

ST. JOSEPH SCHOOL



POLICY AND REGULATION HANDBOOK

2009-2010

POLICY AND REGULATION HANDBOOK

ST. JOSEPH CATHOLIC SCHOOL

INTRODUCTION

The purpose of this manual is to acquaint the parents, students, personnel and education committee of St. Joseph School with the policies and regulations of the school. While St. Joseph is a parish school, many of the policies and regulations are necessarily in line with those of the Diocese of La Crosse, the State of Wisconsin, and the Menomonie School District.

The organization of this manual follows the Davies-Brickle system of coding, although modified to meet the specific needs of the Diocese of La Crosse and St. Joseph School.

DSP = Diocesan School Policy

DSR = Diocesan School Regulation

LSP = Local School Policy

LSR = Local School Regulation

Diocesan policies and regulations and appendices most relevant to parents, students of St. Joseph School have been included in this handbook. A complete set of Diocesan policies is available for review in the Parish Center office.

The forms in the appendix of this manual are to be used as reference and should be kept in the manual. All forms are available in the school office.

MISSION STATEMENT

St. Joseph Catholic Elementary School, serving children preschool through sixth grade, strives for spiritual, academic, physical, and social excellence within the framework of God, family, and community through Catholic teaching and devotion.

April, 2006

ALPHABETICAL INDEX

Acceleration - 5210
Administrative Recourse - 1391, 1392
Admission Requirements - 5105
Art Instruction - 6205
Asthma Inhalers – 5505
Athletics – 6610
Attendance Requirements - 5110
Attention Deficit Disorder - 5104

Basketball - 6611
Buildings and Facilities - 3301
Bus Rules - 5405
Bus Transportation - 5401

Calendar - 6101, Appendix
Catholic Faith & Morals – 5112
Class Size - 5103
Coaching - 6610
Communicable Diseases - 8000
Communication with Parents - 1310
Computer Use - 6420
Conduct Correction - 5601
Conferences - 5205
Confidentiality - 5310
Correspondence Packets - 1310
Crisis - 6126
Curriculum – 6205

Dances and Parties – 5790, 5795
Discipline - 5601
Dress – 5690
Drugs and Alcohol - 5508
Drug/Medication Administration - 5505

Early Entrance – 5105
Early Morning School Age Care – 6104
Educational Authority in the Parish - 1201
Emergencies - 6210, 6121, 6125, 6126
Enrollment of Students - 5102
Equipment and Supplies - 3302
Exceptional Education Needs - 5104
Expulsion (Dismissal) - 5115
Extra-Curricular Activities - 6601

Family Crisis - 6126
Field Trips and Outings - 6325
Fire Drills - 6120
First Aid - 5501

Gymnasium - 3301

Handbook - 1310
Health Services - 5507
Home Schooling - 6115
Home & School Association - 1301, 9510
Homework - 6205
Hours of School – 6103

Illness - 5501, 8000
Internet Use – 6420

Kindergarten – 5105

Language Arts Instruction - 6205
Learning Disabilities - 5104
Liturgies - 6107
Long Range Plan - 7101
Lunch Program - 3130

Math Instruction - 6205
Medication - 5505, Appendix
Money Payments to School - 3140
Multi-Disciplinary Team - 5104
Music Instruction - 6205

Natural Disaster - 6121
Non-Catholic Student Participation - 6225
Non-contract Personnel - 4160
Nondiscrimination - 5101

Parents – 1301, 1305
Parking - 5413, Appendix
Pets - 6350
Physical Education - 6205
Planning - 7101
Playground Rules - 5610
Preschool - 3118, 5102, 6103, 6205

Reading Instruction - 6205
Registration of Students - 5102
Religion Instruction - 6205
Report Cards – 5201
Retention/Acceleration - 5210

School Committee - 1201, 9310
School Rules – 5610
Science - 6205
Sexual Harassment - 5512
Social Studies - 6205
Speakers, Outside Programs,
AV Materials
(Including Movies and Videos), & Literature - 6410
Special Needs Students - 5104
Sports - 6601, 6610, 6611
Statement of Compliance - 1310, App.
Student Insurance - 5540
Students Leaving School – 6355
Student Records - 5301
Suspension - 5601

Telephone - 1310
Testing – 6505
Textbooks - 6405
Title 1 - 5104
Transportation of students
other than bus - 5413
Tuition & Scholarships - 3130, Appendix

Vehicle Safety - 6325
Visitors - 6350
Volunteers - 4165, Appendix
Weather - School Closing - 6125

COMMUNITY & EXTERNAL OPERATIONS

Educational Authority in the Parish

LSP 1201

The Pastor of St. Joseph Parish has pastoral authority over all facets of parish life including the school. The school administrator of St. Joseph's implements local and diocesan policies, issues appropriate directives, and orients new members of the School Committee. St. Joseph School has an appointed School Committee that serves as a consultative body to the school administrator and pastor. Its duty is specifically to help formulate and recommend policies. The School Committee is responsible to the Parish Pastoral Council. Meetings of the School Committee are open to the public. (See LSP 9310 - Guidelines for St. Joseph School Committee.)

