

St. Joseph Catholic School

St. John Paul II Pastorate



Family Handbook

Revised (08/2025)

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About This Handbook

This handbook serves as a guide for parents and students of St. Joseph Catholic School. It attempts to cover procedures and policies which are in operation at St. Joseph Catholic School. There is no attempt to cover every situation that may arise in a school year. Any terms or items not covered in the handbook are under the control and discretion of St. Joseph Catholic School.

This handbook contains links which will travel to the attachments and files that you would need. The procedures and policies within this handbook are reviewed minimally once a year for clarity and purpose. St. Joseph Catholic School reserves the right to amend this handbook whenever deemed necessary.

Parents/guardians are required to sign the form acknowledging that they have read this School Handbook and agree with its philosophy, policies and procedures.

St. Joseph Catholic School is a member of the National Catholic Educational Association, with state licensed teachers, and is accredited by the Wisconsin Religious and Independent Schools Association.

Mission Statement of St. Joseph Parish

We the people of St. Joseph Parish must proclaim the good news of the kingdom of God through celebration of the sacred mysteries, proclaiming and teaching God's word and serving the needs of the parish and community.

Mission Statement of St. Joseph Catholic School

We, St. Joseph Catholic School, a Catholic educational community, in partnership with parents, parish, and staff provide academic excellence in a safe, nurturing, learning environment dedicated to: **TEACH** basic truths and values of the Catholic faith. **EMPOWER** students to become committed, active Christian stewards. **INSPIRE** and equip students to be lifelong learners.

Admission

Nondiscrimination

St. Joseph Catholic School respects the dignity of each person and therefore will not bar admission to any child because of race, nationality, sex, or physical disability. However, St. Joseph is a Catholic School, by sending a child here, the family is promoting the beliefs and practices of the Catholic Church. Non-Catholic children are welcome to attend school here if they and their parents agree to respect the beliefs and practices of the Catholic religion, including attendance at Mass and other religious practices in which the class as a whole participates.

In the event that St. Joseph Catholic School does not have specific programs to meet the special needs of a student and a program is available in the public school system that can best serve the child's needs, the principal may request that parents or guardians take advantage of the public school programs.

St. Joseph Catholic School reserves the right to refuse admittance, suspend, or expel any student who does not cooperate with the policies established in this handbook. The high academic and moral standards of St. Joseph Catholic School applies to after school hours as well. If any parent or student refuses to follow these standards, they place their privilege of attending St. Joseph Catholic School in jeopardy.

Age Requirements

Children who have reached four years of age by September 1st may be eligible for 4-K.
Children who have reached five years of age by September 1st may be eligible for Kindergarten.

Enrollment Process

*For all families currently enrolled in our school or early childhood center, we hold a “private” in-house registration for one week before “open enrollment” begins. This makes it possible for parents to secure their child(ren)’s spot prior to accepting new families into the St. Joseph Catholic School family.

Week 1 of Registration

*Registration for current families is held online.

Week 2 of Registration

*Registration for current families wanting to enroll a new student (family member).

Week 3 of Registration

*Registration for any new students (families not currently enrolled).

- In order to be officially registered, you must have a fully completed application packet along with a \$200 registration fee. Registration fee payments can be made with a check, credit card or debit card. - We accept Visa, MasterCard, American Express & Discover.
- Families requesting tuition assistance will be given a link to fill out the needed information.

Tuition Agreement

Financial Information

Tuition is needed to keep St. Joseph Catholic School operating. Parents or guardians are expected to carry out their commitment to pay the tuition in a timely manner.

Participation in fundraising and parish support during the year is very important, as these provide the balance of the cost to educate each child.

Registration fee per family: \$200.00 (non - refundable) applied to tuition if paid by the end of the registration period in the spring of each year for returning families.

Payment Statements are sent out monthly, your account balance is due by the 15th of each month by EFT unless other arrangements are made with the Business Manager.

SCRIP/RAISERIGHT

The purpose of the RaiseRight Tuition Credit program is to allow St. Joseph Parish & School families to generate reductions in their family's tuition costs by purchasing RaiseRight cards. RaiseRight cards are gift cards provided to St. Joseph at a discount by participating retailers. These cards are sold to and redeemed by St Joseph families at face value by the retailer. The difference between their cost and their redemption value (RaiseRight rebate) is used by St Joseph to help offset the operating expenses, thereby helping to reduce the impact of tuition increases for all St Joseph families. In an effort to provide additional assistance to participating families, the RaiseRight Tuition Credit Program allows participating families to earn credit toward their 2026-2027 tuition costs at St Joseph School. **All families will be required to purchase a minimum of \$3,000.00 in gift cards between July 1st ,2025 and June 30th, 2026. A family may opt-out of the program for a fee of \$300.00**

RaiseRight Tuition Credit Guidelines

1. As stated above, RaiseRight generates funds by obtaining gift cards from participating merchants at a discount and selling them at face value to program participants. The difference between these amounts is the "RaiseRight rebate"
2. A percentage of the RaiseRight rebate will be shared with participating families in the form of St Joseph tuition credits. Once the minimum of \$150 in earned rebates is met, a participating family will receive 50% of the rebate generated by the family's orders in the form of tuition credits. The tuition credit will be accumulated from July 1st, 2025 through June 30th, 2026. The remaining rebate will be used by St. Joseph to offset operating expenses for St. Joseph School
3. The following example will illustrate the tuition credit calculation:

