



2018-2019

STUDENT/PARENT HANDBOOK

Upper Campus Grades 6-12

2401 69th Street, Kenosha, WI 53143 • (262) 654-8651 • www.sjcawi.org

St. Joseph Catholic Academy reserves the right to deal with any situation which may arise that is not covered by this Student/Parent Handbook but clearly does violate the rights of the school or another student. Attendance at the school is a privilege, not a right, and nothing contained in this Handbook may be construed as establishing a contractual relationship, whether expressed, implied or quasi-contractual. Furthermore, the school reserves all rights to determine in its sole discretion whether it is capable of providing adequate educational opportunities for prospective or current students.

SCHOOL'S RIGHT TO AMEND

**St. Joseph Catholic Academy and its administration reserve the right to amend this Handbook as deemed necessary. All amendments will be viewable in this handbook via the school website.
A SIGNED HANDBOOK ACKNOWLEDGEMENT FORM IS REQUIRED OF ALL FAMILIES.**

08/10/2018

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FACULTY AND STAFF

UPPER CAMPUS PHONE: (262) 654-8651
Office Hours: 7:15 a.m. – 3:30 p.m.

The office is closed on weekends and holidays. Voicemail is available after regular operating hours.

Faculty & Staff

The primary responsibility of the faculty of St. Joseph Catholic Academy is the education of students. You may contact any faculty member through email or by calling the school office. Faculty members may not be called from class to answer parent phone calls, but parents may leave messages on voicemail and ask for a return phone call. The school will not give out the home phone numbers of staff members. Faculty members will arrange private conferences with parents when the need arises. Parents may also initiate these conferences. The most effective way to contact teaching staff is via SJCA email. This listing is current as of August 6, 2018.

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Mrs. Cindy Benhart	cbenhart@sjcawi.org.....	Math / Dept. Chair
Mrs. Mary Berry.....	mberry@sjcawi.org.....	Theology/Social Studies
Mrs. Terri Betker.....	tbetker@sjcawi.org.....	English
Mrs. Christine Brisbois	cbrisbois@sjcawi.org.....	Science
Mrs. Courtney Cerny	ccerny@sjcawi.org	Language Arts
Mr. Caleb Cumberland	ccumberland@sjcawi.org	Theology
Mrs. Monica Dillmann.....	mdillmann@sjcawi.org	Spanish
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Mrs. Kathy Hoff khoff@sjcawi.org Math
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Maintenance Staff (*maintenance staff can be reached via email: repairs@sjcawi.org*)

Mr. Dave Owens
Mr. Sergio Hernandez
Mr. Ramon Martinez
Mr. Shawn McCune
Mr. Robin Roberts

INTRODUCTION

Welcome to St. Joseph Catholic Academy Upper Campus, grades 6-12. We want you to feel a part of our school community. This Handbook is intended to give you information about our school academics, student services, school organizations, and discipline. It is a reference for you with regard to the policies, procedures, and programs of St. Joseph Catholic Academy.

St. Joseph Catholic Academy and its administration reserve the right to amend this Handbook as deemed necessary. All amendments will be viewable in this Handbook via the school website at www.sjcawj.org.

Lancer Value System

Being a Lancer places special demands on how we behave. The Lancer Value System embodies those values that are foundational to SJCA. All those associated with SJCA are expected to uphold these values, both on 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 personal 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 varied 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.

Mission Statement

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

St. Joseph Catholic Academy will have achieved its mission when graduating seniors leave the Academy as...

Scholars

- having become life-long learners and seekers of knowledge;
- having experienced a learning environment characterized by high expectations and respect for academic honesty and excellence;
- having completed a rigorous academic program which in content and presentation has prepared them for college admission and matriculation;
- having developed the ability to think and read critically and to express themselves clearly through both spoken and written word; and
- having a working knowledge of current technology and research skills.

Leaders

- having developed an attitude of compassion, justice, and respect for all people, regardless of age, gender, race, culture, religion, talent, ability or socio-economic status;
- having become participatory, responsible, concerned citizens;
- having developed habits and practices which allow them to make choices that encourage and foster a healthy lifestyle;
- having developed leadership and social skills; and
- having learned appropriate characteristics of sportmanship.

Stewards

- having nurtured their Catholic faith through religious instruction and opportunities for prayer and reflection;
- of Christian morality into all aspects of their daily lives;
- willing and able to respond to God's call to lead lives of loving service to the world around them; and
- having developed a respect and appreciation for life in all of its forms.

Non-Profit Organization

St. Joseph Catholic Academy is non-profit 501(c)(3) organization.

Accreditation Process

St. Joseph Catholic Academy is fully accredited by AdvancedEd, the nation's premier educational accreditation organization, with its most recent accreditation review taking place on April 28, 2015. SJCA follows the Archdiocese Planning and Accreditation Process and Archdiocesan Policy 6181.

Principal and Teacher Certification

SJCA principals and teachers are certified in the proper areas by the Wisconsin Department of Public Instruction and must keep their licensure current. 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 WDPI certification and all appropriate licensure.

ADMISSION

St. Joseph Catholic Academy 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, 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. If at any time prior to or during the course of a student's education at SJCA, it is determined that testing for special learning needs is needed to determine our ability to meet the students' learning needs, the admission or continued enrollment of that student is contingent upon compliance with the request and the results of such testing. 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:

1. All students are on probation during the first year of their attendance at SJCA. During the first year probationary period, SJCA will determine through this process whether or not it can meet the needs of the students.
2. Families seeking admission must provide current standardized tests, report cards and any other educational information prior to the student's admission, as part of the screening process. If no test or other educational information is available, the appropriate school personnel will administer a standardized assessment prior to admission. Medical and psychological records will be requested, if needed.
3. 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.
4. In admission and registration of students to SJCA, priority consideration shall be given to students in the following order:
 - a. All students currently enrolled.
 - b. Children of families with siblings currently enrolled.
 - c. Children of Kenosha/Pleasant Prairie Catholic Parish members.
 - d. Families currently enrolled and who transfer a sibling from another school to SJCA.

Admission of Students with Exceptional Educational Needs (Archdiocesan Policy 6164.3)

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administration in consultation with the school's Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to students with special learning needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process which requires that families contact their local public school district to obtain information on the services, the identification and intervention of their special needs. A student with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the student is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the President/Principal.

Administrators will give careful consideration to the admission of students with special needs, but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

Student Records (Archdiocesan Policy 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.

After the student has graduated, transferred or terminated his/her education, the permanent record should be maintained for 65 years. Thereafter the permanent records may be archived.

Schools will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility. An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree, they may add a written statement of disagreement to the file. No one but school personnel, adult students and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

St. Joseph Catholic Academy will not release any information from the permanent record to any outside agent, such as employer or college, without written permission from the adult student or parents/guardians of minors. General release forms are available in the office. All financial and disciplinary obligations to the school must be taken care of and all school property must be returned before any records are released.

Personal Data Changes

Please inform the Main Office immediately of any change in health problems, address, email, telephone (cell, 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 campus office far enough in advance so that records may be forwarded to the new school in a timely manner. Parents/guardians must sign a release of record for any records to be transferred from SJCA.

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 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 (WPCP)

Families enrolling through the Wisconsin Parental Choice Program are registered in accordance with the regulations established by the Wisconsin Department of Public Instruction.

Appeals Process for Application Rejection of the Wisconsin Parental Choice Program

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

Anti-Bias Policy

The purpose of this anti-bias policy is to insure that diversity and cultural sensitivity are essential components of the educational environment of St. Joseph Catholic Academy. Faculty and staff, in conjunction with parents and community, must work together to provide not only quality education but also a safe environment for all students. This means that a curriculum should include multicultural experiences. In addition, there should be an awareness and integration of the needs of special students in an anti-biased, anti-racist environment. St. Joseph Catholic Academy promotes and fosters a learning environment that will not tolerate violence, sexism, or any other discriminatory behavior. This includes speech and behavior of students, teachers, administrators, and/or parents. If there are displays of discriminatory behavior by students, teachers, administrators, and/or parents, appropriate steps will be taken to address the situation.

Non-Discrimination Policy

St. Joseph Catholic Academy does not discriminate on the basis of race, color, national origin, ethnicity, gender, or disability in the administration of its admissions policy. The school admits students of any race, color, natural origin, gender and ethnicity.

ACADEMICS

Academic Expectations

Each teacher will make known on the first day of class the expectations in his/her classroom. All SJCA students are expected to do the following:

- Attend all classes.
- Demonstrate active, constructive participation in class activities.
- Turn in assignments on time with legible penmanship, correct grammar, and spelling.
- Have proper equipment/materials with them for each class.

Academic Requirements

- Middle School - Students must successfully complete the minimum number of credits required to receive a middle school diploma from St. Joseph Catholic Academy. Students are required to take 7.25 credits each school year.
- High School - Students must successfully complete the minimum number of credits required to receive a high school diploma from St. Joseph Catholic Academy. A total of 29 credits are needed for graduation. Students are required to take 7.25 credits each school year.

Academic Evaluation

Students should expect to have their performance evaluated regularly by means of various tests, class participation, projects, etc. Teachers will distribute a syllabus at the beginning of each course. 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.

Grades

Each student's grade point average (GPA) is calculated each grading period.

- High School = Semesters ; Middle School = Quarters
- The GPA is the average number of grade points per credit.
- The student's cumulative GPA is calculated at the end of each semester using grades for each course taken on the high school level.
- The GPA is obtained by adding the quality points assigned to each letter grade and dividing this sum by the number of credits attempted.
- It is the semester grade that determines if a student has successfully completed the course.
- The Middle School semester grade is the average of the 1st and 2nd quarter or the 3rd and 4th quarter percentage grades.

Middle School

The Middle School report card contains two components: achievement grades and standards proficiency marks. The proficiency marks indicate how well a student is progressing toward Archdiocesan standards.

The Middle School Grading Scale

The following grading system is utilized by St. Joseph Catholic Academy Middle School:

Grade	Numerical	Regular Course Points	Meaning
A+	97 & above	4.0	Exceptional or (Advanced*)
A	93 – 96	4.0	
A-	90 – 92	3.67	
B+	87 – 89	3.33	Above Average or (Proficient*)
B	83 – 86	3.0	
B-	80 – 82	2.67	
C+	77 – 79	2.33	Average or (Basic*)
C	73 – 76	2.0	
C-	70 – 72	1.67	
D+	67 – 69	1.33	Below Average or (Minimal Performance*)
D	63 – 66	1.0	
D-	60 – 62	0.67	
F	59 or below	0	No Credit or Failing

* WI DPI classifications

Standards Proficiency Marks for Archdiocesan Standards

- Advanced: Demonstrates exemplary understanding and application
- Proficient: Demonstrates consistent understanding and application
- Basic: Demonstrates a general understanding, but an inconsistent application of the information
- Minimal: Demonstrates insufficient understanding of key concepts/skills

High School Grading Scale

The following marking system is utilized by St. Joseph Catholic Academy. AP classes are weighted more than honors classes and honors classes are weighted more than regular classes. Weighted grades began with the Class of 2016. Weighted grades are for internal purposes only. All grades will be unweighted on a student's official transcript. Weighted grades will be eliminated completely beginning with the Class of 2020.

Grade	Numerical	Weighted Course AP Points	Weighted Honors Points	Unweighted Regular Course Points
A+	97 & Above	5.0	4.5	4.0
A	93 – 96	4.8	4.3	4.0
A-	90 – 92	4.6	4.1	3.67
B+	87 – 89	4.4	3.9	3.33
B	83 – 86	4.2	3.7	3.0
B-	80 – 82	4.0	3.5	2.67
C+	77 – 79	3.8	3.3	2.33
C	73 – 76	3.6	3.1	2.0
C-	70 – 72	3.4	2.9	1.67
D+	67 – 69	2.0	2.0	1.33
D	63 – 66	1.8	1.8	1.0
D-	60 – 62	1.6	1.6	0.67
F	59 or below	0	0	0

An “I” (**Incomplete**) indicates the final work of a grading period or semester has been missed due to illness. The incomplete work must be made up within two (2) weeks of the end of the grading period, or the “I” automatically changes to an “F.” In special cases, with administrative approval, the incomplete may extend beyond two weeks. Incompletes do not apply to cases of unfinished projects, missed daily assignments, or missed tests (unexcused).

Academic Standards and Testing

St. Joseph Catholic Academy has adopted ACT College Readiness Standards. Students in grades 6-12 will be required to take the Aspire and ACT exams to evaluate their progress in working to the ACT College Readiness Standards. Parents may request a copy of the ACT College Readiness Standards by contacting their students' guidance counselor.

Academic Achievement Recognition

The administration and staff of St. Joseph Catholic Academy strive for academic excellence and encourage students to participate in that effort. The Honor Roll is a special recognition program for students who earn and maintain high levels of achievement. Honor rolls are based on unweighted grades.

Honor Roll: Middle School

The Honor Roll is based on the quarter grading period GPA as follows:

Highest Honors:	4.0
1 st Honors:	3.50 and up
2 nd Honors:	3.00 – 3.49

Honor Roll: High School

The Honor Roll is based on the semester grading period GPA as follows:

Highest Honors:	4.0
1 st Honors:	3.50 - 3.99
2 nd Honors:	3.00 – 3.49

Valedictorian/Salutatorian Criteria (High School)

The student with the highest weighted cumulative GPA at the conclusion of the first semester of his/her senior year will be valedictorian. The student with the second highest weighted cumulative GPA at the conclusion of the first semester of his/her senior year will be salutatorian. There is a possibility that these honors may be shared.