Parent Involvement

LSP 1305

Parental involvement in our school makes a big difference in children's success at school. The parents, teacher and student form a team in the learning process. Parents are the first or primary teacher for their child(ren). Each person has a role to play and the parents can be most helpful in providing the motivation for the child to learn.

In addition to getting involved in the Home & School Association, Parent Association – Policy LSP 1301, parents can be involved in their child's education in a number of ways:

- Homework is important. Parents can provide the motivation and support to see that homework is done and done in a quality manner. See Homework under Curriculum - Policy LSP 6205.
- Parents can volunteer for many school activities including work in the media center, enrichment & remedial programs, lunchroom serving, playground supervision, chaperone field trips, classroom help, etc. See Volunteers under the Non-Contracted Personnel - Policy LSP 4160. Volunteer opportunities and the time, talent and training related to those activities are outlined under the Volunteer Involvement Program or V.I.P. program.
- Parents are welcome to visit the school at any time. Parents must check in at the Parish Center Office upon entering the building. See School Visitors Policy - LSP 6350.

Parent Association

LSP 1301

St. Joseph School has an active parent support group known as the Home and School Association (SJHS). All parents are encouraged to participate in the many activities of the organization. The Home and School Association is led by an elected executive committee and the school administrator. The administrator will conduct annual orientations with the executive committee members. (See LSP 9510 - Guidelines for St. Joseph Home & School Association.)

Handbook

The school handbook will be the primary means of communicating school policies and regulations to parents. The handbook is available on the website, www.menomoneiacatholic.org. Parents who wish to receive a paper copy can request one from the office. Each family must read the handbook policies and then sign and return the compliance form at the beginning of each school year. The school handbook should be used as a reference. Copies may be made of any materials in the handbook. The forms in the Appendix are to be used as reference and should be kept in the handbook. All forms are available in the school office.

Correspondence Packets

Communication between home and school will be facilitated by use of a packet system. A packet with school news and correspondence will be sent home at the end of each week with a student in the family designated to be the family representative. The parent will be responsible for reading the information and signing the packet. The packet envelope and any return correspondence will be sent back to school the next school day. The school administrator will screen all enclosures in the packet. Items to be included in the packet should have some direct benefit to the school operation and its students. Information about extracurricular learning and athletic activities may be enclosed as a service to the students, parents and sponsoring organizations.

Family Information Form

Each year school parents will complete a family information form. Addresses and phone numbers for the students and their parents and or guardians are required. Names and phone numbers for doctors, dentists, people designated to pick up children at school and people to notify in case of an emergency are also required. Information regarding and health conditions, medications is to be written on the form as well. These forms are kept in the school office.

Change of address and phone

Notify the school immediately of any address or phone number changes.

Telephone Communication

It is school policy not to disturb teachers or children during school hours. If it is necessary to reach someone during school hours, a message will be given to him/her. Please call between 8 am - 2 pm or after school hours. Important messages are difficult to get to students after 2:30 pm.

Administrative Recourse

DSP 1391

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by the parent/guardian.

DSR 1391

Outline of the chain of authority to be followed in resolving disputes:

1. Teacher or other school employee
2. Principal
3. Area Administrator (if there is one)
4. Pastoral Authority
5. Dean
6. Diocese

(Policy continued next page...)

Procedure in the Diocese of La Crosse

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10; 2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it. If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Canon 1732-1739) It should be kept in mind that the Code of Canon Law required a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1849-1752) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1849-1752)

Penalty Status During Administrative Recourse Procedure

DSP 1392

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. The school, employee, student can make this request, or parent affected. The request can be granted or denied.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Tuition & Scholarships

LSP 3118

Tuition

St. Joseph's School has adopted the Fair Share tuition program. Annually the school budget and enrollment figures are projected for the next year. The budget is divided by the number of students to establish a per-pupil cost. Parents are asked to decide within their own conscience how much they are able to pay toward the full per-pupil cost. This decision is made in the presence of the school administrator and is recorded as the tuition to be paid by that particular family. The process is entirely confidential. Families are not required to make financial disclosures, are not told what they have to pay or should pay, nor are they pressured in any way. Families unable to pledge the 45% fair share pledge are asked to meet with the administrator.

