECOGNIZING the need to articulate strong, clear, and consistent policies and procedures in this area; RECOGNIZING its obligation to set the moral and ethical standards we expect from our schools and pupils; The Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all our Diocesan schools:

### Definitions:

The phrase "drugs and alcohol" includes, but is not limited to:

1. Illegal drugs;
2. Alcohol;
3. Illicit drugs (legal drugs used for illegal or improper purpose); and

The term "expulsion" is termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

The term "suspension" is temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

### Prohibitions

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession,

distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or in route to school sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school sanctioned vehicles.

#### Required Minimum Sanctions

1. For students who have violated Category 1 Prohibitions - dismissal or immediate expulsion.
2. For students who have violated Category 2 Prohibitions - suspension, dismissal or expulsion.
3. For students who have violated Category 3 Prohibitions - suspension or dismissal.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category.

In determining within each category which sanction to apply, at least the following factors shall be considered:

1. The nature of the substance;
2. The amount of the substance;
3. The age of the student;
4. The degree of the risk posed to other students;
5. The cooperation or lack of cooperation of the student; and
6. The student's prior record.

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictate.

The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

#### Investigatory and/or Remedial Measures

1. The students and parents/guardians shall meet with school authorities.
2. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing.
3. The student shall be suspended pending completion of the investigation and may be suspended during the assessment.
4. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
5. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
6. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
7. For students suspended or dismissed, before any student may be re-admitted and continue as a student, the following minimum conditions must be met and consistently maintained:

- a. The student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
- b. The student must cooperate with any and all recommended actions and conditions of his/her treatment.
- c. The student must refrain from any future drugs or alcohol offense.
- d. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
- e. The student must cooperate with local school authorities.

#### Reporting Requirements

1. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.
2. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.

#### Consultative Requirement

Drug and alcohol offenses are serious matters. They involve complicated and at times contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office for Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

#### Relationship to other Student Conduct Codes

This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement not replace those student conduct standards and procedures.

#### Education

All schools are required to develop and implement a policy of parent/guardian and student drug/alcohol abuse education. This education program is to be in place no later than 1/14/98, and is to be reviewed annually.

### **LSP 5508**

St. Joseph School supports parents in protecting their children from the abuse of drugs and alcohol. St. Joseph School follows policies set forth by the La Crosse Diocese (See DSP 5508 - Drugs and Alcohol). Consequences for drug and alcohol abuse are explained in local policies: LSP 5115 - Expulsion; LSR 5405 - Transportation - Bus Rules; LSP 5601 - Discipline.

### **Sexual Harassment DSP 5512**

Students of the Catholic schools of the Diocese of La Crosse are entitled to learn in an atmosphere free from sexual harassment.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.

St. Joseph Grade School is committed to creating a safe, nurturing, and Christ-centered learning environment for all students. Rooted in the Gospel message that every person is made in the image and likeness of God, we strive to ensure that every child is valued, respected, and cared for. Bullying in any form is incompatible with our mission and will not be tolerated.

- Bullying is intentional, repeated, and intended to ridicule, humiliate, or intimidate another person. Bullying can be physical, verbal, relational, or digital. Examples include, but are not limited to:
  - Physical: hitting, pushing, tripping, damaging property
  - Verbal: teasing, name-calling, threats, derogatory remarks
  - Relational/Social: spreading rumors, exclusion, manipulating friendships
  - Cyberbullying: using digital devices or platforms to intimidate, threaten, or harm others
- Conflict or disagreements between students are not necessarily bullying; however, all concerns will be taken seriously and addressed promptly.

### **School Expectations**

Students at St. Joseph Grade School are expected to:

- Treat all members of the school community with kindness and respect
- Seek peaceful resolutions to conflicts
- Demonstrate responsibility for their words and actions
- Report bullying to a trusted adult
- Live out the teachings of Jesus in attitudes, behavior, and relationships

Staff members are expected to:

- Model compassionate and respectful behavior
- Supervise students actively and intervene when necessary
- Take all reports of bullying seriously
- Communicate concerns to administration and families
- Support restorative and formative approaches to resolving incidents

Parents/guardians are expected to:

- Partner with the school in promoting respect and kindness
- Encourage children to report concerns
- Communicate promptly with the school regarding incidents
- Support school efforts to address bullying behavior

### **Reporting and Investigation Procedures**

Any student, parent, or staff member who witnesses or suspects bullying is encouraged to report the incident to a teacher, counselor, or administrator. All reports will be investigated promptly, respectfully, and confidentially to the extent possible.



Steps may include:

1. Gathering written or verbal statements
2. Interviewing involved students and witnesses
3. Reviewing digital or physical evidence if applicable
4. Determining whether the behavior meets the definition of bullying

The principal or designee will communicate findings with families and outline next steps.

### **Consequences and Interventions**

Consequences for bullying behaviors will be appropriate to the age of the student and the severity of the incident. Responses may include:

- Restorative conversations or mediation
- Loss of privileges
- Parent meetings
- Behavior plans or increased supervision
- Counseling or skill-building interventions
- Suspension (for severe or repeated incidents)

Our approach emphasizes both accountability and formation, helping students understand the impact of their actions and grow in virtue.

### **Prevention and Education**

The school will proactively teach and reinforce positive behavior through:

- Religion classes and Gospel-based lessons on virtue, dignity, and respect
- Social-emotional learning programs
- Regular classroom discussions about kindness and empathy
- Safe-environment lessons as required by the Diocese
- Clear expectations and consistent supervision in common areas

### **Commitment to a Christ-Centered Community**

Our mission calls us to follow Christ's example of love, mercy, and justice. As a Catholic school community, we commit ourselves to standing against bullying, protecting the dignity of every child, and fostering a safe, welcoming environment where all students can learn and thrive.

2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with diocesan director of schools.
5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith.

## **Student Insurance LSP 5540**

Personal injury insurance is the responsibility of the family.

## **Discipline LSP 5601**

St. Joseph Catholic School places a high value on respect, self-discipline and good behavior. The following expectations have been developed, including but not limited to the following. If inappropriate behavior takes place outside of school, action will be enforced if the damage affects staff and students at school.

1. Verbal abuse.
  - a. Verbal disruption in the classroom
  - b. Verbal disrespect for teachers and students
    - i. Talking back.
    - ii. Name calling and verbal harassment.
    - iii. Rude and discourteous language.
2. Inappropriate bodily contact.
  - a. Pushing, shoving, or jumping on another person.
  - b. Male/female body contact.
  - c. Tripping, pinching, kicking.
  - d. Fighting.
  - e. Physical endangerment.
3. Disrespect for property.
  - a. Removing without permission any items belonging to another.
  - b. Stealing.
  - c. Willful destruction of school or personal property.
4. Disobeying established classroom or school rules (LSP 5610 - School Rules).
5. Disobeying bus rules (LSP 5405 - Bus Rules). Students are subject to disciplinary action by school.
6. Leaving school property without permission.

The school adopts the following process for correcting inappropriate student behavior:

- 1 Teachers or other staff members (including volunteers) will correct the students' behavior in any of the following ways. Correction may involve:
  - a. Verbal correction
  - b. Loss of recess
  - c. Assigned consequence or task appropriate to the age and maturity of the student.

\*Most cases of inappropriate behavior are handled in the classroom but if it becomes necessary to remove a student from a class for behavioral reasons, the student must be sent to the school administrator.