Class Rank

After a great deal of research with a number of high schools, college representatives, education committee members, and our Board of Directors, St. Joseph Catholic Academy has chosen not to rank its students. Due to our smaller class sizes, we have found supplying rank to colleges/universities gives a significant disadvantage for our students attempting to gain admittance. If students take advantage of our college preparatory curriculum and dedicate themselves to their studies, they will meet and exceed the minimum requirements for admission into many of the well-respected, post-secondary institutions across the country.

Advanced Placement

The Advanced Placement Program (AP) is a cooperative educational venture between high schools and colleges or universities. It allows students to enroll in college-level courses while in high school and gives the opportunity to show mastery by taking an AP exam. Advanced Placement courses are open to juniors and seniors. AP exams are taken in May.

Advanced Placement Courses

- Advanced Placement Biology
- Advanced Placement Calculus AB/BC
- Advanced Placement Chemistry
- Advanced Placement U.S. Government and Politics
- Advanced Placement Micro-Economics
- Advanced Placement English Literature/Composition
- Advanced Placement English Language/Composition
- Advanced Placement Psychology
- Advanced Placement Statistics
- Advanced Placement Studio Art

Benefits of AP

Students may receive credit for their Advanced Placement courses at many colleges and universities. The amount of credit received varies, depending on the college, AP score, declared major and subject. Students may be able to move into a higher-level class in college as a freshman. This translates into time saved and a financial savings for each credit earned while in high school.

Cost of AP Exams

Students have to pay for each Advanced Placement exam they plan to take. AP exams are taken in May.

Graduation Ceremony/High School Diploma

Only those students who have completed the graduation requirements will receive a diploma and participate in the graduation ceremony. All financial and disciplinary obligations to the school must be satisfied prior to participating in the graduation ceremony and to the student's diploma being awarded.

Academic Probation

Probation is a period of close academic supervision for individual students who are not performing at a satisfactory level academically. Probationary students who fail to demonstrate academic progress in subsequent grading periods will be considered for dismissal at the end of the year. In certain cases, students may be reviewed for dismissal at the end of the first or second semester.

Students will be placed on Academic Probation if they have earned:

- A. one or more "F's" at the end of any semester
- B. a semester, unweighted grade point average (GPA) below 1.8
- C. insufficient credits to stay on track for graduation

The President/Principal and Guidance Counseling Center will review the academic progress of each student on probation. Probationary students may have their own schedules modified to accommodate required courses. Students may also be removed from extracurricular activities.

Academic Dismissal from School

It is the policy of the school to retain students only if they remain on track to fulfill all graduation and credit requirements. Students may be academically dismissed if, after being placed on probation, they fail to achieve an unweighted grade point average above 1.8, if they fail courses required for graduation, or if they fall over 1.0 credit behind grade level minimums. All dismissal decisions are made by the President/Principal.

Conferences

Parent/Student/Teacher conferences will be held during each semester grading period for grades 6-12. The most efficient way to contact a teacher with an immediate or detailed concern is via email. Teacher email addresses are located on the first page of this handbook.

Powerschool

PowerSchool provides parents with access to their student's account, with current grades and attendance via the Internet. If you have more than one student, you will be able to switch between each student's information. With this program, you will also be able to email the teacher a question or concern, view teacher comments or details regarding homework or tests, and current school announcements. For any assistance with your current account or to set up your account, please contact Melissa Taylor at 262-654-8651.

Semester Exams

Semester exams are the norm in all courses in the High School and are to be administered on the assigned day. The exam is to be graded and applied toward the report card grade. Approval of the President/Principal is required to take exams at a time other than the regularly scheduled exam periods. With the approval of the President/Principal, exams must be made up in the allotted time period. Failure to do so will result in an exam grade of "F" on the student's academic record. If students are sick on the day of exams, the attendance office will notify the President/Principal. The President/Principal will make sure that the student has make-up exams when he/she is well.

High School Semester Exams

A semester exam will count for no more than 20% of the semester grade.

Summer School/Correspondence Courses

Summer school/correspondence courses at accredited institutions are to be used to make up failures for required courses. The Guidance Counseling Center must approve any course taken at an accredited high school/organization to make up for failures. Credits earned at outside institutions for required courses may be used only to make up failures. Summer school/correspondence courses are added to a student's record but are not calculated in a student's GPA. In order to return to SJCA for the following year, correspondence and/or summer school courses must be completed and a transcript received at St. Joseph Catholic Academy prior to the start of the school year.

Academic Problem Solving

Occasionally, students experience academic difficulty in a particular course. If that happens, the most effective way of dealing with the problem is through direct communication with the teacher. The procedure, which must be followed, is listed below:

- Upon realizing that a problem exists, the student must set up an appointment to meet with the teacher and address the problem. Clear and direct dialogue between the student and teacher must be established. Don't delay in asking for help.
- If the problem continues, the parent should first contact the teacher so that dialogue begins between the parents and teacher. Secondly, contact the student's counselor so that dialogue begins between the parents and the counselor. The teacher, student, and counselor have all the pertinent information about the nature of the problem. It is with these parties that steps will be taken to solve the problem.

- If the problem continues, a staffing meeting will be scheduled. A “staffing” is a meeting to discuss the concerns about a student. The staffing meeting will be comprised of the parents, student, teacher, counselor and President/Principal (if needed). It is at this meeting that a final evaluation will be undertaken and an appropriate and mutual solution to the problem will be found.

This procedure is two-fold: open communication with all concerned individuals and assistance to help the student experience success at St. Joseph Catholic Academy.

Student Course Load

Beginning in the fall of 2014, the yearly course load for all students in grades 6-12 is 7.25 credits per year. A student must successfully complete 7.25 credits to advance to the next grade level. If a student does not meet these requirements, he/she may be academically dismissed from the school, required to attend summer school, or take online courses to make up the needed credits before enrolling at the next grade level.

Prior to the close of the business day on Friday, August 10th, 2018 changes in a student’s course selections will be permitted if space in the requested classes is available. This involves the student’s course selections for 1st & 2nd semester. Beyond this date, only school-initiated changes based upon teacher and administrative recommendations will be considered.

The school reserves the right to cancel any course in the curriculum due to insufficient enrollment. School administrators have the right and responsibility to place or reassign students appropriately whenever necessary. This is the school-initiated change based upon teacher or administrative recommendation.

Requests for schedule changes will not be honored for the following reasons: teacher preferences or conflicts, the failure of the course to match the student’s expectations, and/or personal opinion regarding the difficulty of the course.

ATHLETICS and EXTRACURRICULAR ACTIVITIES

Athletic/Extracurricular Eligibility

Participating in school sponsored extracurricular activities including athletics is a privilege, not a right. While SJCA encourages all students to be well-rounded and engaged in many formative experiences, there may be situations due to poor grades, 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.

All student athletes and parents/guardians are required to attend the orientation meeting for each sport. At each orientation meeting, there will be discussions of the sport season, practice and game schedules, eligibility, required forms and fees, code of conduct, etc.

Athletics

It is the philosophy of the SJCA Athletic Program to promote physical fitness, by recognizing its purpose in the complete physical, intellectual, social, emotional, and spiritual development of each student in its school. Accordingly, SJCA will provide for interscholastic competition that encourages maximum participation while promoting good sportsmanship, teamwork, dignity, and accomplishment.

In providing extracurricular athletics, SJCA hopes to allow students to enhance their education by: extending the practice of Christian values outside the traditional classroom; providing enjoyable activity and diversion; gaining knowledge that will be useful in maintaining a healthy lifestyle into adulthood; and, developing positive attitudes toward a variety of activities and situations.

Athletic programs are offered as determined by the Director of Athletics and President/Principal considering grade levels, time schedules, sufficient interests, etc. SJCA provides the following athletic opportunities for our Upper Campus students:

HIGH SCHOOL SPORTS	MIDDLE SCHOOL SPORTS
Baseball - Boys	Basketball - Girls/Boys
Basketball - Girls/Boys	Cheerleading - Girls
Cheerleading/POM- Girls/Boys	Cross Country - Girls/Boys
Cross Country - Girls/Boys	Football - Boys Grades 7/8
Football - Boys	Soccer - Girls
Golf – Boys/Girls	Track & Field - Girls/Boys
Soccer - Girls/Boys	Tennis - Girls/Boys
Softball - Girls	Volleyball - Girls
Track & Field - Girls/Boys	
Tennis - Girls/Boys	
Volleyball - Girls	
Wrestling - Girls/Boys	

Extracurriculars

Getting involved in clubs, sports, work or other pursuits outside the classroom can give students new skills and help them learn about themselves. Extracurriculars also play a part when applying to colleges. Students at SJCA participate in a wide array of competitive sports, clubs, and organizations. Several theatrical and band/choir performances are held throughout the year. Students are encouraged to pursue their interests, likes and passions to the fullest. New clubs are formed annually.

High School Academic Eligibility Requirements for Extracurricular Activities

St. Joseph Catholic Academy prides itself on the rigor of its curriculum and high academic standards. Participation in sports and other extracurricular activities is vitally important to this development and the overall student experience. However, our first and foremost responsibility is to educate our students and ensure their academic futures. To help support our students in solid academic preparation, the following policy regarding grades and the participation in school-sanctioned extracurriculars, including athletics, the fine arts and student government, has been implemented. This policy is in effect for all students in grades 9 – 12.

Participation Requirements

Eligibility for and the ability to participate in extracurriculars will be determined both at the end of the grading period AND every week during the school year. Final grades and GPA's for the prior spring semester will determine the eligibility status for this school year's freshmen, sophomores, and juniors during the following fall semester. *If a student does not play a fall sport, but wants to participate in a winter sport the same rule applies.*

End of Semester Requirements for Academic Eligibility

A student is considered fully eligible and thus, may practice, play, and otherwise participate in extracurricular activities during the following quarter/semester if:

- The student has attained a minimum unweighted grade point average of 1.67 (C-) at the conclusion of any quarter or semester (not cumulative GPA), and / or
- The student has NO failing grades at the conclusion of any quarter/semester.

*A student is considered ineligible and thus, may **NOT** practice, play, and otherwise participate in extracurricular activities during the following quarter/semester if:*

- The student fails to attain a minimum unweighted grade point average of 1.67 (C-) at the conclusion of the preceding quarter/semester (not cumulative GPA); or
- The student has ONE or more failing grades at the conclusion of any semester, regardless of GPA.
- The student misses more than two study halls in a six-week period, if he/she was required to attend (see criteria below regarding Student Academic Assistance Study Hall).

NOTE: If ONE or more failing grades are recorded at the conclusion of the spring semester, the student is ineligible to practice, play, or otherwise participate in extracurricular activities during the fall semester (*includes fall and winter sports*) regardless of any remedial coursework performed during the summer months unless as otherwise set forth below.

A student who is determined to be academically ineligible at the end of a semester, MAY work his or her way back to eligibility if:

- The student attends Student Academic Assistance Study Hall daily for a minimum of 6 weeks.
- The student follows ALL rules and requirements of the Student Academic Assistance Study Hall.
- After six weeks, student has NO failures and no more than two D's (D+, D or D-) on the Weekly Grade Report
- Once the student's eligibility is restored, his or her grades will be monitored weekly.

During Semester Academic Eligibility

At St. Joseph Catholic Academy, our focus is on the ongoing academic success of every student. The Director of Athletics and the Guidance Counseling Department will monitor the grades of students participating in extracurricular activities every week of a semester.

*A student will be determined academically ineligible and may **NOT** participate in any games, contests, performances or practices for that calendar week, (Monday to Monday) if:*

- The student has a failing grade in ANY class on the Grade Report,
- The student has two or more Ds (including D+, D, or D-) on the Grade Report,
- The student is specifically identified as being academically at risk.

A student, who has been determined to be academically ineligible for the week, MAY regain his or her eligibility if:

- The student attends Student Academic Assistance Study Hall for a full week and follows all Study Hall rules,
- The student has NO failures and less than two D's on his or her Grade Report.
- The Athletic Director / Administration clears the student from the Study Hall.

A student will NOT be released from the Student Academic Assistance Study Hall and will NOT regain eligibility until his or her grade improves. A consistent pattern of low performance and/or continued academic risk MAY result in ineligibility for six weeks or longer.

Student Academic Assistance Study Hall

A study hall will be offered to students to assist them in maintaining or regaining their ability to practice, rehearse, perform or play in extracurricular activities at the allowed time as described below:

- This study hall is available on all days that school is in session at St. Joseph Catholic Academy.
- Study hall will begin promptly at 7:15 a.m. and conclude at 7:45 a.m. Students will not be admitted late to study hall.
- Students required to attend the study hall must do so each day that they attend school. A student who fails to attend this required study hall may not attend a practice or game on that day as a member of a cast, crew, team or other school sanctioned organizations or groups.
- A student who has been deemed ineligible at the end of a semester may miss no more than two (2) study halls during a six-week period.
- On the third absence from study hall during a six-week period, as defined above, the student will become ineligible to practice, play or perform in extracurricular activities for the remainder of the present grading period (semester).
- If study hall is missed due to a medical condition, proper medical documentation may be presented to the Athletic Director / Administration, and the Athletic Director / Administration will determine the student's eligibility to practice, play or perform in extracurricular activities.