<i>Family Monthly order</i>	Monthly Purchase	Rebate %	Rebate	Credit %	Tuition Credit
Groceries (average rebate %)	\$600	3%	\$18.00	50%	\$9.00
Gas (average rebate %)	\$200.00	4%	\$8.00	50%	\$4.00
Eat Out (average rebate %)	\$200.00	8%	\$16.00	50%	\$8.00
Monthly Totals	\$1,000.00		\$42.00		\$21.00

Months of participation			12		12
Grand Total = \$504 - \$252 to St Joseph					

4. Participating families may accumulate credits for up to 50% of their total tuition cost, or daycare and fees at St. Joseph
5. St. Joseph tuition credits earned during the 2025-2026 school year will reduce the participating families tuition costs for the 2026-2027 school year. Graduating families with no remaining children at St. Joseph will see their credit reflected on the final statement of the 2025-2026 school year.
6. St. Joseph tuition credits are NOT redeemable for cash or available to reduce any other expenses, except as described above.
7. The RaiseRight profit generated by each participating family will be accounted for on a weekly basis.
8. To be eligible for the tuition credit to take effect during the 2026-2027 school year, your family's total rebate must be at least \$150.00
9. As the RaiseRight Tuition Credit Program evolves, additional guidelines, regulations, etc., may be identified and implemented at any time
10. St. Joseph is not responsible for any expired, lost or stolen cards. Use cards on a timely basis. St. Joseph is not responsible for unused cards from a discontinued business.

The opt-out fee is \$300.00 and will be assessed through the FACTS Financial System. The \$300.00 opt-out fee will fulfill all SCRIP requirements for the 2025-2026 year. I understand that by opting out, any SCRIP rebates earned by purchases made will be retained by the school.

Delinquent Accounts

Please inform the school office immediately if you are unable to meet your financial commitment.

We are happy to work with you to find a mutually agreeable solution. Working together to devise a plan for payment can avoid misunderstandings and/or serious consequences.

Parents or guardians who fail to fulfill their commitments may not be permitted to enroll their child/children for the following year. St. Joseph Catholic School reserves the right to withhold school records and reports until the payment of all tuition and fees are made current or arrangements have been made with the Business Manager.

Tuition Assistance

Through the generosity of St. Joseph Parishioners, tuition assistance grants are available to families who apply. Confidential assistance grants are available for a portion of the school tuition.

Tuition is essential to the viability of St. Joseph Catholic School. Families who are more financially able in future years are encouraged to consider this assistance a loan. By repaying the parish at a future time, they may be helping another family to enroll in St. Joseph Catholic School, in the same way other parishioners are currently helping them.

Late Enrollment

Families enrolling children in the school after the 1st of October may be assessed a prorated tuition.

Calendar

The school calendar can be found on FACTS and on our website
<https://www.stjohnpaul-ii.org/catholic-schools>

School Day

School Hours

The school day begins at 8:00 a.m. and ends at 3:00 p.m for grades 4K-5th, 7:45-3:00 for Middle School students. As signified by the school calendar (see above), school will release at 1:00 p.m. every Wednesday for professional development.

Daily School Hours-

4K - 5th Grade	8:00a.m. - 3:00p.m.
Middle School	7:45p.m. - 3:00 p.m.

Before School

Students in 4K thru 5th grade are to arrive at school no sooner than 7:40 a.m. There is not any adult supervision before this time, and we are concerned about the safety of students who may be left alone. When students arrive between 7:40 and 8:00 a.m., they should report to the gym and participate in Morning Gathering until dismissal to their classrooms.

Middle School students may arrive at 7:30 a.m. and report to their homerooms.

Drop-Off Procedure

At all times, those driving on St. Joseph Catholic School campus must drive slowly and with caution to avoid accidents or injury. This is paramount to student safety.

Students can be dropped off at the Second Street front entrance by pulling up in the designated area. This area is designated for drop off only. If your family is in need of more time and you are going to park and escort your child to the door, then you need to proceed to the parking lot in the back of the school and your child can enter through that door. Students must be escorted at all times in the parking lot.

Additionally, if the student arrives past the 8:00 a.m. start time, please use the front door for office check-in. Students must check in at the school office after 8:00 a.m.

Absences

When a student will not be in school for any legitimate reason, the parent or guardian should call the school office 356-3083 ext. 1, before 8:15 a.m. on the day of the absence. If the school office has not been notified by 9:00 a.m., a phone call may be made to verify a child's absence. This is for the safety of the child.

It is widely recognized that any pattern of excessive absences has an adverse effect on the learning process. The school principal will make formal written responses to situations involving excessive absences.

Family Vacations

While absences for family vacations are sometimes necessary due to scheduling conflicts, please notify the school office and your child's classroom teacher(s) seven days prior to the absence so that arrangements can be made.

If a teacher provides students with work prior to a planned absence all written work must be presented to the teacher immediately upon the return of the student. Failure to do so may result in lower grades for the work. All students returning from a planned absence will be expected to participate in any test or quiz with the regular class unless prior arrangements have been made with the individual teacher.