\*When a deed of serious misconduct occurs or repeated minor violations occur, a major conduct correction form is sent to the parent to inform the parent of teacher concerns. This notice is to alert the parents of a need to modify student behavior. The parent must sign the notice and return it the

following school day. The notice is then filed in the school administrator's office. Failure to return this notice will result in notification of the parent. This step may initiate the following process:

- 2 A conference will include the teacher and parent and may include the administrator and the student. Conferences will proceed only after failure to resolve earlier conflicts. Several conferences may be needed before resolution of the conflict. If these conferences fail to modify student behavior, the process continues with the following step.
- 3 Suspension or probation is the next alternative available in this process.
  - a. Suspension must include a written notice given by the administrator to the parent(s) stating reasons, effective date(s) and manner of re-entry which is not to exceed three days. There are two types of suspension and in either case, all class work assigned must be completed before re-admission.
    - i. In school suspension will be carried out under the supervision of school personnel while the student is isolated from other students and school activities.
    - ii. Out of school suspension involves temporary removal from school and school activities.
  - b. Probation is a temporary plan to provide guidelines so the student may remain in school and improve behavior. Failure to pass the probationary period will lead to dismissal. The plan must include the following: previous conference, written notice to the parents, reasons for probation, specific behavior to be changed, specific terms of probation (including time of review), consequences that will follow, signature of at least one parent, student, and administrator on the probation plan. The school committee will be informed if terms are broken, and process of permanent dismissal will begin.
- 4 Immediate suspension is for actions which are seriously harmful to the health and life of the students and to the orderly operation of the school require immediate intervention on the part of the administrator. Such actions may include but are not limited to:
  - a. Possession or use of dangerous weapons.
  - b. Use, possession or sale of controlled substances (alcohol and other drugs).
  - c. Smoking on the premises, buses, or during a school-related activity.
  - d. Serious bodily injury to staff or student
  - e. Serious disrespect of authority.
  - f. Theft or vandalism.
  - g. Continued or extreme use of profanity or foul language.
  - h. Fighting.
  - i. Serious abuse (verbal or physical) of others.

In such cases the administrator invokes an immediate suspension, informs parents and arranges a conference with parents, student, and the administrator. Plans for correcting the student's behavior are made. Those plans may include but are not limited to suspension from school, probation, involvement in counseling, or recommendation for permanent dismissal.

- 5 Expulsion refers to permanent dismissal from school. (See LSP 5115 - Expulsion Dismissal).

## **School Rules LSP 5610**

In addition to the behavior expected of students outlined in the positive behavior plan. Failure to follow these rules may result in the consequences listed in the discipline procedure (see LSP 5601 - Discipline). Specific classroom rules are established yearly by the teacher. See appendix for the Positive Behavior Matrix.



## St. Joseph School Dress Code Kindergarten– Grade 5

### General Guidelines

- Each student's appearance must be appropriate to a Catholic school environment.
- Ripped, faded, or sequin uniform clothing may not be worn.
- No temporary hair color. Mohawks are not permitted.
- Hats or other types of headwear are not to be worn.
- No permanent or temporary tattoos allowed.
- **Shirts** (Colors: Blue, Red, Green, Pink, Black or White)
  - Solid colors - No stripes, logos, writing, or graphics, except St. Joseph School.
  - Button polo shirt with collar, turtlenecks, mock turtlenecks, button up shirts
  - Solid colors – no stripes, logos, writing or graphics, except St. Joseph School.
  - Shirts must be tucked in.
  - No shirts with hoods
  - Tank tops, crop tops, spaghetti straps, off the shoulder tops, or see through tops are not allowed.

### **Sweaters** (Colors: Blue, Red, Green, Pink, Black or White)

- Long or short sleeve sweaters, vests, cardigans, V-neck or crew neck.
- Solid colors - No stripes, logos, writing, or graphics, except St. Joseph School.
- Sweaters do not need to be tucked in.
- No hooded sweaters.

### **Pullover Sweatshirts** (Colors: Blue, Red, Green, Pink, Black or White)

- Solid colors - No stripes, logos, writing or graphics, except St. Joseph School.
- Sweatshirts do not need to be tucked in
- No hooded or zip up sweatshirts.
- Navy, gray, or black, SJ logo ¼ zip pullovers from Fleet Feet.
- Full zip fleece jacket, SJ logo from Fleet Feet.

### **Pants** (Colors: Navy blue, Black, or Tan)

- Solid colors – no stripes
- No jeans, sweatpants, yoga pants, leggings, wind pants, jeggings, athletic joggers, or athletic pants of any variety.

### **Shorts** (Colors: Navy blue, Black, or Tan)

- Walking shorts-fingertip length or longer.
- No athletic shorts
- Solid colors – no stripes
- Shorts may be worn from the beginning of the year through October 15<sup>th</sup> and April 15<sup>th</sup> through the end of the year.

### **Skirts, Skorts, and Jumpers** (Colors: Navy blue, Black, or Tan)

- Solid colors – no stripes
- Fingertip length or longer

### **Tights/Leggings with skirts, shorts, or jumpers** (Solid Colors: Black, Navy blue, Red, Green, Pink, Black or White- no stripes or prints)

- Skirts, skorts, and jumpers must still be fingertip length or longer when tights or leggings are worn.

### **Shoes**

- Tennis shoes/athletic shoes are required and are the only accepted shoe, including casual days.
- Shoes must be tied/laced, have Velcro fasteners, and/or stay securely on the feet.

### **Socks**

- Socks must be worn to school every day
- Must be solid colors
- Must be the same color
- Same height
- No designs
- Small logo of sock manufacturer is acceptable

## OTHER DRESS CODE NOTES:

- **T-Shirt Tuesday:** The last Tuesday of the month students are invited to wear any **St. Joe's shirt** with their regular uniform bottoms.
- **Out of uniform dress:** Once a week, on Thursdays, students can be out of uniform. There may be other occasions when students can be out of uniform for certain field trips, Spirit Days, Catholic Schools Week, etc. Clothing for these days can include jeans, sweatpants, wind pants, dresses, and skirts, with a variety of shirts.
  - Clothing should be in good taste, modest, and not include any inappropriate logos or language. Leggings may only be worn if they are worn with a long tunic style shirt or sweatshirt that reaches fingertip length when the child is standing, or may also be worn under a dress or skirt on out of uniform days. Out of uniform dresses, shorts, and skirts must reach fingertip length when the child is standing.
- Tank tops, crop tops, spaghetti straps, off the shoulder tops, and see through tops are not allowed.

### Physical Education

Tennis shoes are required in physical education class.

### Enforcement and Consequences

The dress code will be reviewed annually by the staff, administration, and School Committee. Final decisions will be at the discretion of the school administrator. Students wearing clothing not meeting the above standards will be given an out of uniform note to be signed by parents. A second offense will result in a minor form and communication with parents.

## Grade School Dances and Parties DSP 5790

Schools are not to sponsor mixed parties and dances for grade school students, when they are such as to promote premature dating, exclusive and particular boy-girl associations and the pairing off of couples. School activities which are well supervised, and which are instructive in the social graces and productive of mature and wholesome relationships are encouraged.

### **LSP 5790**

Every activity conducted during the regular school hours should have a purpose, which is related to learning, and classroom parties are no exception. Good judgement, along with prior approval from the school administrator, shall be the guidelines for classroom parties.

## Student Parties and Dances: Non School Sponsored DSP 5795

The responsibility of mixed parties and dances not directly sponsored by the school (In this policy, school refers to elementary, middle and high school) belongs to the pupils' parents. However, illegal use of alcohol or drugs at such parties or outside school activities can result in school disciplinary measures including suspension, dismissal or expulsion.

### **DSR 5795**

The school (in this regulation, school refers to elementary, middle and high schools) is not to assume any part of parental responsibility in non-school sponsored parties and dances or allow school time to be given over to the planning or promotion of the mixed parties and dances not sponsored by the school.

The use of any school facility for such events is to be handled in the same manner as any other non-school activity.

## School Wellness Policy June 2023

In accordance with our mission to develop the whole child (physical, mental, and spiritual) Saint Joseph School is dedicated to promoting and supporting the healthy lifestyles of its staff, families, and students. The school recognizes that optimal health encourages healthy academic and spiritual growth. Living a healthy lifestyle and taking care of our bodies is important because we are God's children. In order to do this, we have some suggested guidelines for health and wellness. The program was developed with staff and will be reviewed annually. The program is broken down into three areas: nutrition, physical activity, and education.

