

St. Joseph School

2009-2010

Student Handbook

EXECUTIVE MEMBERS 2009-2010

Athletic Association:

Director
President
Secretaries

Treasurer

Glen Wagner
Debbie Madden
Mary Dodd &
Maureen Blanchard
Doug Duley

Home & School Association:

President
Presidents Elect

Treasurer
Secretary
Fundraising

Maria Opiela
Connie Moldenhauer &
April Sutherland
Cindy Congemi
Michelle Seitz
Sarah Haftarski &
Julie Husted

School Board:

President
Vice President
Secretary
Members

Mark Moen
Tina Wagner
Bill Seitz
Susan Shawver
Janet Agnello
Dan Morrissey
Mike See

*Be it known
To all who enter here
That Christ is the reason
For this school,
The unseen but ever present
Teacher in its classes,
The model of its faculty,
The inspiration of
Its students.*

A PARENT'S PRAYER

I pray that I may let my child live his own life and not the one I wish I had lived. Therefore, guard me against burdening him with doing what I failed to do.

Help me to see her missteps today in perspective against the long road she must travel and grant me the grace to be patient with her slow pace.

Give me the wisdom to know when to smile at the small mischiefs of his age and when to show firmness against the impulses that he fears and cannot handle.

Help me to hear the anguish in her heart through the din of angry words or across the gulf of brooding silence. And having heard, grant me the ability to bridge the gap between us, with understanding.

I pray that I may raise my voice more in joy at what he is, then vexation at what he is not, so that each day he may grow in sureness of himself.

Help me to regard her with genuine affection so she will feel affection for others. Then give me the strength, Oh Lord, to free her so she can move strongly on her way.

MISSION STATEMENT

St. Joseph School, is committed to nurturing each student's potential while developing the foundation for lifelong Christian faith, strong academic advancement, healthy self-esteem and service to our greater community.

PHILOSOPHY

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

GOALS

The goals of St. Joseph School are the following:

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

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

To provide for the intellectual development of each child by:

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

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

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

ST. JOSEPH SCHOOL
S89 W22650 Milwaukee Avenue
Big Bend, Wisconsin 53103
E-Mail: school@stjoesbb.com
Web: www.stjoesbb.com
262-662-2737

STAFF FOR 2009-2010 SCHOOL YEAR

Pastor:	Father Dick Robinson
Parish Secretary:	Karen Schuh
Principal:	Susan Shawver
School Secretaries:	Karen Biersach Diane Moerke
Teachers:	
K4:	Lori Paulus
K5:	Shelby Regner
1st:	Kristy Beese
2nd:	Jean Kroll
3rd:	Mary Nichol
4th:	Lisa Goertz
5th:	Judy Caporale
6th:	Anne Mucic
7th:	Winnie Sartoris
8th:	Barb Sergio
Art:	Judith Dahnke
Music:	John Ehlenfeldt
Physical Education:	Chris Hanson
Spanish	Diane Wagner
Food Service:	Mary Hafer Jan Hogan
Custodians:	Ed Ellenbecker Jeff Beese Kim Shervey Tina Wagner Jim Zubarik
ASK Day Care	Barb Crisp

TABLE OF CONTENTS

	Page
ABSENCES	9
ADMINISTRATION/CONCERNS/QUESTIONS	10
ADMISSION/ENROLLMENT POLICY	11
ARTICLES PROHIBITED IN SCHOOL	12
ATHLETICS	13
BEHAVIOR PLEDGE	16
BIRTHDAY CELEBRATIONS/TREATS	17
BIRTHDAY OUT-OF-UNIFORM DAY	17
CHILD ABUSE REPORTING	18
COMMITMENT OF CHRISTIAN ACTION	18
CONCERT REQUIREMENTS	18
COSMETICS	18
COURTESY	18
DAYCARE	19
DELINQUENT FEES	19
DISCIPLINE	20
EIGHTH GRADE FIELD TRIP	28
EMERGENCY HEALTH INFORMATION	28
EMERGENCY SCHOOL CLOSING	29
EQUIPMENT	29
EXCEPTIONAL EDUCATIONAL NEEDS	29
FIELD TRIPS	30
FUNDRAISING	31
GRADUATION	32
GRIEVANCE PROCEDURES FOR PARENTS	32
HEALTH SERVICES	33
HOME AND SCHOOL ASSOCIATION	33
HOMEWORK	34
HONOR ROLL	34
IMMUNIZATIONS	35
INSTRUCTION	35
KINDERGARTEN	36

TABLE OF CONTENTS

	Page
LIBRARY	37
LICE	37
LITURGY	37
LUNCH PROGRAM	38
MEDICATION POLICY	39
MUSIC	39
PET POLICY	40
PHONE CALLS	40
PHYSICAL EDUCATION	40
PROMOTION/RETENTION	41
RECESS	42
REFUNDS	42
REGISTRATION FEE	43
REPORT CARDS	43
SACRAMENTAL FEES	45
SCHOOL BOARD	45
SCHOOL DAY SCHEDULE	46
SCHOOL NEWS	46
SERVICE	47
STAFF LOUNGE	47
SUPPORTIVE CONSULTANT PROGRAM	48
TARDY POLICY	49
TESTING	49
TRANSPORTATION PROCEDURES	50
TUITION	50
UNIFORM POLICY/DRESS CODE	52
UNIFORM POLICY/DRESS UP/DOWN DAYS	55
UNIFORM / 8 TH GRADE DRESS CODE PRIVILEGE	58
VISITORS	59
VOLUNTEER GUIDELINES	59
VOLUNTEER PROGRAM	60
WITHDRAWAL/TRANSFER	61

SECTION A

ABSENCES

1. **Absence:**

- a. Call the school office (262-662-2737) between 7:30 and 8:30 a.m. and give the child's name and grade, as well as the reason for the absence. The office answering machine is also on 24 hours a day.
- b. If your son/daughter will be absent because of vacation, doctor's appointment, etc., a note must be sent to the school prior to the date. One note addressed to both the school office and your child's teacher must be sent to school prior to the date of absence. Your child's teacher will pass the note to the office. A verbal excuse is not acceptable. If a note is not turned in, a non-excused absence will be marked on your child's attendance record.
- c. If your child is absent from school for five or more days due to illness, a doctor's excuse is required upon his/her return to school. Please include your signature on the note.

2. **Tardiness:** Frequent tardiness is a serious problem. However, we would rather have the child in school than out. If tardiness is caused by an oversight, etc. please call the office and send the child on to school. Tardy students must check in at the office when they arrive at school. Please see further information under Tardy Policy.

3. **Early Dismissal:** Leaving school early without permission is classified as truancy. The school office will release a pupil during the school day upon request of a parent or legal guardian. A child will not be released early to anyone other than a parent or guardian without prior parental/guardian authorization. Please send one note addressed to both the school office and your child's teacher informing us of the request for early release. We understand that some appointments are made on very short notice. In these instances, please call the school office informing us that you will be picking your child up early. We will send notice to your child's classroom informing the teacher of the early release. Please make every effort to schedule medical and dental appointments during non-school hours. A child dismissed early must be picked up in the school office.

4. **Vacations:** Vacations during school time are not encouraged, but the school understands that parents cannot always schedule them outside of school time. If such vacations become necessary, please advise the school office in writing before your departure (see b. above). Do not expect your child's homework in advance. Teachers will provide what work they can in advance; the balance of work must be made up on your child's return.

ADMINISTRATION/CONCERNS/QUESTIONS

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

Please use the following guide in addressing your concerns:

- First: Consult the person (teacher) immediately in charge.
- Second: Consult the Principal, only if the first step proved to be of no help.
- Third: Consult the Grievance Procedures for Parents (Policy 4135.41). See Appendix.

Bus concerns should be brought directly to the Bus Company. Hank's Transportation (Mukwonago School District transportation) at 262-363-7176 or Jones Transportation (limited Muskego area) at 262-971-0302.