Tardiness

Being on time to school and in the classroom is essential. Tardiness is a disturbing interruption into the school day. This disruption occurs for all- the late students, the other students, and the teacher. Students who are late have a hard time getting ready for classes and being prepared to participate. It is the parent's responsibility to get children to school on time. If students arrive in the building after 8:00 a.m.(4K-5th grade) and 7:45a.m. (Middle School students), they are considered tardy. Any student that is tardy needs to check in with the school office upon arriving, so that attendance can be changed and lunch count can be submitted. After every third unexcused tardy, the student will have an academic working recess.

An excused tardiness is one in which a parent informs the school on or before the school day. This can be done through an email, preferably, a note, or a call. Excused tardiness does not have to be made up, although it is marked on the report card.

Early Dismissal (for appointments or otherwise)

If a student must leave school before regular dismissal, parents should phone or submit a written or e-mail request to the teacher and school office. For the safety of the student, he or she must be checked out by a parent or guardian at the office prior to leaving the building (and checked in upon their return, if applicable).

Pick-up Procedures

At the end of the day, the children will exit via the front or back door at 3:00 p.m., depending which door you have designated as a family. Please use the designated pick-up and drop off area for exactly that, driving up and picking up your child rather than parking and getting out of your vehicle. If there is a need to enter the school building at the end of the day, please park in the parking lot and proceed around to the front of the school.

Students should be picked up by 3:10 p.m. at the latest. If there is an emergency situation that prevents pick-up by this time, please contact the school office. Additionally, if there is a need for later pick-up, please contact the Extended School Program 356-5969 ext. 4. Students remaining after 3:10 pm will be taken to the school office, where parents/guardians will be contacted regarding their pickup. Children, who are not promptly picked up after school, will be subject to billing by the Extended School Program.

To facilitate safe arrival/dismissal of all children coming to St. Joseph Parish School, drivers are requested to:

- Carefully avoid the bus loading/unloading zone on East Street by the corner of the Parish Office and intersection of Second Street, which is clearly marked with **“No Parking”** signs.
- Use Second Street only as a “stopping at the curb” area.
- Proceed with caution when driving in the school zone.
- Walk or send children across the street at **the crosswalks** at the corners.
- Early Childhood Center arrivals must go around to the playground school entrance (south side of the school). This is important for student security.

After School Activities

Children may not be in the building unsupervised. It is the responsibility of the parent to ensure adult supervision is present before their child is left at the school for an activity, whether school-related or otherwise. Parents who are in the building for any function are responsible for their children.

Bus Service

Bus service is currently provided at no cost to families who reside within the Baraboo School District, outside of city limits. Service is provided directly by the Baraboo School District to and from school, which is contracted by the Lamers Bus Company.

Extended School Program (ESP)

St. Joseph provides on-site after school care for students from the end of the school day until 5:30 p.m. Email or call Lisa Rheineck or Ashley Fusco, Early Childhood Center Coordinators, for more information.

School Meal Programs

All students in grades 4K-8th grade have the opportunity to participate in our hot lunch program or bring their own lunch from home. The hot lunch program offers two options, a hot entrée or a sandwich, and both options include the all-you-can-eat salad bar. Each student indicates in the morning whether or not a school lunch will be ordered, at which time the teacher will record this in FACTS. Lunch will be invoiced monthly. Visit FACTS to view each child's Hot Lunch account. Menus can also be found on FACTS and in our weekly newsletter.

School Food Service Prices:

Adults – \$4.50

Students – \$4.50

Milk Cost – \$0.65

Snack Cost – \$0.75

Milk will be offered in the morning to all grades. Snack is offered to grades 4K through 8th grade: 1st grade through 8th grade has the option of 1 snack per day, whereas 4K & Kindergarten has the option of 2 snacks per day. If your child does not take a snack or milk you will not be billed. Milk is included with hot lunch. Children who wish to purchase milk with their cold lunch or have an extra milk with their hot lunch, it will then be invoiced monthly.

Parents, Guardians and visitors are not permitted to bring fast food lunches to school during the school lunch period for their child(ren). Foods packed in student lunch bags are permissible. If a child forgets their lunch, they will be served by the school cafeteria and you will be invoiced.

School Doors

For safety purposes, all doors to the school remain locked. Access to the school is only through the front door after verification of identity at the school office. All visitors to the school are required to sign in at the school office.

Emergency Plan

Inclement Weather and/or Emergency Closing

When school must be closed due to inclement weather conditions and/or other unforeseen circumstances, the following will be enacted in the order listed:

- School-wide emergency calling/text system broadcast message
- Posting to school social media sites, such as Facebook or Twitter
- Television and Radio Media
 - o Channel 3
 - o Channel 15
 - o Channel 27
 - o WRPQ (740 AM)
 - o B102 (102.9 FM)

With mutual bussing, St. Joseph Catholic School will follow the same closing schedule as the Baraboo Public Schools, even if St. Joseph is not listed separately.

Evacuation and other Hazards (Fire, Tornado, Explosion Threat, etc.)

St. Joseph Catholic School will conduct unannounced fire, tornado, and lockdown drills periodically; fire drills being conducted once a month. An annual report of fire drills is required by State Statute to the Department of Public Instruction of the State of Wisconsin.

If actual emergencies require locking down classrooms or evacuating students to different locations, the school will make every effort to advise parents of the situation as it occurs via the emergency calling and text messaging system.

Parents should be aware that developing situations are often so fluid that little information can be provided. Students will not be allowed to leave school during emergencies unless the parent is present to take the child. That said, parents should not attempt to access the school if it means putting themselves or students at risk.