****It is up to the discretion of the Athletic Director and/or the President/Principal to determine if a student will be allowed to maintain or regain academic eligibility.****

ATTENDANCE and ABSENCES

In accordance with State Statute (118.15), all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age unless they have an appropriate excuse or fall under one of the exceptions in the State Statutes or have graduated from high school.

Wisconsin statutes require minimum attendance of 170 in-class days during the 180 scheduled attendance days. This means that parents/guardians may excuse their child/children from school a maximum of 10 days each year without a doctor's excuse.

It is not possible to replicate the classroom experience for a student when they are absent.

School Day

The school day for students is defined as starting when a student enters the school grounds or school bus and ends when the student leaves the school grounds or school bus.

Absences

In the case of an absence, a parent/guardian is required to call the Main Office at (262) 654-8651 prior to 8:30 a.m. Please state the name and grade of your child, give the specific reason for the absence. This phone call is required for the safety of students. This procedure must be repeated each day of the absence. St. Joseph Catholic Academy has a 24-hour recording service to report absences. The Main Office secretary will call home or work if a parent/guardian fails to report absences. Please help us assure the safety of your student by calling to report absences prior to 8:30 a.m. Absences not reported by a parent/guardian are considered unexcused and the student will be considered truant.

Late Arrivals / Tardy to School / Tardy to Class

If a student is tardy to school, a parent/guardian is expected to call the Main Office at (262) 654-8651 in advance before a tardy will be excused. A student arriving to any class after the second bell has rung will not be admitted to that class without an "Admit" slip. Students must obtain this from the Main Office before proceeding to their class. Teachers will require an "Admit" slip from all students who are tardy. (Note: teachers may define and enforce a more stringent tardy policy than is stated in the handbook.)

- **Excused Tardy Admit Slips** will be given for the following reasons: Illness, medical or dental appointments with physician's note or family emergency/crisis.
- **Unexcused Tardy Admit Slips** will be given for the following reasons: Oversleeping, car problems and motor vehicle violations.

If a student does not attend school by 9:00 a.m., on a day in which school is in session, he or she is not allowed to participate in school sponsored athletic or extracurricular activities (games, practice, performances) that evening. Refer to the SJCA Athletic Handbook for Athletes, Parents & Coaches.

The following consequences are for students tardy at the **start** of the school day:)

- 3 tardies – Detention (Date to be assigned by the Director of Student Conduct)
- 6 tardies – Saturday Detention (Date to be assigned by the Director of Student Conduct)
- 9 tardies – Contract with additional disciplinary consequences and the student will be suspended from all extracurricular activities until further notice.

Exceptions to the above policy would be doctor appointments scheduled during the school day, but a note from the doctor **MUST** be provided to the Director of Student Conduct upon the students return that day in order for no disciplinary actions to take place. Additionally, any student who is late due to an accident on a roadway that can be verified by a traffic report will not be considered tardy.

Any excessive tardies that are **EXCUSED** will be handled by the Director of Student Conduct with a parent meeting and a plan will be put in place to help the student get to school on time.

Doctor Appointments

Every effort should be made to schedule medical and dental appointments outside of the regular school hours. If this is not possible, it is the responsibility of the parent/guardian to do the following:

- Call the Main Office at (262) 654-8651 or send a signed note stating the time and reason of the absence. A Permit to Leave the Building will be issued to the student. Students must sign out in the Main Office before leaving for an appointment and must sign in upon returning to school.
- Submit to the Main Office proof of medical/dental visit upon return to school.

Excused Absences

An absence will be considered excused for the following reasons:

- **Illness or Family Emergencies:** This includes personal illness, hospital stay, death of a family member and funerals. If a student is absent due to illness, a physician's note may be required if the student has exceeded semester or yearly limits. Physician's notes are required upon request.
- **Family Vacation/Trips:** Vacations taken on school days are discouraged; however, we understand that this may happen. In the case that a student will miss due to a scheduled vacation, the parent/guardian is responsible for calling the Main Office at (262) 654-8651 or sending a signed note stating the date(s) of the vacation. At this point the student will be given a Vacation/Extended Absence Form that must be filled out and submitted to the Main Office prior to leaving for vacation.
- **School Sponsored Activity/Field Trip:** A school sponsored activity/field trip is considered an activity where a student(s) is/are excused from the normal class schedule to participate in a school-sponsored activity. Students participating in school sponsored activities/field trips are expected to pre-plan their absences by consulting teachers for class information and assignments.

Pre-arranged/Vacation Absences – Three or more days

All parent-sanctioned absences count toward the 10-day maximum that the state allows for parental discretion reasons.

Prior to the absence, the following must be done:

- Parents/guardians are responsible for notifying the Main Office by phone or signed note at least one week in advance of the absence.
- Students must obtain a Vacation/Extended Absence Form from the Main Office. Student may not pick up a form until parent/guardian notification has been made.
- A completed Vacation/Extended Absence Form must be turned into the Main Office at least one week prior to the absence. A completed form will require signatures from said student's teachers, counselor, parents/guardian and Administration. Teachers may indicate whether or not an extended absence will cause a serious problem in the student's academic development.

Unexcused Absences

Students who are absent from school for reasons other than stated above are considered unexcused. In the event of unexcused absences, teachers are not required to provide make-up material, including exams, quizzes, labs, etc. Work turned in late due to unexcused absences will not necessarily receive full credit. Any absence over the state allotted 10 days without a physician's note will be considered unexcused.

Truancy

Any absence not reported by a parent/guardian will be considered 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 parent/guardian.
- They leave school or school grounds without permission from the administration, office and their parent/guardian.

All truanancies will result in a student, parent and administrative conference. Consequences will be given at the discretion of the Director of Student Conduct.

Leaving School During the Day

To ensure the safety of our students, all sites are closed campuses. Students leaving the school building during the school day without prior permission are considered truant. In the event that it is necessary for a student to leave the building during the school day, the following should be done:

- Parent/guardian must notify the Main Office indicating when the student should be released, when the student will be returning (if applicable) and the reason for the absence.
- Students **MUST** check out in the Main Office before leaving and upon returning to school.

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 given an absence. Students and/or parents/guardians may contact teachers via email to make arrangements. It is the responsibility of the student to make up all class work missed due to an absence.

Tardy to Class

Punctuality is a quality that we emphasize at St. Joseph Catholic Academy because it enables the students to participate fully in the school's programs, which include daily prayer, instruction, and activities. In addition to teachers' own penalties, students will be referred to the Director of Student Conduct if they are tardy three times to any one class during a semester for any reason.

Students who have excessive **unexcused tardies** during the school day will receive the following consequences: **(High School Students Only)**

- 3 tardies – Detention (Date to be assigned by the Director of Student Conduct)
- 6 tardies – Saturday Detention (Date to be assigned by the Director of Student Conduct)
- 9 tardies – Contract with additional disciplinary consequences and the student will be suspended from all extracurricular activities until further notice.

Exceptions to the above policy would be doctor appointments scheduled during the school day, but a note from the doctor **MUST** be provided to the Director of Student Conduct upon the students return that day in order for no disciplinary actions to take place.

Skipped Classes

Skipped classes occur when a student comes to school and remains in school but does not attend the correct classes/activities, including lunch or any activity scheduled for the entire student body, such as liturgical/prayer service or an assembly. Skipping class is equal to being truant from that class. A student found skipping a class will be issued a detention, have a meeting with the Director of Student Conduct, and parents/guardians will be notified.

Retreats

SJCA retreats are considered school days, and attendance is expected. These special activities are an integral part of the school program at St. Joseph Catholic Academy. Unexcused absence from these activities will be considered a truancy.

CATHOLIC IDENTITY

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:

1. The liturgical and prayer service experiences are some of the most important features of Catholic Christian living at our campuses. They are celebrated in a form meaningful to the age groups, and involve the children through active participation.
2. Parents/guardians are strongly encouraged to join in Eucharistic celebrations. Upper Campus liturgies are at 9:20 a.m. on the 2nd and 4th Wednesdays of the month in Arneson Auditorium at the Upper Campus.
3. SJCA students take part in the sacramental programs as members of their own parish community. The programs are enhanced through the school curriculum.
4. All teachers of religion are certified in accordance with Archdiocesan policy.
5. Each school day begins with prayer.
6. With social development in each grade level in mind, social concerns are highlighted, e.g., service to the poor, the needy, etc., through visits and/or service projects.
7. All students participate in age appropriate retreat experiences led by our Theology department and Retreat Team at least once per school year.
8. Catholic Christian values are emphasized in everyday situations while focusing on dignity, justice, and peace.

Relationship with Parish and Archdiocese

St. Joseph Catholic Academy is one of 107 schools in the Archdiocese of Milwaukee. Catholic schools in the Archdiocese of Milwaukee uniquely balance faith and education. SJCA is dedicated to carrying out the mission of Catholic faith in the Archdiocese of Milwaukee and supports its structure set forth for our students.

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 President/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 President/Principal.

Students of Other Faiths

St. Joseph Catholic Academy services students from various faith traditions, both Christian and non-Christian, and invites them to participate with us in prayer in as comfortable a way as they feel possible. We also encourage and invite them to share their beliefs and prayer ways or traditions with us in the classroom and in various activities throughout the year. "Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those Churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharist sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provision of canon law. Members of the Orthodox Churches, the Assyrian Churches of the East, and the Polish National Catholic Church are used to respect the discipline of their own Churches. According to the Roman Catholic discipline, the Code of Canon Law does not object to the reception of communion by Christians of these Churches" (Code of Canon Law, canon 884 #4).

SJCA TECHNOLOGY POLICY

(Derived from Archdiocesan Policy 6161.2 and KUSD Policy 6633)

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). Each family, student, and employee is to read the SJCA Technology Policy and sign the agreement before being permitted to use such equipment. Signing the SJCA Handbook Acknowledgment Form indicates that a family read, understands and will adhere to the SJCA Technology Policy. The policy follows:

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, and staff of SJCA. Network and Internet access is provided to further the legitimate educational goals of SJCA. The equipment, software, and network capacities provided through SJCA computers are and remain the property of SJCA. All users are expected to conduct their online activities in an ethical and legal fashion which promote a productive educational environment.

The use of these resources is a privilege not a right. Primary responsibility for appropriate use of technology resources resides with the student. School and network administrators/ staff will review files and communications to maintain system integrity and to ensure that the network is being used responsibly. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences. SJCA Technology resources are school assets. While SJCA respects the privacy and security needs of all individuals, authorized school representatives may review, audit, intercept, access and /or disclose all communications created, received or sent using school technology. All communications including text and images may be disclosed to third parties and/or law enforcement without prior consent of the sender or receiver. Any monetary costs which may occur as a result of the misuse of these resources will be incurred by the responsible party.

In accordance with requirements of the Children's Internet Protection Act (CIPA), SJCA will use technology protection measures, to the extent practical, to promote the safety and security of students. Access to inappropriate electronic material and communications will be filtered. SJCA will continue to reinforce the instructional practice related to Internet safety, appropriate online behavior, cyberbullying issues, and proper use of social networking and online chat applications. It is expected that this policy will be reviewed and agreed to annually by students and parents/guardians.

Responsible Use Guidelines for Students

St. Joseph Catholic Academy believes that innovation and the use of emerging technologies are an integral part of education. St. Joseph Catholic Academy expects students to use these resources responsibly. The following guidelines are intended to aid students in determining what is and is not a responsible use and to help students to be good digital citizens. Any questions about the application of these guidelines should be directed to the Director of Technology.

Students will:

- Apply the Student Code of Conduct/Lancer Values to all uses of technology
- Use computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.
- Use technology to collaborate with students and faculty in academic and extracurricular school functions.
- Use the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.
- Represent their own views, and not those of others, in any form of electronic communication.
- Protect loaned equipment from damage or theft as directed in the Device Care Policy
- Respect that network bandwidth, server disk space are shared and limited resources.
- Limit recreational use of computers during school hours.
- Seek permission to record or photograph classroom presentations.
- Make every effort to keep their computers free from viruses and other destructive materials.
- Have their devices at school in good working order and fully charged at the start of the school day.
- Back up their computer files and, if needed, come to the technology help desk for assistance.
- Install additional licensed/appropriate software on devices only if the software does not interfere with settings and programs required for academic use.

Acceptable Use Policy

- The secure, lawful and respectful use of St. Joseph Catholic Academy network resources is a high priority. To protect students from unwanted contact or harassment, St. Joseph Catholic Academy community members are instructed not to give out to anyone any personal information pertaining to themselves or others. Computer

account passwords are confidential; providing a student's username and password to other persons, thereby allowing them to access the St. Joseph Catholic Academy network, is prohibited. Use of another person's identity, account, username or password or otherwise gaining unauthorized access to computing or network resources is also prohibited.

