



# 2022-23 Family Handbook

St. Joseph School

128 W. Humbird St – Rice Lake, WI 54868

Phone: (715) 234-7721

[www.stjosephschoolricelake.org](http://www.stjosephschoolricelake.org)

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**I do not want to make only a passing visit; I hope to spend some time with you.  
 1 Corinthians 16:7**

## 2022-2023 St. Joseph School Staff

**School Phone: 715-736-3112 for Mrs. Mazourek  
715-736-3100 for Mr. Van Dyke**

### Administrative Personnel

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Mrs. Julie Mazourek	School Secretary	<a href="mailto:j.mazourek@sjsricelake.org">j.mazourek@sjsricelake.org</a>

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Mrs. Stephanie Bowers	4 <sup>th</sup> Grade	<a href="mailto:s.bowers@sjsricelake.org">s.bowers@sjsricelake.org</a>

### Middle School Teachers

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Sister Claudine Balio	Middle School Religion	<a href="mailto:c.balio@sjsricelake.org">c.balio@sjsricelake.org</a>

### Specialists

Mr. Ryan Stridde	PE/Health	<a href="mailto:r.stridde@sjsricelake.org">r.stridde@sjsricelake.org</a>
Mrs. Mary Shearer	Music/Choir	<a href="mailto:m.shearer@sjsricelake.org">m.shearer@sjsricelake.org</a>
Mrs. Jennifer Nelson	Special Ed. Teacher	<a href="mailto:j.nelson@sjsricelake.org">j.nelson@sjsricelake.org</a>
Mrs. Jodi Seyer	Special Ed. Teacher	<a href="mailto:j.seyer@sjsricelake.org">j.seyer@sjsricelake.org</a>
Mrs. Monika Audette	Special Ed. Aide	<a href="mailto:m.audette@sjsricelake.org">m.audette@sjsricelake.org</a>

### Support Staff

Mr. Tony Brunette	Custodian
Mrs. Emily Rose	Elementary Aide
Mrs. Rachel Kallio	Elementary Aide
Mrs. Heather LaBonte	Elementary Aide
Mrs. Catherine Willger	Food Service
Mrs. Suzanne Robinson	Food Service

## OUR MISSION AND PHILOSOPHY

### Our Mission

The Mission of St. Joseph School, as an educational outreach of St. Joseph Parish, is to develop youth of the Rice Lake area in grades PK 3 through 8, to grow in faith, value family, excel in academics and follow Christ in service to others within the framework of our Catholic faith in a rigorous academic environment. St. Joseph School provides a comprehensive education which develops our students academically, spiritually, emotionally and morally in a safe, supportive and nurturing environment. As part of the Rice Lake community for over 125 years, we prepare our youth to contribute to the community with a service minded approach and an awareness of their impact on our changing world.

### Our Philosophy

St. Joseph school makes an excellent Catholic elementary school education available, accessible, and affordable to families in the Rice Lake area. We believe that Catholic schools continue to be “the most effective means available to the church for the education of children and young people” who are the future of the Church. St. Joseph school provides a comprehensive, broad based curriculum where Faith, Knowledge, Worship and Service are taught and lived daily.

### Our Vision

St. Joseph School will be the school of choice for all families of St. Joseph Parish as well as for other families in the Rice Lake area who desire a quality Catholic education for their children.

### Profile of The Graduate at Graduation

#### The St. Joseph Graduate...

**Academically-** Is a critical and creative thinker who demonstrates strong work ethic and self-discipline. Is able to locate and use resources manually and technologically. Has a strong academic foundation to support learning at the high school level.

**Religiously -** Possesses a greater knowledge and understanding of the Catholic religion. Leads others by living the commandments and following the example of Jesus Christ. Lives their lives by following the Catholic Church’s teachings on Social Justice. Actively and regularly participates in his/her church.

**Spiritually -** Practices stewardship by giving of their time, talent and treasure to others.

**Socially -** Is able to develop and maintain positive and respectful relationships with family, peers, and adults. Uses these skills to positively lead and influence others in the community. Is a strong public speaker.

**Physically -** Is healthy and informed to be able to care for themselves in mind, body and spirit.

### Our Core Values

- ✚ Witness our faith through Christian example
- ✚ Treat others with dignity and respect
- ✚ Take responsibility for our own actions
- ✚ Be self-directed learners
- ✚ Work collaboratively
- ✚ Think critically to solve problems
- ✚ Express creativity
- ✚ Produce quality work
- ✚ Master basic skills

### Our Partnership

Each of us has a vital role within St. Joseph School. Students, parents/guardians, St. Joseph Parish, school staff, Education Committee and Home and School Organization all hold key roles in order to ensure that the mission of St. Joseph School is carried forward.

#### **Role of St. Joseph School:**

St. Joseph School is a Catholic learning environment in which each parent, teacher, staff and student choose a comprehensive Catholic education. We believe in and provide opportunities for communication and collaboration, for the sharing of ideas and resources, and for supporting, reinforcing and extending learning.

#### **Role of Parents/Guardians/Family:**

As suggested by our Philosophy and Mission Statement, religion is not just another subject added to our school curriculum. As a Catholic school, our faith is at the heart of all of our subjects, and it permeates our entire educational program. Likewise, our Catholic homes are not just ordinary ones to which an additional weekday activity, Mass, is added.

The main contribution of parents toward the education of their children is to provide a home life that is Catholic to the core, as evidenced in its daily activities, its guidance and modeling, and decision-making. A close relationship between parents and teachers is essential. These adults, the greatest influences in the early life of the child, must work in harmony and be positive in words and actions. If the home and the school do not reinforce each other's Christian values, or present differing values, the child may become confused and disillusioned. The child must know that her/his family is important to the school and that every phase of her/his school life – educational, spiritual, social – is important to her/his parents.

- ✚ Keep in close contact with your child(ren)'s teachers
- ✚ Support the school verbally
- ✚ Communicate with school staff regularly
- ✚ If you are pleased with the school, tell others
- ✚ If you are displeased with the school, talk to us so that we can work through the concern together.
- ✚ Take an active part in school programs; attend children's activities (fine arts and athletic events)
- ✚ Attend conferences and meetings
- ✚ Partake in children's Liturgies
- ✚ Attend Home and School Organization meetings
- ✚ Volunteer with fundraisers, classroom activities and/or field trips

#### **Role of St. Joseph Parish:**

St. Joseph Parish has established and continues to maintain and support our school as an essential part of its work to spread the Word of God. Our Pastor is the spiritual leader of the school as well as of the parish. He delegates the educational operation of the school to the professional education leader, the principal. The parishes of Holy Trinity (Haugen) and Our Lady of Lourdes (Dobie) also provide some financial assistance to their parishioner students who attend St. Joseph School.

St. Joseph School, a school of the Diocese of Superior, and those individuals and groups responsible for the directing and administering of this school shall follow ecclesial (Canon) law pertinent to Catholic education and Catholic schools. (7-19-98) (Diocese of Superior Policy 1200DP).

#### **Role of St. Joseph School Staff:**

The teachers at St. Joseph School welcome each student with gentleness, compassion, understanding, and with a caring heart. Teachers treat each student with respect and dignity. We are dedicated to guiding each student in making positive life choices. Knowing that children learn through example, the teachers agree to be strong positive role models for students. We demonstrate respect and responsibility in how we treat students, their teachers, and each other. We know that consistency and cooperation are important elements to a successful academic environment. With parental cooperation and support, we help your child to grow in self-esteem and choose appropriate behaviors that are consistent with Christian values.

#### **Role of the School Executive Board:**

The St. Joseph School Executive Board serves as an advisory group to the pastor and to the principal. The pastor appoints members of this board. They strive to promote the mission of Catholic education, the message of Jesus Christ, a sense of community, and service to others. They work to encourage cooperation and communication among all school supporters and to ensure that the mission of the school is being carried out.

#### **Role of the Home and School Organization:**

The Home and School Organization provides necessities not included in the regular school budget and niceties at school functions as. The small touches added by the Home and School Organization creates an atmosphere of warmth and contributes to our "sense of community" as a school family.

#### **School – Community Relations:**

To develop and strengthen mutual understanding, every effort should be made to take St. Joseph School into the community and to bring the community into the school. A comprehensive understanding of the goals of the school, of the programs initiated to reach these goals and the needs of the school tends to activate parents and members of the community and to bring them to a realization of the importance of sharing time, talents, ideas, facilities and personnel to advance the cause of the school apostolate as a part of the total parish mission. (Diocese of Superior Policy 1300DP)

**Faith leads us beyond ourselves. It leads us directly to God.  
Pope John Paul I**

## PARENT RESPONSIBILITIES

### Actual Cost to Educate Your Child

The operating fund of St. Joseph School comes largely from St. Joseph Parish support. The minimum tuition asked of families is approximately 40% of the actual cost to educate a child. All families are asked to pay as close to the actual cost to educate a child as possible (please see Tuition/Fair Share Program below). Therefore St. Joseph School tuition has two components to help supplement the difference between tuition paid and actual cost to educate a child: fundraising (the \$CRIP Program and fundraising activities) as well as volunteering of time and talent.

### BASE Training / Background Checks

A child's safety is of the utmost importance to our schools. Teachers and staff must do everything in their power to ensure a child's safety. Details pertaining to this information is available online.

Annually, ALL employees and volunteers are to receive, sign and return a Morals and Ethics Assurance /Annual Affirmation Statement to the principal

Any new employee (including teachers, principals, etc.) and volunteers who serve the parish in an ongoing capacity by working directly with children are to complete online Safe Environment and have a background check completed. Instructions for doing so are available from the school office.

To help students be aware of their need to be safe, all students must attend at least one (1) hour safe environment training session each year that is age appropriate and taught in their classroom. In addition, students should have opportunities to practice skills throughout the year. Parents will receive, in the Thursday folder, the Diocese of Superior "Creating Safe and Sacred Places for Children and Youth: Training Permission Forms" with the appropriate information filled in regarding each child's training session. Parents who do not allow their child to attend the training session (for any reason) receive a copy of the *Diocese of Superior Creating Safe and Sacred Places for Children and Youth: Parent Resource Guide* to help educate them and to cover safe environment issues with their own children. (Diocese of Superior Regulation 6206R)

### Fundraising

Each St. Joseph School family is expected to participate in fundraising activities, which help offset the cost of tuition. Fundraisers for the 2022-23 school year include: The Black and Gold Gala, Christmas Tree Sales, and various minor fundraisers that occur throughout the year. Given the fact that the Black and Gold Gala is our largest fundraising event we ask that every single family be involved in helping plan, donate, attend and/or work the event. We ask that our school families positively promote these endeavors to extended family, friends and community members.