All staff has been thoroughly trained in chain of command and/or projected procedures, and such plans are located in each classroom as well as common areas where teachers may find the need to access such plans.

Lockdown, Intrusion, or Threat

If an imminent threat either inside or outside the school requires a lockdown, all doors to the school will immediately be locked, both inside and out. Students, if on the playground, will be brought inside to the nearest safe locked area. Guests and visitors will not be allowed inside the school at this time.

All staff has been thoroughly trained in chain of command and/or projected procedures, and such plans are located in each classroom as well as common areas where teachers may find the need to access such plans.

Field Trips and Travel

Class trips to cultural or educational places give enrichment to the lessons in classrooms. Since field trips are planned to enhance the curriculum, students are expected to attend. There may be situations that arise where a student may not be allowed to participate in a field trip. If financial assistance for a field trip is needed, please contact the school office. Whenever possible, bus transportation will be provided. If a private vehicle is used, the driver must sign a volunteer driver information/insurance sheet to be submitted to the Safe Environment Coordinator and be VIRTUS certified. The driver will also need to watch an insurance driver safety video.

A parental consent form for such trips is always required. Permission forms will inform parents of the location, time and mode of transportation, as well as the fee required. A field trip permission form will be sent via FACTS prior to the event. A permission form must be filled out online prior to the field trip.

A “walking” field trip parent/guardian permission form for nearby field trips needs to be on file in the school office, this covers the entire school year. These forms will be given to parents/guardians when enrolling their child at St. Joseph Catholic School and will be initialed each year thereafter.

No child is allowed to participate in a field trip without a permission form filled out by the parents, which is on file in the school office. Phone calls are not acceptable verification of parent permission.

For away games, each child must have a permission slip signed by his/her parents giving permission for the student to travel to and from scheduled games with another parent who has an approved Diocesan driver's background check. This procedure must be done at the beginning of each sport season and is kept on file with the coach.

Helpful Tips

E-mail Announcements

Periodically, when a lengthy or timely announcement/message needs to be broadcast, every effort will be made to do so electronically instead of via paper. Please be mindful to check email frequently for these communications.

Lost and Found

The "lost and found" collection of goods is located in the cabinet across from the school office. It should be checked frequently for lost items. At the conclusion of each trimester, remaining goods are donated to St. Vincent DePaul.

School Visitors

All visitors must enter through the front door and report to the school office upon entering the school building. It is assumed that visitors to the school have made reasonable accommodations with the classroom teacher (in consultation with the Principal) at least one day in advance so that schedules can be checked.

Student Information System

St. Joseph Catholic School utilizes FACTS, a student information system that assists with databasing of grading, lunch count, and personal information of all students and families. Each family is provided login information so that they may login to their account. Parents may also communicate with appropriate staff members, as well. Parents are encouraged to check this system daily by accessing the website and using the login information provided.

Telephone

Any cellular devices should preferably remain at home. However, if a student must bring such a device to school, that device must be off and in the backpack during the school day.

As a general practice, a teacher or student will not be called from class to answer a phone call. If you wish to contact a teacher, you may call the school office to leave a voice mail message for the teacher.

Children are not permitted to use the phone to call for forgotten articles. (i.e. homework, Chromebooks, clothing, projects, etc.) Permitting them to call home for such things does not teach responsibility. If an emergency arises, the administrative assistant will notify the teacher and/or student(s). Children will not be allowed to use school phones to make after school plans (i.e. ask for parental permission to go to a friend's house).

Weekly Communications

Information that is in need of being communicated to families will be sent digitally, unless it is something that needs to be a hard copy then it will be sent home on Fridays, via the oldest child in the family.

School correspondence will be sent to the parent or guardian with whom the child resides, as indicated on the registration form, unless informed otherwise. Please contact the school office if an additional copy is needed.

Website

St. Joseph Catholic School maintains an active website at <https://www.stjohnpaul-ii.org/catholic-schools> that contains a wealth of information.

CURRICULUM

Curriculum Development

St. Joseph Catholic School curriculum is based on the standards and benchmarks provided by the Diocese of Madison as adapted from the State of Wisconsin Department of Public Instruction. The curriculum is continually revised based on current instructional materials and/or technologies. Visit the Diocese of Madison for the Standards and Benchmarks.

Co-Curricular and Extracurricular Activities

St. Joseph Catholic School offers extracurricular activities for student involvement and/or

advocacy. A student must be enrolled in school and present on the day of the activity in order to participate. If a student is absent from school on any given day, he or she is not allowed to participate in activities on the same day.

Activity procedures, including payment and/or other requirements, differ from one activity to another. Please see Extra Curricular Program Handbook.

St. Joseph Catholic School offers various activities, not limited to the following:

- Student Council
- Band
- Yearbook
- Choir
- Sports

Athletics

St. Joseph Catholic School is currently part of the Tri-County League for sports. If you would like a copy of the rules and regulations for the Tri-County League please contact the school office.

Grading

The school year is divided into three twelve week periods, non-cumulative. At the end of each trimester, students receive a report card which shows their progress during that period. Report cards can be found on FACTS. Besides achievement grades, students are also graded on study habits and personal attributes. Teachers also communicate students' progress by contacting the parents verbally or in written form.

Homework

Classwork and homework are necessary components of our curriculum and are to be completed on time. Individual grade levels will communicate specific guidelines as appropriate for that level.