- The network is a free and open forum for expression. Considerate and respectful disagreement is welcome. Harassing, insulting or attacking of others is not allowed. Offensive speech is disrespectful of the rights of others; be polite in messaging.
- In providing this service to the St. Joseph Catholic Academy community, the school is aware that there are some areas on the Internet that have objectionable material. Accessing or downloading this material is prohibited. Creating, viewing or transferring defamatory, demeaning, inaccurate, abusive, obscene, profane, sexually explicit, threatening, racially offensive, or illegal material on the network is also prohibited.
- With the exception of public sporting events, the audio or video recording of conversations or other activities without the permission of the participants is prohibited.
- Impersonation/anonymity are not permitted. Students must take responsibility for their actions and words. Impersonation of an adult, employee or a student in any setting, including online, is not permitted.
- Students are expected to adhere to copyright laws. Transfer or use of copyrighted material without the express consent of the owner of the copyright is a violation of federal law.
- Deliberately or inadvertently spreading computer viruses is harmful to the network and is considered vandalism.
- It is not permissible to copy St. Joseph Catholic Academy school software to other computers. Copying school owned software programs is considered theft.
- The installation and/or use of any Internet-based file sharing programs is explicitly prohibited. File-sharing programs such as Limewire, Kazaa, Bittorrent and others are generally designed to facilitate the illegal sharing of copyrighted material.
- Using SJCA's computers or networks for commercial purposes is not allowed.
- St. Joseph Catholic Academy email distribution lists are for school business only, never for commercial or personal purposes and never for solicitations.
- During school, teachers will guide students toward appropriate materials related to the curriculum. Outside of school, families bear responsibility for such guidance as they do with television, telephones, movies, radio and other potentially offensive media. While educators cannot always control what students find on the Internet, teachers will use standards of quality and educational value to help them judge appropriateness. Not everything on the Internet is relevant or accurate.

Software Content Filter/Consequences For Intentionally Bypassing Same

The St. Joseph Catholic Academy computer network is protected from outside intrusion by a hardware firewall. Access to the Internet is controlled using a Software Content Filter. The Software Content Filter controls sites to which the student has access. Inappropriate websites are blocked with an "Access Denied" message that is clear to students.

Any student intentionally bypassing the software content filter by using a proxy website or other means to gain access to websites that would normally be denied will automatically lose their computer access privileges for the remainder of the year.

Depending upon the violation, one or more of the following sanctions may be invoked:

1. Contact parent/guardian;
2. Loss of access to equipment;
3. Additional disciplinary action or contact with parent/guardian; and
4. Notification of law enforcement agencies
- 5.

Email

Access to the school's email and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. Students are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy. All students must understand that the school cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via email.

Printing

Students do not have ready access to printing services at school. In the event a student needs something printed, he or she can talk to a teacher or visit the technology department.

Personally Owned Devices

Use of Personally Owned Technology Equipment Connected to the SJCA Network Infrastructure:

1. Personal Technology may be used to connect to the SJCA infrastructure, when authorized.
2. The use of personal technology must not interfere with legitimate educational purposes and must be used in accordance with the overall Acceptable Use Policy.
3. Personal technology devices and applications must not interfere with the operation and integrity of the school's internal wired and wireless network.
4. SJCA is not responsible for the support, safety, or security of personal technology devices that students choose to bring to school.

Electronic information, including the internet, is dynamic. This makes it challenging to predict or reliably control what information students may encounter. SCJA staff makes every reasonable effort to filter inappropriate content.

These guidelines are provided so that students are aware of the responsibilities that they are about to undertake. SJCA's goal in providing this technology is to promote educational excellence by facilitating resource sharing, innovation, and communication. The misuse of St. Joseph Catholic Academy's network resources is not only a violation of major school rules regarding honesty, respect for others, and upholding the good name of the school, but can also be a violation of state and federal laws. Failure to abide by the provisions of the SJCA Acceptable Use Policy will result in disciplinary action, up to and including suspension or dismissal from school.

Device Damage and Loss Policy

The device and the accompanying accessories ("Equipment") being provided to each St. Joseph Catholic Academy student have significant value and do require appropriate attention and care to ensure that they remain in good working condition for their useful life. There may be instances where the equipment may become damaged, lost or stolen. In those instances, the following policies apply:

- Equipment Damage
- Mechanical Failure
- Accidental Damage
- User Negligence
- Equipment Loss or Theft
- Financial Responsibility
-

Equipment Damage

Equipment may become damaged and cease to function for one of three reasons: mechanical failure, accidental damage or user negligence.

Mechanical Failure

Mechanical failure is defined as equipment malfunction due to manufacturer defect or normal use/age. In the event of mechanical failure, there will be no financial responsibility to the student (with the exception of the battery if it is past the warranty life of one year) as long as the issue is addressed in a timely manner so as not to create a greater problem (i.e. not having a damaged hinge repaired such that it eventually breaks and cracks the entire computer housing). In the event of mechanical failure, the equipment should be taken to the Technology Department for servicing.

Accidental Damage

Accidental damage is defined as equipment malfunction in circumstances that do not violate the established Acceptable Use Policy, Device Care Guidelines or other applicable school policies. In the event of accidental damage, there will be no financial responsibility to the student for the device as long as the issue is addressed in a timely manner so as not to create a greater problem. The following items will, however, be assessed at the repair or replacement cost, whichever is less, if they are accidentally damaged: battery, power adapter and cord. The school does, however, reserve the right to assess financial responsibility or take other appropriate action in situations where accidental damage becomes excessive. In the event of accidental damage, the equipment should be brought to the attention of the Technology Department.

Student Negligence

Student Negligence is defined as equipment malfunction in circumstances that violate the established Acceptable Use, Device Care Guidelines or other applicable school policies. Student negligence will be determined by the Director of Technology. In most instances, a negligence fee of \$30.00 will be assessed for the first incident and \$100.00 for all subsequent incidents. If the damage to the equipment is significant, requiring the replacement of major components or the

entire device, additional amounts may be assessed as determined by the Director of Technology and/or the President/Principal.

The fee is independent of the cost of the repair, which will be borne by the school. The number of negligence incidents will be tracked for a student over their entire enrollment term at St. Joseph Catholic Academy; the replacement of the equipment and/or a student's withdrawal and subsequent return to St. Joseph Catholic Academy will not erase previous negligence incidents.

*Appeals regarding negligence must be brought to the attention of the Director of Technology. In all instances of equipment damage, the student will be issued a loaner device if the necessary repairs cannot be completed right away. If the equipment is damaged such that it cannot be repaired, the equipment may be replaced. The loaner equipment and/or the replacement equipment will fall under the same agreement terms as the equipment it replaces. Although the Technology Department will make reasonable attempts to recover any data stored on the computer, it cannot guarantee that such recovery will be successful. For this reason, it is the responsibility of the student to regularly backup his/her data.

Equipment Loss or Theft

In all instances of the loss or theft of the device, the following steps must be taken by the student or his/her parent/guardian:

1. In instances of suspected theft either on or off the St. Joseph Catholic Academy campus, file a police report. If the theft takes place on campus, the police report must be filed in the presence of the President/Principal. The police Page 20 report for off campus incidents should be sent to the Director of Technology in a timely manner.
2. Report the loss to the Technology Department immediately so appropriate search actions can be undertaken in a timely manner.

If equipment other than the device is lost or stolen, step 2 must be taken. In the event of the loss or theft of equipment, the student will be assessed a loss fee equal to the actual cost of the replacement equipment. The Technology Department will replace the equipment immediately. If the original equipment is subsequently found, it must be returned to the Technology Department who will assess the equipment and determine if a reduction or waiver of the loss fee is appropriate. The payment of a loss fee does not transfer ownership of the equipment to the student.

The filing of a fraudulent incident report and/or the failure to subsequently return found equipment may result in serious disciplinary action or other actions that the school deems appropriate given the circumstances. Multiple loss or theft of equipment may result in additional financial responsibility for the student or other actions based on the circumstances. The number of loss/theft incidents will be tracked for a student over his/her entire enrollment term at SJCA; the replacement of the equipment and/or a student's withdrawal and subsequent return to SJCA will not erase previous incidents. Appeals regarding loss/theft must be brought to the attention of the Director of Technology.

Financial Responsibility

The payment of any fees or other amount incurred as described above are subject to the School's Financial Policies and as such, must be paid in order for a student's billing account to remain current. Charges under dispute may remain unpaid and exempt from finance charges as long as the parent/guardian brings the dispute to the attention of the Business Office in writing within 30 days of the original billing date of the charge. As with all other costs associated with attending St. Joseph Catholic Academy, the student's financially responsible party(ies) as they appear on the enrollment contract will be responsible for charges associated with the Device Damage and Loss Guidelines, regardless of whether they have signed the Student Device Agreement.

Device Care and Maintenance Policies

Below is a series of guidelines for students to help ensure the proper care of their devices. While this list is quite in depth, it cannot serve as a complete list. In addition to the following guidelines, students are expected to use common sense and best judgment to protect all of the devices on and off campus. Failure to follow these guidelines may result in disciplinary actions and/or financial responsibility for loss or damage.

- Although the device is owned by St. Joseph Catholic Academy, it is the student's responsibility. The device should be treated with great care.
- Follow the Acceptable Use Policy, Responsible Use Guidelines for Students and these guidelines at all times and in all locations.
- Remember that the student is not to lend the device to anyone.

- Data must be backed up! Data stored on the device is not backed up. Use of a cloud service (Google Drive, OneDrive, Dropbox) is required. In addition, use of an external drive to back up data is recommended.
- At times it will be necessary for the Technology Department to send announcements to all students. Keep up to date with all emails from the Technology Department.

Computer Problems

When there appears to be a physical/hardware issue with the device, do not try to fix it. Instead bring your device to the Technology Department.

General Care

- Each device has several identifying decals. Under no circumstance is the student to modify or destroy these labels. The student is not to “decorate” the device in any manner, e.g. stickers, markers, or paint. Under no circumstances is the student to open the device housing, since doing so will render the warranty void. Liquids and other debris can damage the device. As such, students should avoid eating or drinking while using the device.
- Carrying the Device - When transporting the device, you must transport the device inside your backpack. When placing the device into the bag, students should be sure that the device is in either sleep or hibernate mode or has been powered down.
- For Laptop Computers - While closing the lid sends the laptop to sleep, it may be more reliable to place the computer in sleep mode using keystrokes or menu operations. To prevent permanent damage to the hard drive, students should wait for the system to enter sleep mode before placing it in a backpack.
 - The screen should always be secured before moving. Close the lid with the screen inward when placing it in a backpack. Even when moving the computer a short distance, students should never transport the computer in laptop mode, i.e. with the lid up.
 - For prolonged periods of inactivity, students may want to hibernate or shut down completely before closing the lid. This will help to conserve battery.
- For Chromebooks - The device is not put to sleep by closing the enclosure. Students shall tap the power button prior to closing the enclosure and securing the device in a backpack. Avoid placing any other items, which may cause damage to the device, in the device section of the backpack.
- Taking Care of the Screen - Students must take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. In particular students should avoid grasping the device by the screen with any force. The screen may be cleaned by using anti-static cloths or lens cleaners designed specifically for camera lenses/glasses.

ACKNOWLEDGEMENT STATEMENT

By signing the Student/Parent Handbook Form, students and parents/guardians are agreeing that:

- They understand and will abide by the policy/guidelines presented in the SJCA Technology Policy and further understand that any violation may result in the loss of network and/or laptop privileges as well as other disciplinary action.
- As the parent/guardian of a student, they have reviewed and discussed the St. Joseph Catholic Academy Technology Policy with their child.
- They understand that network access is designed for educational purposes and recognize that, even though the school network has an Internet filter, it may be impossible to entirely restrict access to controversial materials.
- They realize that St. Joseph Catholic Academy and the Archdiocese of Milwaukee do not have total control over the information available on the Internet.
- As parents/guardians, they are the primary authority responsible for imparting the standards of ethical and legal conduct their child/ward should follow.
- It is the responsibility of the parent/guardian to monitor home Internet use.
- The SJCA Technology Policy is subject to change, and all changes will be communicated to both parents/guardians and students

DISCIPLINE PHILOSOPHY and POLICY

In an effort to create a Catholic environment that is conducive to academic excellence, St. Joseph Catholic Academy has established a discipline code that allows faculty and students to work together to that end. Rules and regulations enable the student to develop self-control and also protect the rights of all students to pursue their education. The St. Joseph Catholic Academy 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 St. Joseph Catholic Academy is unacceptable and may lead to disciplinary action.

Note: *In all cases of discipline, the Principal/President and/or the Director of Student Conduct reserves the right to review and change the policy and to deal with each case individually. Suspension/expulsion is always an option the President/Principal and/or the Director of Student Conduct has if the violation is serious.*

Reserved Rights

The disciplinary regulations, procedures and penalties articulated in the Student/Parent Handbook are to be considered guidelines only. The school reserves the exclusive right to modify or otherwise depart from these guidelines when necessary to further or protect the underlying philosophy or mission of the school. The school reserves the right to investigate and discipline any student conduct that the school believes, in its sole discretion, to be contrary to the mission and philosophy of the school. St. Joseph Catholic Academy reserves the right for school employees to search belongings and lockers located on campus of any student in conjunction with an investigation into any possible violations of school policy.

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 be in place and ready to work at the beginning of each class period. Being prepared means having the proper books, materials, paper, pens, pencils, charged device, etc.
- Students are 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 classrooms, in gym, in church, on the playground, on field trips, etc., except on occasions designated by school authorities.
- Students are to attend class regularly and be on time.
- Students are expected to follow the dress code and cell phone policy.

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.

Most minor offenses, including dress code violations, tardiness, and classroom disrespect will result in referrals that may result in a detention. More serious offenses may result in other consequences including Saturday detention / in-school suspension / suspension and/or expulsion.

Referral Form

A high school referral form (page 50) is an official notification of a discipline problem issued by the Director of Student Conduct and is emailed to the student and the parent/guardians of the student involved. Referrals are issued at the discretion of the faculty and staff for a single incident of misconduct or for violations of school policies.