### \$CRIP

All families are asked to participate in our \$CRIP Program. This is an on-going opportunity for us to raise significant funds for the school without costing anything extra to any family. All of us buy groceries, gas and household supplies and occasionally go out to eat. We have \$CRIP cards available for many businesses in our community. There are literally hundreds of other places we are able to purchase \$CRIP from for your favorite shopping places---check out this website to see the options: [www.glscrip.com](http://www.glscrip.com). Contact the school office if you'd like any of these items to be specially purchased for you.

How does \$CRIP work? For example, if a particular gas company who offers us 20% discount, and we purchased \$1,000 in SCRIP from them, we pay them \$800 for \$1,000 worth of their gas cards and turn around and sell the gas cards to our families for their face value. Thereby, we have just made \$200 for the school with a product that we all of us would be paying the regular price for anyway.

\$CRIP is available in the school office during regular business hours (7:30 AM-3:30 PM), in the rectory office during their regular business hours (8:30 AM-5PM) as well as before and after weekend Masses at St. Joseph Church and Our Lady Of Lourdes. SCRIP can also be purchased and sent back and forth through Thursday Folders if a parent requests.

### **WISCONSIN PARENTAL CHOICE PROGRAM APPLICATION SUBMISSION AND RANDOM LOTTERY**

Choice schools must accept all eligible Choice applications during each open application period in which the school is participating. If the number of eligible Choice applications for any grade level that are submitted during the open application period exceeds the number of Choice seats available for that grade level, the DPI will hold a random drawing to determine which applicants are accepted.

An applicant will be notified by the school, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason. A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery.

### **APPEALS PROCESS FOR APPLICATION REJECTION**

The school offers a limited amount of Choice seats each school year. To apply for a Choice seat a completed application must be submitted during the school's open enrollment period. The open enrollment period runs from the 1<sup>st</sup> of February through the 20<sup>th</sup> of April.

At the end of the open enrollment period, the DPI will conduct a lottery of all complete and qualifying applications. If an applicant is not chosen in the lottery they are placed on a waiting list based on the order in which they were selected. At the completion of the choice lottery, each applicant is notified whether they have been selected or rejected. An applicant will only be rejected if they do not meet the income and/or residency requirements, or if they are not selected in the random selection lottery.

An applicant can only be rejected if the parent does not meet the income, residency, age or prior year attendance requirements or fails to be selected in the random lottery. Returning Choice students need only meet the residency requirements each year to be eligible for Wisconsin Parental Choice Program.

### **Tuition 3K, 4K, K-8 Tuition / Fair Share**

Our school operates under the "FAIR SHARE" Program. This program is rooted in sacrificial giving and long-held principles of justice and honesty and allows those seeking a Catholic school education to support their school of choice as one's financial means truly allows. Each spring during registration, families are notified of the actual cost to provide an education for their child(ren) on a per student basis and are informed of the minimum tuition requirements. Families are expected to look within their hearts and be honest in determining how much they can afford to pay toward their child's tuition, as close to that actual cost to educate their child as possible. For those who have been blessed in life with financial security, it is expected that their contribution will be greater than the minimum tuition and closer to the full cost.

Any amount paid over the minimum requirement set each year is tax deductible to the fullest extent allowed by law and will be reported to you pursuant to Section 170(f) (8) of the Internal Revenue Code. As always, consult with your tax advisor to consider your personal situation.

Remember that the difference between what you commit to tuition and what the actual cost to educate a child is needs to be made up "somewhere". This is where your fundraising efforts, donations and volunteer time are so necessary to the future success of our school. The future of our school depends on the support of EVERY single family and for everyone to do their "fair share".

### **Volunteer Service to Our School**

From serving lunch, helping kids learn, supervising the playground, helping at a fundraiser or helping clean our school, there are many opportunities to volunteer at St. Joseph School. All parents are asked to make a Family Service Commitment to provide volunteer service to our school. Please consult your Volunteer Opportunities Handbook and Time and Talent Sheets for more information. Parent volunteers are required by diocesan policy to be BASE (Basic Adult Safe Environment) Trained and submit a background check when working directly with our school children or wanting to chaperone field trips.

**Now faith is the substance of things hoped for, the evidence of things not seen. Hebrews 11:1**

## CURRICULUM AND HOMEWORK

### Courses of Study

**Religion** is the core of our curriculum. Catholic teachings, values and the sacraments are interwoven throughout the curriculum. Religion assists us in educating young people in a faith community allowing them to witness the presence of Christ in today's world. This is accomplished by modeling Jesus and through service to others. We celebrate Mass together at least once a week and pray the Rosary at least once a month together as a school. Students prepare the liturgies for our school Masses.

**Language Arts** encompasses the study and application of listening, speaking, reading and writing skills. Language Arts includes spelling, phonics, handwriting, grammar, oral communication, study skills, vocabulary acquisition, interpretive and evaluative comprehension, as well as critical and creative writing.

**Mathematics** embraces the seven core areas reflecting the standards of the National Council of Teachers of Math. The seven core areas are: measurements, algebra and geometry, arithmetic functions, problem solving, discrete math, probability, and statistics.

**Science** explores, through problem solving, the relationships between science and technology, the environment, and people and science as suggested by the Wisconsin Department of Public Instruction.

**Social Studies** includes the study of our relationship to the world around us (K – 3), Wisconsin history and geography (grade 4), American History (grade 5), and Physical and Cultural Geography and American History (grades 6 – 8).

**Fine Arts** includes the four major categories of music, visual arts, drama and dance. St. Joseph School provides vocal and general music instruction (K through 8<sup>th</sup> grade), and all middle school students have the opportunity to join band or choir. Classroom teachers and an art teacher provide visual art exploratory activities. Dramatic opportunities are infused throughout a variety of subject areas. Two musical productions occur each year: one at Christmas and one during the spring of which middle school students are the primary actors/actresses.

**Physical Education** is available to students in 3K and 4K once a week, and twice a week for kindergarten through fourth grade. Students in grade 5 have physical education three times weekly and grades 6-8 have physical education twice a week and health once a week. The primary emphasis is on sportsmanship, cooperation and team building skills. Health Education, provided to all students, focuses on health and safety issues and teaches basic first aid skills.

**Computer Education** is available to students in 4K through eighth grade. Computer instruction is integrated through a variety of subjects. The primary emphasis is on familiarity with computers and tutorial use (4K through grade two), keyboarding, and math tutorials (grades two through four), and word processing, spreadsheet, and PowerPoint (grades five through eight). Smartboards are utilized in every classroom by teachers and students alike.

Throughout the day students are organized for whole group instruction, flexible group or individualized instruction. A variety of methods and materials are employed. Resource-based teaching utilizes audio-visuales, computers, educational TV, field trips, guest speakers, research, cooperative group activities, integrated critical and creative thinking and problem solving.

### Field Trips

#### **Purpose of Field Trips**

Field trips are a part of the school year and are meant to have educational value and will be directly related to the curriculum. At times, they will be of a celebratory nature (i.e. during Catholic Schools Week or the last day of school picnic at the park). The field trip will be arranged by the teacher with the consent of the principal. The cost may be defrayed by asking each child to pay his/her way. In the event a child is unable to join his/her class or a parent chooses to not have the child accompany the class on the field trip, parents will need to make alternative arrangements for care during that time. Field trip monies will not be reimbursed due to illness or other reasons, as busing and other rates are determined by the initial count of the group.

### **Permission Forms**

Signed permission slips are required each time a student leaves the school building to go on a class trip. Teachers will inform parents of any and all upcoming field trips. Permission slips will be emailed home for parents to sign and return. If a parent does not sign the permission slip, your child will not be able to go on the field trip.

### **Transportation**

In most cases, school busses will be contracted with to provide transportation. In these instances, the cost will typically be divided equally among all those attending. At times though, parents may be asked to help provide transportation and supervision for these trips. Parents are to have a current BASE Training/background check, acceptable minimum vehicle insurance (\$100,000/\$300,000), and a Driver Information Sheet must be filled out by each driver and will be kept in the school office for four years. Each driver must give a copy of her/his driver license and insurance card to the office.

### **GOAL PROGRAM – Growth Opportunities for All Learners**

The heart and spirit of our school reveals itself in the faith conviction that all God's children can learn and be actively involved in their own education. Children develop differently and our teachers are very aware of this. Teachers evaluate individual learning styles and needs and then accommodate accordingly. The GOAL Program, which is rooted in Response to Intervention, has this philosophy imbedded in its goals and objectives. It is each teacher's responsibility to attend workshops and in-services that prepare them to offer differentiated instruction to their students. There are various other resources available to teachers that also assist in this process. Principals assist in organizing the GOAL Program for their faculty and staff and there is a Diocese Committee that sets the tone for the program.

If a student's learning needs are significantly different than his/her peers, the principal and teacher(s) may develop an ICEP (Individualized Catholic Education Plan), which is recognized and implemented by all 15 schools within the Diocese. Accommodating individual learning needs through differentiated instruction is one of our strongest traditions. Teachers document accommodations and modifications made on behalf of students. The GOAL Program will continue in our faith based education with the support of parents, teachers, students, the principal, the pastor, the bishop, and the superintendent of schools.

### **Homework**

Students are responsible for being actively involved in their learning and for preparation, input, and follow-up for every learning activity. Assignments provide basic reinforcement, challenging, enrichment, acceleration, needed remediation, and differentiation of the classroom learning experience. Students are expected to complete a reasonable amount of homework regularly. Elementary students are provided with time throughout the day to work on assignments under their teacher's supervision. Middle school students are to have an assignment notebook in which they are asked to daily record their homework. Children in grades kindergarten through eight may have homework. The amount of time varies according to age (i.e. 6th graders could expect to have 60 minutes of homework/night.)

Parents share the responsibility of providing their child(ren) with the time, the place and an atmosphere conducive to study. Parents need to provide a certain amount of supervision and a definite interest in their child's work. For elementary children, it may involve listening to oral reading, drilling math facts or helping practice spelling words. If parents feel homework is excessive or insufficient, they should check with the teacher(s) to see how their child is using his/her time in school or if there is some other problem. When a child is absent, he/she is responsible for completing the work missed following his/her return to school. The student has two days to complete work for each day absent.

### **Testing**

St. Joseph School desires to measure its attainment of stated educational goals and objectives; therefore, testing is essential in this process. St. Joseph School follows the guidelines of the Diocese of Superior regarding its testing program. Students participate in MAP (Measures of Academic Progress) testing in the fall and in the spring of each school year. The testing window dates will be made known to all parents in advance, therefore parents are asked to please avoid making appointments and taking vacations days during the time set aside for testing.

### **WRISA Accreditation Statement**

St. Joseph School is fully accredited through the Wisconsin Religious and Independent School Accreditation organization.

<p><b>Your ways, O Lord, make known to me; Teach me your paths, guide me in your truth and teach me, for you are God my savior. Psalm 25:4-5</b></p>
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## EXTRA CURRICULARS

### Fine Arts Extra-Curricular Opportunities

#### **Band**

The band program is for students in grades five through eight. The St. Joseph School Band is a cooperative program between SJS and band instructors at the Rice Lake Middle School. St. Joseph students go to the Rice Lake Middle School after school once per week for individual lessons and ensemble rehearsal.