### **NUTRITION:**

#### *Foodservice lunch program:*

1. Federal guidelines are met or exceeded.
2. No competition from vending or fund raising.
3. Adequate time to eat and short lines.
4. Reasonable cost.
5. Free and reduced lunch available to families that qualify.
6. Convenient access to handwashing and hand sanitizer before eating.

#### *Classroom practices:*

1. Water consumption is encouraged.
  - a. All grades have convenient access to water bottle fillers on each level
  - b. Students are allowed to have water bottles in class.
2. Use of food incentives with limited nutritional value is discouraged.
3. Classroom party food guidelines:
  - a. 1 or 2 healthy snacks
  - b. Sweet or salty snack
  - c. 100% fruit juice or water
  - d. 1 treat: candy, cookies, chips, etc.
4. Healthy daily snacks encouraged
  - a. Cheese, whole grain crackers
  - b. Fruit/vegetables
  - c. trail mix, yogurt
  - d. muffins, granola bars
  - e. dried fruit

### **PHYSICAL ACTIVITY:**

#### *In School:*

1. PE class
  - a. 30 minutes two times a week
  - b. Preschool 20 minutes daily
2. PE class
  - a. Strength, cardiovascular, and flexibility testing
  - b. Reported to parents each trimester

3. Recess
  - a. 15-30 minutes daily
4. Walk for Virtues
  - a. Once a year, 6 miles
5. Walking Program
  - a. Morning walking 8:15-8:30 daily as students arrive

## **EDUCATION:**

Health and nutrition related topics integrated into the science and health curriculum. Social and emotional learning are covered through the Second Step Curriculum and addressed in all grades.

### *Grades K-2 Topics:*

1. food pyramid (MyPlate, new food pyramid) exercise
2. sleep and rest, personal hygiene
3. teeth, personal safety
4. basic bodily functions, germs/handwashing

### *Grades 3-5 Topics:*

1. food pyramid, basic bodily functions
2. exercise, sleep and rest
3. personal hygiene, germs and disease
4. body systems, substance use and abuse (DARE- when available))
5. personal safety, healthy lifestyle
6. handwashing

In addition, throughout the year, different opportunities are provided to talk about health and safety, which may vary year to year, and are listed below.

1. Red Cross: Presentations in the spring on home safety, first aid, tornado safety.
2. Menomonie Fire Department visits to talk about safety and the jobs they do.
3. Assorted health professionals and community guests to discuss healthy teeth, eating, exercise, and other health related topics.

## **INSTRUCTION**

### **School Calendar LSP 6101**

The school calendar closely follows the public school calendar. Calendar events are added to the school calendar on the Sycamore Education website. A copy of the school year calendar is found on the website and paper copies may be requested from the office. Paper copies of the next school year are sent home in May.



The school administrator and public relations manager maintain an activity calendar. All activities, such as games, contests, programs, plays, rehearsals, etc., must be approved and listed on the school's master calendar. Strict observance of this procedure will avoid conflicts between activities. Reservations for activities are made with the school administrator at the beginning of the school year or three weeks in advance of the activity date.

## **Hours of School LSP 6103**

The school day for elementary students begins at 8:30 AM and ends at 3:10 PM. All children that arrive at school before 8:15 other than by bus will be a part of the Sunrise Program (LSP 6104). The time periods before and after school are used by the teaching staff to prepare their lessons and to conference with parents or other teachers.

The playground is not supervised after school; therefore students must go directly home after dismissal. Families of students who are picked up later than 3:10 will be charged at the after school care (ASC) program hourly rate. Before and after school care is available for all families.

### Hours of Preschool

Three-year-olds meet 8:30-11:00 AM two days a week. 4K is held Monday through Thursday from 11:55 AM - 3:10 PM. Preschool children are to be escorted directly to the preschool room by a parent or guardian no sooner than 10 minutes before start time. Preschool children will not be released from school until a parent or guardian is present to escort them home. Parents are asked to pick up their children within 5 minutes after ending time.

## **Before (Sunrise) and After School Child Care LSP 6104**

St. Joseph School provides early morning school age childcare for students before school hours as a service to parents who have commitments beginning at 7:30 AM. All children that arrive at school before 8:15 AM other than by bus will be a part of this program. The cost per child is regulated and reviewed each year. Students are charged through the Sycamore Education childcare system. Students are charged by the hour.

1. Students should report to the gym as soon as they enter the school and check in with the supervisor.
2. When the students arrive, the supervisor keeps records of the time.
3. Students need to check out with the supervisor if they leave the gym.
4. 7:30-8:15 AM students may play quiet games and activities from the cart.
5. At 8:15, weather permitting, students will go outside to walk until the bell rings at 8:30 to begin the school day.

### Snack

- After school care will serve a snack daily around 3:45 PM.

### Fees

- Early morning and after school care are supported by fees and are not subsidized by the parish or the school. Regular and prompt payment of the fees is appreciated. Payments for occasional use of the program should be made at least monthly. Partial hours of service are pro-rated. Cash payments may be made but checks or online payments are preferred. Checks are to be made out to St. Joseph School.

### Homework

- It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. The staff has no way of knowing what work has been assigned to which students.

### Discipline

- The discipline procedures of the school will carry over into the before and after school care

programs. Each school family receives a copy of the school handbook containing this information.

#### Illness/Accidents

For the safety and health of all the children in the before and after school care programs, no sick child will be accepted into the program. No medicines will be given to a child while in the before or after school care program. Parents or people listed on the family information form filed with the school office will be contacted in the event a child becomes ill during before or after school care hours. All necessary steps will be taken to provide care of an injured child. An accident report will be filled out on any accident that results in an injury of a child.

#### Termination of Care

- Careful consideration and conferences with parents will be conducted prior to removing a child from before or after school care. Termination will result from non-payment of fees or behavior on the part of the child that is consistently detrimental to the program or poses a safety risk to care workers or other children in the program.

## After School Care Program Rules, Schedule and Guidelines

The after school childcare program is a program created to allow students whose parents work to have a safe place to go between the hours of 3:10 PM and 5:30 PM on school days. It allows us to extend the day to provide a safe, familiar, and structured place for children. It also allows a place for students to complete homework and socialize with friends. This program is a buddy program to Sunrise, our before school care program.

Daily Approximate Schedule:

- 3:10-3:45 Outdoor/active play
- 3:45-4:00 Prayer, snack and story
- 4:00-4:45 Homework or quiet play time
- 4:45-5:00 Clean up
- 5:00-5:30 iPad, puzzles, books, outdoor, or homework time.

### **RULES- Including but not limited to the following:**

1. Students are allowed to bring their own snack. **One snack per day is provided by St. Joe's at the scheduled snack time.** Due to storage, most snacks will be prepackaged items. Some items we regularly include are granola bars, fruit snacks, pretzels, or crackers. Students are expected to clean up after themselves. Water bottles are welcome. **Snacks are to be finished before going to play areas.**
2. Students are required to clean up any toys or items they are using before leaving. An exception can be made if another student wants to keep using that toy, game, or set up. If you get it out, you must put it away. The gym/classroom is used on a daily basis for instruction, and needs to be left as it was found.
3. Students are required to stay with the group at all times. It is not an option to stay inside during outdoor time or vice versa. The only exception is to walk to the hall to use the bathroom with permission from the after school care supervisor.
4. Behavior expectations are the same as during the school day. Listen and be respectful to the after school care supervisor, other student and adults. Be respectful of equipment and toys.
5. Students should make every attempt to keep track of their things. Items found at the end of the night will be put in lost and found.
6. Students can attend on a regular schedule, or on a drop-in basis.
7. Students are not allowed to bring or use their personal electronic devices.
8. Teacher has the right to 'close' certain areas of the gym/classroom
9. Students not picked up by 3:10 from the regular school day will be taken to after school care. Daily charges will be incurred.

Students who are regularly not in accordance with these rules may not be allowed to attend after school care.

