



**2021-2022**  
**STUDENT/PARENT**  
**HANDBOOK**

**Lower Campus: Preschool through Grade 5**

This handbook is intended to be used as a reference with regard to the policies, procedures, and programs of the school. Contents of this document are subject to the interpretation of SJCA administration. All decisions made by the SJCA administration with regard to this handbook, its contents, and its enforcement will be considered final. SJCA and its administration reserve the right to amend this handbook as deemed necessary.

**This handbook, and any amendments, is viewable on the school website at [www.sjcawi.org](http://www.sjcawi.org).**

A Handbook Acknowledgement Form, signed digitally during the registration process, is required of all families.

St. Joseph Catholic Academy will be referred to as SJCA throughout this handbook.

Rev. 4/14/21

St. Joseph Catholic Academy Lower Campus  
7207 14<sup>th</sup> Avenue • Kenosha, WI 53143 • (262) 656-7360 • [www.sjcawi.org](http://www.sjcawi.org)

1/15/2021

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## **SJCA MISSION**

**Centered in Christ, St. Joseph Catholic Academy builds Scholars, Leaders, and Stewards who will transform the world.**

### **The Lancer Values**

St. Joseph Catholic Academy is committed to a model of behavior that is based on the foundations of Catholic values, morals, and beliefs, and is known as the Lancer Value System— the standard for all behavioral activity by which all those associated with the institution are held accountable, both on the school campus and in the community at large.

- Spirituality - God and Faith are the center of our lives.
- Humility - We are not boastful. We recognize the sacrifice of many in all our achievements.
- Generosity - We share our God-given gifts with all those around us.
- Respect - We behave in a way that honors self and others.
- Acceptance - We recognize and treasure our different God-given talents.
- Integrity - We are consistent and honest in words and deeds.
- Accountability - We take responsibility for our actions and are answerable for our performance.
- Commitment - We demonstrate dedication to our work, school, and others.

### **Our Beliefs and Aspirations**

- SJCA celebrates and respects the dignity of every person, recognizing that all are made in the image and likeness of God.
- We cherish the unique gifts, talents, skills that each person brings to our community.
- We develop the whole child, mind, body and spirit, in a supportive, loving community.
- Recognizing that all children have the ability and desire to learn, SJCA partners with our families to ensure every student becomes his or her very best self.
- Our families are our greatest strength.
- Success is not measured by GPAs, standardized test scores or athletic prowess, but by the relationships formed, knowledge internalized, skills mastered, challenges conquered and spirituality fully integrated into life.

## **ACADEMIC EVALUATION**

Students' performance is evaluated regularly by means of various assignments, tests, class participation, projects, etc. Satisfactory achievement cannot be maintained without sufficient effort on the part of the student. This includes class participation and independent study outside of the classroom as well. The amount of homework assigned to a student will vary with the student's class load and with the teacher's expectations for the course.

## **ACCREDITATION PROCESS**

St. Joseph Catholic Academy is fully accredited by AdvancedEd, the nation's premier educational accreditation organization.

## **ADMISSION POLICIES AND PROCEDURES**

SJCA follows the Archdiocesan Policy 5110-5111.1. SJCA accepts all students regardless of race, creed or gender who present the necessary qualifications for participating in and achieving success both academically and behaviorally in the total school program. Therefore, the admission of students is based on the school's ability to serve the learning needs of each individual based on our mission. Official acceptance of students requires the receipt and review of all official school records. This includes testing for learning disabilities or other special conditions of the person. The President/Principal, on a case-by-case basis, will handle admission of students that have been suspended or expelled from other schools.

The following criteria constitute the admissions process:

- **All students are on probation during the first year of their attendance at SJCA. During this probationary period, SJCA will determine whether or not it can meet the needs of the students.**
- Students seeking admission must provide current standardized tests, report cards and any other educational information **prior** to the child's admission, as part of the screening process. If no test or other educational information is available, the school counselor and/or other appropriate school personnel may administer a standardized assessment prior to admission. Medical and psychological records will be requested if needed.
- Students who seek admission to SJCA from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.
- In admission and registration of students to SJCA, priority consideration shall be given to students in the following order:
  - a. All children currently enrolled.
  - b. Children of families with siblings currently enrolled.
  - c. Children of Kenosha/Pleasant Prairie Catholic Parish members.

If SJCA has capacity limits on class sizes, the following protocols will be put into place to determine acceptance:

1. To be considered for enrollment, a potential student must have an online application submitted with appropriate documentation - prior report cards, standardized test scores, educational support documentation. Incomplete applications will not be considered.
2. In admission and registration of students to SJCA, priority consideration shall be given in the following order:
  - a. All students currently enrolled.
  - b. Children of families with siblings currently enrolled.
  - c. Children of families with siblings who are new but already enrolled in another grade
  - d. Children of families who are members of a Kenosha or Pleasant Prairie supporting parish.
  - e. For all other applications, waitlist determination will be based on the timestamp of online application.

Preschool Admission: To be eligible for the 3-year-old program, a student must be three (3) years old on or before September 1 in the year he/she proposes to enter school. To enter the 4-year-old preschool or kindergarten program, students must be four (4) years old on or before September 1 in the year he/she proposes to enter school. Children must be toilet trained to enter preschool. Special exceptions may be made at the discretion of the Principal.

Kindergarten Admission: To be eligible for kindergarten, a student must be five (5) years old on or before September 1 in the year he/she proposes to enter school.

First Grade Admission: To be eligible for 1st grade, a student must be six (6) years old on or before September 1 in the year he/she proposes to enter school.

Special Needs Philosophy, Policy and Procedures: St. Joseph Catholic Academy promotes a model of inclusion for children with mild learning disabilities/differences. We believe that children with mild learning differences can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate planning is implemented. This philosophy is based on the understanding that parents are active partners with the school and play a critical role in their child's success.

In contrast to public schools, SJCA does not write or accept Individualized Education Plans. However, SJCA will do its best with available resources to accommodate those students that are deemed to benefit from an SJCA education. A plan may be written at SJCA for those students who are experiencing learning or behavioral differences. SJCA will designate the proper personnel to collaborate on this plan with the parents. The plan's content is dependent on SJCA's ability to make reasonable accommodations to assist a student or to provide personnel who may participate in the plan.

Parents are expected to provide copies of all assessment information to SJCA in order that an appropriate student intervention plan can be written. If an assessment has not taken place, the school may require that an assessment is necessary to determine the student's strengths and weaknesses. This assessment can be done by a local educational authority at no charge to the parents. Contact the Principal for information.

In some cases, it may become evident that the severity of a learning or behavioral disability/difference exceeds the level of accommodations SJCA may be able to offer a student. The question of what will best benefit the student's success may indicate that a different educational placement is necessary. This decision will be based on knowledge of the resources of the school and the severity of the problem. In all cases, the decision will be based on Christian compassion and how to best serve a child's educational, social, and emotional needs.

### Transfer Students

SJCA will consider accepting students from other institutions to the extent that coursework at the previous institution is documented and in accordance with SJCA's academic standards. Students must submit an official transcript from their prior school before enrolling at SJCA in order for credits from the previous school to be considered. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of school administration.

### Wisconsin Parental Choice Program

Families enrolling through the Wisconsin Parental Choice program are registered in accordance with the regulations established by the Dept. of public instruction. All students are on probation during their first year of attendance.

### Appeals Process for Application Rejection of the Wisconsin Parental Choice Program

Under the school's appeal process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school's Choice Administrator that the applicant was improperly rejected. The school's Choice Administrator shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

## **ARRIVAL AND DEPARTURE**

The hours for playground supervision will be decided once school hours are in place. Arrival and departure times and locations are different for specific grades. This information will be in place in mid-August before the school year begins. Please visit the SJCA website to learn more at [www.sjcaw.org](http://www.sjcaw.org).

A parent must notify the school office in writing if someone other than a parent will be picking up his/her child during the school day or after school. The notice must be in the school office at the start of that school day and include a phone number for verification purposes.

## **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Participating in school sponsored extracurricular activities, including athletics is a privilege, not a right. While SJCA encourages all students to be well rounded and engage in many formative experiences, there may be situations due to poor grades, unacceptable behavior, safety or other issues, that participating in school sponsored extracurricular activities may not be deemed to be in the best interest of the student or others. It is up to the discretion of the SJCA administration to determine if a student will be allowed to participate.