#### **Choir**

Our middle school choir assists with providing music liturgy at our weekly School Masses. Depending on talents and time of our students, various small choral groups may be formed for different purposes during the school year.

#### **Theatre**

A Christmas Pageant is held each December with a Christmas play. A middle school theatre musical production is prepared and performed each spring. All middle school students are encouraged to try out for a role or to help in a behind-the-scenes role.

### Athletic Extra-Curricular Opportunities

Students in grades five through eight are fortunate to have the opportunity to participate in the following sports:

- Fall: Golf (boys and girls), Girls Volleyball, Cross Country (boys and girls)
- Winter: Girls Basketball and Boys Basketball, Wrestling
- Spring: Track (boys and girls)

Students participating in our sport programs are to demonstrate appropriate conduct and produce quality academic work to remain eligible. Refer to our Athletic Policy Book for more information.

### Home-School Students and Extra-Curriculars

Homeschooled students are welcomed to participate in our athletics and extra-curricular programming. The athletic fee and fundraising expectations are the same as for our students who are enrolled full-time at our school. Band and Choir opportunities will be assessed at a per class fee. All conduct/behavior and practice attendance expectations remain the same for home-school students as they do for our full-time students.

### Private Music Lessons during the School Day

Private lessons will not be provided to students in the preschool, kindergarten, first grade or second grade levels during any time during the school day including lunch or recess. For students in PK-2, these lessons may only take place before or after school. Students should not be removed from school early to attend music lessons elsewhere. Our school staff and the private music teachers both agree that the primary focus is on academic skill development at those age levels. Students in third grade and older may participate in lessons during the school day, though this is totally at the teacher's discretion as to when. Private lessons will not be allowed during times that are detrimental to the student's learning needs. Academic and faith formation at St. Joseph School are our primary focus at all times.

### School Related Activities

Throughout the school year, our students participate in numerous activities outside of the school building within our community and in neighboring communities and are always considered to be representatives of the school. Students are expected to conduct themselves as Christians and to show respect for others and the property that belongs to others. A student whose conduct in or out of school involving illegal behavior forfeits the privilege of publicly participating in school activities other than those required by school attendance laws. A student who engages in improper conduct in school may also be denied such privileges.

## COMMUNICATION OF STUDENT LEARNING

### Communication Between Home and School

Communication is very important to us. We constantly strive to find innovative ways to keep parents informed and part of our educational partnership. Likewise, we ask parents to keep us informed of changes that may affect children's performance at school, as well as address/phone/email changes during the year.

#### **Student Information System (SIS)**

Sycamore is the online Student Information System (SIS) that provides immediate communication between St. Joseph School and parents. The SIS will post school and athletic events, lunch account and tuition due balances, as well as any disciplinary notices. Parents have access to middle school grades and missing assignments.

#### **Thursday Folders**

As a school we continue to make great efforts to become "greener" and no longer waste so much paper (as was done with the past Thursday Folder concept), Thursday Folders will consist of the following:

- The gold, plastic Thursday Folder will go home with every student on Thursday afternoons (or on another designated day if the school week ends before a Friday). This Thursday folder should be returned on Friday mornings with your child with any fees or signed papers that need to be returned to the school. Please make every effort to return papers that require parental signatures in a timely fashion.
- Each Thursday afternoon, teachers will send home a class newsletter and any relevant forms pertaining to the specific grade level in which your child is enrolled. You will also receive an email with an "Out of the Office" and/or Principal Note and any other school-wide notices.

### Communicating Concerns Procedure

#### **Effective ways to communicate**

- Pray for guidance before discussion with the person you have a concern with.
- Go directly to the person with whom you have the concern. It is vital that you state your concern and that you speak only for yourself. Speaking for others encourages "hearsay", miscommunication and breaches confidentiality.
- Don't discuss situations with others before you talk with the person you have the concern with out of respect for them.
- Be a good listener. Assume that we all work together for the best interest of all.
- When difficult discussions take place, it is appropriate to respectfully disagree. Be willing to listen, to understand and to express thoughts/feelings in constructive ways. Sharing is meaningful and the respectful thing to do.
- Honor each other's roles and responsibilities.
- Sometimes more than one meeting may be needed for the issue to be understood or worked through.
- Attempt to reach a common understanding and don't forget to mention good things by ending on a reflective note.

#### **Appropriate modes of communication:**

- School email
- Pass-A-Note on the SIS
- Letters and notes in the Thursday Folder
- Call the school and leave a message asking for a specific staff person to call you
- Talking to each other in person, face-to-face

#### **Procedure for Communicating Concerns**

When parents have a concern about a teacher, their child's progress or any other school matter, please follow this procedure:

1. Contact your child's teacher first to discuss the concern and make attempts toward resolution/understanding before going straight to the principal. Remember that sometimes it takes more than one meeting to occur to reach an understanding.
2. If those attempts have not rectified the concern, then it is appropriate to contact the principal to discuss the issue along with whomever was previously involved with the matter.

### **Parent-Teacher Consultations and Conferences**

As a personal means of informing parents and students of the child's development, St. Joseph School schedules two conferences: in the fall and in the spring.

Individual appointments are made with teachers for students in grades 3K through 4. Conferences for the middle school level will be homeroom-based. Middle school teachers will have information from all subject areas to share progress and/or concerns regarding your middle school student. During our conference times, please respect the period of time allotted to you out of courtesy to the parent(s) waiting next and for the time of the teacher. If you and the homeroom teacher find that the time scheduled is insufficient to address your questions or concerns, another individual conference time will be scheduled. Parents or teachers always have the option to request a conference with any teacher, whenever they deem it necessary. (Diocese of Superior Guideline 5501G)

### **Promotion and Retention**

Student's promotion, retention and graduation is determined by the student's mastery of the core curriculum, mastery of basic skills and the student's behavior. Student ability must be taken into account when making decisions regarding promotion and retention.

If the parents/guardians refuse to accept the school's recommendation for retention, the school should indicate this on the student's permanent file. The wording might include: "Against the professional advice of the teacher(s) and administrator, and at the request of her/his parents/guardians, this student moved to the next grade."

### **Report Cards**

Report cards are distributed to students in grades K-8 for home delivery each quarter. Middle School students also receive progress notes at mid-quarter. Report cards must be signed and returned to school. Parents who desire more information about their child's progress during the quarter are invited to contact the teacher(s) by email or in person.

Preschool progress reports will be given to 3K students twice a year (after first and second semester) and 4K students will receive progress reports three times each year (after second, third and fourth quarter).

### **Special Needs Referral**

Parents who suspect that their child may have a handicapping condition should communicate their concerns to the classroom teacher and vice versa. Before a referral to Rice Lake School District Special Education for assessment is made, various accommodations and/or modifications and interventions should be tried. If a special education referral is made, your child will be assessed to determine if he or she has a disability in one or more areas of learning, emotional/behavior, physical health, cognition, development, vision, hearing, traumatic brain injury or autism. To find out more about the Special Education process, contact the principal.

**Be kind to one another, compassionate, forgiving one another as God has forgiven you in Christ.  
Ephesians 4:3**

**Attendance and Absenteeism**

**Attendance and Absenteeism:** Compliance with the compulsory school attendance law by the state of Wisconsin (S.118.15) must be followed. Students enrolled at St. Joseph School are subject to this law (5105.3G)

It is a duty of the school to insist upon regular attendance. The loss of even one day may be detrimental to a pupil's progress, particularly in the primary grades. Please notify the school office anytime between 7:30 a.m. and 8:30 a.m. if your child will be late for any reason or absent due to illness or an appointment. Excessive amounts of tardiness can also inhibit learning. Please have your child at school on time.

Being to school on time is important for establishing a good work ethic for life. Please see that your child arrives on time for the beginning of the day. The morning whistle rings to start school at 8:00 am. Students should be at their desks and ready to start the day by 8:10 am.

A student is considered tardy if they are not in the classroom or under the supervision of the teacher at 8:10 am. Tardy students must stop at the office before going to class.

*(Please remember to call into the school to notify the office that your child will be out for the day or it is considered an unexcused absence and the truancy laws go into effect.)*

**Habitual Truancy:** a child is a "habitual truant" if he or she is "absent from school without an acceptable excuse for either of the following:"

1. Part or all of 5 or more days out of 10 consecutive days on which school is held during a school semester.
2. Part or all of 10 or more days on which school is held during a school semester.

Sections 118.16(1)(a) Wis. Stats., School Attendance Enforcement. Repeated tardiness could lead to truancy and the school will refer the matter to the appropriate human services department and/or the appropriate district attorney. Habitual truancy that remains a problem after discussion with the parent or guardian, or due to the parent or guardian's failure to respond to the principal's request for a discussion on the matter, is likely to result in the student's expulsion.

- Absences:**
- Full Day – student does not attend any portion of the day.
  - Half Day – student is at school for less than 3.5 hours in a day.
  - Excused Absences – parent notifies school by phone, e-mail, or note with an acceptable excuse. (Examples: illness, death in the family, medical appointment, etc...)
  - Unexcused Absence – no notice is given for absences.

Make-up work must be completed in a timely manner, following teacher guidelines.

### **School Attendance**

Every student is expected to be in school on days so designated by school law and the school calendar. Generally, St. Joseph School follows the Rice Lake public school calendar. A student is excused for absences because of personal illness or injury or for family emergencies only with parental permission at the principal's discretion.

Scheduling appointments (medical, dental, etc.) during school hours is strongly discouraged. Parents should avoid scheduling family vacations during school days. A schedule is sent out in the summer for the upcoming school year so that parents can see when school vacations will be held. Please refer to our 2019-20 school calendar in appendix; also note the truancy policy in this Student Attendance section.

School hours are from:

- 3K (Morning Session): 8:00 AM-11:00 AM, Thursday and Friday
- 4K 8:00 AM-3:07 PM, Monday, Tuesday, Wednesday
- K through 8th grade: 8:00 AM-3:07 PM Monday through Friday

### **Absences**

For safety reasons call the school (715-234-7721) before 8:30 A.M., giving the child's name, grade, and reason for absence. If ill, please briefly describe symptoms so we can track illnesses. A student is marked tardy if arriving to school after 8:10 A.M. and is marked a half day absence if arriving to school after 11:30 A.M. Children arriving to school late need to check in at the office when they arrive at school before going to class.

Early dismissal, for any reason, must be requested in writing to the school office before the child may be dismissed. When a child is picked up early, a parent or legal guardian needs to come into the school office to sign out their child.