Students at St. Joseph Catholic School are assigned homework to:

- Reinforce skills and material learned in class;
- Prepare students for upcoming class topics;
- Teach students to work independently;
- Aid in evaluating student progress.

After absences, all make-up work must be completed within the allotted time established by each grade level. Because of differences in expectations as students get older, individual units and grades determine the time involved in make-up work.

It is the responsibility of the student and parent to arrange all make-up work and seek time from the teacher to review missed work. Parents may call or email the school office in the morning for assignments and to have them picked up by the end of the day at school.

It is optimal that family vacations be scheduled during school vacation times. In the event it is not possible, it is best to discuss the issue of missed work directly with the classroom teacher. Please do not simply expect the teacher to be able to know before the absence precisely what the student will be missing. Though plans are in place, the progress of individual lessons depends on a number of variables. Please notify the school office and your child's classroom teacher(s) seven days prior to the absence so that arrangements can be made. If a teacher provides students with work prior to a planned absence all written work must be presented to the teacher immediately upon the return of the student. Failure to do so may result in lower grades for the work. All students returning from a planned absence will be expected to participate in any test or quiz with the regular class unless prior arrangements have been made with the individual teacher.

It is essential that a parent who has questions or concerns related to homework or another classroom situation first meet with the teacher to discuss the matter. If the matter is not resolved, the principal is the next appropriate person to contact. At that time a conference with the parents, the teacher, and the principal may be in order. Parents are encouraged, and welcome to contact the school regarding a child's school experience.

Communication

Parents are encouraged to be in touch with school and their child's teacher for a variety of reasons. An appointment should be made if a parent wishes to visit with faculty or staff prior to arrival. All staff members can easily be reached by e-mail or phone. Additionally, parents can

contact the individual staff member through the communication module in FACTS. Additional contact information can be gathered via the school website.

In addition, parent/teacher conferences are held in November and February of the school year. These conferences help to strengthen the cooperative relationships between home and school as well as build a support system for education and growth of the child as a whole. Information regarding conference scheduling will be sent home via email.

HEALTH AND SAFETY

Illness

Participation in School

If students are sick in the morning, they should remain home for the day. If a student becomes sick during school hours or suffers an injury, parents will be contacted. A student who has a fever or exhibits vomiting, diarrhea, or nausea during the night or in the morning of a school day should not attend school that entire day.

After an illness, a student should be symptom-free for 24 hours before returning to school. If medication is required to prevent your child from running a fever, please do not send your child to school.

No student is allowed to leave the school building because of sickness or injury without first reporting to the school office.

Participation in Physical Education, Recess, or related activity

Students are expected to be able to fully participate in the above activities unless a written note from a parent is received in the office and/or appropriate teacher. Alternate activities may be assigned to best accommodate the student in the given situation.

Necessary School, & State Forms

All necessary school and state medical forms can be found in FACTS or by contacting the school office.

Administration of Medication to Students

Term Definitions

- Prescription Medication: Those medications that can be obtained only with the written prescription of a licensed physician or health care professional.
- Non-prescription: Those medications that can be obtained over-the-counter.

Intent of the Policy

This policy is required to help schools meet their obligations under the Wisconsin Statutes.

Policy

All schools in the Diocese of Madison shall adopt a written policy governing the administration of drugs and prescription drugs to students as required by Section 118.29 Administration of drugs to pupils and emergency care of the Wisconsin Statutes. The policy and its procedures for implementation shall include the norms accompanying this policy.

Norms and Regulations

- Policies and Procedures applicable to ALL MEDICINES:
 - Consent Forms - No medications, prescription or non-prescription including Tylenol (acetaminophen), Advil (ibuprofen), or similar pain reliever, shall be administered by the school personnel or their agents to a student unless and until a Medication Consent Form has been completed by the student's parent or guardian and returned to the school office.
 - Employees Designated to Administer Medication - Medication shall be administered only by the principal or by personnel designated by the principal, except where an emergency is believed to exist.

- Student's Responsibility - It is the responsibility of the student, if appropriate, to get his or her medication at the designated time.
- Storage of Medications - Only limited quantities of any medication are to be kept at school. Medications are to be kept in a secure location, to be checked out only by a school employee or agent designated to administer the medication. Medications that require refrigeration shall be pre-approved before they will be accepted for storage.
- Changes in Administration - Any change in the dosage, the time, or the quantity of the medication to be administered, or when the administration of the medication shall be terminated must be in writing. These changes are to be at the request of the prescribing physician or the parent or guardian.
- Maintenance of Medication Records - Accurate and confidential written records shall be established and maintained for each student receiving medication.
 - The principal or designated personnel shall maintain an up-to-date record of the students in the school who are receiving medications during school hours. The record shall include each student's name, type of medication, dosage, time to be given, the parent or guardian's name and phone number, and physician's name and phone number, as well as the names of the individuals designated for administering medication. The records shall be reviewed annually and every time the medication is changed.
 - Upon discontinuance of the medication or at the end of the school year, the medication consent forms and written instructions are to be filed with the student's health profile or file.
- Procedures for NON-PRESCRIPTION MEDICINES:
 - Written Instructions - No non-prescription medication shall be administered by designated school personnel to a student unless and until written instructions explaining the administration of the medication from the student's parent or guardian has been received by the principal. If previous dosage cannot be determined, an attempt to contact the parent/guardian will be made prior to administration.
 - Medication Information - Non-prescription medication to be administered at school must be in the original container accompanied by the following information on the container:
 - the student's full name;