### Athletics

SJCA provides an athletic program for boys and girls in kindergarten through 5th grade. The program is designed to provide participation in team sports and athletic development, which adds to the spiritual, social, academic and physical training that our students receive in school. Information regarding physicals, meet and greets, award ceremonies, schedules, and more is published on the SJCA Athletic website at [www.lancers.com](http://www.lancers.com). Athletic

programs are offered as determined by the Athletic Director considering grade levels, time schedules, sufficient interests, resources, etc.

### Extracurriculars

In providing extracurricular activities, SJCA offers enjoyable activities that enhance students' knowledge, introduces diverse opportunities, and develops new interests and promotes a positive attitude. In recent years, some of the clubs available to our students were Coding Club, Little Lancer Theater, and Lego More To Math, STEAM Club and Chess Club among many others. Generally, these meet after school. Some may require a fee. Some are dependent upon teacher moderator availability.

## **ATTENDANCE AND ABSENCES**

Students are expected to attend school regularly in compliance with the law for compulsory attendance.

### Absences

**In the case of an absence, a parent/guardian is required to call the Lower Campus office at (262) 656-7360 with the student's name, grade, and the reason for the absence by 8 a.m.** This procedure must be repeated each day of the absence. SJCA has a 24-hour recording service to report absences. School personnel will call the home or work if a parent/guardian fails to report an absence.

### Doctor Appointments

Every effort should be made to schedule medical/dental appointments outside of regular school hours. If unavoidable, parents/guardians are asked to notify the school office prior to their child's appointment, preferably by sending a signed note about the appointment to the Lower Campus office.

### Excused and Unexcused Absences

Students are excused when the reported cause of absence is personal illness, hospital stay, death of a family member, and funerals. Excused absences also include emergency medical appointments, approved family trips, school-sponsored field trips and special family events only when necessary. Absences not reported by a parent/guardian are considered unexcused and the student may be considered truant. Excused and unexcused absences become a part of each student's permanent record. If a student does not attend school for at least half a day, on a day in which school is in session, he or she is not allowed to participate in school sponsored athletic or extracurricular events for the remainder of the day.

### Leaving School During the Day

Students are not allowed to leave the premises during the school day without parental permission. When a student leaves the Lower Campus building during school hours for appointments, emergencies, and illness or for any other reason, the parent/guardian must come to the office in person, and sign the student out before leaving school. If the student is returning to school after school has already begun, the parent/guardian must check the student in with the Lower Campus office.

### Makeup of School Work for Absences, Illness or Injury

Teachers will work with parents/guardians to help any student keep current in his/her schoolwork during an illness. To give teachers time to gather all assignments, homework for student absentees may be picked up in Lower Campus office at 3:00 p.m. Please call to make arrangements. It is the responsibility of the student to make up all classwork missed due to an absence.

### Retreats

Retreats are considered school days and attendance is expected. These special activities are an integral part of the school program and curriculum at SJCA.

### Tardy

Any student entering school after the start of the school day will be considered tardy and must report to the main office to obtain a pass, which is presented to the teachers. PLEASE do not drop off your child on the back playground if no adult is present. Report directly to the main office.

### Truancy

Parents will be notified when a student is missing from a class or classes. No credit is given for classroom work and assignments, tests, or quizzes for the period(s) that a student is truant. Students are truant when:

- They are absent from class/school without permission from their parents/guardians.
- They leave the school or school grounds without prior permission from the administration, office, and their parents/guardians.

All truancies will result in a student, parent and administrative conference. Consequences will be given at the discretion of the President/Principal.

## **BEFORE AND AFTER CARE PROGRAM**

SJCA has partnered with Kid's Castle who will provide before and after care for our students at the Kid's Castles' St. Mary's Lutheran site, located at 2001 80th St. in Kenosha. Kid's Castle is a state-licensed, highly-recommended, child-centered program that includes homework help, arts and crafts, STEM projects and much more. Families can sign up at any time throughout the year for this program. This program is available for SJCA students from **preschool through 8th grade**. Anticipating the program will work the same as in the 2020-2021 school year, the program details are listed below.

- **Before Care:** In the mornings, students can be dropped at the Kid's Castle/St. Mary's Lutheran site any time after 6:30 a.m. Students will then be transported by bus to both SJCA campuses in time for school.
- **After Care:** After school, students will be bussed from both SJCA campuses to the Kid's Castle St. Mary's Lutheran site. Parents will pick their children up from the Kid's Castle St. Mary's Lutheran site. After care runs until 6:00 p.m.

For details, contact Kid's Castle at (262) 652-8287 or visit [www.kidscastlewi.com](http://www.kidscastlewi.com).

## **CATHOLIC IDENTITY**

St. Joseph Catholic Academy is part of the Archdiocese of Milwaukee. The school is supported by 10 local parishes in Kenosha and Pleasant Prairie: St. Anne Catholic Church, St. Anthony of Padua Parish, St. Elizabeth Catholic Parish, St. James the Apostle Church, St. Mark the Evangelist, St. Mary Catholic Church, St. Peter's Parish, St. Therese of Lisieux Catholic Church, Our Lady of the Holy Rosary of Pompeii, and Our Lady of Mount Carmel Parish.

SJCA's primary mission is Catholic Identity. The Liturgy of the Eucharist and community prayer are at the center of our faith life. We place great value on these celebrations and infuse our school with our Catholic faith. SJCA incorporates the following into the total school experience:

- Liturgical and prayer service experiences are celebrated in a form meaningful to the age groups, and involve the children through active participation.
- All students participate in a weekly liturgy or prayer service.
- Parents/guardians are welcomed to join in weekly Eucharistic celebrations at St. Mark the Evangelist Church.
- Sacramental preparation programs are offered in conjunction with local parishes and involve family, parish, and child.
- Each school day begins with prayer. Other prayer experiences are shared throughout the day (lunchtime, beginning of classes, special intentions) and throughout the year highlighting the liturgical seasons and Holy Days.
- Catholic social teachings especially recognize the dignity of all people, and the human values to life are explained in appropriate ways at each grade level. Our students learn to live these values through meaningful service projects that focus on faith, mercy and respect for others.

- All students participate in age appropriate retreat experiences led by our Theology department at least once per school year.

### Religious Opt-Out Policy

Any student participating in the Wisconsin Parental Choice Program has the right to opt-out of religious instruction. If a parent or student wishes to opt-out of religious courses or activities, the parent must submit a written request to the Principal prior to the start of each academic school year. If a student opts-out of a Religious Studies course, retreat or activity, that student must complete equivalent coursework for Religious Studies and community service for retreats approved by the Principal.

### Sacramental Preparation

Sacramental programs such as First Eucharist and Reconciliation are handled through the parish religious education programs and are reinforced by school programs.

### Students of Other Faiths

SJCA welcomes students from various faith traditions, both Christian and non-Christian. SJCA invites all of our students, regardless of faith background, to participate with us in prayer, retreats, Masses, and all religious encounters to the level at which they are comfortable.

## **CELL PHONES AND ELECTRONIC DEVICES**

In general, cell phones and electronic devices (including iPods, iPads, tablets, video games, Smart watches, etc.) should not be brought to school, and the school takes no responsibility for their damage, loss or theft. These devices are not allowed at the LC during the school day. Only under specific circumstances, with prior approval by administration and teachers, will they be allowed to be used during the school day. However:

- If circumstances dictate the need to bring a cell phone to school, it must be turned off and put away, out of sight for the duration of the school day with the exception of use in the main office.
- Recordings or pictures of students taken during the school day must have prior approval of an administrator or teacher.

If parents need to contact a student during the day, they should call the school at 262-656-7360, not call or text-message students via the student's personal cell phone/electronic device.

## **COMPUTER AND NETWORK POLICY**

St. Joseph Catholic Academy (SJCA) campuses are networked together for information sharing, Internet and email. Every family, student, and employee is expected to follow the Acceptable Use Technology Policy from the Archdiocese of Milwaukee (Policy 6161.2). This document can be found online when registering your student.

## **CONDUCT**

Students are expected to conduct themselves in a manner that is consistent with the vision, goals and values of the St. Joseph Catholic Academy. Accordingly, SJCA will teach students to be respectful, responsible and safe while at school and on school property.

Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Above all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning. NO student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers and students and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

## **CONFERENCES AND MEETING WITH TEACHERS**

Parent/Teacher conferences are held twice a year for grades preschool through grade 5, once each semester. The most efficient way to contact a teacher is via email. Teacher email addresses are listed on the school website at [www.sjcawi.org](http://www.sjcawi.org). Either the parent/guardian or the teacher may request conferences at any time during the school year. Parents or guardians are asked to email, phone or send a note at least 24 hours in advance to request an appointment with a teacher or Principal.

## **CURRICULUM**

SJCA curriculum is comprised of many learning experiences, both inside and outside the school setting. The educational process leads students to an integration of academics with faith and life through spiritual, physical, affective, and cognitive development. All students from preschool through grade 5 must complete in a satisfactory manner our academic program as evidenced by teacher recommendations and the student's academic performance.

## **DAILY SCHEDULE**

The daily schedule for students for the 2021-2022 school year will be in place by mid-August for the upcoming school year. Please visit the SJCA website at [www.sjcawi.org](http://www.sjcawi.org) for updates.

## **DEVELOPMENT AND ENDOWMENT**

SJCA has a Development Office which is responsible for identifying, cultivating and securing third source funding, including major donor solicitations, the Annual Fund, special events and grant opportunities. The SJCA Endowment Fund is a separate legal entity, is intended to provide long-term financial support for the school.

## **DISCIPLINE PHILOSOPHY AND POLICY**

In an effort to create a Catholic environment that is conducive to academic excellence, SJCA has established a discipline code that allows faculty and students to work together to create a positive environment for spiritual, academic, social and emotional growth and learning. Rules and regulations enable the student to develop self-control and also protect the rights of all individuals to pursue their education. The SJCA standards of conduct and behavior are based on the Lancer Values. The school standards of conduct apply to student behavior both on and off campus. Any behavior which is contrary to the Mission and Lancer Values of SJCA is unacceptable and may lead to disciplinary action.

Our goal is to help our students develop self-discipline and give them the ability to regulate their behavior and moral compass that leads to positive decision making while at SJCA and beyond. Together, the home and school share the responsibility for developing good citizens. Parents, teachers, and students must work together to maintain a safe learning environment. PBIS philosophy includes:

- The PBIS program is based upon our philosophy of recognizing positive contributions of students.
- PBIS means that teachers, administrators, and support staff are going to take responsibility to TEACH positive behavior expectations to students.
- PBIS means that students will know exactly what is expected of them.
- Students who behave positively will be recognized and rewarded in a variety of ways.
- Students will also know exactly what consequences will result when they choose NOT to meet the school-wide expectations. These expectations will be communicated regularly and clearly.

In all cases of discipline, the administration reserves the right to review and change the policy and to deal with each case individually. Expulsion/suspension is always an option the President and/or Principal has if the violation is serious.

### Positive Behavioral Interventions Support (PBIS)

The philosophy of PBIS reflects our efforts, in partnership with parents and guardians, to teach each child self-control, character, self-discipline and to shape attitudes and values which affect life-decisions. All disciplinary actions are based on the premise that the purpose of discipline is learning.

### Student Expectations

- Students are expected to treat all persons with respect and dignity and to respect the physical and property rights of others.
- Students are to attend class, be on time, and ready to work at the beginning of each class period.
- Students are expected to follow the directions of the teacher.
- Courtesy and respect must be given to all adults and classmates.
- When movement is required between classes or campuses, all students are expected to do so in a safe and non-disruptive manner.
- Students may not eat food, candy, or chew gum in class, in the gym, in church, on the playground, on field trips, etc.
- Students are expected to follow the dress code.

### Disciplinary Probation, Suspension, and Expulsion

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

### Disciplinary Procedures

Disciplinary procedures may depend on many factors, including the severity of the offense, the history involved, extenuating circumstances and the student's past behavior.

To maintain a positive school climate, every effort will be made to follow the disciplinary procedures:

- Discuss the behavior with the individual or group of individuals involved in the situation.
- Encourage each child to tell what they did in the situation, emphasizing the importance of telling the whole truth and taking ownership of his/her behavior.
- Discuss with the child(ren) what should have been done and what would the actions be if the situation occurred again.

Suspension and expulsion procedures may be exercised when a student's conduct endangers property, health, or the safety of others or is disruptive to the learning environment. Action taken to suspend or expel students must be preceded by internal school procedures and supported by defensible records. Final decision to expel a student rests with the Principal.

### Disciplinary Probation

If a student repeatedly violates school rules, the student may be placed on disciplinary probation. The student, their parents, and the President/Principal will sign a contract which outlines the appropriate behavior necessary to remain at SJCA. It is expected that a change in attitude will take place and will manifest itself in the student's compliance with ALL school policies and regulations. If the student fails to do this, the contract has been violated, and the student is liable for expulsion. SJCA reserves the right to contact law enforcement for any of these violations.

Students may be placed on disciplinary probation for repeated failure to comply with school rules and policies. Inadequate compliance is typified by, but not limited to, the following:

- Failure to follow the 3B's
  - Be Safe

- Be Respectful
- Be Ready to Learn
- Inability to adjust socially
- Disrespectful to students, staff or others
- Excessive tardiness
- Truancies, suspensions
- Inappropriate behavior

In an effort to encourage improved behavior and establish self-discipline for our students, a committee consisting of the Lower Campus Principal, teachers and learning support team members will closely monitor all students put on disciplinary probation. Continued failure to comply with school rules and policies may result in dismissal from school.

It is very important that all parents/guardians consistently support the school in its discipline philosophies, understanding and acknowledging that SJCA does not allow students to act in ways that are counter to the spirit of the SJCA mission and the Lancer Values. It is not possible for all circumstances or events to be addressed in this document. Therefore, the Principal/President may make discretionary professional decisions to protect and maintain the safety and well-being of the students.

### Suspension

St. Joseph Catholic Academy reserves the right to suspend any student whose values and behaviors are in conflict with those expressed in this handbook. Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Students may be suspended for a variety of reasons. Some suspensions occur at home, while most take place at school. Students may not participate in school activities while suspended

### Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. At the discretion of the President/Principal students may be offered the opportunity to withdraw from SJCA in lieu of an expulsion hearing.

### Expulsion Procedures

Expulsion is defined as a student's permanent termination of enrollment at school. If a student is expelled and chooses not to withdraw from SJCA, he/she is entitled to an expulsion hearing. SJCA will follow expulsion guidelines set forth in the Archdiocesan Regulation 5144.

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

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources within the parish/school may include current or former trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.

- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the elementary principal is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (teacher, principal, staff) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The Principal/President can accept the recommendation totally, in part, or reject it all together. The Principal at the elementary level and President at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision.

### Appeal

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

### Other School Consequences

St. Joseph Catholic Academy reserves the right to suspend students from extracurricular activities if the behavior or academic performance is judged to be unsatisfactory. The school further reserves the right to discipline, at any time, any student whose conduct is detrimental to the reputation of the school, endangers the safety of other community members, and/or hinders the advancement of the moral good of the student or of other members of the community. In instances when local laws have been broken, the school reserves the right to notify authorities.

### Extension of School Rules

All school rules are in effect at all school activities whether the activities are held on our school grounds or at another location. Students who have signed the athletic code are, in addition, subject to the disciplinary action specified in that code. Since the school bus is an extension of the school, the rules that apply to conduct within school also apply to conduct while on the school bus.

### Non-Harassment Policy

Respect for the dignity of each person is essential to Catholic tradition. It is important that we maintain learning and working environments that are free of any form of harassment or intimidation. Therefore, harassment in any form, based on race, gender, religious belief, nationality, disability or sexual orientation is prohibited. Harassment is defined as unsolicited, offensive and/or threatening behavior that can include both verbal and nonverbal actions. The following steps should be taken when dealing with an incident that involves harassment:

- The harassment should be reported to a faculty/staff member or an administrator as soon as possible.
- The Administration will investigate any reports of harassment and will interview all students involved.
- If an allegation is confirmed, appropriate consequences will be issued to the offending individual(s).
- Parent(s)/Guardian(s) will be advised of the incident and consequences given to their child.
- Acts of harassment will result in the student receiving disciplinary sanctions including, but not limited to, probation, suspension and expulsion, and where appropriate these actions will be reported to the proper authorities, including the police.