Detention and Saturday Detention (High School Students)

Detention is mandatory and will be served for 45 minutes after school on the day a student is assigned detention by the Director of Student Conduct. No excuse will be accepted. This includes appointments, after school employment, athletic events, extracurricular activities and seeing teachers.

Daily Detention will run on Mondays and Fridays from 3:15 p.m. – 4:00 p.m. and on Wednesdays from 2:30 p.m. – 3:15 p.m. Absence from or tardiness to detention will result in a Saturday Detention. THERE ARE NO EXCEPTIONS! Students and parents will be contacted immediately to be informed of the date the student must be in detention.

Saturday Detention is held at least twice a month from 7:00 a.m. – 9:00 a.m. Students and parents will be informed of the detention date that is assigned immediately and will be sent a reminder email the night before the detention needs to be served. Failure to serve a Saturday Detention will result in an in-school suspension and further disciplinary action decided by the Administration.

Five detentions during one school year will result in a Saturday Detention. **SIX DETENTIONS DURING ONE SCHOOL YEAR WILL RESULT IN A DISCIPLINARY CONTRACT WITH ADDITIONAL CONSEQUENCES.** Detention is given for the following reasons: uniform violations, violation of cell phone policy, violation of the technology policy, excessive tardiness, or any other violation of school policy.

The Principal/President and the Director of Student Conduct reserves the right to assign detentions at their discretion.

- Students will receive a Detention Notice Slip when they have been issued a detention. Parents will be notified that their student has received a detention via email and phone.
- Detention is mandatory and will be served for 45 minutes after school on the day a student is assigned a detention.
- Detentions will run weekly after school on Monday and Friday from 3:15 p.m. - 4:00 p.m. and Wednesday from 2:30 p.m. - 3:15 p.m.
- Saturday Detention is mandatory and will be served for **two hours** on the Saturday assigned by the Director of Student Conduct.
- Saturday Detention will run from 7:00 a.m. until 9:00 a.m.

Student responsibilities during **all** detentions are as follows:

- Students must be on time. No late student will be admitted.
- All school guidelines will be followed.
- Talking or sleeping are not permitted.
- Food or electronic devices are not permitted.
- Students will **NOT** be allowed to work on anything during detention

Cheating

Cheating is not permitted. A student who is found cheating along with a student who provides material to cheat will receive no credit for the work. Teachers should notify the President/Principal, Director of Student Conduct and the parent/guardian of each student involved.

The following behaviors may be considered as possible acts of cheating: plagiarism, talking during an exam, copying another's test/assignment, allowing others to copy student work, roving eyes, open books or notebooks during an exam, crib sheets/ cheat sheets, passing notes during an exam, copying disks and printing another student's work, claiming authorship of another student's work (homework, project, book report), stealing exams, selling exams, altering a grade (in grade book, on a computer, on a report card), taking an exam for another student, using bribery/blackmail/threats, intimidation in pursuit of a better grade.

Serious Behavior Problems

Suspension and expulsion procedures may be exercised when a student's conduct endangers property, health, or safety of others or is disruptive to the learning environment. Examples of serious behavior are, but are not limited to, the following:

1. Serious insolence, defiance, disrespectful challenging of authority.
2. Harassment of staff or students. Disciplinary decision is administratively discretionary.
3. Abusive language, racially offensive language, and/or sexually offensive language toward faculty/staff/students.
4. Vandalism. (Archdiocesan Policy 5131.5) – Parents of students shall be responsible for the vandalism of 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, breaking and entering, and arson.
5. Theft.
6. Fighting. Students are expected to act in a responsible, mature manner in the school and on the campus. The use of violence is not acceptable. Students initiating or participating in any form of intimidation or physical aggression will be held accountable.
7. Pranks which cause disruption or damage school property.

8. Possession of guns or weapons. (Gun Free School Zones) – In furthering the protection of our students, the federal government in 1990 enacted the Gun Free School Zones Act. The law states: “(q)(1)(A) It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. (4) Whoever violates section 922(q) shall be fined not more than \$5,000, imprisoned for not more than 5 years, or both.” Because of the seriousness, this behavior will result in immediate expulsion, and the police will be notified.
9. Weapons on school premises. No person shall possess a dangerous weapon or a look-alike weapon on school premises, school buses, or at any school-related event. Pursuant to Wis.Stats. §948.60(1),
10. Hazing or hazing-type initiations.
11. Threats, verbal or written, or any threats on social media or any other electronic forum, which may imply physical or mental harm.
12. Serious transgressions which may not be listed but which are determined by the school to be of a sufficiently serious nature to warrant expulsion. Disciplinary decision is administratively discretionary.

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. Such action may be of four kinds:

1. Disciplinary Probation
2. In-School Suspension
3. Suspension
4. Expulsion

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 President/Principal of St. Joseph Catholic Academy.

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 and/or Director of Student Conduct will sign a contract which outlines the appropriate behavior necessary to remain at St. Joseph Catholic Academy. 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:

- Excessive referrals/detentions
- Inability to adjust socially/disrespect
- Excessive tardiness
- Truancies, suspensions
- Inappropriate behavior

In-School Suspension

St. Joseph Catholic Academy reserves the right to suspend any student whose values are in conflict with what the school professes in the Student/Parent Handbook. Students may be suspended for a variety of reasons, many of which are listed in the Student/Parent Handbook. While it is impossible to predict and list all behaviors which will result in disciplinary suspensions, this Handbook provides a general framework and common examples of the reasons for suspension. A first in-school suspension is considered to be a very strong warning to the student that they have stepped outside school policy to a significant degree. It is considered more serious than a Saturday Detention. In-school suspension is a clear indication to the student that their judgment was errant and must be improved upon.

Aspects of an in-school suspension are:

- Student is required to be on campus from 7:50 a.m. to 3:00 p.m. on the day of his/her suspension.
- Student will be under the daylong supervision of the Director of Student Conduct.
- Student must be in uniform.
- Student must bring his/her own lunch and/or snacks from home. A student will not be excused to purchase lunch. Student will not be allowed to have lunch delivered to him/her.

- With parent consent, the student is expected to spend the day doing work for the school such as cleaning recycling bins, picking up trash, doing school mailings, or anything that is of service to the school.
- Student may not read magazines, listen to music, watch movies or TV, e-mail, text, sleep, converse with others, or engage in any conduct that is not clearly oriented toward service activities.
- Student is expected to arrive on campus the morning of the suspension having completed all homework items due in class that day. The Director of Student Conduct will note the time received and distribute all homework to teachers in the morning.
- Student will be suspended from all school activities, events, sporting practices and contests, and other activities related to his/her participation in St. Joseph clubs or sports for a minimum period of two weeks following a school suspension. Depending on the severity of the offense, a student can be permanently removed from a school activity, event, team and/or cast.

Suspension

St. Joseph Catholic Academy reserves the right to suspend any student whose values/actions are in conflict with those expressed in the Student/Parent Handbook. Students may be suspended for a variety of reasons. While it is impossible to predict and list all behaviors which will result in disciplinary suspensions the Student/Parent Handbook provides a general framework and common examples of the reasons for suspension on page 25 under serious behavior problems.

- Prior to any suspension, the student will be advised of the reason for the proposed suspension. The parent/guardian of a suspended student will be given prompt notice of the suspension and the reasons for the action. This conference will take place in the presence of the parents when possible.
- Student will be suspended from all school activities, events, sporting practices and events, and other activities related to his/her participation in St. Joseph Catholic Academy clubs or sports during a school suspension. Depending on the severity of the offense, a student can be permanently removed from a school activity, event, team and/or cast.
- A maximum of five (5) days can be imposed for investigative purposes unless a notice of an expulsion hearing is communicated. Such notice shall allow not more than a total of fifteen (15) consecutive days to be served in suspension until the expulsion hearing is held.
- Out-of-school suspension may be given by the President/Principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

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. An extremely serious single offense may also cause for expulsion.

Expulsion Procedures

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. The expulsion process is as follows:

- The President/Principal will convene a Disciplinary Hearing Committee comprised of 3 to 5 people. Committee members will potentially be chosen from a pool of educators, parish priests, former members of the Board, and/or former parents of St. Joseph Catholic Academy students.
- An expulsion hearing is not a legal proceeding; neither party may have an attorney present during the hearing.
- The President/Principal is present for the entire hearing itself and during the deliberations of the hearing committee.
- School officials (e.g. President/Principal / Director of Student Conduct) get a certain amount of time (up to a maximum of 30 minutes) to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale to explain why expulsion is being sought.
- The student who is the subject of the hearing and his/her parents/guardians are given equal time to present their side of the story and reasons why expulsion is not warranted.
- Committee members can ask questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- After the hearing, the committee weighs all the evidence presented and makes a recommendation to the President/Principal regarding disciplinary action.
- The President/Principal can accept the recommendation totally, in part, or reject it all together. The President/Principal has final responsibility for the decision to expel or not to expel.

- The parent/guardian 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 the President/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. Parents are given the right to withdraw the student from the school before the deadline. This withdrawal must be done through a written notice signed by parent(s).
- The St. Joseph Catholic Academy Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.
- Students will not attend school when the expulsion procedure is in effect.
- The student, or his/her parent/guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal.
- The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If procedures were not followed, the Superintendent will refer the issue back to the school with a recommendation about which step of the procedure needs to be further processed.

Other School Consequences

St. Joseph Catholic Academy reserves the right to suspend students from extracurricular activities if their behavior or academic performance is determined 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 community. In instances when local laws have been broken, the school reserves the right to notify authorities.

Law Enforcement (Archdiocesan Policy 5145)

Law enforcement officers or social service providers may not remove a student from a school building for questioning while the student is properly in attendance without permission of the student's parent/guardian regardless of the student's age. However, the 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. A law enforcement officer has the right to question a student, even without a warrant.

Student Expulsion and Dismissal are Permanent

Students who are expelled or dismissed from St. Joseph Catholic Academy for academic or behavioral reasons are considered permanently removed from the school community and are not eligible to return to the school at a later date. Any decision to dismiss or expel a student will include removal from the school for both the current school year and any future school years.

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 the learning and working environments that are kept free of any form of harassment or intimidation. Therefore, harassment in any form, based on race, gender, religious belief, nationality, disability or sexual orientations is prohibited. Harassment is defined as unsolicited, offensive and/or threatening behavior that can include both verbal and nonverbal actions.

Reporting Harassment

The following steps should be taken when dealing with an incident that involves harassment:

1. The harassment should be reported to a faculty/staff member or an administrator as soon as possible.
2. The Administration will investigate any reports of harassment and will interview all students involved.
3. If an allegation is confirmed, appropriate consequences will be issued to the offending student(s).
4. Parents/Guardians will be advised of the incident and consequences given to their child.

5. Acts of harassment will result in the student receiving disciplinary sanctions including, but not limited to, probation, suspension, expulsion and, where appropriate, these actions will be reported to the proper authorities, including the police.

Possession/Use of Tobacco and/or Smoking Paraphernalia

Students may not use, possess, smoke or chew tobacco or any other smoking material including e-cigarettes, vapor (vape) pens, hookahs and any other smoking material either on the school premises or within sight of the school building, at any school activity, away or home, or on school transportation. Tobacco products and/or paraphernalia in a student's possession will be confiscated. Students may not have a lighter in their possession on school grounds or on school transportation.

- First Offense: Parent notification, 10 hours of community/parish-based service
- Second Offense: Parent notification, 15 hours of community/parish-based service
- Third Offense: Parent conference, Possible expulsion of the student

Possession/Use of Drugs/Alcohol and/or Paraphernalia

Student use and possession of unsanctioned chemical substances and paraphernalia, i.e., drugs, alcohol, malt beverages, and other controlled substances on or off school property at any time during the calendar year is illegal. The awareness and support of a parent/guardian for a student affected by alcohol/drugs and chemical dependency is extremely important. When a student does not cooperate in making use of needed, available assistance, the student's status in school will be evaluated, taking into the account the best interest of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff. The best interest of the school may demand the expulsion of the student.

First Offense

1. The student is removed from contact with other students if the incident occurs on campus or at a school sponsored activity off campus.
2. The parent is notified.
3. The police may be notified.
4. The student is immediately suspended for at least three (3) school days and released to parent/guardian.
5. During the suspension period, the school administration will investigate the incident.
6. After the suspension period, a conference is held with the parent/guardian, student, counselor, President/Principal, and staff who observed the incident. The decision to reinstate or expel is communicated to the parent and student.
7. If expulsion is not the recommendation, further action required will include the following:
 - a. The student is required to have an AODA (Alcohol and Other Drug Assessment) by an outside agency at the cost of the parent. (The parent/guardian is to inform the counselor that the assessment took place and discuss need for further action, especially if recommendations were made.)
 - b. The student is required to do 20 hours of community/parish-based service.
 - c. The student is subject to policies governing extracurricular activities and athletics.
8. If expulsion is the recommendation, refer to Expulsion Procedures above.

Second Offense (during a student's school career)

1. Parent will be notified.
2. Police may be notified.
3. The student is immediately suspended and released to parent/guardian.
4. An expulsion hearing is scheduled.

Sale/Delivery of a Controlled Substance

If a student manufactures, sells, delivers, or has the intent to manufacture, sell, or deliver a controlled substance on school property or at any school-sponsored event/activity, the student will be immediately suspended, released to the parent/guardian, and an expulsion hearing scheduled. The use or possession of these substances, as well as the manufacture, sale, or delivery as such, is prohibited on school property (Wis.Stats. §125 and Wis.Stats. §961).