- Be identified clearly as to appropriate dose, route, time and frequency.
- Procedures for PRESCRIPTION MEDICINES:
 - Written Instructions - No prescription medication shall be administered by designated school personnel to a student unless the medication request form is signed by the student's healthcare provider and presented to the school nurse.
 - Medication Information - Prescription medication to be administered at school must be delivered to the school by the parent or guardian in the original container with the prescription on the container clearly indicating:
 - the student's name
 - the doctor's name
 - the date of the prescription
 - the proper dose of the medication
 - the frequency of the dose
 - instructions for taking the medication
- Medical Plan - Any student with an ongoing medical condition requiring treatment, will have a medical plan signed by their physician on file in the school office.

Communicable Diseases

Report the following diseases to the school nurse and school office.

- Chicken Pox
- Rubella or German Measles
- Mumps
- Measles
- Whooping Cough
- COVID

Must be reported to the school and treated by your physician:

- Strep Throat or Scarlet Fever
- Pinworms

- Impetigo
- Ringworm
- Scabies
- Pink Eye

Head Lice

- Anytime a child is treated for head lice, please notify the school office or school nurse.
- Students found to have head lice or nits will be sent home for treatment.
- The child will have a follow-up head check from the school nurse one week after the treatment.
- Parents/guardians must check for head lice each week.

Immunization Law

For the current State of Wisconsin Immunization Law please see www.dhs.wisconsin.gov.

Immunization Records

All immunization records should be received by the school office at the beginning of the school year. If your child receives an additional immunization during the school year, please notify the school office or the school nurse, so that the child's records are kept up to date.

Alcohol and Drug Abuse

In accordance with Christian values in all school operations, St. Joseph Catholic School prohibits the distribution, dispensing, manufacture, possession, use or being under the influence of beer, wine, alcohol, tobacco, or other controlled substances by students while on school property or while attending or engaged in school activities. Doing so is inappropriate to the mission of the School and Church.

Dangerous Materials and Weapons

Students may not have any materials, in their possession or in their desks, that may cause harm to themselves or to others. Students found in possession of harmful substances, or what may be deemed a weapon, may be suspended immediately.

Child Abuse and Neglect

It is the policy of the Diocese of Madison that abuse of minors is not to be tolerated. All employees and volunteers working with students in our classrooms as aides, or chaperones must read and adhere to the policy, undergo a background check, and take a "VIRTUS: A Safe

Environment for All” in-service session before being in a school or working with students as an employee, volunteer, aide, or coach.

Clothing Change/Toiletry

We understand that accidents happen and if a student is in need of a change of clothing or undergarments, a St. Joseph staff member will call the child’s parent/guardian and request a change of clothes if there are not any on hand at St. Joseph School. Furthermore, the parent/guardian is responsible for assisting the child in cleanup and changing if needed. St. Joseph Staff members are not responsible for assisting in toiletry or clothing changes.

STUDENT-FOCUSED POLICIES

Behavioral Expectations

Classroom

Each teacher will establish written expectations to achieve acceptable student behavior in his or her classroom. These expectations will be designed around the St. Joseph Catholic School Discipline Policy and Student Behavior Management Plan.

Students’ belongings will be kept in order. Students are responsible for keeping desks and cubbies neat. Textbooks are to be covered. If books (including library books) are lost or damaged, a fine will be assessed to cover current replacement cost.

Lunchroom

General classroom expectations also apply to the lunchroom. These expectations can be found in the St. Joseph Catholic School Discipline Policy and Student Behavior Management Plan.

Playground

All students will show respect at all times toward each other and the adult supervisors and volunteers. The playground expectations are not limited to the following, but also what is found in the St. Joseph Catholic School Discipline Policy and Student Behavior Management Plan. Playground appropriateness and safety will be discussed within each grade level.

- Games should be played with fairness and support for each other.

- Anything deemed “rough play” is not permitted.
- Students may not leave school grounds.
- Students may only re-enter the school with permission from a supervisor, volunteer, or teacher.

Bullying

St. Joseph Catholic School defines bullying as any abuse of power by an individual or group that deliberately targets others for repeated physical or psychological abuse. Examples of bullying behaviors include, but are not limited to, a pattern of intimidation, threats, menacing, taunts, teasing, the spreading of rumors, and other psychological abuse; and/or physical contact aimed at either provoking a defensive or aggressive response, or - in the extreme - causing injury. Bullying can also include a pattern of deliberate isolation or exclusion of another with intent to be hurtful. St. Joseph Catholic School will not accept such behaviors.

Parents or Students should contact the classroom teacher or building Principal if there is suspicion of bullying. All reports will be taken seriously and steps will be taken to obtain confidential information from teachers, individual students, and witnesses in order to root out the problem, identify a solution, and eliminate retaliation.

Academic Honesty

Students are expected at all times to create and complete work that is entirely their own, even as contributions in group settings. Non-authentic student work will not be accepted.

Responsible Use of Technology

St. Joseph Catholic School maintains a comprehensive Acceptable Use Policy for Students and Staff in order to guide the responsible use of technology. The use of Technology resources is a privilege, not a right and inappropriate use will result in the cancellation of these privileges. Please see the Acceptable Use Policy that has been provided to you.