### Classroom Discipline

Each classroom teacher has a classroom management system and/or specific classroom rules. These rules are explained to the students at the beginning of the school year and are posted in each classroom. Each teacher will also provide copies of their procedures to parents/guardians. There are also school-wide rules for the cafeteria, playground, and all other areas of the building. The consequences for any infraction of classroom/cafeteria/hallway/playground rules or anything school related are determined by teacher's or school-wide procedures.

## **DRESS CODE/UNIFORM POLICY**

All SJCA students are expected to be in dress code. Please visit the school website at [www.sjcaw.org](http://www.sjcaw.org) to view the current dress code policy..

## **EMERGENCY CLOSING/SNOW DAY**

In the case of inclement weather, SJCA will follow the decision of the Kenosha Unified School District (KUSD) in determining whether or not to close school. Please note that SJCA may still close independently of KUSD. The President will close the school when weather conditions are deemed as harmful or dangerous to the student.

Please refer to the following radio/television stations:

- Channel 4 -- WTMJ 4 (Channel 4 Milwaukee)
- Channel 6 – FOX 6 News (Milwaukee)
- Channel 12 – WISN (Milwaukee)
- School closings will also be posted on the school Facebook page (@SJCAKenosha) and sent via email.

School closings will be posted on the school's Facebook page at St. Joseph Catholic Academy. The decision on school closings is made by 5:35 a.m. If school is already in session, the announcement of bus arrivals and school dismissal is made to the student body. Parents will receive a text or phone message.

Please ensure that you provide your most used and current email and phone numbers when registering your student in Powerschool. This will ensure that you receive emergency text or phone notifications. If your details change, please contact the main office.

## **EMERGENCY CONTACT INFO**

During the online registration process, emergency contact information must be fully and accurately completed in order for the school to properly notify parent/guardian to most expediently address a student's emergency problem.

## **EMERGENCY PROCEDURES**

In the event of an actual emergency disaster, every parent/guardian must know how to respond. Your cooperation will be essential in the following ways:

- If for some reason one of the SJCA campuses has an emergency of its own, this will also be reported on the stations listed above in the Emergency Closing section.
- Please do not call the Lower Campus during an emergency. Telephone lines must be kept open for calls to emergency personnel. In a citywide emergency, telephone lines may be busy or unavailable.
- In many cases, all campuses will be locked down during and immediately following a crisis. No one will be allowed to leave or enter except emergency personnel until it is determined to be safe.
- When it is safe to release students, SJCA will follow the reunion plan outlined below. Parent(s)/guardian(s) need to be prepared to check in with identification. Students will not be released to anyone other than a parent or guardian without written consent. This may seem inconvenient; however, it is necessary because it can be very difficult to determine the whereabouts of every child if children are released without the knowledge of a parent/guardian.

### Student/Parent Reunification

In the event of an emergency that requires the evacuation of SJCA Lower Campus, the primary designated "rally point" for student sheltering is the Upper Campus Auditorium at 2401 69th St, Kenosha, Wisconsin 53143. The designated parental check-in area for student pick-up is the Upper Campus School Gymnasium. The procedure for reunifying parents and students is below:

- Students will be kept in the sheltering area until parents arrive;
- Parents must provide positive identification and be the "custodial parent of record" in order to pick children up. Children will not be released without proper parental identification;
- Parents may pick up only their own children and must sign out for them prior to leaving;
- The school will create and maintain a record of all students who have been picked up by their parents;
- Student sheltering areas will be apart from the areas where children are released to their parent
- Parents will not be allowed in the student sheltering area.

## **FIELD TRIP GUIDELINES**

To participate on a field trip, students must have completed the school parental permission slip, paid any field trip expenses, and be dressed according to the field trip dress code. In addition, a Mobile Classroom Permission Slip will need to be on file for any walking field trips.

Field trips and community service shall provide learning activities related to the curriculum, meeting educational objectives and goals of the school.

1. The Principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
2. A parent/guardian signed permission form is required for participation of pupils in field trips.

3. Teachers shall accompany pupils on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision, a qualified adult for every 10 students, including one or more employees of the school. **All chaperones must be 21 years of age or older and have completed Safeguarding All God's Family training.**
4. Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent/guardian.
5. Students are not allowed to leave the field trip unless signed out and removed by their own parents/guardians or have made previous arrangements with another adult.
6. Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a field trip.
7. Whenever possible, bus transportation should be provided. If a private passenger vehicle must be used, the driver must first register through Catholic Mutual at [www.archmil.org/Safety-Training.htm](http://www.archmil.org/Safety-Training.htm) .

### Student Conduct on Field Trips

It is required that appropriate rules and regulations be developed with the participation of students, staff, and parents. These rules will be given in writing to participating students and parents during the planning stage of the anticipated trip. It should be made clear that varying situations might necessitate the adoption of other specific rules. A recommended list of rules of conduct follows:

- Since students represent the school, they are subject to its rules and regulations on a field trip.
- Students are accountable to chaperones for compliance with the rules of conduct adopted for the field trip.
- The possession or use of drugs and/or alcohol by students is prohibited.
- The parent of any student carrying prescribed medication will be required to inform the staff member in charge, in writing and in advance of the trip, the type of medication and instructions for its use.
- No student/students shall leave the group or group's headquarters at any time during the trip without permission of the staff member in charge. If permission is granted, students shall provide the staff member with information such as time of departure, destination, persons accompanying them, and expected time of return.
- All participants who have elected to join a school sponsored trip shall adhere to the preceding stipulations.
- If there are serious infractions of rules of conduct, a student may be sent home at the parents' expense.

### Chaperones and Drivers

All chaperones must complete a Safeguarding All of God's Children class. All drivers must complete the Be Smart-Drive Smart online training through Catholic Mutual prior to driving any students on a field trip. All this information is online at [www.archmil.org](http://www.archmil.org). See the SAFEGUARDING ALL GOD'S CHILDREN section for more information.

- Archdiocese SAFEGUARDING Registration: [www.archmil.org](http://www.archmil.org)
- Archdiocese Catholic Mutual DRIVING Registration: [www.archmil.org/Safety-Training.htm](http://www.archmil.org/Safety-Training.htm)

## **FOOD/BEVERAGES**

Food and beverages are not allowed in the school corridors or classrooms during the school day unless approved by the teacher or administration.

## GOVERNANCE AND LEADERSHIP

Under the auspices of the Archdiocese of Milwaukee, the Board is the ultimate governing body of the school. The Board of Trustees, acting within the confines of the SJCA Bylaws, establishes policy and oversees the mission, vision, long-term strategy and institutional goals of the school.

The Officers of the Board include President, Vice President, Secretary, Treasurer, and Past President. These officers serve as the Executive Committee of the Board. Board meetings are open to the public and the first 15 minutes of each meeting are reserved for guest comments. For meeting dates, visit the school website at [www.sjcawi.org/calendar](http://www.sjcawi.org/calendar).

## GRADING SCALE/STANDARDS BASED GRADES/TESTING

(Archdiocesan Policy 5120.1)

Students should expect to have their performance evaluated regularly by means of various tests, class participation, projects, etc. Satisfactory achievement cannot be maintained without sufficient effort on the part of the student. The amount of homework assigned to a student will vary with the student's class load and with the teacher's expectations for the course. In accordance with Archdiocesan Policy, SJCA will utilize the Standards-Based Grading (SBG) system.

### Standards-Based Grading (SBG)

Rooted in the concepts of proficiency and mastery, Standards-Based Grading (SBG) measures student learning as students demonstrate consistent understanding and application of concepts and skills aligned with grade level standards. SBG breaks down subject matter into smaller learning targets that students should master over a prescribed period of time. SBG is based on the progress of mastering mastery of these learning targets.