10. Pick up for after school care should be through the gym door #4.
11. Late pickup after 5:30 PM is subject to an additional \$10.00 fee.

## **Liturgies LSP 6107**

School liturgies are regularly celebrated each week on Fridays at 9:00 AM. Elementary classes take turns planning a liturgy and leading the school in prayer and celebration. The living rosary, Litany of the Saints, Christmas program, Ash Wednesday, and May crowning are examples of other special devotional activities for the students. Parents are welcome and encouraged to attend any of the school liturgical celebrations. Each class has an assigned area in the church. Students will attend Mass and sit together with their school class.

## **Home-Based Private Educational Program LSP 6115**

St. Joseph School respects and supports the right and duty of parents as the primary educators of their children. Some parents may have the time and resources to directly instruct their own children at home in a "home based private educational program".

Home schooled students may participate in extracurricular activities sponsored by St. Joseph School such as basketball and scouting that occur after the school day. Extracurricular activities do not require the parent's direct supervision.

By definition of home schooling the student does not participate in direct instruction in the classroom. There may be no combination of home schooling and classroom schooling. The difficulty of a part time home school and part time in school situation in terms of planning for instruction, assessment of the child and the social interaction between children is not in the best interest of the child, classmates, teacher and the school. Therefore, parents may not borrow class textbooks or non-consumable materials.

## **Fire Drills LSP 6120**

Fire drills will be held once a month during the school year. Fire drill procedures will be posted in each room next to all exits. Students, teachers and all support staff are to be familiar with fire drill procedures. All students, staff and visitors are to take part in fire drills.

## **Emergencies - Natural Disaster LSP 6121**

A natural disaster emergency drill will be scheduled during the school year. In the event of tornadoes and other natural disaster warnings, students are instructed as to their particular places in the school. Procedures will be posted in each room next to all exits. Students, teachers and all support staff are to be familiar with natural disaster emergency procedures. All students, staff and visitors are to take part in emergency drills.

## **Emergencies - Inclement Weather and the Closing of School LSP 6125**

When school is closed or there is an early dismissal, a notice will be carried on local and Minneapolis/St. Paul television channels. When buses are not running for the Menomonie Public Schools, St. Joseph School will not be in session. The early morning care program will not operate on days when the school is closed because of weather or other emergencies. School closing notifications will be emailed, and posted to the school's Facebook page, and communicated through classroom Dojo accounts.

Generally, after school care and all extra-curricular student activities including musical concerts, basketball practice, scouting meetings and afternoon religious education classes held at the St. Joseph Parish facility are cancelled when school has been cancelled or early dismissal has been called due to inclement weather.

## **Emergencies- Lockdown LSP 6126**

### **Emergencies – Crisis Plan LSR 6127**

St. Joseph School has a crisis plan that outlines procedures in the event of various crisis events including cases of a family crisis involving the serious injury, death, suicide or other traumatic incident involving a student, parent or guardian of a student or a staff member. The plan also covers, but is not limited to, kidnapping, bomb threats, abuse and neglect, accidents, medical emergencies, hazardous chemical spills, sexual offenses.

The school administrator will be notified of the crisis incident and will be given appropriate factual information concerning it. The school administrator will notify the staff of the situation via intercom, text, email, or face to face. The school administrator will also notify the parish pastoral staff, the public school district counseling staff and the County Mental Health Clinic and will ask that representatives be available at a staff meeting and at school the next day as may be indicated. The school administrator will call the family of the victim(s) to determine what communication they would like to share with the school.

The School Administrator is the designated official spokesperson for the school. All media requests should be directed to the Administrator. Parents will be notified in the case of an evacuation or emergency in the school, per the direction of the priest, the administrator, or the police/fire department.

#### Staff Meeting

The staff will meet the following morning in the conference room. The administrator will share the appropriate facts concerning the incident with the staff. The administrator will inform the faculty regarding communication to students and indicate that all questions and media contact should be directed to the administrator.

The parish pastor and professional counselors from the Mental Health Clinic and School District will discuss with the faculty how to acknowledge and deal with the death or other crisis with the students. They will discuss with the faculty the resources that will be available to the students and the staff. The school staff will meet immediately following the student dismissal at the end of the day. The purpose of this meeting will be to "process" the day.

#### Resources for students and staff in the event of a Crisis

- Dunn County Health Department staff members are available to our school in crisis situations that require medical help.
- Students having difficulty and in need of professional help will be referred to the Dunn County Mental Health Clinic.
- Group rooms for students to meet and talk with other students, the pastor and counselors.
- A letter or email may be sent to all parents notifying them of what has happened and offering suggestions and assistance to them concerning their own children.
- Community mental health workers will be available to meet with staff members who so desire.

#### Student & Staff Attendance

Family members and staff directly related to the victim(s) will be granted absence in the case of a family crisis or funeral. Closing school will be assessed on an individual case basis by the administration. Students and staff will be permitted to attend a funeral during the school day but will not be forced to attend unwillingly or without parent approval.

## **Curriculum LSP 6205**

In all grades the following subjects are taught: Religion, Reading, Math, Language Arts, Art, Music, Science, Social Studies and Physical Education

### Religion

Formal religion classes are held four times a week. Attention is given to the sequence of doctrinal content, scripture, liturgy and everyday Christian living. Each week a class is responsible for preparing the liturgy for the entire student body. Liturgy is ordinarily at 9:00 AM on Fridays.

### Reading/Language Arts

In addition to the basic texts the primary grades stress phonics learning. A systematic language program with specific skill development in listening, composition, handwriting and reading is used. The Zaner-Bloser handwriting is used in teaching manuscript.

Students begin the transition to Zaner-Bloser cursive in second grade. Students are to be encouraged to use cursive handwriting on regular assignments, but this based on teacher discretion.

### Mathematics

Emphasis is placed on computation, drill work, and problem solving.

### Science

The science program places emphasis on hands-on learning activities which allow students to gain knowledge of their world by experience.

### Social Studies

Social studies is taught on a unit basis in grades kindergarten through three. In grades four through five, the program integrates geography and history. A study of Wisconsin is introduced in grade four.

### Art

Creative art activities are offered to all grade levels.

### Music

Students are involved in a vocal music program and given an opportunity to express themselves musically in the many programs and liturgical services that the school provides. Music theory, listening/appreciation are incorporated into the singing program as time allows. Third and fourth grade students are instructed how to play the recorder, and 5<sup>th</sup> graders are instructed in playing the ukelele.

### Computer

Keyboarding, internet use and safety, Microsoft Office products, and other applications follow the D.P.I. standards for K-5.

### Physical Education/Fitness/Health

A strong emphasis is placed on sportsmanship and improved physical fitness. Units are taught in grades K-5 that emphasize gross and fine motor skills, as well as strength and endurance.

### Preschool

The preschool program offers a creative learning environment and a developmentally appropriate curriculum that has a strong emphasis on sensory, hands-on, experiential learning through a variety of activities and media. St. Joe's is a site for the public school 4K program. The 3K program has a strong religious philosophy

with Catholic Christian values permeating the curriculum.

### Other Curriculum Resources

The curriculum at St. Joseph's is complemented by resources available in the instructional media center. The media center contains printed literature, periodicals and audiovisual materials. Students have the opportunity to check out books once a week. Internet access is provided in each classroom, subject to the rules of acceptable use outlined in Computer and Internet Acceptable Use - LSP 6420.

### Homework

**PARENTS' ROLE:** As the primary educator of your child, it's your role to encourage and supervise homework completion. If you have concerns about the homework that is being assigned, please contact the teacher.

Teachers are encouraged to assign homework to supplement daily class work. Homework may be assigned at any grade level with careful attention not to overload an individual student.

If a child is unexpectedly absent due to illness, then homework may be sent home with a sibling or may be picked up after 3:30 PM in the school office, unless other arrangements are made.