### **Excused Absence**

Written approval of a student's parent/guardian is required for an absence to be considered excused at the discretion of the building principal. According to Wisconsin statutes, only the building principal is empowered to approve a legal excuse for any student based on the following reasons:

1. Illness or injury. However, for prolonged periods of absences (3 successive days or more) or for students with excessive absenteeism, a doctor's excuse may be required by principal. Students who miss in excess of 10 days for illness during the school year will be required to bring in a doctor's excuse for every single subsequent illness thereafter. **IT IS IMPORTANT TO BRING IN A DOCTOR'S NOTE FOR EVERY ILLNESS/INJURY WHENEVER POSSIBLE!**
2. Emergency medical appointments (i.e. injury while at school).
3. A death in the immediate family.
3. An illness in the immediate family, which requires the attendance of the student.
4. Emergencies that prevent attendance which are generally defined as an Act of God or other circumstances totally beyond the control of the student which, in the discretion of the principal (i.e. natural disaster).
5. Student is asked to serve as an altar server for a St. Joseph Parish funeral during school hours.

"**Personal reasons**" are not an excuse for missing school. For absences other than those listed above, the student will be considered unexcused and truant and subject to disciplinary action.

### **Pre-Arranged Absences**

The following absences will be excused only if prior written approval of a student's parent/guardian has been received:

1. Non-emergency medical or dental appointments with a licensed physician, dentist, chiropractor, optometrist, psychologist. Parent/guardians are asked to please schedule such appointments during the student's free time, before and after school and on non-school days. **Please bring back a note from the doctor showing that they were indeed at that appointment.**
2. Religious holiday
3. A court appearance or other legal procedure that requires the attendance of the student.
4. Funeral
5. Vacation
6. Other absences approved by the parent provided written approval has been received by the school prior to the planned absence.

### **Procedures for Pre-Arranged Absences**

1. A written note should be received at the school office from the parent/guardian.
2. For middle school students, obtain a pre-excused absence form from the school office.

**In essence: each student can take up to 10 pre-excused days. If a medical note is provided for that appointment, that absence will not be counted toward that 10 day pre-excused limit.**

### **Other Absences**

In the event that a request is made that would exceed the 10 day limit for pre-arranged absences from school a student's parent/guardian must submit the reason for the absence to the principal for review at least 1 week prior to the planned absence. This option is not available to students who are in danger of failing any course during the grading period in which the request is made. All other absences will be considered unexcused.

### **Make Up Work Due To Absences**

Students with excused absences are entitled to make up the work missed and are responsible for doing so. Students with unexcused absences will not be allowed to make up the missed work. Makeup work will be given by the student's teacher(s). When a child is absent, he/she is responsible for completing the work missed following his/her return to school. The student has two days to complete work for each day absent.

When students have been given permission to participate in off-site school-related activities as music programs, drama presentations, athletics, etc., or if they have a pre-arranged an absence they should not be penalized for not being present to take tests and participate in the daily work. They shall be given the opportunity to make up work that is missed.

### **Illness /Non-Participation in After-School Activities**

If a student has not been in school during the day due to illness, they will not be allowed to participate in any school function after school (i.e. sport practices/events, music or drama practices/events, etc.)

### **Truancy**

Truancy shall be defined as any absence of part or all of one or more days from school during which the school office personnel has not been notified of the legal cause of such absence by the parent/guardian of the absent student and intermittent attendance. Habitual truancy is defined as a student who is absent from school without an acceptable excuse for all or part of 5 or more days on which school is held during a school semester.

The parent/guardian of a student who has been truant will be notified of the situation by the principal. The parent/guardian of a student who is truant will be told to return the student to school no later than the next day school is in session or to provide a legal excuse for the absence and will be requested to meet to discuss the student's attendance issues.

Our school may deny a student credit in a course or subject solely because of a given number of unexcused absences. In addition, truancy violations will be reported to the proper authorities.

### **Barron County Habitual Truancy Ordinance**

The Barron County Board of Supervisors does hereby ordain as follows:

That Section 9.05 of the General Cod of Barron County shall be created as follows: 9.05 Habitual Truancy

1. It shall be unlawful for any child of school age to be habitually truant from school.
2. DEFINITION. A habitual truant means a pupil who is absent from school without an excuse acceptable under 118.15 Wis. Stats. or the rules of attendance of the local school district in which the child attends school for any period of time as follows:
  - a. Part or all of 5 or more days on which school is held during a school semester.
3. PROCEDURES FOR ENFORCEMENT
  - a. Upon certification to the court by an authorized school attendance official that the local school district has complied with 118.16(5) Wis. Stats. And that the pupil is habitually truant as set forth above.
  - b. The citation and supporting documents and certifications shall be filed with the Municipal Court and/or the Clerk of Juvenile Court in Barron County.
4. PENALTY. The penalty for violating this ordinance shall be one or more of the following:
  - a. Suspension of the child's operating privileges or privilege to secure an operator's license as defined in Section 340.01 (40) for a period not less than 30 days nor more than 90 days. The court shall immediately take possession of any suspended license and forward it to the Department of Transportation together with notice stating the reason and the duration of the suspension.
  - b. An order for the child to participate in counseling, community service, or a supervised work program.
  - c. An order for the child to remain at home except during hours in which the child is attending religious worship or a school program including travel time required to get to and from a school program or place of worship. The order may permit a child to leave his or her home if the child is accompanied by a parent or guardian.
  - d. An order for the child to attend an educational program under Chapter 48.34 (12) Wis. Stats.
  - e. Monetary fine.

### **School Days / School Calendar**

A minimum of 435 direct pupil instruction hours for kindergarten; at least 1050 for direct pupil instruction in grades 1 to 6; and at least 1137 hours of direct pupil instruction in grades 7-9 will be scheduled for each school year. Scheduled hours include recess and time for pupils to transfer between classes but does not include the lunch period. (Diocese of Superior Policy 6100DP)

In most cases, the principal will to coordinate the school's calendar with that of our local public school. Extremely severe local conditions will govern the closing of schools because of inclement weather. Please refer to the back of this handbook for a copy of the current school year calendar.

### **Snow Days – Inclement Weather**

When Rice Lake School District cancels or delays weather due to inclement weather, you can assume that we are closed or delayed also. Please listen to local radio and television stations every morning to watch for these sort of messages.

For parents of 3K Morning students: If school is delayed by two hours due to inclement weather, we will not have a morning 3K session.

### **Withdrawal from School Procedure**

The procedure for withdrawal or transfer is:

- Parent informs the principal of the pending withdrawal verbally or in writing
- Release of record form is completed by the parent and sent to the school office
- All school owned materials, textbooks, library books, athletic uniforms, etc. are returned promptly
- Outstanding tuition and fees up to the date of withdrawal are obligated to be paid by family

## **CONDUCT AND DISCIPLINE GUIDELINES**

### **Absence of Principal / Teacher-In-Charge**

In the absence of the principal, during the school day, a “Teacher-In-Charge” for the day will be appointed. The Teacher-In-Charge will be in charge of all the events happening at the school in the absence of the principal. The principal will inform the Teacher-In-Charge of their whereabouts.

### **Bullying**

St. Joseph School strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses and at school-sponsored events. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. It is our desire to address bullying so that there is no disruption to the learning environment and learning process. In order to learn and grow, students need an environment free from prejudice, harassment and intimidation.

#### **Definition**

Bullying is a pattern of repeated behavior that is deliberate or intentional in using words or actions, intended to cause fear, intimidation or harm. Bullying is a repeated behavior that involves an imbalance of power. The behavior may be motivated by actual or perceived distinguishing characteristics, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

#### **Bullying behavior can be:**

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

#### **How do we prevent bullying at St. Joseph Catholic School?**

Ultimately, strategies to prevent bullying will only be effective when placed within the context of a culture in which respect for others is consistently taught and demonstrated across all facets of school life. Christian values, which represent the antitheses of bullying, must be continually affirmed in words and actions.

The staff at St. Joseph School will include education about the harm and injustice caused by different forms of bullying into their curriculum wherever it is appropriate.

**The Role of Teachers** is to act as role models of caring and tolerant behavior; to listen to concerns about bullying; protect the victim from further harm; act to stop the behavior recurring; and raise awareness through the curriculum.

**The Role of Students:** Students who are being bullied are encouraged speak to their teacher and give him/her full details of the event. Likewise, students who witness bullying should intervene if they are able or immediately seek teacher assistance if they can't intervene.

**The Role of Parents:** Parents play a key role in support of both the victims and perpetrators of bullying. The school will work in partnership with parents in the disciplinary process. Parents can assist in the following ways:

- Let your child know that bullying in any form is never acceptable. Listen to your child and take their feelings and fears seriously.
- Mark sure you child knows that being bullied is not their fault.
- Avoid calling your child names, like "weak". Don't tell them "not to worry, to forget it, to toughen up."
- Avoid bullying tactics around your child, so they don't get mixed messages.
- If bullying is verbal, help your child develop the skills to ignore it so that the bully does not get the satisfaction of a reaction. Practice a supply of quick (not insulting) responses – for example 'that's your opinion'.
- Avoid the urge to take everything into your own hands unless absolutely necessary, as this will make your child feel less in control.
- Help your child feel good about the other things in his life. Feed their self-esteem.
- When it is clear that your own child is the bully, recognize the seriousness of the issue and support the school in implementing this policy.

### **Procedure for Reporting / Retaliation / Investigating**

- Students and their parents are always encouraged to talk to their teacher and/or the school administrator about bullying concerns.
- Reports of repeated bullying may be made verbally or in writing and may be made confidentially. There will be no retaliation against individuals making such reports in good faith. Individuals engaging in retaliatory behavior will be subject to disciplinary behavior.
- The school administrator will investigate concerns about bullying behavior and gather whatever information is necessary to determine the facts and the seriousness of the report; this may or may not include a conversation/meeting with the person(s) who are victim(s) of the bullying, staff, parents, and the alleged person(s) engaging in bullying behavior. Parent(s) and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The findings of this process will remain confidential to parties not directly involved.

### **Discipline**

If it is determined that the student(s) who participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administrator may take disciplinary action including any internal response deemed appropriate to the situation. In severe situations, this may include suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

### **Christian Behavior**

One of the most important aspects and indications of good training is a prevailing attitude of Christian courtesy. Courtesy involves showing respect and concern for others in attitude, work, and action, regardless of age. In a spirit of cooperation and friendliness, students are expected to address adults by their proper titles. It is when we treat others with dignity and respect then we are treated with that same dignity and respect. St. Joseph School rules of good conduct are:

- ✠ Show respect for God, others and self.
- ✠ Be honest; tell the truth always.
- ✠ Think before you act; make good choices with your behavior
- ✠ Show concern for others' safety; be kind to others; not to hurt others on the inside or the outside
- ✠ To tell your parents when you have misbehaved at school
- ✠ To go to any meeting needed about your misbehavior, help make a plan to change misbehavior and accept consequences for misbehavior

Students are expected to practice quiet and orderly behavior appropriate to church, halls, classroom, etc. Everyone is asked to practice common courtesies of please, thank you, and excuse me.