#### Grades 1-3 Proficiency Scale

3 Proficient	<ul style="list-style-type: none"><li>• Student demonstrates consistent understanding and application of concepts and skills aligned with grade-level standards.</li><li>• Student can complete assigned tasks independently.</li></ul>
2 Developing	<ul style="list-style-type: none"><li>• Student demonstrates partial understanding of grade-level standards.</li><li>• Student can sometimes complete learning tasks without assistance.</li></ul>
1 Emerging	<ul style="list-style-type: none"><li>• Student needs more time to develop understanding of grade-level standards.</li><li>• Students can complete some learning activities with assistance.</li></ul>

#### Grades 4-8 Proficiency Scale

4 Advanced	<ul style="list-style-type: none"><li>• Student demonstrates understanding of concepts and skills extending beyond grade-level standards</li><li>• Student can independently complete self-directed studies.</li></ul>
3 Proficient	<ul style="list-style-type: none"><li>• Student demonstrates consistent understanding and application of concepts and skills aligned with grade-level standards.</li><li>• Student can complete assigned tasks independently.</li></ul>
2 Developing	<ul style="list-style-type: none"><li>• Student demonstrates partial understanding of grade-level standards.</li><li>• Student can sometimes complete learning tasks without assistance.</li></ul>
1 Emerging	<ul style="list-style-type: none"><li>• Student needs more time to develop understanding of grade-level standards.</li><li>• Students can complete some learning activities with assistance.</li></ul>

## Standardized Assessment

SJCA has adopted ACT College Readiness Standards and will be using the ACT Aspire exam to evaluate student academic progress. The ACT Aspire's suite of assessments maps progress from third grade through 10<sup>th</sup> grade. Through a series of interim and summative assessments, the ACT Aspire provides a comprehensive system aligned to state learning standards as well as the ACT College and Career Readiness Standards and Benchmarks. Using this articulated approach of assessment not only provides objective feedback on student learning and progress, but also provides important and necessary exposure to test taking in the ACT format.

## **GRIEVANCE**

A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled at SJCA and an employee of the school.

- Before any formal grievance can be initiated, the parent/guardian must meet with the employee with whom there is an issue to see if reconciliation can occur.
- If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the Principal, generally within 10 days of meeting with employees.
- Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution.
- The President/Principal will schedule a meeting of all parties to work toward reconciliation.
- Grievance issues will be dealt with one at a time and on an individual basis only
- All individuals have a right to present their concerns fully and openly without fear of retribution.
- The right to confidentiality will be respected within the context of finding a satisfactory resolution.
- If mutual resolution does not occur, the parent or guardian may provide the President/Principal with written documentation of the unresolved concern and the steps already taken.
- The President/Principal may attempt to resolve the situation in one of the following ways:
  - The President/Principal may convene the parties in an attempt to reconcile the concern.
  - The President/Principal may contact the Office for Schools for assistance in reconciling the concern.
  - The President/Principal may convene a local grievance committee comprised of 3 board members and 2 community members to review all the details of the concern.
- If necessary, the committee will submit a recommended resolution to the President/Principal for final consideration.

Should resolution not occur after all reasonable attempts have been made at the school level, the parent can appeal in writing to the superintendent of Catholic Schools. Upon receipt of the written appeal, the superintendent will investigate and determine if proper procedures were followed at the local level. (Archdiocese Policy #1312)

## **HOMEWORK**

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home. In most cases homework should be formative, allowing students to apply what they have learned in order to determine their level of understanding and need for further instruction. As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

Homework, properly planned and purposeful in nature, should:

- Support growth toward identified standards and learning targets
- Support individual learning needs
- Be designed to check for understanding and provide feedback to foster growth
- Generally not be graded, but used to inform instruction and assessment

Homework assignments should be coordinated among teachers and should be within the limit of expected probability for accomplishment by the student. Homework is not to be used as a form of punishment under any circumstances. The maximum level of homework time for students is listed below:

Kindergarten: 10 minutes

1<sup>st</sup> – 2<sup>nd</sup> Grade: 30 minutes

3<sup>rd</sup> – 5<sup>th</sup> Grade: 60 minutes

## **ILLNESS, HEALTH, IMMUNIZATION AND RELATED ISSUES**

### Health Records

St. Joseph Catholic Academy is required by law to have updated health and immunization forms for every student. Please make sure any changes to your child's health records are accurate and up to date. Please notify the main office immediately of any allergies, special dietary needs or changes in your child's health.

### Immunization Requirements for Students

State law requires all schools to receive written evidence of immunizations against certain diseases within 30 days of school admission. Failure to comply with these measures will result in students not being allowed to attend school until said requirements are completed. During the annual inspection of student health records by the State of Wisconsin, students who are not properly immunized must either obtain the proper immunizations or be excluded from attending school. The Kenosha Health Department and/or the State of Wisconsin have the power and authority by law to take such action.

### Medication to Students (Arch 5140.2 (a) (b))

- No medication will be administered by school personnel without the Medication Consent Form.
- The Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication (main office).
- Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication.
- The Main Office shall maintain an accurate medication file, which includes all of these necessary forms on each student receiving medication.
- All medication authorization forms shall be renewed annually and updated for all changes in medication, dosage, or administration time.
- Prescription medication must be supplied in the original pharmacy container with the original pharmacy label and must have the following information printed on the container:
  - Child's full name,
  - Name of the drug and dosage,
  - Time to be given
  - Physician's name.
- Medication will be taken by the child at the designated time administered by office personnel or by the other individual who has been appointed to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.
- School personnel may NOT provide non-prescription medicines (aspirin, Tylenol, allergy medication) to students unless a written authorization from the student's physician and/or parents is on file. Non-prescription medication must be in the original container with the directions and the student's name on it. The school does not supply Tylenol, aspirin, cough drops, etc.
- Only limited quantities of any medicine are to be kept at school.
- All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
- The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions

must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.

- An accurate system of record keeping shall be established for each pupil receiving medication.
  - The school's main office will have a list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
  - An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
  - School personnel are asked to report any unusual behavior of pupils on medication.
- It is the responsibility of the parent/guardian to provide and deliver to the school all authorized medications and replace expired medication and to notify school personnel of pertinent medical information regarding their child.
- All unclaimed medication at the end of the school year will be disposed of.
- **School personnel shall under no circumstances provide any medication to students without meeting the criteria above. Diagnosis and treatment of illness and the prescribing of medication are never responsibilities of a school and shall not be practiced by any school personnel.**

#### Asthma Inhalers and Glucagons

Schools recognize the importance and necessity of students being allowed to carry asthma inhalers. Students in grades preschool-12 may self-administer certain emergency prescription medications, such as inhalers and glucagons, while at school, but only under the supervision of school staff. An elementary student who carries an inhaler on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, Principal, and homeroom teacher. The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler.

#### Physical Examination Requirements

A physical exam card must be on file prior to participation in any athletic program, physical education class, or other performance activity. The physical exam must be taken after April 1 of the enrollment year. Non-participation in physical education classes because of no physical card on file results in a failing grade for all work missed. Parents are asked to notify the Main Office of all health-related conditions which affect a student's physical education participation or behavior. Such information will be treated in a confidential manner.

#### Medical Policy

Students who have been medically excused from physical education or athletic practice must have a doctor's written permission to resume activity.

#### Accidents or Illness at School

All illnesses or accidents are to be brought to the attention of the main office as quickly as possible. If the situation warrants it, the parent or guardian is notified. When the parent or guardian cannot be reached, the local police department is notified to assist in locating the parent/guardian. An emergency pupil information file should be available for quick reference. An accident report must be placed on file regarding all accidents occurring to and from school, as well as in school.

#### Emergency Medical Form

An Emergency Form MUST be completed during the online registration process for each student. This form contains information listing the parents'/guardians' address, the telephone number at home and at work, the name and telephone number of the family physician, hospital preference, and pertinent data needed in case of an emergency. This form must be updated each year.

### Communicable Diseases

If a child has contracted a communicable disease (one that can be spread to others), please keep your child home from school and notify the school office and child's teacher. When and if children are exposed to a communicable disease, SJCA will notify parents/guardians. Children should be fever free for a full 24 hours before returning to school. Please notify the school office to report a child's absence. SJCA requests that students that are vomiting or suffering from diarrhea must stay home until they have recovered. Please do not send a sick child to school.

### School Food Allergies (Archdiocesan Regulation 5140.4(d))

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (refer to Form 5140.2d). The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction. The school will in good faith make accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels, requesting the snacks, lunches, and treats that do not contain the allergen.

### Head Lice

Head lice are a common parasitic infestation of an insect in human hair, which is easily transmitted from child to child. Children with head lice will be brought to the school office and parents/guardians will be called to pick up the child. Parents/guardians are responsible for treatment of the infestation. SJCA has a "no nit" policy. This means that children are not permitted to return to school until all the lice and the eggs have been removed. If faculty/staff notice lice or suspect lice, we will ask you to please take your child to his/her family doctor for professional determination of lice and advice regarding treatment. If you notice lice, please immediately do the same. Please bring a note from your doctor notifying us when the child is nit free. All school families will be informed in writing when there has been a case of head lice reported to the office. As much as possible, the names of children and families who are dealing with an infestation will be kept confidential.