The primary purpose for homework at St. Joseph School is for the student to develop a sense of responsibility, foster good study habits, and to practice concepts and skills taught in the classroom. Homework consists of three types:

1. Daily assignments: For student to practice and reinforce skills and concepts taught in the classroom.
2. Reading: Independent, with a parent, or to a parent. Teachers may assign a reading log or assign minutes. Extra reading is encouraged. The purpose of reading is not only to develop a love of reading, but to learn to select reading material, acquire vocabulary, and practice reading strategies. Reading assignments may be specifically assigned or books of the child's choice.
3. Long term assignments: This may include book reports or projects. These assignments are acceptable at every grade level but are more prominent in the older elementary classrooms in grades 3-5. Projects are designed to further investigate a topic, to allow children to learn about time management, when and how to complete the project, and use multiple resources.

### Planned Absence Homework Policy- See also **Attendance Requirement- LSP 5110**

St. Joseph School would like to encourage parents to limit extended voluntary absences whenever possible to scheduled school breaks. Additionally, students will be encouraged to continue reading at least 20 minutes a day and are encouraged to keep a written journal or log of their experiences.



## **Non-Catholic Student Participation DSP 6225**

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

## **Field Trips LSP 6325**

Field trips are planned as an integral part of the educational program. All field trips and outings must be pre-approved by the school administrator and written consent of parents must be obtained for every child participating in a field trip or outing. Fees are varied, as most field trips are covered by SJPTO.

Normally bus transportation will be provided for field trips that are beyond walking distance from school. All rules and regulations regarding bus travel will apply to any trip under school sponsorship.

### Vehicle Safety

In some instances, students may be transported in private vehicles. The school carries insurance coverage for private transportation for school field trips. To help ensure the safety of our students, employees and volunteers the following procedures will be observed in connection with the operation of any vehicle used in the parish for school activities:

1. Any employee/volunteer driver must be 21 years of age or older.
2. Any employee/volunteer who transports individuals in connection with Diocesan, parish, or school activities on a regular basis shall fill out the Diocese of La Crosse Employee/Driver Volunteer Driver Information Sheet.
3. Each employee/volunteer shall produce a valid driver's license copied and verified by the school administrator.
4. Each employee volunteer who uses their own vehicle shall provide a certificate of insurance providing primary coverage within the normal acceptable liability limits for privately owned vehicles of \$100,000/\$300,000.
5. No one will be allowed to drive any vehicle for a school activity who has any of the following citations or convictions in the past three years: driving under the influence of alcohol or drugs; hit and run; failure to report an accident; negligent homicide arising out of the use of a motor vehicle; operating a vehicle during a period of suspension or revocation; using a motor vehicle for the commission of a felony; operating a motor vehicle without owner's consent; permitting an unlicensed person to drive; reckless driving; racing; any combination of accidents and moving violations which total three.
6. Any driver for a school event who causes an accident, or is involved in more than one accident in a 12-month period, or who is cited for a moving violation, shall be required to attend a defensive driver's course.
7. It is expected that all vehicles driven for school activities will be operated in compliance with the Seat Belt Laws of the State of Wisconsin.

## **School Visitors LSP 6350**

All visitors, including parents and volunteers, entering the school are to report to the office first and sign in. If items are being delivered to students the secretary will take items to the classrooms for parent(s). This procedure will allow the office staff to know who is in the building and eliminate classroom interruptions. Parents picking up their children for dental, doctor and misc. appointments must first sign in at the office. After the parent signs in at the office the secretary will call the child's classroom and have the child come to the office. Parents are not to pick their child up at the classroom. The student must also be signed in when returned to school. Those wishing to arrange a visit of a school age guest for a portion of the school day in the classroom (i.e., potential new students, former students, out-of-town relatives) must first make arrangements with the school administrator at least one week in advance. Staff members should refer any unrecognized or unauthorized persons to the office immediately and should notify the office immediately of their presence.

## **Animal Visits**

Students or parents wishing to bring an animal to school, must be given permission by the teacher or administrator prior to the visit of the animal. Numerous children have allergies, and this should be considered when they are permitted in the building.

## **Students Leaving School LSP 6355**

Parents are strongly encouraged to plan family vacations and trips around the school calendar to avoid extended absences. A request to the teacher and principal at least ten days prior to the student's absence is required.

## **Textbooks LSP 6405**

All textbooks including soft covered consumable books are property of the school. Each student is responsible for the books and materials used in school. Teachers shall require their students care for all school textbooks and consumable books (workbooks). If books or other materials have been ruined or lost, parent(s) will be held responsible for replacement costs.

## **Speakers, Outside Programs, Media Materials LSP 6410 (Including Movies and Videos and Literature)**

St. Joseph School observes Diocesan Policies regarding the appropriate use of all outside speakers, programs, media, materials and literature. Any questions about the use of these resources should be directed to the school administrator. For the purposes of classification, an adolescent is considered to be at least 13 years old. Movies rated All (Adults and Adolescents) by the USCCB are not to be viewed in school since very few if any of the students in St. Joseph's school are adolescents.

St. Joseph School does not carry an umbrella license that covers the entire school for showings of copyrighted, authorized Videos or DVDs. The Federal Copyright Act states that a public performance license is required for all showings of movies on videodisc for non-instructional purposes such as rewards, after school care, during assemblies or any showing via closed circuit. However, our school does not need a license to show videos for "face to face" instruction, i.e., when the movie is related to the subject being taught. Students may not bring movies to school for instructional purposes without prior approval from the teacher or administrator.

## **Computer and Internet Acceptable Use LSP 6420**

### Introduction

St. Joseph School has a computer network with access to the Internet, which is capable of connecting staff and students with educational resources all over the world. Instructional software, application programs on the school network, and the Internet are valuable tools to the learning process.

St. Joseph School has rules for acceptable computer and Internet use. The school will instruct its staff and students in the proper use of this technology, as part of the curriculum. After age-appropriate instruction is complete, students, staff and volunteers must return a completed User Agreement to the school prior to computer and Internet use. This agreement acknowledges awareness and responsibility for following rules for acceptable computer and Internet use. This signed agreement also becomes a permission slip to utilize the school computer network and Internet.

*The use of the computer network, the Internet and email is a privilege, not a right.* Inappropriate use or violation of any of the rules by a staff member, student, or volunteer, will result in consequences, including but not limited to: permanent loss of computer access privileges at the school, suspension, dismissal and/or legal action if the activity is illegal. If negative or harmful home internet use affects St. Joseph student(s) or staff, appropriate consequences will take place at school.

The school does not allow the use of inappropriate information on the Internet. We acknowledge that some materials exist that are inappropriate to the instructional setting and will do everything we reasonably can to prevent them from being accessed, however, we cannot control all the information available on the Internet. St. Joseph School will take reasonable precautions to restrict access to objectionable materials with the use of filtering software and provide adult supervision when students use computer technology and the Internet. Even though the school will take precautions, some material on the Internet might not get screened that may be inaccurate, have little educational value, and may contradict our Catholic beliefs.

St. Joseph School believes that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. In school related activities students are responsible for following these rules for computer and Internet use, however, St. Joseph School supports and respects each family's right to decide whether or not to agree to network computer use and Internet access.