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

ADMISSION/ENROLLMENT POLICY

1. St. Joseph School is a kindergarten (K4) through 8th grade school. Five-year old Kindergarten (K5) students have priority to first grade.
2. Policy dictates that the age of all students must be verified by presentation of a birth certificate at time of registration. Parents will be notified of this policy at registration. A September 1 birthday is the cut-off date in determining placement for all grades. By Archdiocese regulation, all K5 students must be at least 5 years old by September 1 and K4 students must be at least 4 years old by September 1. Our Kindergarten teacher and Supportive Consultant will test applicants for entry into our K4 & K5 program.
3. Maximum enrollment for K4 is 20 and K5 is 25. Grades 1-8 maximum enrollment is 30.
4. Enrollment will be filled with priority considerations in the order as recommended by the Archdiocese of Milwaukee as follows:
 - a. To all children currently enrolled.
 - b. To children registering in K4-8 of families with siblings currently enrolled in school.
 - c. To those advancing from K4 who are children of parishioners.
 - d. To children of parishioners.
 - e. To children from other Catholic parishes.
 - f. To children of other religious affiliation.
5. All other factors being equal, priority selection will be at the Principal's discretion with recommended consideration to the following tiebreaker criteria:
 - a. Registration during the week designated to register.
 - b. Date of registration, if after the week designated to register.
 - c. Lottery style selection.
6. Parents of all new students to St. Joseph School are required to provide a copy of your child's birth certificate, baptismal certificate and current immunizations. The school office will make copies of original certificates.
7. A registration fee will be charged which is the cost of the annual book/materials and playground fees. This fee must be paid at the time of registration. The registration fee is nonrefundable unless the school cannot provide space in any given classroom for a child. See Section "R" for more information.
8. All students new to St. Josephs, including Kindergarten, will be on probation for one year. Because we are unable to meet all of the exceptional

education needs of some children, new students who demonstrate poor behavior, insufficient effort, serious emotional or learning problems will not be allowed to continue enrollment. If such problems become apparent, a parent-teacher conference will be held before the Principal makes any final decision.

9. Non-parishioner and other religious affiliation students will be required to attend all religion classes and services.
10. St. Joseph School admits students of any race, religion, color, nationality or ethnic origin.
11. No child will be admitted into the K5 program after September 30 unless a student in good standing is transferring from a Kindergarten (5 year old) program at another school. Proof of enrollment at another school will be required. Each child will be evaluated on an individual basis.

ARTICLES PROHIBITED IN SCHOOL

Items that are hazards to the safety of others or interfere in some way with school procedure are prohibited. Such items as guns, pepper spray, water pistols, bean shooters, sling shots, hard balls, paint balls, laser pointers/lights, etc., are unsafe in a school setting and are not allowed. CD players, radios, tape players, walkmans, beepers, cell phones, walkie talkies, Game Boys, video games, Poke'Mon trading cards, Virtual Pets, etc. interfere with school routine and are prohibited. If brought to school, they will be turned over to the Principal and returned to the parent at his/her request.

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

Parents are requested to help children understand the necessity for such regulations.

ATHLETICS

The purpose and objectives of Athletics are to:

1. Introduce and instruct students to competitive sports supported by the Athletic Association.
2. Teach them not only the rules of the game, but also how to play the game as a good Christian.
3. Learn to play to the best of their own capabilities.
4. Eliminate competitiveness and dissension between team members and to develop team play.
5. Teach proper values and attitudes associated with winning and losing games.
6. Teach sportsman-like conduct.
7. Review all athletic needs on a regular basis.
8. Provide supervision of all athletic activities.

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

1. No student may participate in more than one sport during a given season.
2. No student may participate on more than one team during a given season
3. Eligibility to compete will be determined by the player's effort and conduct in school. The school Principal will make such determination after consultation with the player's teachers.

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

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

conference with their child's teacher and Principal to discuss the matter. If the student's academic effort fails to improve, the student will be suspended from the team until a satisfactory effort is demonstrated.

Athletic Disciplinary Code

1. Participant must be a St. Joseph's Day School student or participating CFM student (home schooling does not qualify).
2. Any out-of-school or CFM suspension will result in suspension from any team for all practices and the next 3 games for any subsequent sport.
3. Students will be required to maintain a C grade point average. CFM students will be required to provide proof of the C average at the time the athletic contract is signed.
4. If a CFM student misses 20% or more of the scheduled classes or becomes a behavioral problem (i.e., asked to leave the classroom) or a Day School student is issued a detention, he/she will attend practice that week and the game, but will not be allowed to wear the uniform or play in the game in lieu of that detention. This consequence can be delayed by the coach only under extenuating circumstances (i.e., would cause forfeiture of the game or where several players may be known to be unavailable for this game but would be available for the next game).
5. The Athletic Director or Coach will be notified when a behavioral or absence problem becomes apparent for a student athlete. (CFM office can notify the Day School office.) Notification will also take place when a detention or loss of game is issued.
6. Any verbal abuse or destructive behavior occurring during games and/or practice will result in suspension from the team at the discretion of the Athletic Director and team coach.
7. All players will be expected to sign an athletic contract explaining the above rules. It must be signed by the teacher, coach, student and parent.

Practice Times

1. Students having practice other than 3:00 p.m. may not remain at school until their practice. They must return at practice time and not enter the gym until their own particular coach arrives.
2. During practice, students must remain in the gym unless given permission by the coach to use washroom or drink facilities.

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

Sports offered at St. Joseph in Grades 5-8 are:

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

Instructional basketball for boys and girls in Grades 3-4 runs late March to early April for approximately 6 weeks.

Please see the Appendix for the names of the current Athletic Association Director and President.

SECTION B

BEHAVIOR PLEDGE – ST. JOSEPH SCHOOL

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

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

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

We the students agree to:

1. Value other students, and treat everyone with respect.
2. Be aware of the school's policies, purpose, and mission.
3. Not become involved in bullying incidents or form exclusive play groups.
4. Report honestly and immediately all incidents of bullying to a faculty member. Especially report incidents in places around the school where there is less adult supervision, such as bathrooms, corridors, and stairwells.

In the context of this pledge the phrase "at school" includes these places and situations:

1. In a classroom
2. On school property and immediately adjacent to school property
3. On a school bus or other school vehicle, including school bus stops, and while students are walking to or from school
4. At any school-sponsored activity, whether or not held on school premises.

I acknowledge that whether I am being a bully or see someone being bullied, I need to report or try to stop the bullying to create a better school environment at St. Joseph School.

BIRTHDAY CELEBRATIONS/TREATS

Consult with your child's classroom teacher before bringing birthday treats to school. Teachers have different classroom policies and preferences for celebrating birthdays. Soda, fruit flavored water and juices are not allowed.

Flowers, balloons, delivery of gifts, birthday grams and luncheon parties (pizza, subs, etc.) are not permitted. However, a food treat that can become a snack for the day is acceptable. If your treat is a cake, make sure that it is cut up and ready to serve. Provide plates, napkins and plastic utensils when appropriate.

BIRTHDAY OUT-OF-UNIFORM DAY

On the exact date of a student's birthday, he/she may dress-up or down in compliance with the Student Handbook Dress Code policies. Those students who choose to dress-up or down will receive a birthday ribbon that must be worn to indicate why the student is out-of-uniform. If the student's birthday occurs on a Saturday, Sunday or a day that school is not in session, the student may dress-up or down on the next school day. Students with summer birthdays can celebrate at school on their half birthday. Example: a July 15th birthday can be celebrated on January 15th.

SECTION C

CHILD ABUSE REPORTING

Teachers are required, under penalty of fine and/or imprisonment, to report to Waukesha County Social Services cases of suspected child abuse. Such reporting is done anonymously. The law's definition of "abuse" includes intentional physical injury, sexual contact or exploitation and emotional damage.