Testing For Student Alcohol Use (Archdiocesan Policy #5144.12)

The President/Principal or his/her designee is authorized to administer a breathalyzer test to any student who is reasonably suspected or shows evidence of consuming or having consumed any alcoholic beverage while on school grounds or at a school-sponsored event. The breathalyzer device to be used is certified as accurate and reliable by the Department of Transportation and the National Highway Traffic Safety Administration. The results of the breath screening

device or the fact that a student refused to submit to a breath test shall be made available for use in any hearing or proceeding regarding the discipline, suspension, or expulsion of a student due to alcohol use. If a student is found to be under the influence of alcohol or if a student refuses to offer a sample of his/her breath, the student is admitting guilt and will receive the consequences outlined in this Handbook.

Student Lockers And Desks (Archdiocesan Policy 5145.2)

School lockers and desks are the property of the school, and at no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. Periodic general inspections of lockers and desks and any items in the lockers and desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Each student is assigned a locker at the beginning of the year and, unless reported to the office, is to keep the assigned locker. The care of the locker is the responsibility of the student, i.e., to keep it clean and neat. Decorating the inside of lockers is allowed. Any damage to a locker will be charged to the student assigned to that locker. A student is subject to sanctions and fines for damage, including writing and scratching the paint on lockers. The student should report broken or damaged lockers to the office immediately.

Each student will be issued a combination lock that must be used on the locker. Non-school locks placed on a locker will be removed and disposed of. A new school lock will be placed on the locker, and the student will be charged \$7. Students should keep their lockers locked when not in use. Students should not give the lock combination to anyone. Money or valuable items should not be kept in the locker. The school is not responsible for money or articles taken from lockers during or outside of school hours. However, any instance of theft should be reported immediately to the President/Principal and/or the Director of Student Conduct.

Food/Beverages

Food and beverages are not allowed in the school corridors or classrooms during the school day unless approved by the President/Principal.

Cell Phone Policy

Cell and smart phones may not be used during school hours and must be turned off. Occasionally cell/smart phones may be used for an expressed academic purpose and only when authorized by the classroom teacher for that purpose.

Phones may not be visible or used by any student during school hours between 7:50 a.m. and 3:00 p.m. and on Wednesdays from 7:50 a.m. and 2:15 p.m. and must be stored in the student's locker or backpack during this time period and turned off. CELL PHONES SHOULD NOT BE IN A STUDENT'S POCKET.

This policy is in effect during mandatory school wide, class wide or other organized student activity that takes place during the day. ***Cell phones may NOT be used during lunch or study hall periods.*** The school reserves the right to confiscate any electronic device from students who violate this rule, and students will receive a referral.

The following consequences are for students that are in violation of the cell phone policy: ***(High School Students Only)***

- 1st Violation – Meeting with Director of Student Conduct
Phone returned to student at the end of the day
- 2nd Violation – Detention (Date to be assigned by the Director of Student Conduct)
***Phone only returned to parents/guardians when they are able to come pick it up ***
- 3rd Violation – Saturday Detention (Date to be assigned by the Director of Student Conduct)
Phone only returned to parents/guardians when they are able to come pick it up
- 4th Violation – Contract with additional disciplinary consequences and the student will be suspended from all extracurricular activities until further notice.
- **Note:** No warning will be issued for cell phone violations.

****If there is an emergency and parents/guardians needs to contact their child during school hours, they may call the main office or contact the Director of Student Conduct on the school cell phone at (262) 945-5275.** Additionally, all students are given an email address and can be contacted through email on their school computer throughout the day, if needed.**

Electronic Devices

Any electronic devices (with the exception of school-issued devices) should not be in student possession during the school day. These items, including **headphones**, iPods, iPads, video games, etc. should be locked safely put away during the day. Items used during the school day will be confiscated.

Electronic devices are brought to school at the student's own risk, e.g., portable music players, cell phones, smart phones, laptop computers, iPads, tablets, and all types of cameras. St. Joseph Catholic Academy absolves itself of any financial responsibility in the case of theft of such items.

Citation and Plagiarism:

All information contained in a student's assigned paper that is not his/her own work must be cited. If the student does not cite information correctly, the student is plagiarizing, and plagiarizing is cheating. Avoiding plagiarism involves learning to properly quote, paraphrase, summarize and cite sources used in writing.

St. Joseph Catholic Academy uses MLA (Modern Language Association) style of writing for class assigned student papers. This entails specific ways in which a student's paper must be written and presented to his/her teacher. MLA is not only a format of writing but also requires that a student give credit to the author whose works have been used whether they are quoted directly or simply paraphrased. The English Department will instruct all students on the proper use of the MLA format. There is no problem in using others' information in writing, but the student **MUST** give credit to the source of that information. St. Joseph Catholic Academy uses "turnitin.com" to prevent and/or identify plagiarism.

Any student found plagiarizing will receive no credit for this assignment. (All final decisions are at the discretion of the President/Principal).

Display of Affection

Students are expected to use good judgment and display respect for themselves and others by refraining from open displays of affection. Displays of affection beyond handholding are unacceptable.

Gang/Cult Affiliation

Gang/cult activity will not be tolerated at St. Joseph Catholic Academy. Students are not permitted to wear or carry anything which suggests gang/cult affiliation. If a student is identified as a gang/cult member through clothing, emblem, signing or other means, the student and parents/guardians are required to attend an administrative meeting and expulsion procedures will begin. This policy applies to all students on school property or attending school functions. This policy also applies to gang/cult-related threats, intimidation, harassment, or on-campus recruiting.

DRESS CODE / UNIFORM POLICY

SJCA has a required school uniform for several very important reasons: uniforms unite us and send a visual statement of our SJCA community, uniforms reduce clothing competition, and uniforms look smart.

- All students must come to school in the SJCA uniform every Monday through Thursday. **The official SJCA logo is required to be embroidered on the outermost layer of your student's top clothing and there are some instances where a logoed collared shirt is required underneath a student's embroidered outermost layer.** Please refer to the 2018-2019 uniform policy on our website at www.sjcaw.org.
- Every Friday is a jean day with SJCA spirit top, however, students may choose to wear the regular uniform.
- The President/Principal and Director of Student Conduct will make the final determination on whether a student is in uniform. .

The following consequences are for students that are in violation of the dress code policy:

- 1st Violation – Meeting with Director of Student Conduct
Parents must bring student proper dress code attire on the day of the infraction
- 2nd Violation – Detention (Date to be assigned by the Director of Student Conduct)
Parents must bring student proper dress code attire on the day of the infraction
- 3rd Violation – Saturday Detention (Date to be assigned by the Director of Student Conduct)
Parents must bring student proper dress code attire on the day of the infraction
- 4th Violation – Contract with additional disciplinary consequences and the student will be suspended from all extracurricular activities until further notice.
Parents must bring student proper dress code attire on the day of the infraction



Official SJCA Uniform Logo

Boy's /Girl's Tops:

The official SJCA logo is required to be embroidered on the outermost layer of clothing.

The following tops can be worn as an outer layer in navy, royal blue, or white:

- Polo (long or short sleeved)
- Crew Neck Sweatshirt
- Pullover Crew Neck or V-Neck Sweater
- Cardigan Crew Neck or V-Neck Sweater (**collared shirt with logo required underneath**)
- Quarter zip Fleece
- Full zip Fleece (**collared shirt with logo required underneath**)
- Full zip Fleece Vest (**collared shirt with logo required underneath**)
- Sweater Vest (**collared shirt with logo required underneath**)
- Navy, royal blue, or white polo (long or short sleeved) with official SJCA logo.

Additional outer layers include:

- White oxford button down shirt (long or short sleeved).
Uniform Classic Navy Plaid tie may be worn with oxford (Classic Navy Plaid tie available ONLY through Lands' End).
- Gray Crew Neck Sweatshirt
- Navy Blazer with embroidered official SJCA logo. Must be worn with a logoed collared shirt (polo or button down).

Additional guidelines include:

- **There are some instances where a logoed collared shirt is required underneath a students embroidered outermost layer.** Please refer to the 2018-2019 uniform policy on the school website at www.sjcawj.org.
- **ANY VISIBLE UNDERCLOTHES MUST BE SOLID WHITE, ROYAL BLUE OR NAVY.**
- Tops that expose midribs or have low-cut necklines that expose cleavage are NOT allowed.
- If a student removes his/her sweater, sweatshirt, blazer, or fleece, the polo or oxford underneath MUST have an EMBROIDERED LOGO.
- A collared shirt is not required under an embroidered pullover sweater, sweatshirt or quarter zip fleece.
- **NO T-SHIRTS as the outermost layer, even if they have the logo.**

Girl's Jumpers/Dresses

- Jumpers and dresses must be embroidered with official SJCA logo.
- Jumpers may be solid navy, solid khaki, or Classic Navy Plaid. (Classic Navy Plaid available ONLY at Lands' End.)
- Shirts (t-shirt, polo, button down, turtleneck) must be worn under sleeveless jumpers.

Girl's Bottoms - Pants/Capris/ Skirts/Skorts/Shorts

- Solid navy or solid khaki bottoms (pants, capris, skirts, skorts or shorts).
- Classic Navy Blue Plaid skirt available ONLY through LANDS' END.
- Shorts/skorts/skirts must be at least mid-thigh length.
- Bottoms may not hang down on or below the buttocks or be ripped, torn, frayed or excessively tight fitting.
- Navy leggings may be only worn under skirts, skorts, jumpers and dresses.
- Many pant styles are acceptable: jean-style, bootcut, slim but not skinny, NO jeggings, NO cargo-style, and NO carpenter bottoms.
- NO mini or maxi skirts, NO spandex, NO lace, NO eyelet fabric and NO embellishments on bottoms including, sequins, tulle, etc.

Boy's Bottoms - Pants/Shorts

- Solid navy or solid khaki bottoms.
- Shorts must be at least mid-thigh length.
- No athletic spandex can be visible.
- Bottoms may not hang down on or below the buttocks and may not be ripped, torn, frayed or excessively tight fitting.
- Many pant styles are acceptable: jean-style, bootcut, slim but not skinny, **NO** cargo-style and **NO** carpenter bottoms.

Spiritwear – Friday's Only

Bottoms:

- Jeans - NO rips or tears in jeans.
- Bottoms may not hang down on or below the buttocks or be ripped, torn, frayed or excessively tight fitting.
- No leggings

Tops:

- Spirit wear includes SJCA t-shirts, crew neck sweatshirts, or hoodies representing school organizations, school clubs, school athletic teams, and SJCA events.
- NO cut t-shirts or sweatshirts.
- NO college-themed spiritwear, NO major league or other sports apparel unless designated by President/Principal and/or the Director of Student Conduct.

Accessories

- Tie: Classic Navy Plaid only. If you wear a tie, it must be worn with oxford shirt.
- Ties available at LANDS END ONLY.
- Tights: Solid colored tights may be worn with skirt, skort, dress, or jumper.
- Simple jewelry only. See piercing regulations in the GROOMING section below.
- Socks: Socks are at the discretion of the parents. Please use your best judgement when choosing your child's socks.

- Scarves are **NOT** allowed.
- Hats are **NOT** allowed.
- Headphones are **NOT** allowed.

Shoes

- Footwear must be worn on school property.
- All shoes must be closed toe, closed heel and closed all the way around the foot.
- NO slippers of any kind, NO flip-flops, NO Crocs, NO Birkenstocks, NO wheelies and NO sandals.

Grooming

- Grooming must be neat, clean, appropriate and non-distracting.
- Bangs and other styling should allow full vision. No mullets. No mohawks.
- Boys must be clean-shaven. Facial hair, neck hair, and sideburns below the earlobe will not be allowed.
- Extreme appearances are not allowed, including excessive/garish jewelry and designs shaved into the hair.
- Students may not have dyed or bleached hair that is an unnatural color including, but not limited to, yellow, white, green, purple, pink, blue and unnatural red.
- Absolutely no visible tattoos.
- Visible body piercing must be limited to the ears. Simple earrings only.

Embroidered Logo Information

- While you may purchase your student's clothing through any vendor, an SJCA embroidered logo is required on the OUTERMOST top layer.
- If a student removes his/her fleece, sweater, or sweatshirt, he/she must have on a logoed top underneath.
- Logo must be on the LEFT CHEST of top.
- Embroidered logos are available through the following options:
 - By purchasing embroidered items directly through LANDS' END.
 - By bringing items to THE LETTERING MACHINE for embroidery.

Lands' End

- All uniform tops with the official SJCA embroidered logo can be purchased directly through Lands' End.
- Classic Navy plaid skirts, plaid jumpers, and plaid ties – Available for purchase ONLY at Lands' End.
- www.landsend.com or 1-800-963-4816

The Lettering Machine

- Shirts and outerwear may be embroidered at THE LETTERING MACHINE for a nominal cost (currently \$5.00 per item). The Lettering Machine is located at 725 - 50th Street, Kenosha, WI • 262-652-4177

Bold Gold School Store

- The Bold Gold School Store at the Upper Campus stocks uniform sweatshirts and uniform fleece zips and spiritwear and is open during most lunch hours. Contact Mrs. Linda Hantke for other store hour options at lhantke@sjcawi.org.