### Emergency Health Services / Ambulance

Students involved in injuries and/or accidents should report this to a faculty member or administrator immediately. Students seriously injured during school or at a school-sponsored function are taken by ambulance to Froedtert South Hospital. SJCA reserves the right to make the decision to have a student taken by ambulance to the hospital. Parents are immediately informed by phone when any serious accident or injury occurs.

### Public Health Personnel

Periodic visits are made to our campuses by Public Health personnel who administer hearing, vision screenings at various times during the school year. Parents will be notified of the dates and times.

## **INTERVENTION SUPPORT PROGRAM**

**See page 2 for further information regarding student support and accommodation plans.**

### Preschool (3K and 4K):

Students are regularly observed and formally and informally evaluated for Early Childhood progress. Teachers follow the procedure used for Grades K-1-2 as needed.

### Grades K-1-2:

Students are referred for testing and observation to the intervention teachers by their regular classroom teacher (parent concern will be considered as well). The intervention support teachers use available current student data

to determine the student's specific needs and put into place a continuously evaluated and updated intervention plan that identifies the individual support a student needs. Parents are an integral part of the conversation in the creation of any sort of learning plan. These referrals and interventions can occur at any time of the school year, with timelines for teacher, parental, and support teacher for providing timely feedback on the student's progress.

#### Grades 3-4-5:

When necessary, students are referred for testing and observation to the intervention teachers by their regular classroom teacher (parent concern can be considered as well). The intervention support teachers use available current student data to determine the student's specific needs and put into place a continuously evaluated and updated intervention plan that takes primarily outside of their regular classroom. There are occasions where a student may receive services provided outside the classroom (ex, KUSD Speech Therapy, Title 1). Parents are notified and a part of the conversations and creation as needed. These referrals and interventions can occur at any time of the school year, with timelines for teacher, parents, and support teachers for providing timely feedback on the student's progress. Special teachers participate as needed. All parties involved will receive modifications and/or notifications as applicable as well.

### **LAW ENFORCEMENT**

Per Archdiocesan Policy 5145, law enforcement officers or social service agents of the courts may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. A school administrator should not attempt to act as the student's legal representative in situations in which a police officer wishes to interrogate a student; however, the school administrator may insist that any such interrogation be conducted in a manner and place that will cause a minimal amount of disruption to the educational setting of the school.

### **LOST AND FOUND**

Parent(s)/guardian(s) are asked to label/mark all clothing, boots, tennis shoes, gym clothes, etc. All lost items will be turned in to the main office. All items not claimed by the end of the semester are donated to charity.

### **LUNCH AND MILK PROGRAM**

Details regarding the lunch program will be available in August 2021. At this time, students must bring a cold lunch to school. Refrigeration and heating are not available for lunches. A daily milk program is offered to all students. Please sign up for the milk program when registering your student in PowerSchool.

### **MONEY SENT WITH A STUDENT**

Money sent to a teacher or to the office should be in a sealed envelope with the following information on the outside: the student's name and grade, the teacher's name, room number, the exact amount enclosed, and what the payment is for.

### **NON-PROFIT STATUS**

St. Joseph Catholic Academy is a non-profit 501(c3) organization.

## PARENT EDUCATION PROGRAMS

Parents are the primary educators of their children and SJCA is committed to working with them to raise children who are faithful, focused and achieving the best of their abilities. Our schools are filled with families who value the educational mission and appreciate the partnership between home and school. We work with parents in our Catholic schools to find a meaningful way to be involved, share talents and engage in the journey and joy of their children's education. Whether it is reading in the classroom, serving as a room parent, cheering from the sidelines, chairing an event or coaching an athletic team, our schools will be stronger because of parents' investment of time, treasure and talent.

We offer parent association to support the school with many community building and fundraising activities. Parents interested in getting involved at school should contact the main office to express their willingness to contribute their time.

## PARENT EXPECTATIONS

At St. Joseph Catholic Academy, we recognize and embrace the importance of parents and guardians in their children's education and formation. As the first teachers of their children, parents are our strongest partners in building scholars, leaders and stewards. Forming our students to become the moral leaders of tomorrow is not only our mission, but is also a serious responsibility shared by the entire SJCA community.

As parents, adults and standard bearers in our school community, we are **all** obligated to contribute to the collective good and well-being of every student. While SJCA honors and respects the decisions that our families make in their own homes, bringing their own unique family values, traditions and rules to bear, however, being a part of the SJCA family calls us to more. Being a Catholic school, a school founded on faith, and rooted in the Lancer values, requires us all to recognize and adhere to collective values, shared expectations and a set of community standards that unite us.

Toward that end, SJCA expects all guardians, parents and community members to:

- Respect and honor the dignity of all people.
- Treat all staff, faculty, students, parents and other community members with respect, professionalism and courtesy at all times.
- Support and reinforce classroom learning by monitoring student grades, assignments, behavior and progress.
- Assume constructive intent on the part of SJCA, our teachers, staff, parents and other community members.
- Follow the Lancer Values, particularly at school, school functions or any SJCA related events, including field trips, meetings, theater performances, concerts, athletic contests, practices or competitions both on and off campus.
- Adhere to the rules and policies set forth in the SJCA Parent/Student handbook, including but not limited to those regarding pick-up, drop-off, conferences, absences, tardiness, teacher communication, and technology.
- Support and represent our school community in a positive manner in word, deed, in person, electronically and on social media.
- Be engaged and attentive to your children's internet and social media usage. Monitor and limit what your children are watching on their electronic devices.
- Refrain from any language, communication, action or behavior that denigrates, threatens, demeans, insults or in any way makes any SJCA student, family, faculty, staff or community member feel uncomfortable.

Further, recognizing that attending SJCA is a privilege and not a right, SJCA reserves the right to censure any parent or guardian who at any time displays behavior that threatens the well-being of a student, parent, teacher, staff member or other person at SJCA, or contradicts the Lancer values and/or any express or implied community standards set forth by the SJCA administration or the Archdiocese of Milwaukee. Such censure may include but is not limited to, requiring parents to meet with the school administrators, placing a student or family on probation or removing a student and family from our school community.

## **PARKING ON SCHOOL GROUNDS**

No traffic or parking is allowed on the playground between the hours of 7:30 a.m.- 2:30 p.m. except for special events. The only exception to all campus parking are faculty parking, preschool drop-off, funerals, and large church/school events.

## **PARTY/BIRTHDAY INVITATIONS**

Birthdays are supposed to be celebrated and every child at SJCA is special! We have defined some school wide expectations when it comes to celebrating your son or daughter's special day. Below are the ways we celebrate birthdays at SJCA.

### **Birthday Invitations**

Please do NOT send birthday invitations to school unless you are inviting the entire class.

### **Birthday Mass**

A special monthly Mass at SJCA is held to celebrate students with a birthday in the current month. This Mass is held on the first Wednesday during the weekly school Mass and all the birthday students receive a special birthday blessing that month.

### **Birthday Dress**

Students may dress out of uniform on their birthday. Clothing should be school appropriate. Students are not allowed to wear hats, crowns, tiaras, costumes, or other articles of clothing that are not regular dress items.

## **PHOTO AND VIDEO RELEASE**

Per Archdiocesan Policy # 1112.2, photos or videos of students may be used on parish/school websites, social media, and print materials under the following guidelines:

- Identified photographs of students may be published with written and dated permission forms from parents.
- No publication of student's addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption does not identify the individual students in the photo.
- Care needs to be taken to ensure that videos do not release individual, identifiable information about minors without parent consent.

## **PRINCIPAL AND TEACHER CERTIFICATION**

All SJCA Principals and teachers are certified in the proper areas by the Wisconsin Department of Public Instruction and must keep their licensure current by obtaining the required amount of credit hours. On rare occasions, a teacher may be put on an Archdiocesan study plan to complete coursework in a required amount of time in order to continue teaching at the school. The President/Principal monitors both the DPI certification and all appropriate licensure.