COMMITMENT OF CHRISTIAN ACTION

St. Joseph School has always relied on parent/parish volunteers to fill the daily needs that enable the school to run more smoothly and to operate within its yearly budget. Each family is expected to volunteer approximately 15 hours of service per year as a minimum of your Christian Action. A complete list of volunteer areas is sent home on a yearly basis for families to sign up for their time and talent and is also available from the school office.

CONCERT REQUIREMENTS

Christmas & Spring concerts are a mandatory part of each student's music grade. Concert attendance should not be considered optional as each student's grade will be lowered for not attending. Concert dates can be found on the yearly calendar that was distributed to each family at the end of the 07/08 school year. Please be sure these dates are marked on your calendar. Special circumstances such as family emergencies will be reviewed on a case by case basis by the music teacher.

COSMETICS

Facial make-up is permitted for students in Grade 8 only. These students may wear a minimal amount of natural looking make-up. Natural is defined as soft earth tones, and does not include bright, neon and glitter colors. The Principal and teachers will make final determination if the appearance is inappropriate. **Cosmetics may not be brought to school**, including bottles of nail polish, lipstick, eye shadows and liners, mascara, foundation, blush and powder. Cosmetics brought to school will be turned over to the Principal and returned to the parent at his/her request. The exception would be for make-up that is part of a special day such as Halloween or required for a play.

Nail polish and clear, colorless lip balms (i.e., Chapstick, Blistex, etc.) are allowed for all grades.

COURTESY

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

SECTION D

DAYCARE

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

After-school care begins at the end of the school day at 2:30 p.m. and runs until 6:00 p.m. The children will receive a nutritious snack. Time for homework and needed assistance along with time for quiet activities is provided. The children will also have outdoor play time (weather permitting) or time in the gym, when scheduling permits. Other activities will include arts and crafts, story time and occasional movie time. Childcare will be provided on early release days if enough children will attend to support the program that day.

For more information on ASK or to obtain a registration form, contact the school office.

DELINQUENT FEES

- Payments past due 30-60 days will receive phone call followed by written notification from the school office. A \$25.00 late payment fee will be assessed.
- Payments past due 60-90 days will be sent notice via certified letter with request for in person meeting with the Principal. An additional \$25.00 late fee will be assessed, total \$50.00 fee.
- Payments past due 120 days with no meeting or contact with school office will receive a certified notice of terminated contract and collections by a third party agency.

DISCIPLINE

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

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

The Family's Role in Discipline:

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

The Teacher's Role in Discipline:

1. At the beginning of the school year, the teacher will clearly communicate to students the behavioral expectations regarding classroom procedures and rules.
2. The teacher (in cooperation with the student, family and principal) will help each student to develop his/her full potential in a Christian learning environment.
3. The teacher will notify parents (by phone) if a student is not making satisfactory progress toward self-discipline goals.
4. The teacher will provide opportunity (at regularly scheduled conferences or by appointment) for parents to discuss their child's progress.
5. The teacher will notify the principal of any serious disciplinary situations.

The Principal's Role in Discipline:

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

Other Staff/Volunteer's Role in Discipline:

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

Behavioral Expectations:

As stated in the policy, the teacher will clearly communicate to students the behavioral and academic expectations regarding specific classroom policies and procedures. The general expectations are:

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

When conflicts arise among students, the problems should be solved in a non-violent, non-threatening manner. When the school-wide message of respect is violated, this procedure will be followed:

1. Students in **Grades K4-1** who demonstrate inappropriate behaviors will receive the following consequences:

First incident:	A verbal warning and name placed on the board.
Second incident:	A check mark will be placed after the child's name and the parents will be notified.
Third incident:	A second check after the child's name and the child will lose recess privileges.

Note: Time outs for inappropriate behavior are at the teacher's discretion.

2. Students in **Grades 2-4** who demonstrate inappropriate behaviors will receive the following consequences:

First incident:	A verbal warning and name placed on class list.
Second incident:	A talk between teacher and student to review their misbehavior. A Behavior Notice is completed by the teacher and student and sent home for parent notification and signature. The signed notice is to be returned the next school day.
Third incident:	A detention.*

3. Students in **Grades 5-8** who demonstrate inappropriate behaviors will receive the following consequence:

First incident:	A verbal warning and name placed on class list.
Second incident:	A check will be placed after the student's name and a note will be sent home.
Third incident:	A detention.*

If problems arise regularly, or a serious incident occurs, the principal will be notified and a parent conference will be scheduled.

If three or more detentions are served in one quarter, a conference will be required.

*Detentions will be held from 2:35 p.m. to 3:05 p.m. on Monday through Thursday each week. If your child receives a detention, he/she will serve it on the NEXT detention day. You will always be given at least one night to make alternative arrangements for picking up your child from school. Detention is a consequence for repeated inappropriate behavior or an incident that warrants an immediate detention. Please note that sports practices and other lessons or practices will not excuse your child from detention.

ACADEMIC MISCONDUCT/CHEATING

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

CHEATING

To cheat is to intentionally obtain a grade on an assignment or test by trickery or deception. Cheating would include but not be limited to: copying answers or information from one person's paper to another, viewing notes, using a textbook during a test, copying another's electronic documents, asking another person for test answers or information, or plagiarism. Students who cheat on a test or assignment will be given a failing grade on the assignment or test. Teachers may opt to allow the child to repeat the test or assignment, to do a make-up assignment, or let the failing grade stand. A detention will be assigned as well.

PLAGIARISM

Plagiarism is defined as "stealing and passing off as one's own, the idea, images, or writings of another." (Webster's Dictionary, 2008). Since plagiarism is an act of stealing, it is not accepted in any writing or speaking project turned in as an assignment by a student of St. Joseph's School. Any partial or complete act of plagiarism found in a student's assignment will result in a failing grade on the assignment and follow the procedure outlined in the cheating policy. Students in the intermediate and middle school levels that wish to use direct quotes or paraphrase another's ideas, images or writings must follow reference guidelines established by the classroom teacher.

DETENTION ACCUMULATION:

A student may be required to serve a detention or sit out a game, whichever applies at that time. If a 5th-8th grade student is involved in sports and the team is playing scheduled games, he/she will sit out the game versus serving a detention. Sitting out a game means the next scheduled game. The coach only under extenuating circumstances can delay this consequence, i.e., would cause forfeiture of the game or where several players may be known to be unavailable for this game. Loss of recess will not be a valid substitute for a detention.

Detentions will be held from 2:35 p.m. to 3:05 p.m. on Monday through Thursday each week. If your child receives a detention, he/she will serve it on the NEXT detention day. You will always be given at least one night to make alternative arrangements for picking up your child from school. Detention is a consequence for repeated inappropriate behavior or an incident that warrants an immediate detention. Please note that sports practices and other lessons or practices will not excuse your child from detention.

A series of graduated consequences for all students will be imposed when continued infractions occur. These consequences will accumulate throughout the school year. They are:

1. After three detentions, or missing three games, or a combination of the two, a conference with the Principal and teacher will be required.
2. After fourth detention is issued, or missing four games, or a combination of the two, an automatic in-school suspension is served.
3. After five detentions, or missing five games, or a combination of the two, automatic day out of school suspension is served.
4. After six detentions, or missing six games, or a combination of the two, preliminary hearing for expulsion. This will include a conference with student, parent, teacher and principal. (Any additional detentions will result in initiation of the expulsion process with the Board of Education.)

Special Incidents:

Some incidents are so serious that they warrant an immediate and serious consequence. Consequences may range from a detention warning, a detention, suspension or possible expulsion depending on the circumstances of the particular incident. In all such cases, parents will be notified immediately. Incidents with serious consequences include:

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

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

1. Immediate removal, 1 day in-school suspension.
2. Immediate removal, 1 day out of school suspension. Parents are responsible for supervision.
3. Immediate removal, 3 day out of school suspension. Priest/school/parent conference to determine conditions for continued enrollment. Parents are responsible for supervision.
4. Expulsion is considered a last option for pupils who cannot function within the school structure. Any unacceptable behavior with severe consequences could be considered grounds for expulsion. Illegal activity is grounds for immediate expulsion; the school follows all archdiocesan policies in this matter.