### **Classroom Conduct**

It is the student's responsibility to arrive at school on time and be seated in the classroom with necessary supplies for the day when the bell rings. Within each classroom and with each teacher, students should behave with respect, courtesy

and cooperativeness towards meeting the teacher's expectations. Students are asked to use their "inside" voices whenever they are in the school building. Loud voices are not acceptable in the school building, but are appropriate outside.

### **Confiscation of Inappropriate Items**

The school staff has the right and responsibility to confiscate any item deemed inappropriate brought to school by a student. Examples could potentially include: computer/electronic games, laser lights, cell phones, inappropriate information taken from the Internet, look alike weapons, lighters, etc.

### **Discipline**

#### **Definition**

Discipline is a code of conduct that governs one's behavior. It implies the ability to control and to direct one's actions according to the Christian norm. Each person, as a unique child of God, has the right to be respected and the responsibility to respect others.

#### **Our Discipline Philosophy**

- The philosophy of discipline at St. Joseph School is based on the underlying principle that the "heart" of discipline in our Christian tradition is discipleship. We believe a disciple is one who shares a close and definitive relationship with another. For us, this relationship is with Jesus to whom we look for our life's meaning and example.
- We share the gospel message of discipleship by our daily witness to the meaning of Christian faith and living. We believe that communicating this message requires the example of teachers, parents and adults. These examples and lives have a profound influence upon the education and formation of our students.
- We believe our school is a partnership of discipleship and faith in which each parent, teacher, staff and student chooses a complete Christian education. We believe in and provide opportunities for communication and collaboration, for the sharing of ideas and resources, for supporting, reinforcing and extending learning.

#### **Positive Discipline**

The essence of real discipline is personal responsibility, self-control, and development of the inner focus of control. This occurs through the normal development and maturation of the total person. Here at St. Joseph School we strive to teach responsibility for personal growth. Since good discipline contributes to a Christian learning atmosphere, anything that detracts from it such as disrespectful, disruptive, or destructive behavior cannot be tolerated.

Teachers handle minor disciplinary problems within their own classrooms.

### **Drugs and Alcohol**

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

St. Joseph School has adopted the following Drug and Alcohol Policy:

#### **Definitions:**

- The phrase "drug or alcohol" includes, but is not limited to: illegal drugs; alcohol; illicit drugs (legal drugs used for illegal or improper purposes; and look-alike drugs (substances represented as illicit or illegal drugs or alcohol).
- The term "expulsion" is termination of a student as a student from the school permanently (no opportunity for reinstatement).
- The term "dismissal" is termination of a student as a student from the school less than permanently (indefinite or for a given term).
- The term "suspension" is temporary removal of a student from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

#### **Prohibition:**

- No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchanges of drugs, alcohol or any controlled substances on school property, within 1,000

feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

- No student may possess or use drugs, alcohol or any controlled substances on school property, within 1,000 feet of school property, at on in route to school-sponsored or approved activities functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
- No student may be under the influence of, or knowingly remain in the continued presence of drugs, alcohol or any controlled substances on school property within 1,000 feet of school property, at on en route to school-sponsored or approved activities functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

Any student who violates prohibition will be suspended, dismissed or expelled from school. The local 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 sanctions to apply, at least the following shall be considered:

- Nature of the substance;
- Amount of the substance;
- Age of the student;
- Degree of risk posed to other students;
- Cooperation or lack of cooperation of the student; and
- Student's prior record.

Nothing contained herein shall require or imply that the school may not impose more severe sanctions if the totality of the circumstances dictates. The decision of the school authority is final. If there is any disagreement with the decision of the school authority, the student and/or parent has the right to administrative recourse. The following investigatory and/or remedial measures will be followed:

- The student and parents/guardians shall meet with school principal. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to drug and alcohol testing.
- The student shall be suspended pending completion of the investigation and may be suspended during the assessment.
- The student may 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.
- Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
- For students who are suspended or dismissed: Before any student may be readmitted and continue as a student, the following minimum conditions must be met and consistently maintained:
  - The student must provide the school with a written statement from a licensed professional certifying that the student has and is fully cooperating with treatment and that the student presents no danger to other students.
  - The student must cooperate with any and all recommended actions and conditions of his/her treatment.
  - The student must refrain from any future drugs or alcohol offense.
  - The student and her/his parents/guardians must authorize the school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions. The student must cooperate with school authorities.

The following conditions/situations require reporting:

- The conduct prohibited by these policies may be illegal, therefore; contacting law enforcement authorities may be required.
- The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our school may be the victims of abuse; therefore reporting these concerns to child protective services may be warranted.

Drug and alcohol offenses are serious matters. They involve complicated and, at time, contradictory and conflicting interest. They always implicate legal issues; therefore, school authorities shall immediately report and seek consultation from the Diocese of Superior Office of Education when implementing and enforcing this policy, including approval for any dismissal or expulsion. This policy governs the minimum standards in the area of drug and alcohol abuse for students.

Nothing here precludes the 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.

### **Internet / Telecommunications Guidelines and Usage**

Technology is a growing area of resources for accessing and providing information for curricular, personal and instructional needs. The types of technology referred to in this guideline includes: Internet, electronic presentations and news media. It is important to note that the Internet is a public place and privacy is not possible. Every message sent or received can be read by others and every "stop" made while one is exploring can be tracked by other users. With this access comes the reality that some material accessed may not be considered of educational value in the context of the school setting. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children are expected to follow when using media and Internet resources. St. Joseph School utilizes internet filtering software, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Likewise, an individual may discover controversial information through the Internet. It is not possible for the school to prevent this from occurring and it is the user's responsibility (staff and student) to not initiate access to such materials.

#### **Our Internet policy includes the following:**

- Student names should never be shown alongside their pictures on the Internet. Where names are used with student work, only first names should be shown. Parent permission should be given to be able to show student pictures and/or with their work.
- Email addresses, phone numbers or addresses of individual students should never be shown on the public Internet.
- The principal is responsible for supervising the school website and any other media publications.

#### **All students should specifically note the following Internet terms and conditions:**

- Users shall not use the Internet for the purpose of violating copyright laws. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
- Users shall not use the Internet for the purpose of plagiarism.
- Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, email, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Catholic and legal standards.
- Users shall not use the Internet to transmit information about the school or the school governed facilities, other than their own email address. This includes but is not limited to: school personnel names and addresses.
- Users shall not use the school Internet in any way that violates school policies or standards of behavior.
- Users shall not use the school Internet for personal, financial or commercial gain.
- Always use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not use the network in such a way that you would disrupt the use of the network by others (i.e. using network bandwidth for non-educational purposes, spamming, vandalizing equipment, uploading or creating computer viruses, or downloading files larger than 1.4 MG, etc.).
- Installing and/or executing unauthorized programs on the school computers are prohibited.
- Users should not use the school network to access Internet chat, games or social media.
- Users should not forward or publish personal communications without the consent of the person who wrote them.
- Users should NOT reveal their personal addresses, social security numbers, telephone numbers or other identifying information, nor may they reveal such information with respect to others. Users are also advised that email is not to be assumed to be private. Persons beyond the control of the user and beyond the control of the school may have or obtain access to email.
- If you feel that you can identify a security problem on the school network you must notify the service provider or the St. Joseph School principal. Do not demonstrate the problem to other users.
- Do not use another individual's password/network account or share your network account for any reason. Attempts to log onto the network as someone else or as a system administrator will result in cancellation of your user privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**No Warranties by Provider**

St. Joseph School makes not warranties of any kind, whether expressed or implied for the service it is providing. St. Joseph School will not be responsible for any damages you suffer. This includes the loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We deny any responsibility for the accuracy or quality of information obtained through its services.

**Monitoring**

The school reserves the right to review any materials (emails, files, and other correspondence) sent or received via the Internet for their appropriateness considering legal, ethical and Christian standards. The school will also attempt to honor privacy to the best of their ability; though cannot guarantee this will always be the case when reviewing these materials. To this extent, users understand and consent to the monitoring of and/or interception of email or other electronic messages sent by computer by or on behalf of the school. Messages relating to or in support of illegal activities may be reported to the authorities.

**Misuse Consequences**

- 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 Internet use can be suspended or revoked at any time.

**Request for Limited Access**

Parents/guardians may advise the school in writing by means of a letter to St. Joseph School Principal to disable the Internet for their student.

**Use of School-Owned Computers by Students**

Students are never to check out a Chromebook without explicit teacher knowledge. It must never be removed from the school building without permission, or it will be considered theft. Students who misuse the privilege of our mobile Chromebooks will not be allowed the privilege of using them for a time deemed appropriate by principal.

**Lunchroom Conduct**

Each class prays before they eat their lunches. Lunchroom rules are:

- Lunchroom supervisors are in charge.
- Unmannerly, rude, loud behaviors (running, pushing, etc.) are not tolerated.
- Students will eat in assigned areas in the lunchroom.
- Students will clean up after themselves.

**Playground Conduct**

Our main concern is for student safety. For this reason, we do not allow playing with baseballs, baseball bats, skateboards, skates, golf balls, or hockey pucks (tennis balls are acceptable) or any other play equipment deemed as potential safety issues by school staff. We also do not allow throwing snow, ice balls, or rough horseplay. Students must respect the authority and decisions of the adult playground supervisors. The school will not be responsible if a student brings her/his own basketball, playground ball, etc. to school. Please make sure that your child's name is on any basketball, playground, etc. that she/he chooses to bring to school.

At no time are bicycles or skateboards to be ridden on school grounds during the school day. Bike racks are provided for students who ride to and from school. Bicycles are to be locked when parked in the racks; the school is not responsible for damage or theft. Skateboards are to be housed in the school office during the school day.

**Respect for School Furniture, Property and Textbooks**

Books and materials as well as desks, tables, lockers and chairs demand respect. All of these items cost money and are paid for by the people of the parish. Carving, marking, shoving, and tossing of any school materials damages those items. Students will be expected to pay for what they damage, deface or lost.

The school provides textbooks to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. However, unreasonable damage to textbooks will result in parents being responsible to replace them at the full cost including shipping and handling.

### **Right To Privacy**

The choices presented by searching students and seizing property are difficult and expose school employees to potential legal liability. Catholic schools in Wisconsin, being private institutions, are not governed by the warrant and search and seizure requirements of the Fourth Amendment of the United State Constitution. However, Wisconsin does have laws that protect students' rights to privacy, which do apply to Catholic schools. Therefore, these guidelines are carefully followed.

In carrying out the responsibility to maintain a safe and healthy environment, the principal is sometimes faced with a decision that requires balancing the school's interest in conduct which constitutes a "search and seizure" under the law against student's interest in freedom from intrusion into his/her privacy. When making a determination that reasonable grounds exist for a search, the following factors are to be considered and weighed in each instance:

1. The child's age history and school records.
2. The prevalence and seriousness in the school of the problem to which the search is directed.
3. The exigency of requiring the search without delay.
4. The probative value and reliability of the information used as a justification for the search.
5. The teachers (or administrator's) prior experience with this particular student.