## **PRIVACY**

The desks, hallways, and coat room areas are the property of SJCA. There is no expectation of privacy for the desks and coatroom areas or any items stored in these areas. Inspections of and desks may be conducted at any time by the Principal or school staff without the following; advance notice, parent/guardian consent, or consent from the student.

There is no expectation of privacy with cell phones, notebooks, textbooks, journals or diaries when they are on school grounds. The Principal and school staff reserves the right to check and read any written or electronic material or phone material that is located on school grounds.

There is no expectation of privacy with computer hardware, flash drives, computer software, cell phones or access to the internet. SJCA staff reserves the right to check and read any data input located within the school. Students are not permitted to engage in email correspondence on school computers, nor may they text or use cell phones during the school day. We reserve the right to check all websites that the child has entered while on a school computer. Protective software is in place on all school computers.

## **PROHIBITED ITEMS**

Items such as gum, candy, soda, weapons (artificial or real), roller shoes and skateboards and any other items deemed prohibited by the Principal are not to be brought to school. The school will not be responsible for any such items brought onto the premises. Disciplinary action will be taken for violation of this policy.

## **PROGRESS REPORTS**

Progress reports are an integral component of our communication with parents about the student success. Progress reports should reflect positives about a student's work, as well as any academic concerns the teacher has. Parents must understand that it is possible for a student to fail a class even though the student was passing at the time progress reports were issued.

## **PROMOTION/RETENTION OF STUDENTS**

The Principal and teachers will work jointly with parents/guardians in determining the retention of a student. Decisions will be made based on what is in the best educational and social interests of the student. Ultimately, the final decision for class placement rests with the school authorities and is guided by Archdiocesan Policy 5123.

## **PROPERTY DAMAGE**

Parents of students will be held responsible for the replacement cost of any materials or property belonging to SJCA or other members of the SJCA community which are lost or damaged through their child's negligence.

## **RECESS**

Parent(s)/guardian(s) should not request a student to stay inside for recess due to illness. Parents/guardians are requested to keep a child home if he/she is too ill to participate in the full school day. If a child is too sick to go out for recess, SJCA considers them too sick to be in school.

### Playground Rules

The welfare and safety of the children are of primary concern when students are engaged in outdoor activities at recess. The teacher/supervisor on the playground has full authority to set boundaries or discontinue activities not covered in this handbook if he/she feels that an activity has become dangerous or violent. The playground is divided into play sections based upon grade for noon recess and students are expected to remain within their play

area. The following procedures are in effect at any time students occupy the playground areas. This includes, but is not limited to, before school, after school, recess and during the noon hour.

1. Students are to line up quietly to come into the building when the bell rings.
2. Students are expected to use 3B Behavior (Be Safe, Be Respectful, Be Ready to Learn).

#### Playground Safety

- The following items are not allowed on campus premises: frisbees, hardballs, super balls, racquet balls, skateboards, scooters, in-line skates, or water guns.
- Students are strictly forbidden to engage in any game or sport, which involves tackling or rough physical contact during school hours.
- The throwing of snow, snowballs, ice, stones, or other harmful objects is not allowed on campus premises before, during, or after regular school hours.
- Playground equipment should be used in a safe manner.
- Appropriate behavior is expected for the safety of all students. There are consequences for those who choose to behave irresponsibly including loss of recess privileges.

#### Clothing for Outdoor Recess

During the winter months all students are expected to wear proper clothing (boots, scarves, hats, and mittens or gloves) in the interest of good health and safety. The students must wear snow pants/suits, boots, hats, and mittens/gloves in order to play in the snow hill on the playground. The school takes the position that what the student is allowed to wear to school by parent (s)/guardian(s) is acceptable for that child to wear outdoors for recesses. If children wear boots, hiking boots, tennis shoes, etc. for outdoors, please see that they bring shoes to change into for inside the building.

#### Indoor Recess

Indoor recess is held when weather conditions do not permit students to be outside, such as rain or extreme cold. Temperatures at 10 degrees or below with wind chill of 15 degrees or below are considered too cold to be outside.

Parent(s)/guardian(s) are encouraged to send children to school dressed in appropriate clothing...always presuming that they will be going outdoors for recess. The only exceptions to this will be injury, etc., with an appropriate note from the doctor. When in doubt, the general rule is to have your children dressed for outdoor recesses.

#### Snack Break

Students participate in an optional daily morning snack, provided from home, typically 2 hours prior to their Lunch Block.

### **REPORT CARDS**

Report cards are issued quarterly. Final report cards are distributed on the last day of school.

### **SAFE ENVIRONMENT TRAINING: SAFEGUARDING ALL OF GOD'S FAMILY**

[www.archmil.org/offices/safeguarding/Safeguarding-Events.htm](http://www.archmil.org/offices/safeguarding/Safeguarding-Events.htm)

All employees and volunteers in the Archdiocese of Milwaukee are required to attend a Safe Environment training session, agree to a criminal background check and sign the Code of Ethical Standards for the Archdiocese of Milwaukee. This is **mandatory** for anyone employed by or volunteering at SJCA including room parents, volunteers, staff, coaches, chaperones, teacher assistants, classroom volunteers, theater personnel, and anyone who will be near students.

There are several sessions throughout the year for those interested. It is suggested that all parents/guardians, or others who will volunteer for various activities at the school, attend the session early in the fall, in order to have the training completed for the upcoming school year. Notification of nearby sessions will be announced in the daily Fast Facts and the weekly newsletter. To find a session, visit [www.archmil.org/offices/safeguarding.htm](http://www.archmil.org/offices/safeguarding.htm). Scroll down to “Events” for a listing of the sessions throughout the Archdiocese and then register online for the session.

Once you complete the session, you are put on a national registry and do not have to attend again. For questions, please contact the Business Office at (262) 654-8651 ext. 102.

## **SAFETY POLICIES AND PROCEDURES**

### Safety Drills

Drills for fire, tornado and other safety procedures are conducted on a regular basis in accordance with Archdiocesan and state policy. Students are expected to follow directions for drills.

### Fire, Tornado Drills and Crisis Drills

In the event of an emergency, the quick and orderly evacuation of the building is our first concern. Students will note the exit routes posted in each classroom. In the event of an emergency or a drill, everyone will exit the building immediately, assembling in the designated areas away from the structure.

During a tornado drill, people will move to a designated area of the building. These areas are specified in each classroom and should be periodically reviewed. Order and silence are necessary for the safety of all. Students will remain in the specified areas until directed otherwise by a school administrator.

### Security of the Building and Campus

For the safety of all, when the school day begins, entry to the building can be gained only through the main entrance (14th Ave.). All visitors are required to report to the main office. No outside doors are to be propped open at any time.

## **SCHOOL ASSOCIATIONS**

### Athletic Association

The Athletic Association is a self-supporting club that subsidizes the extracurricular athletic program at SJCA. Revenue is generated from the Association’s annual golf outing, Century Dinner, and concession stand sales. Membership is made up of the athletic director (s) and volunteers.

### FOPA (Friends of the Performing Arts)

The purpose of this organization is to encourage the involvement of parents, students, and interested adults in the SJCA performing arts. FOPA organizes and promotes activities that will create a positive and supportive environment for the performing arts.

### Parent Association

The purpose of this organization is to encourage parents and interested adults to become involved in SJCA and in Catholic education in general. The SJCA Parent Association organizes and promotes activities, among members, students, and school staff. It helps members to improve their understanding and support of the total school program. All parents of current SJCA students will automatically be included as members of the SJCA Parent Association.

## **SCHOOL CALENDAR**

The school calendar can be viewed on the school website at [www.sjcawi.org](http://www.sjcawi.org). Click on the calendar tab.

## **SCHOOL COMMUNICATION**

Parents should expect regular communication from teachers whether it is a blog or a parent newsletter. Parents who provide their email to SJCA will receive the Fast Facts, which is a daily eblast sent to families electronically (Sunday through Thursday) noting the next day's events and other important information, ensuring the students and parents are prepared for the school day.

To ensure your email is on file for the daily Fast Facts, please send your name, email, student name and grade to the following address: [development@sjcawi.org](mailto:development@sjcawi.org).

## **SCHOOL ENVIRONMENT**

The health and safety of students, staff and visitors is of primary importance. School buildings shall be kept in good repair, suitably equipped and in safe and sanitary condition to promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12(5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), each school/parish shall take appropriate steps to provide and maintain a safe and healthful facilities.