Academic Expectations for Homework:

Home study is an integral part of our educational program at St. Joseph's. It is an extension of the learning process and provides for reinforcement of the skills and concepts taught at school. Since completing work and meeting deadlines is

a life skill, it is expected that assignments will be accurate, complete and handed in one time.

In Grades 1 – 8, classroom teachers will determine appropriate consequences if students do not meet deadlines for homework.

Rules for Special Areas:

Playground

1. Follow directions of teachers, staff and supervisors.
2. No shoving, fighting or sliding on ice.
3. No contact activities (touch football and soccer are allowed).
4. When the bell rings, stop play and line up immediately.
5. No throwing snow, dirt, stones, etc.
6. Children are expected to be properly dressed for winter weather. This includes a hat, ear muffs, headband or a hood, and gloves or mittens. K4-4th grades must wear snow pants and snow boots. Although 5th-8th graders are not required to wear snow pants, they must wear boots or outside shoes in order to play in the snow. Please see "Recess" section for more information.
7. No candy, food or chewing gum is allowed on the playground.
8. Stay on sidewalk going to and from the playground.
9. No playing around the dumpsters.
10. No going near the road, near the Rectory, or beyond the first light pole on the east end of the playground.
11. No one is to return to the building until the bell rings unless it is an emergency. Contact a Playground Supervisor if an emergency exists. Students are not to disturb the teacher at lunch unless it is an emergency.

Church

1. A church is a place where people pray together. We need to enter and leave quietly.
2. Please participate in the Liturgy fully. Song is a form of prayer.

Lunch Room

We treat food with reverence, as a gift from God and the farmers. We use proper table manners as covered in each homeroom. We talk quietly or as described below.

1. All students will talk quietly throughout their lunch period, until their teacher picks them up.
2. When the supervisor excuses a student, the student is to return the lunch tray or dump lunch trash, and return to their seat immediately.
3. If the noise level is inappropriate and specific violators cannot be determined, the supervisor will turn out the lights and a warning will be given. If lights are turned out again, the individual or all students of the offending class or classes will lose 5 minutes off their next recess.
4. Students who are excessively noisy will be given a warning.
5. Students with need will be allowed to wash hands or use the bathroom (ask supervisor).
6. No student may change seats, touch another student or move around the room. (Cleaning spills or other emergency problems will be handled with permission of the supervisor.) Raise your hand for help.
7. Teachers will pick students up from the lunchroom.

Halls

1. Teachers will accompany students to all changes of classes (includes recess, lunch and special classes (computer, library, music, and physical education) Exception: Departmental classes for Grades 5-8.
2. Students need to walk in halls, keeping to the right hand side. We do not talk in the hallways while classes are in session.

School Bus

1. Keep hands, feet and other objects to yourself.
2. No shouting and yelling.
3. Do not leave your seat without permission or while the bus is in motion.
4. Follow directions--no eating or drinking.
5. Walk--do not push or run when boarding or leaving the bus.

Bus Misconduct Reports will be sent home and will result in the issuance of a Warning, just as with misbehavior in school. Repeated or serious misbehavior

SECTION E

EIGHTH GRADE CLASS TRIP

1. Trip is optional and participation has no effect on final grades of the student. It should be planned for post-graduation or as close thereof as possible.
2. Trip should be educational in nature. An educational tour company should be used for security and insurance issues.
3. Trips to be approved with at least 2/3 of parents agreeing to the trip options before being presented to the students for preference.
4. Once parents have agreed upon the trip options, the students vote to decide on their final destination.

EMERGENCY HEALTH INFORMATION

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

EMERGENCY SCHOOL CLOSING

Emergency school closings, which allow for little or NO parent notification, are a possibility throughout the year. Given enough time during the day, we will make our best effort to contact **ALL** families to notify you if school is closed once the school day begins, i.e., between 7:45 a.m. and 2:30 p.m. However, if we are not fortunate to have enough time to contact parents, guardians or emergency contacts, be certain you have stand-by arrangements in place, and that your student understands what to do and where to go in the event school is dismissed early. Our goal is to never have anyone left at school or sent home until we can account for their safety. **In weather emergencies, if the Mukwonago School District closes or delays, St. Josephs will do the same.** We will instruct the Muskego bus companies we are following Mukwonago's decision. Closings are announced on radio stations:

AM 620 WTMJ	FM 94.5 WKTI
AM 920 WOKY	FM 96.5 WKLH
	FM 106 WMIL

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

EQUIPMENT

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

EXCEPTIONAL EDUCATIONAL NEEDS

Students who are suspected of having special educational needs, reading disorders, speech problems, etc. will be referred by their classroom teacher to the Mukwonago School district for testing and evaluation. This process can take from four to eight weeks to complete. Parents are informed from the beginning if a teacher decides to seek such an evaluation and are expected to attend staffing conferences regarding their child. The classroom teacher and/or tutors handle simpler remedial problems. Parent involvement in all remedial efforts is very important.

SECTION F

FIELD TRIPS

Field trips are meant to be educational and related to the curriculum. Transportation of pupils for field trips will be by a licensed public carrier or in special instances by private vehicles. The teacher, with the consent of the Principal, will arrange the trips. The cost will be defrayed by asking each family to pay for their child's way. In the event that a family is unable to do so, arrangements will be made with the Principal. Written consent of the parents is necessary before the child is permitted to attend a field trip. If, for any reason a child is unable to be part of a field trip, he/she should not attend school during the time his/her class is away from school.

As a general guideline, students will attend no more than four field trips per school year with the cost not to exceed \$40 per year per student.

We encourage parents to chaperone field trips when adult coverage is needed. Chaperones are expected to supervise the students under their care and are required to give their full attention to the children they are supervising. Due to the nature of the chaperone's responsibility and the need to be focused on their duties, children who are not participating in the field trip are not allowed to attend with the adult. This includes siblings, nieces, nephews, grandchildren, day care children, etc.

FUNDRAISING

SCRIP is the main fundraiser of the school. During the school year each family is required to participate in the Mandatory SCRIP Program in one of two ways:

1. Generate \$200 profit by using SCRIP.
2. Pay \$200 to “buy out” of the program. Payment for the buy out option would be due September 15.

The program extends May 1 through April 30 during which time each family will receive quarterly statements advising of their status. Quarterly statements will be sent.

Accounts must be paid in full by May 15 in order for students to receive their final grades. If a family has not reached their \$200 profit, the difference will be due May 15. (i.e., if a family generates \$125 profit, the balance owed is \$75.)

Friends and relatives will be able to designate their SCRIP profits toward your family account.

SECTION G

GRADUATION

Pupils graduating from the elementary schools of the Archdiocese receive the official diploma issued by the Department of Education. The Principal, with the 8th grade teacher, coordinates all graduation activities. It is recommended that the attire for both boys and girls be kept simple and dignified. A \$25.00 graduation fee is due from all 8th grade families by April 15. Diplomas will be withheld from a child if his/her tuition or other delinquent fees are not paid in full by time of graduation. See Archdiocesan Policy #5125.2 in the Appendix.

GRIEVANCE PROCEDURES FOR PARENTS

See Archdiocesan Policy #4135.4 in the Appendix.