When carrying out the search, the following factors are to be considered and weighed in each instance.

1. Search of school lockers and desks.
  - a. Application of the right to privacy protections to items in lockers and desks depends upon the degree of ownership or control vested in the student vis-à-vis the school and whether the student has a reasonable expectation of freedom from intrusion for the things placed there.
  - b. School policies should include a statement regarding the authorized uses of student lockers and desks and a statement to the effect that school officials retain the right to periodically inspect student lockers and desks.
  - c. Searches should be carried out with the student and witness present.
2. Searches of students.
  - a. Indiscriminate blanket searches are clearly and unequivocally not permitted in Wisconsin.
  - b. A demand to produce the contents of pockets is construed as a non-consensual search.
  - c. Searches of students by school officials are best avoided except in the most extreme circumstances. School officials should not carry out or allow to be carried out "strip searches" under any circumstances.  
(Diocese of Superior Regulation 5704R)

### **Sexual Harassment/ Harassment**

All students of parish Catholic schools of the Diocese of Superior are entitled to learn in an atmosphere free from harassment. Provisions:

1. Harassment is defined as any unwelcome advances, unwelcome physical contact, or unwelcome verbal or physical conduct. "Unwelcome verbal or physical contact" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive or sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to harassment including sexual harassment as a Catholic school student.
3. If warranted, any student who engages in harassment, including sexual harassment shall be subject to appropriate corrective action, including discipline.
4. Any student who believes that she/he is being harassed, including sexually, should report immediately such information to the school principal. The school principal shall report immediately such information to the pastor and Diocesan Superintendent of Schools. Any information reported shall be treated as confidential. The school principal shall promptly and thoroughly investigate all claims of harassment after consultation with the Diocesan Superintendent of Schools.
5. No student shall receive any retaliation action for reports of harassment made in good faith. (Diocesan Regulation 5703R)

### **Suspension and Expulsion**

The suspension or expulsion of a student from St. Joseph School is a very serious matter and should be invoked only in extreme cases. Suspension is ordinarily imposed for less serious offenses and is normally of fixed duration (1/2 day to three days). Suspension can occur as out-of-school suspension or in-school suspension. Suspension may occur if the following happens:

- Displaying un-Christian behavior
- Fighting with others

- Vandalizing another's property
- Committing a crime
- Possessing drugs or intoxicants
- Being intoxicated
- Possessing a weapon
- Repeating instances of the same offense
- Refusing to comply with rules

Expulsion is permanent and is imposed only for the most serious offenses. A student may be expelled from school if the student is found guilty of doing the following:

- Repeated refusal or neglect in obeying school rules
- Endangering the property, health, and/or safety of others while at school or under the supervision of a school authority
- 

There are situations when it is felt lesser actions are no longer appropriate or available. St. Joseph is committed to retaining students in the learning environment as long as it is in best interest of all students. The principal and the pastor should be involved in the expulsion process. The Diocesan Superintendent of Schools should be notified before and expulsion action is taken. It is important to note that any rules not covered in this handbook are to be handled at the discretion of the principal and/or the pastor.

Although St. Joseph Schools is not required by law to due process, concern for the student and parents implies that care should be taken that fundamental fairness is offered to the student in the process of expulsion. (Diocese of Superior Guideline 5121.1G) In accordance with State Statues, a student may be expelled from school if:

1. The student is found guilty of repeated refusal or neglect to obey school rules
2. The student is endangering the property, healthy, and safety of others, including sexual harassment, while at school or under the supervision of school authority
3. The interest of St. Joseph School demands a student's expulsion

The Catholic Church and St. Joseph School both recognize parents as the primary educators of their children. The education of children at our school is a partnership between parents and school. If however, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his/her child. This is a very serious decision that will not be made lightly.

We believe our school is a partnership between students, parents, teachers and staff. Cooperation is a key to solving misbehavior. Holding this belief to be true, parents will be apprised of any discipline problems with their child. They will receive a phone call from their child, or the teacher(s) involved or the principal. The parent(s) and child may be invited for a conference to discuss the misbehavior and to develop a behavior plan.

### **Time Outs**

There may be times when a student needs to be removed from the classroom and placed in a time-out because of misbehavior at school or at school sponsored activities. Time-outs will be held in the Principal's office. The teacher and/or principal will determine when a student needs to go into time-out and how long it will last. The teacher is responsible for giving the student clear tasks to accomplish while they are in a time-out. If a student's time-out does not result in the choice of appropriate behaviors, the teacher will confer with the principal to determine the next steps. It is our goal that time-out will be used as little as possible.

### **Student Referral to Principal**

In the event a teacher or staff person sends a student to the principal, the principal will assist the student in resolving the situation and dispense consequences as needed. Parents will be notified through the SIS of visits to the principal's office due to misbehavior. At the principal's discretion, a phone call may be placed to the parents as well.

### **Weapons**

Students are not allowed to bring any kind of weapon, toy that resembles a weapon, or items used as weapons, to school or on the bus. Students are not permitted to make life threats toward any person. If either of these violations occurs, the student will be disciplined and possibly be suspended or expelled from school.

**For all the law is fulfilled in one word, even in this; Thou shalt love thy neighbor as thyself.  
Galatians 5:14**

## HEALTH AND SAFETY

### **Pets At School**

We all understand that children love animals. However, for safety and health reasons, we really encourage families to NOT encourage bringing animals for 'show and tell' into our school or on school grounds. We have children with significant allergy issues due to pet dander. We also have children with fears of certain animals. From a safety perspective, a pet may behave a certain way at home, but put into a situation that is outside of their normal experiences and/or surrounded by 20+ children, animals behave very differently.

If a pet is brought into the building you MUST gain teacher or administrator permission to do so. The animal must be in a cage at all times or held by the owner and in full command of by the owner. Students should not be allowed to pass around the animal. If at any time the animal shows anxiety or any angry behavior, it must be removed promptly from the school premise. If you are outside with a dog waiting for your child, again keep your dog in your vehicle or on a leash. You are responsible in cleaning up any messes it makes on our property.

### **Child Abuse and Neglect Reporting**

According to the law, any school personnel having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with any injury, or that the abuse of the child may occur, shall use the following procedure to report:

1. Shall immediately contact the local county child welfare agency, the office of the county sheriff or the city police department.
2. It is up to the county child welfare agency, county sheriff or police department to follow up on the report.
3. Employees cannot be directed by a higher authority to refrain from reporting a case if the employee reasonable believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report.
4. Any such reports are considered strictly confidential. (Diocesan Police 5700DP and Regulation 5702R)

### **Emergencies / Contact Information Updates**

Information for emergencies is kept on file in the school office for each student. It is essential that this information be kept up to date. Please inform the office when information changes any time during the school year in terms of address, telephone numbers where responsible adults can be reached, temporary care arrangements in a parent's absence, etc.

### **Health**

If a student becomes ill during the day, they are sent to the office. Their temperature is taken and if a student has a fever or other debilitating symptoms, the student must go home. The office will notify the parent or guardian of the illness. Parents/guardians must make arrangements to pick up the child.

Your child must stay home the next day if your child is ill during the night with vomiting, diarrhea, sore throat, fever, etc. Students should not return to school until they have been fever free, without fever reduction medication, for 24 hours.

No students will stay inside from recess due to illness. If your child is too sick to be outside, he/she is too sick to be in school. The only exception will be with a Doctor's note for a non-communicable illness or injury. The student will spend that time in the sick room for supervision reasons.

The school office will make efforts to communicate communicable diseases with those potentially directly affected as we become aware of them (i.e. head lice, etc.) in a confidential manner.

### **Hot Lunch Program**

#### **Nutritious Meals Provided On Site**

St. Joseph School has an excellent hot lunch program. We provide access to a variety of nutritious and appealing meals that accommodate the health and nutritional needs of our students. Qualified food service professionals provide these services. We will support and promote good nutrition by offering healthy food choices during the school day and at school functions. Students will be strongly encouraged to try all food items offered. Students also have the option for bringing their own cold lunches on school days.

School meals are priced as a unit. Therefore, credit is not given for food items not chosen by the student as the meal is priced as a unit.

Students are encouraged to stay hydrated as an essential key to good health and will be encouraged to drink water throughout the day. Students will be offered low-fat milk, water and fruit juice at meals and snack times. Pop consumption is not allowed by students.

Children may take one milk with their meal. If they would like a second milk, students may request one when going through the lunch line. Cost for a second milk is 50 cents per day.

### **Free or Reduced Lunch**

Families with low income may be eligible for free or reduced lunches, but must apply for this program each year, at any time during the year. Contact Mr. Van Dyke (Principal) for information and/or an application.

### **Field Trip Lunch Policy**

When students are on a field trip over the lunch hour, they are required to bring from home a bag lunch. Meals will not be provided by the Hot Lunch Program for field trips. When a chaperone accompanies a field trip, they are responsible for carrying their own bag lunch/meal.

### **Hot Lunch Menu Postings**

Our hot lunch menu is available on our SIS and school website.

### **Lunch Accounts**

Please pay for your child's lunch in ADVANCE. Parents paying weekly are asked to send a check on Fridays. Those paying monthly are asked to send a separate check on the first Friday before the end of the month. You may also pay by the semester. Payment should be placed in an envelope and labeled with your child's name, grade, amount enclosed and date. You will be notified if your child takes extra milk for lunch on the SIS. For accounting purposes, please pay for hot lunch/milk with a separate check.

We require you to keep positive lunch balances. As soon as your account reaches \$10.00 or less, an electronic notice will be sent via the SIS. This will give you time to make a payment and keep your balance positive. The principal will contact you to set up means to rectify the account if it slips below -\$10.00

### **Meals and Milk Cost for 2022-23**

Student meals are \$3.25 each. Extra milk (8 oz carton) is 50 cents per carton. Student meals qualifying for reduced plan (including milk) is 50 cents.

All guest meals (both adult and child) are \$4.00 each. Any students who eat lunch on a day they are not attending school are charged the guest price (i.e. if a 4K student stays for lunch on a Thursday or Friday, or a 3K student eating any day of the week because that is not a normal part of their student schedule). We are only able to allow student prices to students 4K and older who are scheduled to be attending school on that given day.

### **Please Do Not Bring Fast Food To School:**

In accordance with our wellness policy, parents are asked to provide their student with healthy lunches rather than providing fast foods for their student's lunch. When joining our students for lunch, we ask that parents not bring fast food items into the building for themselves or other students. You may, however, bring along a cold lunch from home if you wish when joining your child for lunch at school. Please refer to our Wellness Policy summary at the end of this Student Information section.

### **Joining Your Child for Lunch?**

You must call in to the school office at 736-3112 no later than 9:00 AM to be included in the lunch count. We strive to make correct portions in order to not waste food or money, and by calling ahead ensures an accurate head count.