### Asbestos Management Plan

The original EPA AHERA asbestos inspection, management plan documents, and additional information pertaining to response action activities, post-response activities, periodic surveillance, 3-year re-inspections that are planned or are in progress, are available for review. If you wish to review these documents, appointments must be made by calling the school office at least one working day in advance.

### Safety and Protection

SJCA has a crisis plan. All faculty and staff have been in-serviced on the SJCA First Response Crisis Plan. All campuses are equipped with security systems.

### Smoke-Free School System

There shall be no smoking or possession of smoking materials, including electronic smoking paraphernalia, in the campuses or at school-sponsored activities or on field trips. This includes students, staff, volunteers, and guests.

## **SCHOOL PROPERTY**

If a student loses, damages, or destroys school property, his/her parents/guardians may be held responsible in accordance with the policies of SJCA. Responsibility of parents/guardians includes financial liability.

In regards to vandalism, per Archdiocesan Policy 5131.5, parents of students shall be responsible for vandalism by their children. Vandalism encompasses those acts which result in damage to school or to school property, including, but not limited to, burglary, theft, malicious mischief, property damage, intentional computer/Chromebook damage, breaking and entering, and arson.

## **SCHOOL REGULATIONS: CHILD WELFARE**

### Child Abuse

All educational personnel are required, by law, to report any cases of suspected child abuse. This includes but is not limited to, physical abuse, sexual abuse and emotional abuse. Suspected child abuse cases will be reported to

the Kenosha County (or appropriate county) Department of Social Services, depending upon the residence of the family. SJCA staff will cooperate with social services and with law enforcement officials in all investigations involving SJCA students. SJCA will also be in compliance with Archdiocesan Policy 5140 concerning child abuse.

#### Child Neglect

All educational personnel are required, by law, to report cases of suspected child neglect. Suspected child neglect cases will be reported to the Kenosha County (or appropriate county) Department of Social Services, depending on the residence of the family. SJCA staff will cooperate with social services and with law enforcement officials in all investigations involving SJCA students. SJCA will also be in compliance with Archdiocesan Policy 5140 concerning child neglect.

#### Student Living Situation

If a SJCA student is living away from his/her parents, the school is to be notified of the student's residential address and the school must be informed about who is responsible for the student. Legal guardianship laws in the state of Wisconsin still apply.

#### Child Custody Disclosure Requirements

SJCA is required by law and by the Archdiocesan Policy #5124.2 to obtain a copy of the court custody decree for any SJCA students who are the subject(s) of a divorce or separation or other custody arrangement. It is very important that we have this information on file for the safety of all the students and of SJCA. All information received is kept strictly confidential. This information will need to be updated annually. Your registration and school records are not complete until we have this information.

### **SCRIP**

SCRIP is a gift card fundraising program in which SJCA families and friends can participate. SJCA purchases gift cards at a discounted rate from participating vendors. The percentage of discount varies by vendor as indicated on the order form. Because SJCA purchases SCRIP at a discounted amount, but sells it at its full value, every dollar of SCRIP that you purchase generates revenue. The amount of revenue that individuals "earn" through the purchase of Scrip is split 50/50 between SJCA and the family purchasing SCRIP. Families have the option to credit their half of the revenue earned toward their SJCA tuition account, their parish, the tuition account of another family or the Parent Association and half of the revenue is used for the operational support of the SJCA Parent Association. Purchases made between May 1 and April 30 (dates subject to change annually) are applied to SJCA tuition account for the upcoming school year. You will find more information on the SCRIP Program by visiting the school website at [www.sjcawwi.org](http://www.sjcawwi.org). To purchase SCRIP, contact Cindy Sesterhenn at [csesterhenn@sjcawwi.org](mailto:csesterhenn@sjcawwi.org) or call (262) 654-8651 ext. 118

### **SOLICITATIONS**

Students, teachers, and/or staff will not solicit funds or advertise for any charitable, private or other group for their own personal cause, etc. in the school building except in the faculty lounge. Students/families may participate in school-wide or parish fundraising programs that are pre-approved by the Principal/President.

### **STUDENT/FAMILY DATA CHANGES**

Please inform the main office immediately of any change in health problems, address and/or telephone (residence and/or business); emergency contact person; custody; and/or marital status.

If your child is being transferred, either during the school year or the summer months, please notify the Admissions Office far enough in advance so that records may be forwarded to the new school promptly. Parents/guardians must sign a release of record for any records to be transferred from SJCA.

## **STUDENT RECORDS**

Per Archdiocesan Policies 5125 and 5126, the school has the responsibility to keep educational records for each student which will reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development.

Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it.

SJCA will not release any information from the permanent record to any outside agent, such as employer or college, without written permission from the student or parents of minors. General release forms are available in the office.

## **TUITION AND FINANCIAL AID**

(Archdiocese Policy 3240)

In January each year, the SJCA Board of Directors set tuition for the following school year.

### Tuition

- Each family is to have on file with the Business Office a signed Tuition Payment Plan. Student computers will not be released at the start of the school year until this payment plan is on file and necessary fees have been paid. Funds collected, whether paid at the school or through Smart Tuition (a tuition management system), will first be applied to fees (school, Parent Association, bus and technology, when applicable).
- SJCA expects timely payment of tuition. If for some reason families cannot meet their tuition obligation, they must contact the Business Office at (262) 654-8651 ext. 111 or [finance@sjcawi.org](mailto:finance@sjcawi.org).
- A student may be dismissed at the end of the semester for non-payment of financial obligations when parent or guardian has failed to demonstrate sufficient good faith in attempting to meet these obligations.
- Non-payment of a prior year's tuition may result in non-admission for the following year.

### Financial Aid

- Financial aid is available and must be applied for by families in need of tuition assistance.
- The packet will contain all the guidelines set up by the Scholarship Committee of SJCA and all application forms necessary to receive aid. Be sure to ask for the packet if you need financial assistance.
- Completion of the forms in a timely manner assures that the student will be considered for aid. A family must reapply each year for assistance.
- Financial aid is not automatically renewable.
- Financial Aid is determined by a 3<sup>rd</sup> party service and is based on many different factors including family income, family size, family expenses, and other factors.

### Tuition Payment Policy

If a student withdraws from St. Joseph Catholic Academy, tuition shall be prorated according to the number of days of official attendance. Official attendance is determined by the number of days the student is enrolled until termination. Termination will only be official with written notice submitted directly to the school.

## **VISITORS**

In order to ensure the safety and well-being of students and staff, all visitors must report to the main office when entering and must receive authorization and a Visitor's Pass before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other public program in areas typically used for large group assembly, such as gymnasiums and auditoriums, or when parents are

attending activities clearly for the purpose of parent involvement, such as an open house or parent-teacher conferences.

- All visitors are required to use the main school entrance located on 14<sup>th</sup> Avenue
- Visitors may be asked to present a photo ID for the purpose of verifying their identity.
- Visitors, parents/guardians and family members working with students in any capacity are required to meet the requirements of the Milwaukee Archdiocese Safeguarding All of God's Family Program.

The school administrator or designee has the discretion to request that a visitor leave the premises if he/she believes that the visitor's presence presents a danger to students, staff, or property or if that person's presence is disruptive to the operation of school or program. Law enforcement shall be called if people refuse to comply. Students may not bring guests to school unless the student's parent/legal guardian and authorized school representative have granted permission to do so. **A student is never released from parish/school programs to anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose.**

## **VOLUNTEERING/DRIVING REQUIREMENTS**

One of our strongest assets is our dedicated group of volunteers. All volunteers, including chaperones, must complete an Archdiocesan Safeguarding All of God's Family training and a background check. Visit [www.archmil.org/Offices/Safe-Environment.htm](http://www.archmil.org/Offices/Safe-Environment.htm) to register for a class. Please see the SAFE ENVIRONMENT section of this handbook.

Volunteer drivers must complete a quick online course via CMG Connect and provide proof of insurance and a current license. Visit <https://milwaukee.cmgconnect.org/> to register to take the online class.

## **WEBSITE**

The SJCA website address is [www.sjcaw.org](http://www.sjcaw.org). The website is a valuable source of information. If you cannot find what you are looking for on the website, please use the SEARCH function. The SJCA Athletic department has their own website at [www.sjcalancers.com](http://www.sjcalancers.com).

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