SECTION H

HEALTH SERVICES

Parent Health Room Aides or the school secretaries maintain our health room daily from 11:30 a.m. to approximately 12:30 p.m. The school secretaries and Principal take care of health concerns during the remainder of the school day. The school secretaries and Health Room Aides are First Aid and CPR certified. Pupils who are injured or ill report to the health room or school office. Parents (or emergency contact person if parents are unreachable) will be contacted promptly regarding a serious injury or debilitating illness. Injured or ill pupils may not leave school without the school secretary or Principal's permission. A child will automatically be sent home (after contacting parent or emergency contact) if vomiting, experiencing diarrhea, suspicious rash or has a fever of 100 degrees or higher. If combined symptoms of a lesser degree warrant, parents will also be contacted. Students will also be sent home if the secretary, Health Room Aide or Principal feel that other symptoms warrant.

Children are not to return to school until they are fever free, diarrhea free, and/or vomit free for 24 hours. If an antibiotic has been administered, the child must be on the antibiotic for 24 hours before returning to school.

HOME & SCHOOL ASSOCIATION

The Home & School Association has been formed for the purpose of being a support group to the school and to assist communication and cooperation between parents and educators. Meetings are held on the second Wednesday of every month at 6:30 p.m.

Please see the Appendix for the names of the current Home & School executive members.

HOMEWORK

Home assignments are an outgrowth of the class work. Home assignments need not always be written. Supervising the assignments of your child is highly recommended and indicates an interest in the academic progress of your child. However, doing the assignment for your child prevents his/her growth in the specific academic area. Assignments are expected to be completed and submitted on time. Each student from Grade 2-8 is expected to keep an Assignment Notebook so parents will be able to see work assigned and if it is completed. Assignments are usually given during the school day and might be partially or totally completed depending upon how well the child used study time given in school. Following are the school's guidelines for home study:

Grades K5 - 3	15 - 30 minutes
Grades 4 - 6	30 - 60 minutes
Grades 7 - 8	60 - 90 minutes

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

It is your child's responsibility to prepare all homework items needed from home to bring to school. Students will be allowed one phone call per semester to ask a parent to bring a forgotten item to school (homework, signed tests, and gym clothes). Items brought to school should be dropped off at the school office.

HONOR ROLL

At the end of each semester, an honor roll for Grades K-8 will be determined. Grades 5-8 have three divisions to recognize achievement. The highest distinction is awarded to students that achieve an "A" in all subjects and are recognized as "High A Honors". Students that maintain an "A" and a "B" average attain "A Honors" and "B Honors" respectively. There will also be awards for students who use their talents and are model Christians. Honor roll guidelines are:

4.33 – A+	3.33 – B+
4.0 - A	3.1 - B
3.77 – A-	2.77 – B-

SECTION I

IMMUNIZATIONS

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

INSTRUCTION

The school day shall consist of the following minimum instruction time.

Grades K-8: 5 hours, exclusive of recess and lunch period.

Student attendance at liturgies is encouraged. If the liturgy is celebrated daily for all students, the time period is excluded from the regular clock hours.

If parent-teacher conferences are held in the evening, the time may be counted as a fractional part of the five days permitted for parent-teacher conferences and/or inclement weather.

SECTION K

KINDERGARTEN

St. Joseph School offers a 5-year old Kindergarten program that is held five days per week from 7:50am to 2:25pm. The 4-year old Kindergarten Program has several choices to meet your needs. We offer a five day option Monday thru Friday, half (7:50am – 11:15am) or full (7:50am – 2:25pm) day options or a four day option Monday, Tuesday, Thursday & Friday, half or full day options. Four & Five-year old Kindergarten are the entry grades for the school, i.e., all K5 Kindergartners are guaranteed a place in our 1st grade & all K4 Kindergartners are guaranteed a place in our K5 Program.

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

Registration occurs during the month of January. No child will be admitted into the K4 or K5 program after September 30 unless the child is a transferring student from a K4 or K5 program at another school.

Please see Section "R" for information regarding the registration fee (book/materials and playground fee for new and returning students) and Section "T" for current school year tuition.

SECTION L

LIBRARY

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

The library also sponsors a Birthday Book Program, two Book Fairs and informational speakers dealing with popular subjects.

LICE

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

LITURGY

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

LUNCH PROGRAM

Hot lunch and milk are available. Children may bring a cold lunch and milk or juice beverage. Hot lunch (including milk) is \$2.00 per day. Tickets can be purchased 5 at a time for \$10.00 or 20 tickets for \$40.00. Checks should be made out for the exact amount of the number of tickets being purchased and made payable to "St. Joseph Hot Lunch." DO NOT INCLUDE TUITION WITH THIS CHECK. Additional milk is \$.40 each. Additional entree is \$.75 each. Prices are subject to change with advance notification given.

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

Menus are printed monthly in the school Newsletter. Changes in the menu may occur. The main entrée will not be changed unless notice has been given a few days prior to the change. However, side dishes may change without prior notification.

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

In the operation of the child nutrition programs, no child will be discriminated against because of race, color, sex, national origin, age or disability. If any member of a household believes they have been discriminated against, they should write immediately to the Secretary of Agriculture, Washington, D.C., 20250.

SECTION M

MEDICATION POLICY (Archdiocesan Policy #5140.2 in the Appendix)

1. All prescription and nonprescription medications must be kept in the school office, with the exception of inhalers. Please see number 6 below for Archdiocesan guidelines regarding inhaler use.
2. All prescription or nonprescription medication must be sent in a container labeled with student's name, medication name, dosage and time to be given. A medication spoon or dosage cup should accompany liquid medications. DO NOT SEND FULL PRESCRIPTIONS--only the dosage needed to be given at school.
3. Prescription medication requires that the parent/legal guardian sign a "Medication Consent Form." This form needs to be filled out for each/every medication a student is to receive. Send the form, along with the medication, to the school office on the day the prescription should begin to be given to your child. Prescription medication is not allowed to be kept in a classroom.
4. Nonprescription medication requires a parent/legal guardian sign a "Medication Consent Form." This form needs to be filled out for each/every medication a student is to receive. Nonprescription medication includes Tylenol, Advil, aspirin, cough medicine, etc. Send the form, along with the medication, to the school office on the day it should be given to your child. Nonprescription medication is not allowed to be kept in a classroom.
5. The Secretary, Health Room Aide or Principal will dispense the medication. Medication will not be dispensed without a signed form.
6. The Archdiocese of Milwaukee has recognized the importance of a student being allowed to carry asthma medication on his/herself, or to keep same in his/her classroom or locker. If your child has need to carry an inhaler, a "Release Form for Student Inhaler Use" must be completed and returned to the school office. The form requires signature by the child's physician and parent/legal guardian. Once filed with the school office, the necessary signatures from the homeroom teacher and principal will be obtained. Parents must instruct their child in the responsibility of carrying an inhaler and be confident that their student understands the purpose and appropriate method and frequency of use of the inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler. If you feel your child should not be allowed to carry an inhaler on his/herself, the inhaler must be kept in the Health Room and a "Medication Consent Form" must be completed.
7. Please notify the school office when you need additional copies of the "Medication Consent Form" or "Release Form for Student Inhaler Use."

MUSIC

- See concert requirements under section "C"

SECTION P

PETS

For health and safety reasons, family/household pets are not allowed in the school building. This does not include classroom animals.

The school principal for special educational events such as St. Francis Blessing of the animals, may grant exceptions.

PHONE CALLS

No teacher or pupil will be called from class to answer the phone. The exception will be if the call is for an emergency situation.

Students will be allowed to use the office phone if the staff feels the need warrants a phone call. The public phone in the hall by the School Office may be used only with permission.

PHYSICAL EDUCATION

All pupils are required to participate in the Physical Education classes. Classes are held 3 times a week on Tuesdays, Wednesdays and Fridays. K4 attends gym class once a week, K5-8 attends twice a week. Tennis shoes must be worn for all Physical Education classes. Please make sure your child brings with them or wears gym shoes to school on gym days. Your child can wear the same pair he/she wears to school as the ones he/she wears for gym. Gym shoes must be athletic style. Wedge or platform shoes are not allowed. There is no need to buy separate gym shoes for your child to wear to gym class. Kindergarten through 4th grade girls should not wear skirts on gym day. Gym clothes, consisting of a t-shirt or sweatshirt and shorts or sweat pants are optional for Grade 4, but are mandatory for Grades 5-8. Warnings for not wearing the required gym clothes will be given--3 warnings in a quarter will result in a detention. Subsequent warnings will result in a drop in grade and further consequences will follow. Jewelry is a safety hazard may not be worn in these classes. Exception: Medical emergency identification.