### **Insurance**

Every student should be covered by some type of insurance.

### **Immunizations**

All students are required by Wisconsin law to be fully immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis, and any other diseases identified by the law. Exceptions are made if a physician certifies immunizations might be harmful to the child or a parent/guardian objects in a written statement for religious or personal conviction reasons. All new students must provide proof of immunizations or exemptions. Written records of verification are to be kept on file in the school office. Please keep the school office updated on this information. Any students in violation of this policy by the designated date by Wisconsin Public Health each school year are not allowed back into school until the shots are up to date.

### **Medication**

All medications (both prescription and over-the-counter medicines) must be provided by the parent in its original containers/boxes. All medication, including aspirin, may be administered ONLY with parent permission and instruction. The school cannot give medication to a child unless the parents complete the emergency medical card allowing the school to dispense medication.

At no time are students to have any type of medication in their possession or in their lockers (the only exception to this is an inhaler if a doctor specifically writes the order that the student should carry it on their person). If a student has medication in her/his possession, the medication will be confiscated until parents are contacted.

Please keep the school office informed of your child's health problems. This knowledge gives us the ability to properly care for her/him.

### **Safety Drills**

Tornado and fire drills are conducted according to state and city regulations. Each class is assigned a shelter area in the school when practicing tornado drills. An escape route is posted in each classroom in case evacuation from the building is necessary during a fire or other emergency. Lock-down/crisis drills will also be practiced during the school year.

### **Transportation of Students**

The safety of children during transportation is extremely important to us; therefore, St. Joseph School abides by the following:

1. In the transportation of students, as in other matters, the rights or obligations of a school are secondary to the rights of a parent.
2. There is less liability for the school when a parent transports his/her own child.
3. If a parent makes either a verbal or written request to take his/her child to or from an athletic or extra-curricular activity, that request is not denied unless one or more of the following conditions exists:
  - a. The parent is judged to be impaired in some fashion, such as being intoxicated or in such emotional rage or state that driving would be impaired.
  - b. The parent is abusive and appears about to beat the child.
  - c. There is sound academic/athletic reason (such as receiving and planning for experience/game) or a reason intrinsically related to the trip for the student to ride with the rest of the students.
4. These statements refer to a parent transporting his/her own child only.
5. When volunteers or other parents drive students, there needs to be a reasonable assurance of the driving record and ability of the drivers. St. Joseph School requires the following to be on file in the school office prior to the trip:
  - ❖ Diocesan Driver Information Sheet and Diocesan Parent/Legal Guardian Permission Slip
  - ❖ Indemnity Agreement (Diocese Superior Guideline 5601G)

No 10 to 15-passenger vans are allowed to transport any person. They can, however, be used strictly for transport of cargo with seats removed. For eight or less students and/or passengers plus the driver, an alternate vehicle (for example, a van) can be used. The driver must hold a regular driver's license. Transportation of 9 or more students/or passengers, plus the driver, requires a yellow and black school bus that meets all school bus requirements or a motorbus. This motorbus could be a coach-type bus or bus painted with other than school bus colors. (Diocesan Regulation 5602R)

### **Wellness Policy**

As part of the St. Joseph School Wellness Plan, we wish to spread the message promoting healthier bodies and healthier minds with celebrations that focus on educational activities, creative activities or physical activities in the home or classroom that will lead to our overall health. Celebrating with healthy foods allows the nutrition lessons learned in the classroom to be carried through in other life areas.

### **Classroom Birthday Parties**

A treat may be sent for the classroom on a child's birthday. We ask parents to provide healthy treats for your child's birthday treats. We also ask that parents be considerate of dietary needs and potential food allergies of students within the classroom when planning for birthday treats.

## **SCHOOL INFORMATION**

### **Admission**

#### **Acceptance of New Students**

Before the enrollment of a new student in grades K-8 (by means of transfer from another school), all behavioral, social, physical, emotional and academic information (including IEP's, behavior plans, etc.) will be provided for review by the principal. The principal will review all information provided in order to determine if the needs of the child can reasonably and adequately be met by the school. In addition, all new students are subject to a three-month probationary period.

- St. Joseph School requires all new 4K and Kindergarten students to show an original birth certificate.
- Up-to-date immunization records must be provided for students entering school. The school principal is responsible for ensuring that these records are up to date. (The principal may delegate this to the school/county nurse or another qualified person.) Wisconsin School Immunization Requirements booklet can be found at <http://dhfs.wisconsin.gov.immunization/pdf/0607SchoolReqs.pdf>
- All new students need to present the proper transfer or some other appropriate notification from the school last attended.

#### **Age for Admission**

St. Joseph School uses the local public school as a model for any requirements regarding admission of students that have been previously home schooled.

A child must be four (4) years old by September 1<sup>st</sup> to enter the 4K program; five (5) years old by September 1<sup>st</sup> to enter kindergarten; and six (6) years old by September 1<sup>st</sup> to enter first grade.

#### **Custodial Arrangements**

Children from divorced/separated parents need to provide a copy of the divorce decree that outlines the custodial arrangements on behalf of the child, to the school office each time it changes.

#### **Non-Discrimination**

Catholic schools of the Diocese of Superior admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at these schools. They do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship policies and athletic and school administered programs (Pursuant to IRS Procedure [75-50] section 4.2a).

Catholic schools do not discriminate on the basis of sex in their educational and employment policies and practices, except where they are compliance by religious tenets. Inquiries concerning the application of these regulations may be referred to: Diocesan Superintendent of Schools, Department of Catholic Formation, 315 5<sup>th</sup> Street, Haugen, WI 54841, 715/234 - 5044. (Diocese of Superior Policy 5001DP)

#### **Registration**

Registration may take place anytime through the school office if class seating is available.

A separate registration form is required for preschool and K-8 students. Kindergarten registration forms are given out at Kindergarten screening in the spring. Registration is open first to the children of our existing school families, after which open registration to the general public is welcome. Waiting lists are created once maximum class size has been registered.

## **Arrival, Recess and Dismissal**

### **Arrival Guidelines:**

Students should not be in the school prior to the start of the school day unless they have an appointment with a teacher. Staff is not available to supervise students in the mornings, as this is a time that is used for meetings and preparing for the school day. Students are invited to arrive on the parking lot / playground at school (on Marshall Street) at 7:45 A.M. at which time adult supervision is provided. Students stay outdoors; weather permitting until they are called into the building. All students will begin school at 8:00 AM.

### **Lunch Period**

All students will go outside for recess during their lunch period recess. They will only be allowed inside if they have written permission from their Doctor because of medical reasons, or if the weather is inclement. All students must dress appropriately for the weather throughout the school year. A staff person is the lead outdoor supervisor at that time with the assistance of parent volunteers to monitor playground safety.

### **Recess**

Two recess periods are scheduled during the day for grades 4K-4. Teachers are responsible for supervision during that time. Again, appropriate outdoor dress is required.

### **Leaving School Grounds:**

Students may NOT leave school grounds without prior permission and approval by the principal. In case of illness or emergency, students are sent home only after a parent/guardian has been contacted. Leaving school without permission is classified as truancy. Parents shall be contacted immediately.

Teachers are not to release students from school without the prior approval of the principal. A student will be released during the school day upon the written request of a parent/guardian. Students are to be signed out of school in the school office.

### **Dismissal Guidelines:**

Dismissal time is 3:07 P.M. and every student is to leave the school grounds after dismissal unless she/he remains under a teacher's supervision. Parents who come to pick up their child(ren) from school are asked to meet their child(ren) on the parking lot, on Marshall Street. Please park your car so that it is backed into the stalls (please see diagram/map in the Appendix). Enter the parking lot through the entrance closest to the church and leave through the gate closest to Tainter Street.

To assist in eliminating congestion in the building, please greet your child(ren) outside of the school building on the parking lot, once she/he has left the building. Please refer to the Drop-Off/Pick-Up Guidelines in the Appendix for further details. Parents should not come into school to pick up their children at regular dismissal time.

### **Athletic Practices After School**

Athletic practices generally will not begin before 4:00 P.M. Student athletes need to find an alternative place outside of the school to stay until practices begin.

## **Asbestos Notification**

When St. Joseph School was originally built, there was some asbestos containing materials used in the original construction. In 1989, in compliance with federal rules, St. Joseph School was inspected to determine where asbestos was located, and a Management Plan was developed to address those materials. Almost all of the original asbestos containing materials have since been removed, however, there are some materials that still remain. The Management Plan provides for re-inspection of the materials identified in the school every three years and periodic checks of the materials at 6-month intervals between the inspections. It also provides for planning of renovations such as we did the summers of 2013 and 2014 so that asbestos containing materials in the areas of the renovations are removed prior to the renovation activity.

In January of 2013, a Wisconsin Certified asbestos Inspector as scheduled completed the three-year inspection. This past June, the asbestos floor tile in the second floor classrooms and the new religious education office was removed by a Wisconsin Certified Abatement firm and replaced with non-asbestos tile. The small amount of remaining asbestos-containing material that remains in the building that is in good condition, which can and will be managed under the Management Plan until it needs to be removed due to future renovations or condition change. The Management Plan is available for review at the school in the office during normal school hours.

### **Bus Transportation**

Bus transportation is provided through the Rice Lake Bus Service. Parents are responsible for notifying the Bus Service of changes needed for pick-up/drop off for your child (715-234-2038).

Bus rules are:

- Children are to walk to and from the bus.
- Children are to be seated at all times while the bus is in motion.
- Quiet conversation is permitted on the bus.
- No food is allowed on the bus.
- Loud, disruptive behavior is not permitted and may cause a student to be removed from the bus services.

Under state law, the Rice Lake Board of Education has the right to make and enforce rules governing student conduct on school buses. Enforcement of the rules is the responsibility shared by the bus driver, school officials and the Rice Lake Board of Education. All offenses will be reported by the bus driver to the appropriate school officials and the following actions taken: a warning which may/may be given the consequence of up to 3 days off of the bus; and for 2<sup>nd</sup> offense up to 3 weeks off of the bus.

When a child is suspended from riding the bus it is the responsibility of the parents to get the student to school on time and to pick up the student after school. The bus company prints and distributes to each family a copy of bus rules and regulations.

### **Cancellation of School**

When the Rice Lake Public Schools close due to inclement weather, St. Joseph School also closed. Please tune in to the local radio and TV stations for announcements. Notice of RLSD cancellations are also made through the district auto-call system.

- WJMC Radio (96.1 FM/1240 AM)
- WAQE Radio (97.7 FM)
- WKFX Radio (99.1 FM)

### **Cell Phones and Other Electronic Devices**

As educators, we love the potential educational benefits of technology ourselves, but students need to realize that there is an appropriate time and a place to use these tools.

#### **Middle School Students:**

- The use of cell phones or other gaming/music devices are not allowed during the school day.
- Students are not allowed to be in possession of cell phones during the school day. If a St. Joseph Middle School student brings a phone to school, that phone must be turned in to the homeroom teacher at the beginning of the school day. Phones will be returned to the students at the end of each school day.