An annual registration fee for each student is due at registration time. The registration fee is not applied towards tuition, and it is non-refundable. (See Appendix Tuition & Fees.) Families may elect to pay their tuition on a monthly, quarterly, or yearly basis. Families will receive tuition payment booklets to be used as reminders of their individual family tuition payments, which begin July 1, preceding the school year. Families may also choose Direct Deduction from their bank.

Families who are registered members of the parish are eligible to participate in the Fair Share program. Tuition for non-Catholic, non-parish and non-registered parish families shall be the estimated per pupil cost.

Preschool Tuition & Scholarship

All aspects of the preschool tuition are the same as the Fair Share program except that the tuition is set for all students at the per-pupil cost. The per-pupil cost for preschool students is based upon the preschool budget divided by the number of preschool students. (See Appendix Tuition & Fees.)

The Christopher B. Wier Scholarship has been established to help offset the tuition costs of educating a preschool child or children at St. Joseph School. The scholarship is for one year only and is primarily based on financial need. If families have other children in the school, their Fair Share pledge figures are not used as a basis for financial need and have no connection to the scholarship selection process. Families with more than one student in the school will need to continue to pledge tuition for the other children in the school based on the commitments made at registration time. Scholarship application materials are made available to interested families at registration time.

Nutrition Program

LSP 3130

St. Joseph School offers a nutritious hot lunch served each school day. These lunches are well balanced and prepared for our children on site. (See Appendix Tuition & Fees for student and adult prices for lunch and milk.) The nutrition program is partly funded and monitored by the National School Lunch Program, thus applications may be made by those who qualify for free or reduced meals. Application may be made at any time and is based upon financial need.

Teachers are responsible for making accurate daily lunch counts. Daily and weekly lunch forms are provided by the food service director or are available in the school office. Lunch money is to be sent to the school office and will be forwarded to the food service director.

Parents must have a credit balance in their child(ren)'s lunch account. A food service employee will deduct daily charges when a child eats hot lunch or cold lunch milk. Monthly invoices will be sent through the weekend packets and parents must continue to keep a credit balance.

Students are not allowed to have soda pop in their lunch bags. The beverage is not nutritional and can explode in route.

Money Payments to School

LSP 3140

Money payments to the school must be enclosed in a separate envelope marked with the child's or family's name, grade and the reason for the payment. Payment envelopes should be inserted in the Correspondence Packet and sent to school with the family representative. Money for many purposes, such as tuition, hot lunch, milk program, early morning childcare

and other fees, etc., are not to be included in one check since these are all credited to separate accounts.

Non-payment

Non-payment of fees associated with registration, hot lunch, milk program, early morning childcare, book or equipment damages and other fees, will result in having grade cards withheld and enrollment denied for future school years, until payment is made. Fees to replace the cost of lost books are refunded when and if books are found and returned to school.

Money in the Classroom

Students and staff should never leave money in the classrooms overnight. Teachers should turn in money to the office at the end of the school day. The teacher is responsible for money if it is stolen from the classroom. Students are to take personal spending money home with them at the end of the school day.

Buildings and Facilities

LSP 3301

Building Use

Arrangements for the use of the building in the evening hours are to be made with the office manager at the Parish Center. Reservations for room use will be entered onto the calendar in the Parish Center office. Adults directing a student activity or other event in the building during the evening are responsible for all students in their charge. The supervising adult must make sure consent/release forms are complete before the activity or event. Students are to be confined to that portion of the building necessary for the activity. The adult must be the last of the group to leave an evening activity. The supervising adult must also check to be sure that all students are out of the building and, if no custodian is in the building, the supervising adult must check to see that all windows and doors are closed and locked and all lights are out. All student activities are to be supervised.

Maintenance and Care of School Facilities

Staff members and volunteers are to assist in protecting school property and improving the physical appearance of the school facility. Any persons damaging property are to be dealt with by teachers immediately and reported to the school administrator. Offenders will pay the full cost for repair or replacement.

Teachers or students in need of custodial emergencies should report problems to the Office so custodians may be paged, rather than enter the custodial areas, receiving room and custodial closets themselves. Work orders should be completed and given to the administration when maintenance repairs are needed. A schedule of building inspections concerning cleanliness and the state of needed repairs will be conducted on a continuous basis.