PROMOTION/RETENTION

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

Students who have performed poorly and below their ability may be required to complete missed assignments over holidays and/or attend summer school in order to re-enroll.

SECTION R

RECESS

All children are expected to go outdoors for recess when weather permits. Students will stay indoors when the temperature and/or wind chill factor is 0F or lower. During inclement weather, the children will engage in indoor activities. If a child is well enough to be sent to school, he/she is well enough to play outdoors. However, if for some reason it is necessary for your child to remain indoors, a written note stating the reason is required. This note must be presented to the office for approval. Please send an extra pair of socks to school with your student to be used if his/her socks become wet.

All students in K4-8th grades are expected to be properly dressed for winter weather. Proper attire **must** include a hat, earmuffs, headband or a hood, and gloves or mittens. A facemask or scarf is a nice addition. We will not provide head covering to those who do not have any with them.

K4-4th grade **must** bring snowpants and boots to school whether or not there is snow on the ground. If conditions warrant, the children will wear them outside. An announcement will be made prior to recess over the PA system if the K4-4th graders need to wear their snowpants and boots.

Although 5th-8th graders are not required to wear snow pants, they are expected to have boots or outside shoes at school and wear them outside when conditions warrant.

In addition, a student who does not wear proper attire outside when weather conditions dictate will receive one warning and then a detention will be issued.

REFUNDS

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

REGISTRATION FEE

A registration fee will be charged for new and returning students, which is the cost of the annual book and materials fee. The fee is \$200.00 per student charged for Grades K5-8 and \$100 per student in K4 which covers many items including consumable supplies, textbooks and other instructional costs. The new student registration fee must be paid at the time of registration. The returning student registration fee is due by March 30. The registration fee is nonrefundable unless the school cannot provide space in any given classroom for a child.

REPORT CARDS

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

1. Report cards issued four times a year for Grades K5-8.
2. Parent/Student/Teacher Conferences. Mandatory conferences are scheduled for all students that are held after the first quarter report cards are distributed. Optional conferences are held after the first semester. Students are required to attend these conferences. An optional conference will be scheduled for those students whose parents request a conference or whose teacher(s) request a meeting.
3. The teacher or parents may request special conferences at other times. Parents are asked to make an appointment by means of a note to the teacher or call the school office.
4. Webgrader allows for the continuous ability to monitor your child's progress. Teachers will update grades a minimum of every two weeks. If you are unable to access Webgrader you may utilize the school's computers or in special circumstances a report can be generated. Please understand with access to Webgrader, quarterly Progress Reports will no longer be automatically generated. If a teacher believes notification is needed they may choose to send a Progress Report.
5. The following grading scale used in Grades 3-8:

A+	100	C+	84
A	99-94	C	83-78
A-	93	C-	77
B+	92	D+	76
B	91-86	D	75-71
B-	85	D-	70

U

69 and under

Incompletes are issued only under the most extreme circumstances of illness or verified acceptable excuse. Make-up time will be determined by the circumstance and will be approved by the Principal. Failure to make-up work in the allotted time will result in a zero that will be averaged into the totals for the grade of the quarter.

Students in Grades 1 & 2 will be graded:

S	85-100
P	78-84
N	77 and lower

Students in K4 & K5 will be graded:

S	Secure
P	Progressing
N	Needs Improvement

Report cards will be withheld for failure to pay delinquent fees. Report cards will be released once outstanding balances are paid in full.

SECTION S

SACRAMENTAL FEES

Sacramental fees are charged for the sacraments of First Communion and Reconciliation. The fee is \$15 per sacrament and will be charged from the CFM office during the sacrament year.

SCHOOL BOARD

St. Joseph School Board acts in an advisory capacity to the Principal. It strives constantly to improve the standards of education with regard to curriculum, policy and procedures, technology, public relations, teachers and physical facilities. Parishioners, the Pastor and Principal constitute its membership.

All general session School Board meetings are open to any member of the parish. The meetings are held on the first Tuesday of each month at 6:30 p.m. Watch the parish bulletin for meeting location. Faculty members rotate attending the School Board meetings in an advisory capacity. Please see the Appendix for the names of the current executive members of the School Board.

SCHOOL DAY SCHEDULE

7:30*	Supervision by the principal and cadets begins at 7:30. As students arrive they are to go to the assigned designated area.
7:45*	Move to classrooms.
7:50*	School begins.
10:00-10:15*	Recess - Grades K5-4 th
11:35-12:00*	Lunch - Grades K5-4 th Recess - Grades 5th-8th
12:00-12:25*	Lunch - Grades 5th-8 th
12:00-12:20*	Recess - Grades K5-4th
2:25*	Bus riders move to designated classrooms. Car riders and walkers move to the gym.
2:30	Bus riders dismissed from their designated classrooms. Car riders dismissed from the gym to the parking lot.
2:35* (approximate)	Walkers dismissed.

*Bell is run at these times.

SCHOOL NEWS

The school newsletter, "The Knightly News," will be published two times a month. A "mini-issue" will be published if warranted. To promote a paper-saving policy, a link will be emailed to all parents on the 1st & 3rd Wednesdays of each month for you to view the newsletter. Paper copies will be available upon request. All articles for the *Knightly News* must be in the school office by 9a.m. on Tuesdays. Any items submitted after that time will be held until the following issue. Articles may be e-mailed to school@stjoesbb.com. Any other information such as health concerns, field trip information, etc. will be sent home as necessary.

SERVICE

Service as a Christian is giving back to God those gifts of time, strength, caring and talents with which we are entrusted. In the Old Testament we read of sacrifices of the best of their flocks. We too must give our best, not our leftovers. Our service is not to be thought of as something to complete, get over with, be finished with, task to be done with, but rather a new way of life. Through service opportunities you will get to know Christ through practicing and experiencing the gospel message. We want to emphasize the act of following in Jesus' footsteps by giving of yourself. A number of service hours are required as shown below to be accumulated for Confirmation. The guidelines are:

During the year:	7 th grade	5 hours
	8 th grade	5 hours
	9 th grade	10 hours
	10 th grade	10 hours
	Confirmation (11 th Grade)	20 hours

We encourage students to do service every year and will record all opportunities that the students hand in. We do not carry over service greater than the guidelines from year to year. For example: If a student does 10 opportunities in 7th grade, we do not put 5 towards his/her 8th grade year. However, once service hours are met, students are strongly encouraged to continue doing service for others.

There are Service Opportunities forms available in the CFM and school office. Students should complete and return the form to the school office where it will be kept in the student's file. Upon 8th grade graduation or departure from school prior to graduation, the Service Opportunity form will be transferred to the CFM office.

STAFF LOUNGE

The Staff Lounge has been created as an area for the staff to take breaks and to share their lunchtime with each other. We ask that parents and students respect the staffs' privacy and not enter the Staff Lounge. If there is a need to speak to someone in the Lounge, please knock on the door and wait until it is answered.

SUPPORTIVE CONSULTANT PROGRAM

Mrs. Barb Sergio serves as Supportive Consultant. She has been trained by the Archdiocese and keeps current by attending workshops designed specifically by the Archdiocese. She observes students in need, whether it is learning or emotional or students with special talents who need to be challenged. All testing is done with prior parent written approval. Test and observation results are shared with parents, teachers and students. If a student has a severe learning and/or emotional problem, he/she will be referred to the public school system for more extensive testing.

Mrs. Sergio also tests all students new to the school with the help of the Kindergarten teacher.