Any student whose cell phone rings in class or in the building during the school day, or who uses it to check emails, texts or attempt to access the internet during the school day will have it removed from their possession. Any student found to be misusing electronic reading devices during class time will also have it removed from their possession. The school will not be held responsible if something happens to these items.

- First offense: Device is taken from student and brought to the office. A parent must come to pick it up.
- Second offense: Device is taken from student and brought to the office. A conference between parent, child and teacher and/or principal will occur before it is returned.
- Third offense: Device is taken from student and brought to the office for parent to pick up. Student will lose the privilege of having an electronic device in the school for the remainder of the school year.

### **Ceremonies and Observances**

If school is in session on Holy Days of Obligation, the feast day will be properly commemorated by scheduling an appropriate liturgy for the school children. (Diocese of Superior Policy 6102DP)

### **Dress Code**

Pursuing a strong education is serious business. St. Joseph School provides a climate conducive to learning. Clothing and grooming help establish an atmosphere that reflects the attitudes of its learners. Attitudes are as critical to learning as effort and ability. Students are encouraged to dress for the kind of “work” they do. Their job is, for the most part, to engage in the serious business of learning. To this end, St. Joseph School has established the following guidelines for dress and grooming. Please see the pictorial guide for dress code in the Appendix.

#### **Outdoor Cold Weather Clothing**

Outdoor clothing should include hats and gloves, and boots and snow-pants for those who want to play in the snow at recess. Please be sure all outside clothing is labeled with the student’s name.

#### **Attire for Mass**

We value the time we worship together. Our attire assists us in reflecting an attitude of reverence. Students are expected to wear the school uniform on all Mass days. This is the black St. Joseph School polo and khaki pants (or khaki skirt/jumper). It is not acceptable for students to wear shorts, T-shirts, sweat shirts/pants, blue jeans, or casual clothing/athletic clothing to church.

#### **Special Exception Dates**

Due to warmer weather, from the first day of school until October 1<sup>st</sup> and then from May 1<sup>st</sup> to the last day of school, shorts of a length appropriate for school, capris, and sandals may be worn. Tank tops, midriff baring shirts and flip-flops are not acceptable attire any time of the year. Shoes are required to be worn at all times.

#### **General Things To Remember**

Students are expected to be neatly groomed and appropriately dressed. “Appropriate” means dressing in good taste and avoiding extremes. Excessively tight-fitting clothes are not appropriate. Middle school girls are not allowed to wear leggings to school without wearing a skirt over them. “Appropriate” means dressing with modesty. Skirts and dresses should be of an appropriate length for school. Low-ride jeans, tops with low cut necklines or spaghetti straps are not appropriate dress for school. Articles of clothing such as mesh athletic jerseys without a t-shirt or turtleneck underneath it are not appropriate. Clothing and haircuts should not draw undue attention to oneself. Makeup is not to be worn in school. The object should be to look and feel good about oneself and not to stick out noticeably in a crowd. The following are prohibited:

- Clothing that promotes, encourages or advertises drugs, alcohol or tobacco
- Clothing that contains profanity, verbal or pictorial
- Clothing that is offensive ethnically, religiously or sexually
- Clothing that contains political slogans or imagery

Any student violating this Dress and Grooming Code will have a note and/or phone call home to parents explaining what is not meeting our dress code. In many instances, students will be asked to call parents requesting that a change of clothing that is within this Code be brought to school so that they can change. Please see the Appendix for a pictorial view of our dress code.

### **Guidelines for Receiving Holy Communion at Mass**

- **For Catholics:** As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently. In order to be properly disposed to receive Communion, participants should be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (*Code of Canon Law, Canon 916*). A frequent reception of the Sacrament of Penance is encouraged for all.
- **For Our Fellow Christians:** Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united

are ordinarily not admitted to Holy Communion. Eucharist sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law (Canon 844 – 4). Members of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church are urged to respect the discipline of their own Churches. According to Roman Catholic discipline, the Code of Canon Law does not object to the reception of Communion by Christians of these Churches (Canon 844 - 3).

- **For those not receiving Holy Communion:** All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.
- **For non-Christians:** We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and unity of the human family.

### **Library Time**

We are fortunate to have a wonderful public library within walking distance of our school. Many classrooms use this library on a regular basis.

Classrooms are well stocked with reading material developmentally appropriate for your children's needs. If a book is lost or damaged, the students must pay the replacement cost.

### **Liturgy**

Students prepare all school liturgies and attend weekly Mass. When Holy Days of Obligation occur on school days, students attend Mass. All students attend our weekly Mass, regardless of their religious affiliation.

### **Lockers and Locks**

Although lockers and desks are school property, the school authorizes students' the right to use these school items. School officials retain the right to periodically inspect student lockers and desks.

Students are allowed to have combination locks on their lockers. Combinations must be registered in the school office and with the student's homeroom teacher. Locks with keys are not permitted. All items of a personal nature should be kept in lockers as other groups utilize classrooms weekly. Middle school students are not to keep supplies or books in classrooms. All personal items should be marked with the student's name on them (such as jackets, coats, pencils, pouches, etc.)

### **Lost and Found Articles**

Found articles are placed in the hallway for all children to see. It is important that children look on the lost and found table for lost items as soon as the loss is realized. Articles not claimed will be given away. To help eliminate lost items it is good to have your child's name on all articles of clothing.

### **Personal Property – Care Of...**

#### **Personal Property of the School:**

The student is responsible for any property he/she uses that belongs to the school and will be held liable for damages. All school property is to be kept free from marks and damages.

#### **Personal Property of the Student:**

The student is responsible for any property he/she chooses to bring to our school. We are not responsible for lost or stolen computers, cell phones, toys, clothing or any other personal items. Items belonging to students should always be labeled. Lost items are kept in a central place in the hallway (see Lost and Found).

### **Playground Attire**

During the winter season, each elementary student must wear boots. A child is not to wear boots of any kind inside the classroom because this brings snow and water in. Hats, mittens and snow pants are to be worn when the weather calls for such attire.

### **Photos and Videos**

We require photo release forms to be completed by a student's parent/guardian prior to use of any image in materials or electronic materials that are used by public media.

### **Recess**

All students are expected to go outside for recess time. We believe that outdoor play is an important part of the school day and child development. It encourages cooperation among children, sharpens the mind, and helps prevent childhood obesity. We go out for recess every single day unless the weather is adverse. We have a cold weather policy where students can be outdoors as long as the temperature itself is zero or above and no less than a -10 wind-chill. Even when it meets those parameters, if a teacher's common sense says that it is too cold, then they should be bringing the children inside. We use our SIS to check the weather status right before a recess (be sure to hit the 'refresh' button).

Please be sure your child is dressed appropriately for the weather. Students may only stay indoors with a doctor's excuse. During inclement weather, students remain indoors for recess. During recess students must abide by rules of safety, which includes no throwing of objects.

### **Records of Students**

The principal is required to keep full and accurate records of each child's attendance and academic progress. The confidentiality of pupil's records will be maintained. Attendance records are to be made available, upon request, to the public school attendance officer(s). A student's progress through school is verified by the records that are maintained. For the safety and health of the child, access to these records is limited.

#### **Cumulative records include:**

Permanent School Record (grades and attendance); Registration Record; Picture Sheet; Report Cards; Standardized Testing Results; Copies of Legal Reports; Behavioral Reports; and other pertinent information.

#### **Other:**

Individualized Catholic Education Plans and/or Rice Lake School District Service Plans are kept in a separate file and include psychological tests and personality evaluation. Health Records are kept in a separate file also in the school office.

### **Telephone**

The school office telephone must be available for necessary school business calls. Students may make only necessary calls home. Students may not use cell phones to call anyone during school day (see Cell Phones )

### **Visitors**

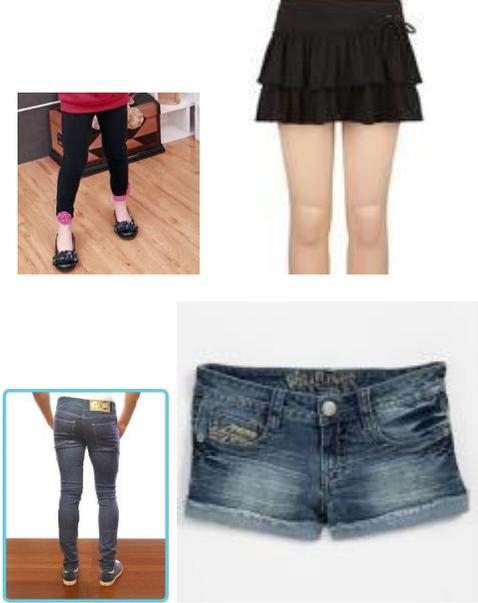
Our school is a locked facility during regular school hours. All visitors are to enter the school building through the main entrance on Humbird Street by ringing the doorbell. All visitors (including parents) are required to report to the school office, and sign in, upon entering the school building. Visitors that are unfamiliar with will be greeted promptly at the door as they are buzzed through.

<p><b>For God so loved the world that he gave us His only begotten Son; so that anyone who believes in Him may not perish, but may have eternal life. John 3:16</b></p>
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## **APPENDIX**

**Dress Code Pictorial Guide**

**Drop-Off and Pick-Up Guidelines  
And Parking Map**

<p><b>St. Joseph School</b></p> <p><b>Dress Code Guidelines</b></p>	<p><b>We adhere to these practices because our belief is that clothing and grooming help establish an atmosphere that reflects the attitudes of its learners, and as we know, attitudes are as critical to learning as are effort and ability!</b></p>	
<p><b>Shoes</b></p> <ul style="list-style-type: none"> <li>No flip-flops or slide-on shoes</li> <li>No bedroom slippers</li> <li>All shoes must have a solid strap around heel to hold foot in place</li> <li>Tennis shoes are preferred for every day use</li> </ul>	<p><b>DO's</b></p>	<p><b>DON'Ts</b></p>
<p><b>Upper Garments</b></p> <ul style="list-style-type: none"> <li>Shoulders and midriff must be covered</li> <li>No undergarments may show</li> <li>No halter-tops, spaghetti strapped shirts /dresses</li> <li>No low-cut shirts</li> <li>No mesh athletic jersey's unless it has sleeves and a t-shirt or turtleneck is underneath</li> </ul>		
<p><b>Lower Garments</b></p> <ul style="list-style-type: none"> <li>Pants must fit properly and may not hang below waistline; no undergarments showing, no low-ride jeans</li> <li>No holes or rips in jeans</li> <li>No skin-tight jeans</li> <li>All skirts, dresses and shorts need to be of an appropriate length for school</li> <li>Leggings for middle school girls are only acceptable if covered by a skirt/dress</li> </ul>		

### Parking Lot Safety For Picking Up Children at the End of the School Day