St. Joseph School follows these rules for computer and Internet use, including, but not limited to the following:

1. Acceptable Use - *The use is always to be consistent with Catholic teaching doctrine, morality and values as well the educational objectives and school policies of St. Joseph School. Users shall not use the computer network or Internet for the purpose of sending or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.* From time to time the principal/system administrator will make determinations on whether specific uses of the network or Internet are consistent with the acceptable use policy.
2. Instruction and Permission - *Students and staff may not use the computer network and access the Internet unless they have been instructed in acceptable use and have a signed Acceptable Use Agreement on file in the school office.* Even with the Acceptable Use Agreement on file students may not use the school network or the Internet to access information or resources unless clear permission to do so has been given by the teacher or other supervising adult to access such resources or information.
3. Personal Responsibility - *All general school rules for behavior apply to use of computers and the Internet.* Users must report any misuse of the network to the teacher/supervising adult or to the system administrator. As Catholic school educators, faculty members are responsible for modeling the appropriate and ethical use of the Internet and other electronic information.
4. Network Etiquette - *Users must be courteous and polite in all computer use and respect the rights of others by avoiding the use of language that is abusive, profane, dishonest, threatening or offensive.* Appropriate language must be used. Users may not swear, use vulgarities or any other inappropriate language. Any message(s) sent or received that indicate or suggest racism, sexism or harassment is considered inappropriate and unacceptable.
5. Privacy - *Student users will not reveal on the Internet, at any time, the name, home address or personal phone number of any member of our school, including themselves, and school personnel. Student users shall not use the Internet to transmit information about the school or school facilities, other than their own e-mail address (if they have been granted one).* Faculty members will not reveal on the Internet, at any time, the names, home address, personal phone numbers or credit card numbers of any members of our school, other than themselves, without prior permission. Electronic mail is not guaranteed to be private. Nothing should be sent that one would not want others to read. *The school reserves the right to review any materials (e-mail, files and other correspondence) sent or received by students or staff via the Internet for their appropriateness in light of legal, ethical and Christian standards.*
6. Security - *Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.* Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or

misrepresent other users on the network or Internet. No one is to try to guess other users' password at any time. Students may not use another individual's password at any time to log on to the network or the Internet. If a user identifies a security problem on the Internet, he or she must notify the supervising adult or the principal/system administrator immediately. If a security problem exists users are not to demonstrate the problem to other users. All files created with network software may be saved to and retrieved from the user's directory on the school file server. Downloading of executable files, including plug-ins from the Internet onto the workstation hard drives or file server is prohibited. Adult users in the school may use flash drives provided by the school to download information. Flash drives from home may not be brought to school because of the danger of introducing computer viruses.

7. Vandalism - *Users shall not maliciously attempt to harm, modify, or destroy data of another user, network, or agency that is connected to the Internet or destroy or make changes to computer hardware or software.* This includes, but is not limited to, the uploading, downloading or creation of any computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Other examples of vandalism are changing or deleting another user's password, using an unauthorized password, damaging any files, or altering the system. Students and staff must notify the teacher in charge or the system administrator if vandalism of any kind is encountered.
8. Use Limitations - *Computer and Internet use during school time is limited to school curriculum related issues, matters and use.* Use of facilities, the network, services, or the Internet for commercial "for profit" activities, advertising, political lobbying or the ordering of products from vendors on the Internet is prohibited. Remember, usage can be tracked or traced to any site or location accessed. Use of the account by anyone other than staff or students or authorized persons is prohibited (including spouses, parents, guardians or other relatives).
9. Network Resources - The school network has limited capacity. The more users there are on the network, the more congested the network becomes and access to information will take longer. To avoid congestion the network and Internet is not to be tied up with idle activities such as games. Users are not to download information or print from the Internet without teacher permission. Download only the information that is needed. The principal/ system administrator must give prior approval for subscriptions to Listserves. E-mail Listserves must be monitored daily and deleted from the personal mail directory to avoid excessive use of fileserver space.
10. Copyright - *Users shall not use electronic media for the purpose of violating copyright law. This includes, but is not limited to copyrighted software, text, graphics, sounds or music. Such action will be considered theft and is in violation of Christian and legal standards.* Staff and volunteers are expected to be aware of copyright laws, abide by them at all times, and model appropriate use of copyrighted materials for their students. According to the Copyright Act, "Fair Use" means that educators may freely use information that is legally found on the network or Internet as long as you do so only for scholarly purposes. Users may not plagiarize or sell what is found. (See Plagiarism) Software on the school's network must be properly purchased by the school or donated to the school with full transfer of licensing rights before it will be installed by the system administrator. No software of any kind may be brought from home for use in any school computer. It is not acceptable for students or staff to copy software from the school network server. Illegal copies of copyrighted programs will not be made or knowingly used by school users. The definition of "illegal copies" includes (but is not limited to) making or using any copies of a program by persons other than the software licensee, except copying that is allowed by the licensing agreement. Software may be cautiously copied if labeled "shareware", "freeware", or marked as "public domain." The "software licensee" is the individual or the school which purchased the software. A site license for the school is deemed illegal if: a) the number of installations is greater than the number permitted according to the site license provisions, b) the software is installed on machines that are not on the premises (site license). It is not an infringement for the school as software licensee of a computer program to make or authorize the making of another copy of that computer program if: a) the new copy is created as an essential step in the utilization of the

school's site license, b) the new copy is for archival purposes only and all archival copies are destroyed in the event that continued possession of the software should cease to be rightful.

11. Plagiarism - *Users shall not use computer software and the Internet for the purpose of plagiarism.* Plagiarism is taking the work of another person and offering it as one's own. When using someone else's work, be sure to ask permission and give credit to the person who created the article, idea, text, graphics, or sound. Copying other's copyrighted work and calling it your own is a violation of copyright law.
12. Student Work and Images - *Students may not create directories or "home pages".* Student work will be published only under the direction of the supervising teacher. Images of students may not be used in any way on the network or transmitted via the Internet without parent permission. Student's full names will not be associated with pictures transmitted over the Internet.
13. Electronic Mail - *Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited. Forgery (or attempted forgery) of electronic mail messages is prohibited. Attempts at sending unsolicited junk mail or chain letters is prohibited.* Users will notify the supervisor immediately if any individual is trying to contact him/her for illicit or suspicious activities.
14. Virtual Field Trips - Internet access through the school network may offer opportunities for "virtual field trips" to distant locations. The school considers all connections to remote locations as field trips. The rules that apply to student conduct on field trips apply to these virtual electronic field trips as well. It is important to realize that we represent our school and our family when we use the information networks and must be on our best behavior. People are to be treated on the Internet as though they are honored school guests.
15. Consequences of Violations - *Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action. The privilege of the computer network use and Internet access can be lost or revoked at any time.* Consequences of violations include but are not limited to: Parent contact, loss of computer network and Internet access; school suspension; and/or legal action if the activity is illegal.

## **Testing LSP 6505**

Three times a year, students will be given the STAR assessment to measure their achievement in Math and Reading. These tests are used to study the strength and weaknesses of individual students, class performance, and as an aid to instructional improvement. The information is distributed to parents.

Fifth graders are required to participate in the Diocesan religion test each winter.

## **Extracurricular Activities LSP 6601**

It is a privilege for a student to represent their school when participating in school sponsored extracurricular activities including athletics and academic contests such as the Science Olympiad. Extracurricular activities are voluntary, and no student is obligated to take part in these activities.

As a result, there are special standards for members of an extracurricular activity or athletic team. Student participants must be good school citizens. They have the privilege of participating in well-organized programs, which are of special interest to them and for which the school provides coaching, equipment and facilities.

Because it is a privilege to represent a school in extracurricular activities, the school has the authority to take away the privilege when the student does not conduct her/himself in an acceptable manner. Not only does this responsibility exist while the student is involved in the activity, but good conduct shall be required at other times, particularly while at school. Furthermore, the student must meet minimum academic standards as well.

### Participation Standards

1. Academic
  - a. A student must have at least a C grade in all academic areas.
  - b. Eligibility will be based on grades at mid-quarter and at the end of each grading quarter.
  - c. Students who have not met the above academic standard may be suspended from attending or participating in all team activities for a two-week period so that they may better prepare their academic work.
2. Conduct
  - a. Students are subject to the guidelines of behavior set up by the school.
  - b. Any serious misconduct that requires school administrator and parental intervention will result in the student's suspension from participation in or attendance at the next scheduled activity. In the case of basketball, the next scheduled game will be missed.

## Athletics LSP 6610

*\*\*\* Although at this time Saint Joseph School has no school sponsored athletic teams, this section will remain in anticipation of future possibilities\*\*\**

At St. Joseph School the athletic program should be viewed as a means of assisting in the total development of the student. Those persons who are members of an athletic team should be provided the opportunity to develop their interests and abilities in the sport.