Cell Phone and Smartwatch

Any cellular devices should preferably remain at home. However, if a student must bring such a device to school, that device must be off and in their backpack during the school day.

Students are not permitted to use the phone or watch to call or text for forgotten articles. Permitting them to contact home for such things does not teach responsibility. Students are not to call, text, or message their family members during the school day. If an emergency arises, the school office will notify the teacher and/or students(s). If a student needs to use their cell phone or smart watch at the end of the school day, we ask that they use their device in the school office.

Parents can help us enforce this policy by not texting your child and calling or answering their calls during the day. Again, if an emergency arises, the school office will notify the teacher, students and/or parents.

Dress Code

Please use discretion when purchasing school clothing. Parents/guardians are responsible for what their children wear and your cooperation is requested. We reserve the right to decide what is 'appropriate' and to ask a student to not wear a particular piece of clothing again. Parents may be asked to bring appropriate clothing for their child if what they are wearing is deemed too inappropriate to complete the school day.

The dress code for St. Joseph Catholic School is intended to encourage students to take pride in themselves, while maintaining modesty. With this in mind, we have set the following guidelines for clothing worn to school:

- Neat, clean and demonstrating Christian modesty,
- Conducive to study rather than play, and suitable for one's age.
- Not promoting alcohol use, tobacco use, violence, or inappropriate language.
- Suitable for the weather or season. During winter, hats, mittens/gloves, boots, snow pants and jackets are a necessity for recess and lunch break.
- Shoes need to be appropriate for the playground and stairways. Shoes must be worn at all times in the school building.

Crocs, Clogs, flip-flops, heellies and shoes without a heel strap are too dangerous and will not be worn at school.

- Modest shorts during warm weather. The legs of this apparel should extend to near the child's knee. No cutoffs. Tops with spaghetti straps, halters, tube tops, and bare midriff or backless tops are not appropriate.
- Dying hair, and tattoos are not permitted. Students arriving at school sporting unusual hair coloring will be directed to contact a parent to take them home and remove the color. Makeup is not appropriate for elementary school aged children.
- Piercings are limited to the earlobe. Jewelry must be no larger than a dime and non-dangling in style. No large necklaces are permitted.
- **Students are to wear Mass attire for Mass days (Wednesdays or Holy Days).**
The students will stay in their Mass attire the entire day. Please see below for Mass day attire expectations.

Mass Day Attire:

BOYS	
Tops	Long or short sleeved navy blue polo shirt Long sleeve quarter zip in navy blue School logo fleece jacket in navy blue Only logo allowed on clothing is the school logo
Bottoms	Khaki pants or walking shorts.
GIRLS	
Tops	Long or short sleeved navy blue polo shirt Long sleeve quarter zip in navy blue Navy blue Cardigan Sweater School logo fleece jacket in navy blue Only logo allowed on clothing is the school logo
Bottoms	Khaki pants or walking shorts Khaki skirt, skort or jumper must extend to near the knee Tights may be worn if black or white May wear black ankle length leggings under the skirt, skort or jumper

Recommended vendors for Mass attire are:

***Old Navy -**

Acceptable Colors:

Rollod Oats - pants, walking shorts, skirts, skorts & jumper

Navy - long or short sleeved polo shirts

***Lands' End -**

Acceptable Colors:

Khaki - pants, walking shorts, skirts, skort & jumper

Navy - long or short sleeved polo shirts

***Children's Place -**

Acceptable Colors:

Sandy/Flax - pants, walking shorts, skirts, skort & jumper

Navy - long or short sleeved polo shirts

***Kohl's -**

Acceptable Colors:

Khaki - pants, walking shorts, skirts, skort & jumper

Navy - long or short sleeved polo shirts

***St. Joseph School Online Store (when activated) -**

Acceptable Colors:

Navy - long or short sleeved polo shirts

Quarter zips

Fleece jackets

Cooperation of both parents and students with the policy is essential. Deviations from the dress code will be handled as follows:

***First notice:** verbal explanation to student.

***Second notice:** A communication will be sent home to parent/guardian.

***Further Dress Code Issues:** Will result in a phone call to parents and they will be expected to bring appropriate dress attire to school for their child.

Rain, Snow, and Cold Weather

Students will be kept indoors for all recesses and other activities if it is raining. However, if it is not currently raining but wet conditions remain, recess supervisors may restrict student activity to blacktopped areas only. If there is snow on the ground, students will only be allowed to travel off blacktopped areas only with proper snow pants and boots. During extremely cold weather, students will be kept indoors at the discretion of the Principal or other Administration.

It is difficult to set guidelines that fit every circumstance and condition in regards to outside activity during cold weather. Our school policy regarding clothing requirements for outdoor recess is as follows:

- Below 60 degrees: Jacket or long sleeves and long pants
- Below 50 degrees: Coat and long pants required
- Below Freezing (32 degrees and under): Gloves and hats in addition to the prior clothing requirements.
- Below 20 degrees: The Early Childhood Center will have indoor recess
- Below 10 degrees: 4K-8th grade will have indoor recess

To err on the side of caution, administration will also take into consideration the following factors when determining whether children will have outdoor recess: wind chill, length of time outdoors, time of day, conditions of the playground and adequacy of clothing of the children.