Multiple Use of Facilities

Classrooms are successfully shared among parish groups if these rules of courtesy are followed:

1. Students are not to be admitted to classrooms without adult supervision.
2. Pens, pencils, papers and books are neatly stored in the desk. The contents of the desks are a combination of parish property and personal property of the students and should not be handled by other guests in the room.
3. Teacher desks will not be used or repositioned during religious education classes. Student desks may be moved in the room to accommodate various uses. A seating chart for the day school students will be made available for other groups so that all student desks may be returned to the original configuration. Where appropriate, labels will be attached to desks/chairs so that accurate repositioning is possible.
4. Treats or snacks eaten in the classroom should be individually wrapped (baggies will do). Napkins should be provided also.
5. Blackboards and marker boards should be wiped clean for next use.
6. The room should be checked before and after use and the next user or the administrator notified if there are any damages, problems of cleanliness or needed repairs.
7. Windows are closed, lights turned off and door locked before leaving.

Cleaning Supplies

No chemicals or cleaning supplies should be brought into or used in the Parish Center without material Safety Data Sheets (MSDS). All chemicals should be in original containers or properly labeled containers.

Elevator Use

The elevator will be limited to only necessary use by disabled patrons of the building or for moving large freight items.

Gymnasium Use

During casual use of the gym students, staff and guests must wipe their street shoes on the mat before entering the gym (this includes lunch time). Active use (i.e. phy. ed., ball games) will require students to have scuff resistant athletic shoes.

Room Assignments

The administrator shall assign classrooms to each teacher/catechist and shall notify the teachers of any necessary changes in the classroom assignments as the need arises. (See Appendix - Map of St. Joseph Parish Center.)

Securing the Building

Parish Center front and back main entrances are locked at 9:00 AM and unlocked at 2:45 PM when students are in the building. The entrance by preschool is unlocked five minutes before class begins and ends. All other outside entrances will be kept locked.

Teachers and staff are responsible for turning out the lights and locking their rooms and or areas when they leave after 3:30. If lights are on and doors are open when the afternoon custodian is cleaning then he will presume that the teacher is still in the building and will be coming back to their room. The afternoon custodian will make the final rounds at 4:30 to make sure all doors are locked, including the library, faculty room, computer room, and front and back exits.

Staff members who are conducting evening programs are responsible for unlocking exits and other room doors as needed. Lights should be turned on for the hallway restrooms. When leaving the building after the program all lights are to be turned out, doors locked and front and back exits checked to make sure they are locked.

PERSONNEL

Accidents and Injuries

LSP 4101

Accidents and injuries must be reported to the principal immediately. An Accident Report must be filled out immediately by the teacher who was supervising at the time of the accident.

In the event an employee is injured while performing services for the school, the employee must immediately contact the school administrator. An accident report should be made and given to the Financial Director. If medical assistance is necessary, the Administrator and Financial Director need to be informed since a report to worker's compensation will have to be prepared and sent to the Department of Industry, Labor and Human Relations within three consecutive workdays.

9/1/94, Rev. 6/16/2006

Non-Contracted Personnel & Volunteers

LSP 4160

All non-contracted personnel of the school are directly responsible to the school administrator. All non-contracted personnel shall be given a job description that outlines their duties in the school.

Candidates for non-contracted paid personnel positions in the school should fill out an application for Non-Contracted/Volunteer Employment along with the Employee and Volunteer Confidential Questionnaire. A Diocesan Criminal Background check must be completed and the employee must read and sign the Diocesan Sexual Abuse form.

Volunteers

St. Joseph School recognizes that volunteers play an important role in the total school educational program. These men and women are willing to help out as a member of the "education team," comprising the administration, teacher, staff and volunteers. Research has shown one characteristic of effective Catholic schools in a high rate of volunteerism and parent involvement.

Volunteers are any persons who assist with the school program without pay and without any expectation for pay. Examples of volunteer positions are library assistants, coaches, playground monitors, and tutors. St. Joseph School has developed a volunteer program known as V.I.P (Volunteer Involvement Program) that establishes the time, talent and training related to specific volunteer positions.

The volunteer program is to maintain the same commitment to quality Catholic education as the school as a whole does. Therefore, volunteers in the school's program have both responsibilities and rights. In order to maintain quality and responsibility in the volunteer program, the following procedures and guidelines are established, which consist of two parts: Application and Requirements.

1. Application

The VIP form is distributed at the beginning of the school year so parents can volunteer in the school.