In keeping with the guidelines of the Diocese of La Crosse and the Menomonie District Athletic Department, efforts should be made to see that each boy and girl participate to the fullest in the program, both in practice sessions and games. Winning at the expense of participation is not acceptable. The development of teamwork, sportsmanship, and skill development in the fundamentals of the game should be stressed. If a student's academic grades are below average, he/she will be suspended from practice and games until improvement is seen.

When a student receives a D or U on the progress/report card in the core classes, the student is in violation of the activity code. Students who have not met the academic standard will be suspended from attending or participating in all team activities for a two week period so that they may better prepare their academic work. After the two week suspension, the student's grades will be examined to determine if they have improved. If the grades have been raised, the school will send notification releasing the student from suspension. If the grades have not improved, the suspension will continue.

### Code of Sportsmanship

One of St. Joseph's primary objectives is to help the child develop a positive attitude toward good sportsmanship in all extracurricular activities. Good sportsmanship relates to the manner in which a person has conducted himself/herself throughout the event. St. Joseph's basic fundamentals of sportsmanship include the following:

1. Show respect for the opponents at all times.
2. Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand, and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Maintain self-control at all times. Good sportsmanship is concerned with the behavior of all involved in the event.
5. Recognize and appreciate skill in performance regardless of affiliation.

### Responsibilities of Athletes:

1. Treat opponents with respect. Shake hands with opponents & wish them good luck before the contest.
2. Exercise self-control. Accept decisions made and abide by them. Use of profanity is unacceptable behavior and will not be tolerated.
3. Respect the officials' judgment and interpretation of the rules. Never argue or make gestures indicating dislike for a decision.
4. Accept both victory and defeat with pride and compassion. Congratulate your opponents following either a victory or defeat.
5. Cooperate with the coach and administration in promoting good sportsmanship.

### Responsibilities of Spectators:

1. Respect, cooperate, and respond enthusiastically to the contest regardless of the outcome.
2. Discourage inappropriate behavior on the part of fellow spectators.
3. Respect the authority of the coach, officials, and school administration. Respect the judgment and strategy of the coach.
4. Never criticize the athletes or coaches for the loss of the game.
5. Avoid profane language and obnoxious behavior.

### Responsibilities of Coaches:

1. Always set a good example for others to follow.
2. Teach the values of honest effort.
3. Instruct the players in their responsibilities of good sportsmanship.
4. Discipline the players who display unsportsmanlike behavior.
5. Be a perfect host to opposing teams and coaches.
6. Respect the officials' judgement and interpretation of the rules.
7. Publicly shake hands with the officials and opposing coaches before and after the contest.

### Specific Duties of Coaches

1. Work with each athlete in teaching the basic fundamentals of the sport. See that each participant has the opportunity to develop basic skills in practice and game situations.
2. Emphasize good sportsmanship, maximum participation, having fun, and a team spirit.
3. Exemplify the Christian ideals stated in the school philosophy.
4. Set up practice schedules with the school administrator and notify parents of the schedule and subsequent changes. Consult with the school administrator prior to scheduling practice sessions or scrimmages at other facilities.
5. Supervise the athletes during practice sessions and games.
6. Put away equipment after practice sessions and inform the school administrator regarding equipment maintenance. Distribute and collect uniforms as needed.
7. Dust mop the floor before and after the practice session. Turn out lights and secure the building before leaving.
8. Coordinate any necessary arrangements for tournament play such as parent permission and travel.

## **PLANNING**

### **Planning for Catholic Schools LSP 7101**

St. Joseph School has a five-year plan and a long-range planning process in place to annually review and update the long-range plan. A copy of the Long-Range Plan is sent to the Diocesan Office for Catholic Schools, Bishop, and WCRIS.

## **COMMUNICABLE DISEASE**

### **Communicable Disease LSP 8000**

The following guidelines (including, but not limited to the following) are intended to minimize the risk to your child of the most preventable and serious communicable diseases:



Keep your child home with

1. Fever over 100 degrees
2. Diarrhea (more than 1 abnormally loose stool)
3. Vomiting
4. Strep Throat
5. Chicken pox  
are scabbed over.
6. Head Lice/ The day treatment has begun.
7. Impetigo/ Under treatment 24 hours or lesions no longer weeping.
8. Ringworm/ Under treatment - affected areas covered, if possible.
9. Fifth Disease/ No fever.
10. Pertussis/ 5-7 days after treatment has begun (antibiotic).
11. Hand foot and mouth disease/no fever and/or sores are healed.

Child may return when:

- Fever absent for 24 hours, without the use of medication.
- No diarrhea for 24 hours.
- No vomiting for 24 hours.
- On antibiotics at least 24-48 hours.
- 7 days since last appearance of pustules or when pox



## ST. JOSEPH HOME AND SCHOOL ASSOCIATION GUIDELINES

### The Mission of St. Joseph Home and School Association is:

- ◆ To support parents as the primary educators of their children in Christian values and principles and to promote the full growth of individual parents through enrichment opportunities toward this end,
- ◆ To facilitate communication, service opportunities and assistance from parents to the parish, its school and its staff,
- ◆ To enhance communication and socialization among parents, and to facilitate social activities and experiences for students and their families.

#### **ARTICLE I: Name**

The name is "St. Joseph Home and School Association" referred to as SJHS.

#### **ARTICLE II: Purpose of the Board**

- ◆ SJHS is established to channel parent and teacher support of the school.
- ◆ SJHS's support shall include, but not be limited to, the following: To promote the mission of SJHS, to provide opportunities to build a faith community among parents, students, employees, and parish members, and to insure the growth and development of SJHS.

#### **ARTICLE III: Authority and Responsibilities**

- ◆ SJHS shall function within the structure of this parish community and with the support of the Pastor and Administrator.
- ◆ All policies and procedures of SJHS shall not otherwise contravene established policies of this parish and its parish school.
- ◆ No board member shall act independently without the consent of the Board or act in place of the parish and/or its parish school administration.

#### **ARTICLE IV: Membership and Terms of Membership**

- ◆ Membership on the Board shall be open to all parents of enrolled students, faculty, and staff of St. Joseph School who are willing to work to support the mission of SJHS.
- ◆ The Board shall not exceed 14 members (including the four Executive Committee Members) who will serve for 2-year term. A Board member in good standing may elect to serve for an additional term of one year for up to two consecutive years.
- ◆ All board members must attend no less than two-thirds (2/3) of all scheduled meetings or, unless for good cause and otherwise approved by the Board, the member shall be asked to vacate the position.

#### **ARTICLE V: Officers of the Board**

- ◆ Officers of the Board shall be a committee of four persons called the Executive Committee, including President, Vice-President, Secretary, and Treasurer. The Executive Committee is elected and serves one year. A Board Member may serve on the Executive Committee for so long as he or she may be duly elected to said Committee.
- ◆ President: Presides at all meetings of SJHS, transmits all bills to be paid by the Treasurer, keeps membership informed of activities, programs, and needs of St. Joseph and the SJHS
- ◆ Vice President: Assists President and assumes duties of President in President's absence
- ◆ Secretary: Records and maintains minutes in a timely manner, handles correspondence with direction from the President and Executive Committee, and maintains and coordinates association membership and correspondence

- ◆ Treasurer: Keeps an accurate record of revenues and expenditures, gives written financial reports at each meeting, makes disbursements only as authorized by the Executive Committee, and pays approved bills promptly by check.