EDUCATIONAL SUPPORT

St. Joseph Catholic Academy's Resource Program provides support for students with special needs. Acceptance into the Resource Program is based on student need and the ability of the school to meet these needs. Enrollment is limited and subject to prior approval. Continued placement in the Resource Program is contingent upon adequate student progress, beneficial use of resource time, student need, staff availability and space availability.

New Students

SJCA is committed to meeting the needs of all students to the best of its ability. Some students have needs that cannot be reasonably accommodated. If a new student has a special learning need/disability, SJCA will follow the following procedure:

- Request an interview with student, parents/guardians and any other necessary personnel.
- Parents must provide copies of recent diagnostic testing and educational plans from a public school district, along with contact names and telephone numbers of school personnel knowledgeable in the student's current accommodations.
- Additional records, including medical records, past school records and reports, standardized tests, and other information may also be requested.
- If the Resource Program is unable to meet the student's needs, either academic or behavioral, the student will be unable to enroll at St. Joseph Catholic Academy.

Current Students

If teachers or parents express a concern related to a student's physical, social, emotional, or learning difficulty the following process will be followed:

- The concerned party contacts the student's counselor, who meets with the student to discuss the situation.
- As appropriate, the counselor will contact the parents/guardians and arrange a meeting with a team of classroom teachers, resource teacher, parents/guardians, the student, and the President/Principal to discuss problems and strategies that teachers, the student, and parents/guardians can employ to improve performance. A course change may be suggested.
- The team continues to monitor the student and to communicate through phone calls, e-mails and progress reports.
- If the student shows little or no progress, a second meeting is held. Further strategies (counseling, placement in the Learning Resource Program, or referral to the public school district for possible special needs testing) may be suggested.
- After testing, the team holds a follow-up meeting to determine if the school can provide necessary accommodations for the student, as well as, if continued placement at St. Joseph Catholic Academy is the best option for the student. This determination will be put in writing, shared with the parents/guardians, and becomes part of the student's permanent record.

GUIDANCE COUNSELING CENTER

The Guidance Counseling Center is an extension of the overall mission of the school. Our services are designed to meet the developmental needs of the 6 – 12 student body. To meet these needs and ensure student success, one of our primary goals is to work closely with teachers, administration, and families.

The Guidance Counseling Center is committed to supporting the academic, personal/social, and college/career needs of each student. In order to address these significant areas, the Guidance Counseling Center has organized a program of activities that will be highlighted at specific times during the student's middle and high school career. These activities include, but are not limited to, career exploration, understanding identity, decision-making skills, appropriately handling peer pressure, receiving academic support, classroom guidance, personal interviews, etc.

Student Permanent Record

The permanent record includes a minimum of personal information, including the student's name, birth date, birthplace, parents/guardians names and addresses. Also included are the student's academic record, grade level achieved, and standardized test scores.

Record Release

St. Joseph Catholic Academy 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/guardians of minors. General release forms are available in the office. All financial and disciplinary obligations to the school must be taken care of and all school property must be returned before any records are released.

School Counseling

- Teacher Referral – The teacher will notify the parents/guardians if a referral for guidance has been made.
- Request Counseling – If a parent/guardian would like to request counseling for his/her child, he/she should contact the school counselor to obtain a request form.
- Permission for Counseling – All students are permitted to see the school counselor. If a parent/guardian does not want his/her child to see the school counselor, a request must be made in writing to the school.
- Parent Notification - Parents/guardians will be immediately notified if their child mentions harm to self and/or others. The school counselor will notify parents/guardians if their child requests guidance on the same issue more than twice. Parents/guardians will also be notified if their child is selected to be in a small group. Notification will be made by either phone call or email.

EMERGENCY PREPAREDNESS

Emergency Information

At the beginning of each school year, the Emergency Form must be completed by parents/guardians and returned to the main office. This form is necessary in order to properly notify and handle a student's emergency problem.

Emergency Procedures

Please keep this information handy at home as, in the event of an actual emergency disaster, every parent/guardian must know how to respond.

Parent/guardian cooperation will be essential in the following ways:

1. Do not call the office. Telephone lines must be kept open for calls to emergency personnel. In a citywide emergency, telephone lines may be busy or unavailable.
2. Listen to the local radio stations or visit their website - Public Media Outlet Broadcast Notifications: WLIP (1050AM), WTMJ (620AM)(wtjm.com), WBBM (780AM and 105.9FM), and the following TV Stations: WTMJ 4, Fox 6, WISN 12, and CBS 58.
3. 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.
4. When it is safe to release students, SJCA will follow the reunion plan outlined below. Parents/guardians need to be prepared to check in with identification. Students will not be released to anyone other than a parent/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.

St. Joseph Catholic Academy will use the following methods to keep parents informed of the status of school operations during an emergency:

1. Emergency Phone Message from (262) 654-8651 AND (262) 656-7360;
2. Local radio and television media listed above;
3. Text messages by REMIND.

Student/Parent Reunification

In the event of an emergency that requires the evacuation of St. Joseph Catholic Academy Upper Campus, the primary designated "rally point" for student sheltering is the Lower Campus at 7207 14th St, Kenosha, Wisconsin 53143.

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

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 unlikely event of a fire emergency at the school, the quick and orderly evacuation of the building is the primary 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, students and staff will move to a designated area of the building. These areas are specified in each classroom and should be periodically reviewed. Once again, 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, after 7:50 a.m., entry to the building can be gained only through the main entrance (69th Street). All visitors are required to report to the main office. No outside doors are to be propped open at any time.

GOVERNANCE AND LEADERSHIP

The Board of Trustees is comprised of 18 members. Under the auspices of the Archdiocese of Milwaukee, the Board is the ultimate governing body of the school.

Board of Trustees

The Archbishop of Milwaukee appoints a Board of Trustees to act in his stead at SJCA. The Board of Trustees, acting within the confines of the SJCA By-Laws, establishes policy and oversees the mission, vision, long-term strategy and institutional goals of the school. The Board of Trustees utilizes a committee structure to conduct the business of the board. Committees are comprised of board members, community leaders, school personnel, parents and others.

Standing committees of the board include:

- Board Development
- Catholic Identity
- Personnel
- Finance
- Education
- REACH (Retention, Enrollment, Advancement, Culture and History)
- Facilities
- Executive Committee

Board members serve for a maximum of six years. The officers of the board include:

- President
- Vice President
- Secretary
- Treasurer
- Past President

These officers serve as the Executive Committee of the board. Members of the Board of Trustees are listed on the school website. The Board of Trustees is responsible for hiring the President of the school.

Board Meetings

The SJCA Board of Trustees meets on the third Monday of the month, generally in the Upper Campus LRC. The meetings are open to the public and the first 15 minutes of each meeting are reserved for guest comments. Under some circumstances, the board may not meet monthly. To verify meeting dates, call the Main Office at (262) 654-8651.

GRIEVANCE

It is incumbent upon parents/guardians to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent/guardian of a student enrolled at SJCA and an employee of the school.

- Before any formal grievance can be initiated, the parent or 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/guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with employee.
- 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/guardian may provide the President/Principal of SJCA 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 three board members and two community members to review all details of the concern.
- 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)

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. Any changes to a student's health record should be updated promptly with the school main office. The school office should be notified immediately of any allergies, special dietary needs or changes in the student's health.

Immunization Requirements for Students

The State of Wisconsin immunization law requires all students to have the following required immunizations for each grade level. The required written proof is due to the school main office on or before September 30th, 2018.

Age/Grade	Number of Doses					
Pre K (2 years through 4 years)	4 DTP/DTaPIDT ²	3 Polio	3HepB	1MMR ⁵	1 Var ⁶	
Grade K and 2	4 DTP/DTaP/DTfd ¹	4 Polio ⁴	3HepB	2MMR ⁵	2 Var ⁶	
Grade 3 through 5	4 DTP/DTaPIDTfd ²	4 Polio ⁴	3HepB	2MMR ⁵	1 ✓	
Grade 6 and 8	4 DTP/DTaP/DTfd ²	1 Tdap ³	4 Polio ⁴	3HepB	2MMR ⁵	2 Var ⁶
Grade 9 and 11	4 DTP/DTaP/DTfd ²	1 Tdap ³	4 Polio ⁴	3HepB	2MMR ⁵	1 Var ⁶
Grade 12	4 DTP/DTaP/DTfd ²	1 Tdap ³	4 Polio ⁴	3HepB	2MMR ⁵	2 Var ⁶

Department of Health Services, Division of Public Health, P 44021 (Rev. 07/09)

State of Wisconsin, s. 252.04, Wis. Stats.

1. DTP/DTaP/DT vaccine for students entering Kindergarten: Students must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if students have received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If students have received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, students are compliant, and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if students have received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

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 (Archdiocesan Regulation 5140.2 (a) (b))

1. No medication will be administered by school personnel without the Emergency Form, Parent/Guardian Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the schools main office.
 - a. Medication Consent Form must be filled out by the parent/guardian and addressed and returned to the individual(s) administering the medication in the schools main office.
 - b. 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 and/or the schools main office.
 - c. The Office or the President/Principal shall maintain an accurate medication file, which includes all of these necessary forms on each student receiving medication.
 - d. All medication authorization forms shall be renewed annually and updated for all changes in medication, dosage, or administration time.
2. 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:
 - a. Child's full name,
 - b. Name of the drug and dosage,
 - c. Time to be given, and
 - d. Physician's name.
3. 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.
4. 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/guardians 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.
5. Only limited quantities of any medicine are to be kept at school.
6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
7. 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.
8. An accurate and confidential system of recordkeeping shall be established for each student receiving medication.
 - a. The school's main office will have a list of students 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.
 - b. An individual record for each student receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
 - c. School personnel are asked to report any unusual behavior of students on medication.
9. It is the responsibility of parents/guardians 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.
10. All unclaimed medication at the end of the school year will be disposed of.
11. 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.

When it becomes necessary for a student to take medications prescribed by a physician, the student must have a Medication Authorization and Instruction form (Archdiocese of Milwaukee policy form 5140.2 A and B) on file in the school's main office. Federal and state law prohibit schools from dispensing any medication; including aspirin or pain relieving products, without written consent of the parent/guardian, written dosage and dispensing instructions signed by the physician and medication given to the school by the parent/guardian in its original container having the pharmaceutical label with the student's name, drug, dosage, time to be given and physician's name

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. A 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, President/Principal, and homeroom teacher (refer to form). 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 1st 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 school's 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/accidents are to be brought to the attention of the main office as quickly as possible. If the situation warrants it, the parent/guardian is notified. When the parent/guardian cannot be reached, the local police department is notified to assist in locating the parent/guardian. An emergency student 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 on file at SJCA 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 student has contracted a communicable disease, please notify the school office. When and if students are exposed to a communicable disease, SJCA will notify parent/guardians. **Student's should be fever free for a full 24 hours before returning to school.** Please notify the school office to report a student's absence. SJCA requests that students that are vomiting or suffering from diarrhea stay home until they have recovered.

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/guardian 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/guardian 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.

Head Lice

Head lice are a common parasitic infestation of an insect in human hair, which is easily transmitted from child to child. Students with head lice will be brought to the school office and parents/guardians will be called to pick up the student. Parents/guardians are responsible for treatment of the infestation. St. Joseph Catholic Academy has a "no nit" policy. This means that students 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, the school will ask parents/guardians to please take the student to his/her family doctor for professional determination of lice and advice regarding student treatment. If you notice lice, please immediately do the same. Please bring a note from the doctor notifying the school 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 students 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 United Hospital Systems-Kenosha Hospital Campus. St. Joseph Catholic Academy reserves the right to make the decision to have a student taken by ambulance to the hospital. Parents/guardians 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. They administer hearing, vision screenings at various times during the school year. Parents/guardians will be notified of the dates and times. Also, at times, public health personnel are available for consultation regarding student health problems, communicable diseases, and health education information.

School Wellness

Before the 2006 school year, all schools, including private schools that participate in authorized programs under the *National School Lunch Act or the Child Nutrition Act* must develop a local school wellness policy. The requirement is specified in the *Child Nutrition and WIC Reauthorization Act of 2004*. This requirement applies to those schools participating in programs such as the free and reduced-price lunch program, the school breakfast program and the special milk program. It implies that reimbursable school meals meet the program requirements and nutrition standards set forth under the legislation.

As required by law, SJCA Wellness Policy, at a minimum, shall include:

- Goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that the school determines is appropriate.
- Guidelines for all foods and beverages available on school campuses.
- Archdiocese Policy 5140.4 (5/11/06)

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 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. All employees/volunteers/visitors must wear ID badges at all times.

Smoke-Free School System

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

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. St. Joseph Catholic Academy staff will cooperate with social services and with law enforcement officials in all investigations involving St. Joseph Catholic Academy students. St. Joseph Catholic Academy will also be in compliance with Archdiocesan Policy 5140 concerning child abuse.

Child Custody

When school authorities learn that a student is the subject of a court decree, which restricts the placement of contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of this court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this matter will suffice.

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. St. Joseph Catholic Academy staff will cooperate with social services and with law enforcement officials in all investigations involving St. Joseph Catholic Academy students. St. Joseph Catholic Academy will also be in compliance with Archdiocesan Policy 5140 concerning child neglect.

Student Living Situation

St. Joseph Catholic Academy students are expected to reflect the moral teaching of the Catholic Church in their living situations and lifestyle. If a St. Joseph Catholic Academy 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.