Mrs. Sergio helps arrange for tutoring by adults in the parish. She helps train them when necessary and gives them encouragement and advice.

SECTION T

TARDY POLICY

Students who arrive at school after the 7:50 bell has rung will be marked tardy. Students will be required to report to the school office for a tardy slip before going to the classroom. A note will be needed from a parent explaining the reason for the tardiness. In all cases, the administration will determine if the tardy is excused or not. If a note does not accompany the child (possibly dropped off too close to the bell time to anticipate the need for a note), an unexcused tardy will be recorded. If a note follows the tardy within 24 hours, a determination will be made by the administration as to whether or not the tardy is excused.

The tardy slip must be given to the homeroom teacher upon entering the classroom. If it is a "special" class or non-homeroom class, the student will show the slip to the teacher and retain it to turn in to their homeroom teacher upon arrival in that classroom.

Homeroom teachers will record the tardies on the attendance record. Administration will keep record of unexcused tardies. If a student receives three unexcused tardies in the course of a semester, a warning letter will be sent to the parents. Unexcused tardies, numbering five or more will be subject to disciplinary action (detention). Administration will notify parents and enter student's name on the detention list when it becomes necessary.

TESTING

1. **IOWA Testing:** Students of Grades 1, 2, 3, 5, 6 and 7 are given national standardized achievement and education ability tests every March. These tests show what your child has accomplished in the basic subject areas. Because these tests are administered over several days, please try not to schedule any vacations during this time. Parents will receive a detailed report of their child's test results.
2. **WKCE Testing:** Students in Grades 4 and 8 will participate in the Wisconsin Knowledge and Concepts Exam to familiarize students with a different standardized test and to prepare them for the State test that is mandated in the public school system.

TRANSPORTATION PROCEDURES

Bus schedules for Hank's Transportation, including route information with approximate pick-up times and locations, will be printed in local newspapers in August. Hanks provides this information for those students living in the Mukwonago School District. Any questions in regards to bus schedules should be directed to the individual bus companies. Safety is very important on the bus; conduct will be regulated. (See details under "Discipline.") Please wait 10 minutes before calling school about a late bus; in bad weather please wait 15 minutes. Phone numbers are Hank's Transportation (Mukwonago area transportation) at 262-363-7176 and Jones Transportation (limited Muskego area transportation) at 262-971-0302.

All students must ride the bus they are assigned. If your child will be riding a bus to a friend's house, you must send one note addressed to the teacher, school office and bus driver giving your child permission to do so.

When end of school take-home procedure differs from what is recorded in the school records (bus, walking or riding in a car), a written note from the parent or guardian must be sent to school informing the teacher and office of the change. The note is to include permission for your child to leave school by other means than what is norm.

TUITION

Tuition will be charged for school. Non-parishioners must pay the actual full cost of the child's education, which is double the tuition rate listed below. Both parishioner and non-parishioner tuition will be determined annually by the Finance Committee. No student will be denied admission due to financial need. Families requiring assistance should contact the Principal. The current year's tuition is as follows:

K4	\$1900 for 4 half days \$2300 for 4 full days \$2100 for 5 half days \$2500 for 5 full days
K5-8	\$2,250 for first child \$2,000 for second child \$1,800 for third child NO tuition after 3 children

There are four payment plans to choose from. A description of the four plans follows:

1. Pay the entire year in advance by April 15th. If the 15th falls on a weekend, the Monday following the 15th will be the due date.

2. Pay in two installments – April 15th and November 15th.
3. Pay quarterly – April 15th, August 15th, November 15th and February 15th.
4. A monthly plan beginning April 15th and continuing for 10 months through January 15th. The due date for the 10-month plan will be by the 25th of each month. The exception to this plan is that we will require automatic withdrawals from either your checking or savings account.

In each plan, failure to pay as agreed upon in the terms of the Contract will result in the student being dropped from school at the end of the semester. (Extenuating circumstances will always be considered). Students dropped from school who apply for reinstatement will be charged a processing fee. Past due payments will be subject to a late tuition fee schedule. *(Past due payments are considered late if not paid by the 1st of the month – i.e. if you choose the one time payment and do not pay it until May 1st, your payment will be considered late; if you choose the quarterly payment but do not pay an installment by the first of the month after it was due, etc.)* The late tuition fee schedule is as follows:

First Child Tuition	\$ 2,450
Second Child	\$ 2,200
Third Child	\$ 2,000

Reminders to pay tuition are not sent home. The yellow copy of the Tuition Contract is to serve as record of payment.

Please note: financial aid is available and is held within the strictest of confidence. A scholarship fund has been established and anyone who applies will be considered. Please contact our Principal for further information.

Section U

UNIFORM POLICY/DRESS CODE

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

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

General Rules

1. Uniforms must be worn on the school grounds at all times unless:
 - a. The Principal has announced a dress-up or dress-down day.
 - b. A scout uniform is worn for an after-school meeting.
 - c. The Principal approves the wearing of special clothing such as 8th grade sweatshirts or tournament clothing.
2. All clothing must be neat, clean and in good repair.
3. All clothing should be labeled. Clothing which is likely to be removed at school for gym class, playground or other activities, must be labeled to identify lost items.
4. Fad clothing or gang related clothing or symbols is never acceptable as part of the uniform.
5. Jeans may never be worn as part of the uniform. Please see special section on dress-up and dress-down days for information about jean wear.
6. Facial make-up is permitted for students in Grade 8 only. Students may wear a minimal amount of natural looking make-up. Natural is defined as soft earth tones, and does not include bright, neon and glitter colors. The Principal and teachers will make final determination if the appearance is inappropriate. **Cosmetics may not be brought to school**, including bottles of nail polish, lipstick, eye shadows and liners, mascara, foundation, blush and powder. Cosmetics brought to school will be turned over to the Principal and returned to the parent at his/her request. The exception would be for

- make-up that is part of a special day such as Halloween or required for a play.
7. Nail polish and clear, colorless lip balms (i.e., Chapstick, Blistex, etc.) are allowed for all grades.
 8. Jewelry may be worn as long as it does not present a safety hazard.
 9. Body piercing, other than ears, is not allowed.
 10. Shoes must be worn at all times. Shoes should be safe and practical for school and playground use. All shoes must have a back or strap to securely fasten the shoe. Shoelaces must be properly tied at all times. Closed toe shoes only--no sandals. An exception to sandals will be made on dress-up days where sandals may be worn as long as socks, tights or nylons are also worn.
 11. During the winter months, all students are expected to dress appropriately for warmth as described in the "Recess" section of this handbook.
 12. Each teacher will decide on what his/her class will wear on a particular field trip. When more than one class attends the same field trip, teachers will come to a consensus, i.e., all will dress up, dress down or observe the dress code.
 13. Hats, baseball caps and headscarves may not be worn in the building except on special occasions approved by the Principal.
 14. We encourage girls to wear shorts under their skirts, however, the shorts may not be longer than the skirt.
 15. If a child is "out of uniform," a written warning will be sent home to the parents. If the violation is repeated, disciplinary action may be taken and a parent will be called and asked to provide appropriate uniform clothing. (Intentional disregard to the dress code will result in an immediate phone call to a parent.)
 16. All uniform items may be handmade providing it is constructed of the same material and style as that found at The Uniform Place.
 17. For the purpose of uniformity, clothing must follow the same uniform style as that which is offered at The Uniform Place. If items are not purchased from The Uniform Place, they must be obtained from a uniform department of various stores or at a comparable uniform store and must duplicate the same uniform style as offered at the two stores listed.

We have adopted the pattern for the girl's plaid jumper and skirt that is

licensed to The Uniform Place. Purchase of the plaid jumper and skirt (see "Girl's Only" section) is restricted to The Uniform Place only.

Out-of-Uniform Rules

The Principal will decide which days are Dress-Up or Dress-Down. These days will be posted on your lunch calendar and/or will be printed in the Newsletter.