#### **ARTICLE VI: Meetings**

- ◆ The Board shall have monthly meetings from August to May of each year.
- ◆ Whenever possible, all official decisions made by the Board shall be by consensus of all voting members present. At those times when disputes cannot be resolved. The Executive Committee shall affirm the will of the overwhelming majority.
- ◆ The Board shall meet at the day, time and location agreed upon annually by the Board.
- ◆ Special meetings may be called by the Executive Committee, or by a majority of the Board.
- ◆ The agenda will be sent to Board Members prior to each meeting.
- ◆ The ordinary order of business shall be: Call to Order, Opening Prayer, Approval of Minutes, Approval of the Treasurer's report, School and Parish Related Matters, New Business, Non-Board Members Comments, and Adjournment. This may be changed, altered or modified at any meeting by an agreement of the members present at each meeting.
- ◆ To transact any official business, a majority of voting members must be present.
- ◆ Anyone wishing to propose an agenda item must submit the request to the Board prior to the next meeting. Non-board members who wish to speak at meetings may do so during a designated period at the end of a meeting.
- ◆ All meetings shall be open unless otherwise designated. Upon the vote of the Board, the Board may designate if a meeting is to be held in a closed session.

#### **ARTICLE VII: Call to Elections:**

##### **A. Method of Appointment to the Board**

- a. The Executive Committee will identify vacancies on the Board by March of each year.
- b. A flyer looking for new SJHS members will be sent in at least one Friday Packets in April.
- c. Any school parent or staff member may submit his/her name to the Board by the April SJHS meeting each year.
- d. Selection shall be determined through consensus of the Board.
- e. New Board members shall assume the responsibility of their office at the final April meeting, after the adjournment of the current Board. The first order of business of this Board shall be the calendar for the following year.

##### **B. Method of Appointment to the Executive Board**

- a. Selection of the Executive Committee for the next year shall be conducted at the final April meeting of the year by the standing Board, with a quorum of two-thirds incumbent Board members present. Board members who have served at least one year will fill Executive Committee positions.
- b. Nomination for Executive Committee positions will take place in March and acceptance of nomination by nominee, followed by election in April.
- c. If there is a tie for any position, each nominee shall describe to the Board why he or she is particularly suited to be elected to the position, and secret ballot votes shall be immediately taken until one individual is elected by majority vote.
- d. Members of the executive committee not nominated for the position being elected shall count the ballots for each position and announce the results.
- e. The newly elected Executive Committee assumes office at the adjournment of the April meeting.

##### **C. Resignations**

- a. A member may resign giving a written notice of the resignation to the Executive Committee.

**D. Vacancies**

- a. A person selected and approved by the Executive Committee may fill vacancies of Board members (for reasons other than expiration of term of office) for the remainder of the term.

**ARTICLE VIII: PLANNING AND BUDGET**

**A. Fiscal Year**

The planning/fiscal year for SJHS begins on August 1 and ends on July 31 of the following year.

**B. Planning**

In July of each calendar year, the new Board shall begin to prepare a program plan and budget for the coming year. By the August meeting of each year the Board shall have in place a tentative program plan and supporting budget for the coming year.

**C. Approval Process**

The Executive Committee, after soliciting suggestions from the membership, shall present the proposed program plan and budget for the coming year to the Board for consideration and approval at the August meeting.

**ARTICLE IX: Amendments**

Amendments to these GUIDELINES must be presented to the Board and voted upon. GUIDELINES may be amended by a vote of two-thirds (2/3) majority of a total voting membership of the Board.



## St. Joseph School Committee | Menomonie, WI 54751 GUIDELINES

### **Article I – Name**

The name of this body shall be the St. Joseph School Committee of St. Joseph Parish, Menomonie in the Diocese of La Crosse, Wisconsin, hereafter in these guidelines referred to as the “School Committee.”

### **Article II – Purpose & Function**

The School Committee is established to advise and assist the pastor and school administrator in the operation and governance of the school.

The committee has collaborative responsibilities in the following areas:

- A. Assist with accreditation planning.
- B. Review policies in student handbook.
- C. Review yearly tuition and registration fees.
- D. Assist with interviewing and recommending a new school administrator.
- E. Assist with interviewing for new teacher positions.
- F. Advise on new policies.
- G. Consultation and information sharing.
- H. Consult with faculty before any policy is changed.

### **Article III – Relationship with other groups**

The School Committee collaborates with:

- A. The pastor, school administrator, and staff.
- B. The Parish Pastoral Council.
- C. The Home and School Association.
- D. The Diocese of La Crosse.
- E. Faculty and staff at St. Joseph School.

### **Article IV – Membership**

Terms should consist of:

- A. 3-5 parent members from St. Joseph School who are supportive of the school and parish.
- B. Ex-officio members shall be the pastor and the school administrator.
- C. A teacher representative should be present at all meetings.
- D. One member shall be appointed by the school administrator.
- E. One member shall represent the Home and School Association.
- F. Each member shall serve a term of three years.
- G. Members can serve two consecutive terms.
- H. Members cannot serve if they or their relatives/spouses are employed at St. Joseph Parish/School.
- I. A parishioner at large should be a member of the committee.

### **Article V – Nominations**

- A. Candidates for open positions shall be advertised through the Church Bulletin and/or School Newsletters.

- B. If any member is unable to fulfill his/her term, a drawing from eligible candidates from the last drawing shall be contacted. If they do not wish to become a member, then new candidates should be advertised through the Church Bulletin and/or School Newsletters.

#### **Article VI – Officers**

- A. The officers of the School Committee shall consist of President, Vice-President, and Secretary.
- B. Any member of the School Committee is eligible for any office.
- C. The duties of the officers shall be as follows:
  - a. The President shall preside over all regular and special meetings and be responsible for the agenda with the school administrator.
  - b. The Vice-President shall perform all the duties of the President when the President is absent or unable to act.
  - c. The Secretary shall maintain a written record of all acts of the School Committee, conduct, receive, and dispose of all correspondence as direct; preserve all reports and minutes of the meetings.

#### **Article VII – Meetings**

- A. The School Committee shall meet five times per year. Special meetings may be called by the President, Pastor, or School Administrator and three members need to be present.
- B. For the purpose of transacting official business, it shall be necessary that a majority of the total members be present to come to a consensus on any issue.
- C. All meetings shall be open to the members of the parish and school parents.
- D. Visitors who wish to address the committee need to submit their petition to the President or School Administrator prior to submission of the agenda.
- E. Closed meetings may be declared to discuss confidential or personnel issues. Those minutes will not be published but recorded by the Secretary or School Administrator.
- F. A written record of all meetings shall be maintained by the secretary and preserved. Minutes should be disseminated to members, faculty, and parents within a reasonable time before the next meeting.
- G. An agenda will be prepared and distributed to members, faculty, and parents in advance of the meeting.

#### **Article VIII – Ad Hoc Committees**

- A. Sub committees may be established by the School Committee according to need.
- B. The executive committee may meet prior to the regular meetings to establish agenda or other needs.

#### **Article IX – Amendments**

- A. These guidelines may be amended by consensus of the total membership of the School Committee subject to regulation of the Diocese of La Crosse.
- B. An amendment must be discussed at two meetings and a consensus agreed upon by all members before a change can happen.

#### **Article X – Operating Procedure**

- A. The School Committee shall operate on the principles of consensus rather than Robert's Rules of Order.
- B. The faculty and School Committee should collaboratively be consulted when policy needs changing.
- C. The School Committee is an advisory board and the pastor and/or school administrator make the final decisions.

# TUITION AND FEES

Please call the school for more information.

1. PRESCHOOL:
  - A. 4K: Publicly funded
  - B. 3-year-olds: \$1,285/year or \$107.08/month (July-June) or 142.77/month (Sept.- May)
2. SUNRISE:
  - A. \$6.00/hr first child; \$5.00/hr second child; \$4.00/hr third child; \$2.00/hr fourth child
3. LUNCH:
  - A. Student hot lunch: \$2.85, includes milk
  - B. Milk: \$.40
  - C. Adult hot lunch: \$4.65 includes milk
4. SNACK/MILK FEES:
  - A. 3-year-olds: \$10.00 snack fee
5. SACRAMENTS:
  - A. Grade 2: \$25.00 for First Eucharist and Reconciliation Books
6. ADDITIONAL FEES as needed throughout the year for field trips and other misc. fees

# FIRST FLOOR