Disciplinary Guidelines

In order to assist in carrying out the St. Joseph Catholic School philosophy and mission, students have an obligation to the school and parish community to maintain discipline and to strive to meet expectations.

St. Joseph Catholic School works in cooperation with families to help children grow to become self-disciplined people. Part of discipline is owning responsibility for one's actions, both positive and negative.

Students will be made aware of behavioral expectations and their obligations in maintaining a school atmosphere that reflects Gospel values, is safe, positive, and welcomes learning.

Generally, disciplinary actions are first handled at the classroom level and proceed to the Administrative level unless reasonable circumstances warrant otherwise. All situations are handled on a case-by-case basis, but are treated fairly in a consistent and ethical manner. The St. Joseph Catholic School Discipline Policy and Student Behavior Management Plan can be found on FACTS.

PARENT-FOCUSED POLICIES

Commitment to School

Parents are an essential component of our church and school community. Without collaboration between parish, school, students, and parents, we cannot achieve our mission. We rely on parents for feedback, ideas, volunteerism, and support of our goals and policies. Parents should feel connected to the activities of the school and empowered to help make this community a success.

School Organizations

Home & School Association

When children are enrolled in St. Joseph Catholic School, parents/guardians automatically become members of the Home & School Association. This organization works to provide opportunities to build community and to enhance the educational opportunities of our children. It also helps in providing volunteers for Annual Gala, Fun Fair, Grandparents Day, and Teacher Appreciation Week.

J-Club

Parents/guardians of children involved in the sports program (volleyball or basketball) are automatically members of J-Club. All other school parents or parishioners are welcome to join.

It is important for every parent of every child participating to understand that they have a vital role to play in the activities. J-Club parents staff the sports events held at the school. All parents are to work the concession stand, man the books and operate the clock.

Parental Involvement

General Opportunities

We are thankful for the tremendous support of parent and community volunteers to ensure the success of St. Joseph Catholic School and its opportunities. In general, volunteers are to:

- Arrive on time

- Respect and enforce school rules and philosophy
- Ask for assistance and instructions, if needed
- Observe confidentiality in all matters related to students and the school
- Be clear about the discipline code, but please refer all disciplinary matters to school personnel who deal with situations on a more regular basis.

Staff members will be in contact with any volunteer to provide specific instructions, recommendations, and procedures of any activity.

Classroom Volunteers

Volunteers are needed in the classroom for a variety of reasons. Each teacher has his or her individual needs that vary among grade levels. Please contact the school office if you are interested in volunteering in any classroom and a schedule will be arranged according to the needs of the class and to your availability.

Coaches

All of our coaches are volunteer positions. Any individual who is willing and able to coach should contact the school office to inquire as to the sports that are in need of coaches.

Field Trip Chaperones

Field Trips are experiences that are offered to enhance the curriculum. We could not offer these experiences without parents and volunteers acting as chaperones. When chaperones are needed for field trips, it will be communicated on the student's permission slip, where the parent can indicate if they would like to volunteer. The number of volunteers needed per field trip varies for each field trip. If more than enough parents volunteer, then the names will be put in a hat and names will be pulled as to who can chaperone. In most cases, buses are chartered, although there are circumstances when parents are asked to drive. In those instances, vehicle insurance information must be provided to the school.

Please contact the teacher in charge of the field trip with questions or clarifications needed surrounding the field trip. We adhere to the following rules, which may be adapted per individual field trip situation:

- All school rules are in force, unless school personnel has explicitly stated otherwise
- Chaperones are asked to stay with their assigned group
- Chaperones are asked to always keep attention on the students
- Chaperones first responsibility is the safety of the students
- Children of chaperones must not be treated differently than any other child
- Younger children of the chaperone should not attend the field trips, as they will tend to take the chaperone's attention or focus away from the class.
- Students are to return to school via the same vehicle in which they arrived unless parent/teacher arrangement has been made for otherwise.

Screening of Volunteers

A policy by the Diocese of Madison takes every precaution to ensure the safety and security of all of those entrusted to its care, with a special emphasis on the protection of children. All adults who volunteer and work with children will receive the policy and attend the "VIRTUS: Protecting God's Children" workshop.

As part of the process for determining an individual's qualifications and suitability for any paid or volunteer position, background checks will be required of all persons working with the children.

Parent Rights

Student Records

The school keeps full and accurate records of each child's attendance, academic progress, and other related records. The confidentiality of all records will be strictly maintained.

Parents and guardians have the right to examine their child(ren)'s student records.

Examination of the records requires:

- Notice by a parent or guardian that a record is desired (48 hours advance notice is required under normal circumstances)
- The presence of a school official while the record is being examined
- Records may not be removed from school premises

- Nothing is to be removed or added to a student's record without the Principal's approval

Concerns

We encourage proactive communication to ensure the success of every child. All concerns are to be handled by all parties in a productive, responsible, and adult manner that exemplifies mutual respect.

The following guidelines are in place for individuals with concerns:

- Individuals should contact the teacher or staff person involved to discuss the concern(s) as soon as possible.
- If the individual does not feel that the concern was satisfactorily addressed, please contact the Principal.
- If after contacting the Principal the individual feels that their concern has not been satisfactorily addressed, they should set up an appointment with the Pastor.

Keep in mind that while concerns cannot be addressed to tailor every individual need or desire, concerns will be addressed to benefit the school as a whole and ensure a fair and consistent environment that is safe and enjoyable for learning.