1. **Dress-Up Days:** On dress-up days, **students are expected to look “dressed up.”** Guidelines are to follow the same style as for uniforms. This includes skirt and dress length as stated under the section “Additional Items to Girls' Dress Code.” **No blue jeans are allowed.** Decorated sweatshirts are allowed. Dress shorts may be worn in season as described in the handbook. Sandals may be worn as long as socks, tights or nylons are also worn. **Clothing not permitted on dress-up days includes** those with athletic logos, product promotion items, offensive printing, liquor, beer or drug promotion or distasteful graphics. Sweat pants, wind suits or torn, ripped or frayed clothing may not be worn. Gang related clothing or symbols are not permitted. Oversized or baggy pants (such as “Pipes”), shorts and shirts are not allowed. Pants may not drag on the floor. Skin-tight or spandex clothing or leggings may not be worn. Tank tops, as well as sleeveless shirts, blouses and dresses are not permitted.
2. **Dress-Down Days:** Dress-down days are more informal. All colors of jeans may be worn. Sweats are also allowed. Athletic team apparel and product promotion clothing is allowed. Shorts may be worn in season as described in the handbook. Clothing not permitted is that with offensive printing, liquor, beer or drug promotion or distasteful graphics. Tank tops, as well as sleeveless shirts or blouses are not allowed unless a shirt is worn over or under the tank top/sleeveless shirt. Torn, ripped or frayed clothing may not be worn. Gang related clothing or symbols are not permitted. Oversized or baggy pants (such as “Pipes”), shorts and shirts are not allowed. Pants may not drag on the floor. Skin-tight or spandex clothing or leggings may not be worn. Sandals may not be worn. Tube tops are not allowed.
3. **School Spirit Days:** On School Spirit days, students should wear **school uniform pants** with a St. Joe’s t-shirt or shirts that are in our school colors of royal blue and white. Spirit days are scheduled for the 1st Thursday of each month.

Birthday Out-of-Uniform Day: On the exact date of a student’s birthday, he/she may dress-up or down in compliance with the Student Handbook Dress Code policies. Those students who choose to dress-up or down will receive a birthday ribbon that must be worn to indicate why the student is out-of-uniform. If the student’s birthday occurs on a Saturday, Sunday or a day that school is not in session, the student may dress-up or down on the next school day. Students with summer birthdays can celebrate at school on their half birthday. Example: a July 15th birthday can be celebrated on January 15th.

For your information:

The Uniform Place
811 North 68th Street
Milwaukee, Wisconsin
414-258-7888

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

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

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

2. Sweaters/Vests--The following describes the acceptable criteria for sweaters/vests:
 - a. A turtleneck or a shirt or blouse with a collar must be worn underneath the sweater/vest.
 - b. Cardigans, pullover or vests.
 - c. Solid white, red or dark navy blue.

NOT ALLOWED: Off-white, cranberry, burgundy or royal blue. Oversized or excessively bulky. Decorative trimmed. Stripes or plaids. Trademarks or embroidery.

3. Sweatshirts--The following describes the acceptable criteria for sweatshirts:
 - a. Only "St. Joseph School, Big Bend" logo sweatshirts are allowed in dark navy blue or red. The logo is printed in the upper left-hand corner and is only available for purchase from the school at least 2 times a year.
 - b. A shirt or blouse with a collar or a turtleneck must be worn underneath the "St. Joseph School" logo sweatshirt.

NOT ALLOWED: Oversized or excessively bulky. Hooded sweatshirts.

4. Slacks--The following describes the acceptable criteria for slacks:

- a. Style **must** duplicate uniform clothing found at The Uniform Place.
- b. Cotton twill, poplin or corduroy uniform style.
- c. Solid dark navy blue, black or tan/khaki.

NOT ALLOWED: Royal blue pants. Gang related pants or fad pants. **Cargo pocket pants.** Flair or bell bottom pants. Wide-legged pants. Ripstop pants. Oversized, baggy or overly loose fit pants. Carpenter/painter style pants. Combat pants. Capris. Leggings, skin-tight pants, stirrups, spandex. Jogging or sweat pants, including St. Joe's logo sweats. Pants with elastic ankles. Blue jeans (including navy blue jeans). Decorative buttons, zippers or snaps.

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

- a. Style **must** duplicate uniform clothing found at The Uniform Place. An acceptable length for shorts is the length of a walking short.
- b. Cotton twill, poplin or corduroy uniform style. Also allowed are cotton twill, poplin or corduroy culottes, skorts and panel skirts.
- c. Solid dark navy blue, black or tan/khaki.
- d. Shorts may be worn at the discretion of parents August, September and from May 1 through the end of school. Uniform shirts must be worn. In the event of unusually warm weather before May 1 or after September 30, the Principal may permit the wearing of shorts on such days. Shorts may be worn in church on Mass days. On dress-up days, shorts may be worn during the months of August, September, May and June provided they are dress shorts. Parents, please use your discretion in sending your child to school in shorts when the predicted temperature is to be below 75 degrees.

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

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

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

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

NOT ALLOWED: Sandals on regular uniform days and dress-down days. Light-up shoes or Backless shoes.

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

1. Plain Jumper/Skirt--The following describes the acceptable criteria for a plain jumper/skirt:
 - a. **May** be purchased from The Uniform Place or any of the uniform departments of various stores.
 - b. Solid dark navy, khaki or black jumper, skirt or uniform skirt.
 - c. Skirt hems may not be more than 2 inches above the knee.

NOT ALLOWED: Royal blue. Mini-skirts or skintight skirts. Stretch skirts. Culottes.

2. Plaid Jumper/Skirt--The following describes the acceptable criteria for the plaid jumper/skirt:
 - a. **Must** be purchased from The Uniform Place.
 - b. Belair plaid uniform skirt #1890A or Belair plaid uniform jumper #8812A.

8th Grade Dress Code Privilege

Each year the 8th grade class chooses a class sweatshirt, t-shirt and jersey to wear to show their class and school pride. As a privilege of being an 8th grader, the students are allowed to wear their 8th grade sweatshirt any day of the week and their t-shirts or jerseys on Wednesdays.

Section V

VISITORS

Parents or visitors coming into the school **must** report to the office upon your arrival, sign in and obtain a visitor badge. Messages, articles dropped off for students, etc. are to be handled through the office.

Parents are also requested not to come in and talk to teachers during class time. Appointments should be requested in writing or by phone. Business of a personal nature between a parent and teacher should not take place when students are present. Students who wish to bring a guest to school must present written permission from the guest's parents to the Principal at least one school day in advance. Such visits are approved at the teacher and Principal's discretion. The guest must obey all school rules. The guest's host is also responsible for the guest's behavior.

VOLUNTEER GUIDELINES

Pre-Schoolers/Siblings Policy: Reimbursed positions (i.e., lunchroom, playground and health room supervisors) are, by their nature, positions that require the full attention of the volunteer. These positions are covered by St. Joseph's liability insurance. Therefore, children who are not enrolled as St. Joseph School students* may not accompany any parent/guardian who is filling any of the above mentioned positions.

Non-reimbursed, off-premise field trip chaperones may not bring any children who are not participating in the field trip.

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

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

See Archdiocesan Policy #5142 in the Appendix.

VOLUNTEER PROGRAM

St. Joseph School has always relied on parent/parish volunteers to fill the daily needs that enable the school to run more smoothly and to operate within its yearly budget. Your time and talent commitment to St. Joseph School can be fulfilled by your involvement in several areas as listed under "Commitment of Christian Action" found in Section C. Plan for approximately 15 hours of service per year as a minimum of your Christian Action.

Section W

WITHDRAWAL/TRANSFER

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

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

According to Archdiocesan Policy #5125.2 (see Appendix), St. Joseph School may withhold transfer of records for unsatisfied financial obligation(s).