Visitor Policy

In order to provide a quality focused learning experience, we ask all visitors to register in the school office and get a visitor's pass

- All visitors are required to use the main school entrance (69th Street).
- Visitors may be asked to present a photo ID for the purpose of verifying their identity.
- Prospective STUDENT visitors should arrange their visit at least 3 school days in advance through the Admissions Office.
- Visitors, parents/guardians and family members working with students in any capacity are required to meet the requirements of the Milwaukee Archdiocesan Safeguarding God's Family Program.

SUPPORT ORGANIZATIONS

Athletic Association

The Athletic Association is a self-supporting club that subsidizes the extracurricular athletic program. Revenue is generated from its annual golf outing, Century Dinner, banner program and concession stands. Membership is made up of the Director of Athletics 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 St. Joseph Catholic Academy 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 St. Joseph Catholic Academy and in Catholic education in general. The St. Joseph Catholic Academy 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 St. Joseph Catholic Academy Parent Association.

TUITION AND FINANCIAL AID

(Archdiocese Policy 3240)

In January each year, the SJCA Board of Trustees sets tuition for the following school year.

- Each family is to have on file with the Business Office a signed Tuition Payment Plan agreeing to the tuition policy of SJCA. This plan, as well as payment options/Late Fees/Delinquency Policy, is available on the school website at <https://www.kenoshastjoseph.com/financial-aid>. **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 (Parent Association, bus and activity, when applicable).
- SJCA expects timely payment of tuition. If for some reason families cannot meet their tuition obligation, they must contact the Business Office.
- A student may be dismissed at the end of the semester for non-payment of financial obligations when the parent/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 students in need of tuition assistance.
- Packets for application will be available at the time of registration in February. The packet will contain all the guidelines set up by the scholarship committee of St. Joseph Catholic Academy and all application forms necessary to receive aid. Financial assistance forms are available upon request.
- 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.

Tuition Payment Policy

If a student withdraws from St. Joseph Catholic Academy, tuition shall be pro-rated 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.

Development Office

In order to keep tuition costs affordable, SJCA has a robust Development program which includes:

- The Annual Fund – An annual commitment for ongoing improvements, enhancements, and scholarships at SJCA.
- The Annual Auction – The largest fundraiser of the year brings together nearly 500 families and friends for a fun night of socializing and dinner.
- The Endowment Fund – A restricted fund in which the interest goes directly to SJCA's needs.

STUDENT ACTIVITIES

St. Joseph Catholic Academy students will comport themselves well at all in school and out of school activities including sporting events, field trips, school dances or any other school sanctioned or sponsored activity, both on and off campus.

Athletic Events

When attending SJCA sporting events, home or away, SJCA students will be good sports. No taunting, mocking, defacing property or poor sportsmanship in any way will be acceptable.

Dance Policy

St. Joseph Catholic Academy's organizations may sponsor dances that are approved and calendared by the administration. Dances are meant to be enjoyable social events, both for students and for chaperones. As a Catholic school, the school's values are reflected by both the words and actions of our students, families and staff. As is the case during school hours, misconduct will result in disciplinary consequences. Students are expected to demonstrate positive behavior toward each other and adult chaperones. Conduct or behavior that does not honor the Christian principles upon which St. Joseph Catholic Academy has been established will be considered inappropriate. A student dismissed from a dance as a result of any disciplinary action will forfeit the opportunity to attend the next scheduled school-sponsored dance.

Dancing Guidelines

It is an expectation that everyone dances with modesty, restraint, and self-respect. "Dirty dancing" is strictly prohibited. "Dirty dancing" shall be understood as any and all dance movements or practices that suggest or stimulate sexual activity or involve sexual contact. Under 95 Act 69, §1, "'sexual contact' means the intentional touching of the clothed or unclothed intimate parts of another person with any part of the body, clothed or unclothed, or with any object or device, the intentional touching of any part of the body, clothed or unclothed, of another person with the intimate parts of the body, clothed or unclothed...if that intentional touching...is for the purpose of sexual humiliation, sexual degradation, sexual arousal, or gratification." Other dance practices that are strictly prohibited include slam dancing, body passing, mosh pit activity, or any form of dance that may impede physical safety and create undue liability for St. Joseph Catholic Academy. The goal is to provide an enjoyable experience in a safe environment that is not void of Catholic values.

Possession/Use of Drugs/Alcohol and/or Paraphernalia

Students and guests who possess, use, or are suspected of being under the influence of an illegal drug will be subject to St. Joseph Catholic Academy policies and may be required to use a breathalyzer by law enforcement. Law enforcement personnel will be present at St. Joseph Catholic Academy sponsored dances. Students and/or guests suspected of being under the influence of an illegal substance will be dealt with as discreetly and privately as possible.

Dress Guidelines for Dances

Dances require semi-formal attire with the exception of Prom, which is a formal event. Students should keep in mind St. Joseph Catholic Academy's cultural values for dress when attending dances.

Boys

- Appropriate attire includes: Tuxedo or suit, dress shirt and tie, closed toe shoes.
- Inappropriate attire includes: Shorts, jeans, t-shirts, flip-flops or sandals.

Girls

- Appropriate dress styles include: Halter dresses, strapless dresses, spaghetti strap dresses or backless dresses provided the bare back is above the waist.
- Inappropriate dress styles include: Revealing or plunging necklines, bare-back below the waist, open midriffs, front or side cutouts, slits higher than four inches above the knee or hemlines shorter than four inches above the knee.

The faculty and administrators in attendance will be the final judge of the appropriateness of attire, behavior and dance style. A student violating these rules will have his/her parents phoned and will be asked to leave the dance.

Attendance/Admission and Guest Information

Dances are generally held from 8 - 11 p.m. Dances such as Homecoming, Prom, and the Winter Formal are admission by ticket only. An SJCA sophomore may attend Prom only when asked by a St. Joseph Catholic Academy junior or senior. A freshman may not attend Prom.

Admission to any St. Joseph Catholic Academy dance is subject to the following rules:

1. Students may enter a dance only between 8:00 and 9:00 p.m.
 - a. Students arriving late to a dance will not be admitted unless they have a late pass from the Director of Student Conduct.
 - b. Students must remain at the dance until a half-hour before its scheduled close.
2. Guests are admitted after completing a guest permission form.
 - a. The information on this form will be confirmed by the Director of Student Conduct before a ticket may be issued.
 - b. This must be done prior to the date listed on the guest permission form. Forms are available in the main office.
 - c. The number of guest passes may be limited.
 - d. The guests must accompany the St. Joseph Catholic Academy host.
 - e. The minimum grade level for all guests is ninth grade; the maximum age is 19.
 - f. Only graduates from the prior year's SJCA graduating class will be admitted as a guest if not in high school.
 - g. Guests from other high schools must present a picture ID at the door and have it available all evening upon request.
 - h. All guests must observe dance regulations and their behavior is the responsibility of the host.

Note: Homecoming, Winter Formal and Prom are open dances, and guests of our students are welcome with prior administrative approval. All other dances are closed dances and only St. Joseph Catholic Academy students are permitted to attend.

GENERAL

Cancellation of School

In the case of inclement weather, St. Joseph Catholic Academy will follow the decision of the Kenosha Unified School District #1 in determining whether or not to close school. **Please refer to the following radio/television stations:**

1. AM radio stations: WLIP (1050), WGN (720), WTMJ (620), WBBM (780);
2. FM radio stations: WKTI (94.5), FM 106, Brew 97.3, 95.7;
3. TMJ 4, Fox 6, WISN 12

School closings will be posted on the school's Facebook page. The decision on school closings is made by 6:30 a.m. If school is already in session, the announcement of bus arrivals and school dismissal is made to the student body. Students are not to phone home until school has been dismissed.

REMIND

Remind is an emergency notification system used by SJCA. To receive important messages via TEXT, visit <https://www.kenoshastjoseph.com/parent-section> and click on the **Weather Closings and Emergency Procedures**.

Custody

SJCA is required by law and by the Archdiocesan Policy #5124.2 to require 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 the school 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. Student registration and school records are not complete until SJCA has this information.

Field Trips

Student participation in school-sponsored field trips is encouraged because they are valuable learning experiences. 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 dress code. In addition, a Mobile Classroom Permission Slip will need to be signed and returned at the beginning of the year for any walking field trips.

Lost And Found

Parents/guardians are asked to label/mark all clothing, boots, tennis shoes, gym clothes, etc. Each campus has a separate lost and found area. Please have students use this resource when an item is lost. All items not claimed are donated to a local charity.

Lunch/Cafeteria

Students may not leave the building during lunch. Students who leave the building during this time will be subject to disciplinary actions regarding truancy or leaving the building without permission. All students must report to the cafeteria for their assigned lunch period. **Students may purchase lunch from the cafeteria or bring their lunch from home.** Appropriate and courteous behavior is required at all times. Each student is expected to clean up his/her table area before leaving the cafeteria. Failure to exhibit proper conduct in the cafeteria may result in the student losing the right to use this area. Taher Foods offers nutritional hot lunches for students for a cost.

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.

Solicitations

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

Student Parking



The student lot is located immediately east of 23rd Avenue and spots are available on a first-come, first-serve basis. Reserved/staff/visitor spots are not available to students. No car is to block another car, emergency exits, or any driveways in any way. **ALL CARS MUST BE PARKED IN A MARKED AREA. Parking in an unmarked spot will result in the car being towed from the school parking lot AT THE STUDENT'S EXPENSE. South and west lots are reserved for faculty and staff.** Reckless driving in parking lots will result in the Kenosha Police Department being called.

**Transportation – Busing
Illinois Bus Information**

Bus transportation is available for Illinois students for a fee. Families needing transportation must sign up and make a deposit at the time of registration. Adjustments to the number of buses and routes are made according to where students are located annually. Families are notified of the bus schedule prior to school beginning. Any behavior that creates safety concerns for the passengers (fighting, smoking, throwing objects, etc.) or can be considered a nuisance to others using the bus service (abuse language, etc.) will not be tolerated. Misbehavior will mean forfeiture of riding privileges.

Kenosha Bus Information

Kenosha Unified School busing is available for students who live at least two (2) miles from St. Joseph Catholic Academy. This busing is offered at no cost. Forms to apply for this service are available in the main office after registration.

		STUDENT DISCIPLINE REFERRAL HIGH SCHOOL			
Student Last Name: _____		Student First Name: _____		Grade: _____	
Date of Incident: _____				Period (circle one): 1 2 3 4 5 Lunch SH 6 7 Other: _____	
Reported by: _____			Location of Infraction: _____		
REASON FOR REFERRAL (CHECK ALL THAT APPLY)					
<input type="checkbox"/> Dress Code Violation	<input type="checkbox"/> Willful Refusal to Follow Directions or Instructions				
<input type="checkbox"/> Cell Phone Violation	<input type="checkbox"/> Disruptive Horseplay				
<input type="checkbox"/> Chronic Tardiness	<input type="checkbox"/> Disruption in Cafeteria / Classroom / Hallway / Restroom / Main				
<input type="checkbox"/> Fighting	<input type="checkbox"/> Possession of a Controlled / Non-Controlled Substance (circle one)				
<input type="checkbox"/> Willful Disrespect to School Official	<input type="checkbox"/> Oral Tobacco / Smoking (circle one)				
<input type="checkbox"/> Willful Damage to School Property	<input type="checkbox"/> Bullying or Harassment				
<input type="checkbox"/> Willful Damage to Personal Property	<input type="checkbox"/> Under Influence of Drugs / Alcohol - Low environment intervention				
<input type="checkbox"/> Skipping Class or Unauthorized Absence	<input type="checkbox"/> Possession of a Weapon - Low environment intervention				
<input type="checkbox"/> Unacceptable Language	<input type="checkbox"/> Other Infraction: (Explain) _____				
Description of Infractions: _____					
PRIOR ACTION(S) TAKEN BY TEACHER (IF APPLICABLE)					
<input type="checkbox"/> Parental Notification in this Incident	<input type="checkbox"/> Previous Parental Notification (s) by Phone				
<input type="checkbox"/> Verbal Warning Date(s): _____	<input type="checkbox"/> Conference with Student Date(s): _____				
<input type="checkbox"/> Conference with Parents Date(s): _____	<input type="checkbox"/> After-School Detention Date(s): _____				
<input type="checkbox"/> Other Action(s): _____					
DISCIPLINARY ACTION					
<input type="checkbox"/> Consultation with Student in Office		Date of Consultation: _____			
<input type="checkbox"/> Warning Issued for Offense		Method: <input type="checkbox"/> Verbal <input type="checkbox"/> Written			
Description of Warning: _____					
<input type="checkbox"/> Parent Notification Method	<input type="checkbox"/> Phone Phone #: _____ Date: _____ Time: _____	<input type="checkbox"/> Copy of Referral e-mailed to Parent Date: _____ E-mail: _____			
<input type="checkbox"/> After-School Detention	No. of Days: _____ Specific Date: _____	Specific Dates: _____			
<input type="checkbox"/> In-School Suspension	No. of Days: _____ Specific Date: _____	Specific Dates: _____			
<input type="checkbox"/> Out-of-School Suspension	No. of Days: _____ Specific Date: _____	Specific Dates: _____			
<input type="checkbox"/> Guidance Counselor Referral	Name of Counselor: _____				
<input type="checkbox"/> Other Action (Explain): _____					
TEACHER/STAFF SIGNATURE _____				DATE _____	
ASSISTANT TO PRINCIPAL SIGNATURE _____				DATE _____	
STUDENT SIGNATURE _____				DATE _____	