All volunteers are required to have a criminal background check every three years. Additionally, volunteers are required to complete the confidential questionnaire and Sample C.

2. Requirements.

Volunteering in a Catholic school is a privilege, not a right. Therefore, all volunteers need to be consistent with the following requirements:

- A. All volunteers are required to sign in and out by means of the volunteer log located in the main office.
- B. All volunteers are to be punctual and dependable. If a volunteer is going to be late for a scheduled time, the

volunteer should call and alert the main office.

- C. All volunteers are to be aware of, and to enforce when appropriate, school policies and regulations. All volunteers themselves are subject to school policies and regulations. Volunteers are to carry out school and teacher disciplinary codes and expectations.
- D. All volunteers are not to have access to confidential records.
- E. All volunteers are to keep school matters they are aware of in the course of their work confidential. If there is a concern, they should bring it to the attention of the teacher, principal, and then the pastor.
- F. All volunteers are to have a cooperative attitude with administration and staff. All volunteers are to be publicly supportive of the school, staff and administration.
- G. Volunteers are to respect the other areas of the building and are not to enter a teacher's room without permission and/or approval from the teacher. They should not wander into other areas of the building unless their task requires them to do so.
- H. All volunteers are to participate in fire or tornado drills held while they are in the building.
- I. Volunteers are not to administer first aid, medication or illness response, except in serious emergencies. All volunteers are to fill out accident reports for any accidents or injuries that occur while they are supervising.
- J. Volunteers are discouraged from bringing other children with them while they are volunteering.
- K. All volunteers must support and exemplify in conduct both Catholic doctrine and morality. They must be consistent, in expression and example, with the teaching and practice of the Catholic faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic faith.

8/5/98, Rev. 6/16/2006 8/10/2009

STUDENTS

Nondiscrimination

DSP 5101

Every Catholic School in the La Crosse Diocese respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. The Diocese of La Crosse has the obligation to publicize its nondiscrimination policies.

Enrollment of Students

LSP 5102

Annual enrollment of in-school students will normally occur in the spring. Enrollment of new students may be made at anytime during the school year by following the procedure below:

1. Inquirers are referred to the school administrator or the school secretary who will inform the administrator. A school brochure, tuition information, enrollment/request for records form are sent or given to the parent for completion. Copies of birth certificate, sacramental certificate (and custody agreement if applicable) are requested.
2. Upon receipt of the above-mentioned items, the school seeks information from the previous school and a report card is requested from parent.
3. School administrator calls for and conducts an interview with parent(s) and student.
4. When a decision has been reached, after past records have been received, the school administrator notifies parents. If enrollment is to follow, then parents are given a school handbook, a brief orientation, and directed to make their fair share pledge and payment of the registration fee.
5. The parent is informed that if the student doesn't meet the school's acceptable standards or if the school can't meet the student's needs, the school has the right to terminate enrollment.

If more children are potentially to be enrolled in the school than class size limits (See LSP 5103 Class Size) then St. Joseph's School gives preference in enrollment in the following order:

1. Catholic students whose families are registered supporting members of St. Joseph Parish who in this order of preference:
 - a. Already have other family members in the school.
 - b. Previously had students enrolled in the school.
 - c. With parents who themselves attended the school.
2. Catholic students of families new to the school who are registered supporting members of St. Joseph Parish.
3. Catholic students of other parishes.
4. Non-Catholics.

"Supporting member of the parish" may be defined as a family who has made some identifiable financial contribution to the parish. In the case that these criteria are not specific enough to establish preference then families who have been registered members of the parish the longest have first preference, or in the case of non-parishioners or non-Catholics, families who have registered their child in the school first.

Non-Parish & Non-Catholic Students

New non-parish and non-Catholic students may officially enroll after May 15, once the annual spring enrollment of in-school students has been completed and in-parish families have had ample opportunity to enroll. Non-parish and non-Catholic students enrolled in the K-6 elementary program may not be barred enrollment the following year to open space for another student.

(Policy continued next page...)

Four Year Old Kindergarten

We offer four year old kindergarten through the Menomonie School District. Our class is three hours long four days a week. The registration program is twofold; parents need to register at St. Joseph School first. We then send the names to the district office and they in turn send out their registration packet. This assures us of allowing our families to receive priority in enrolling at St. Joseph School.

Preschool Enrollment

Preschool enrollment follows all the same procedures and preference order as the K-6 program. Students enrolled in the 3-year-old program have first preference for the 4K. Participation in the preschool program, however does not reserve a spot in the regular elementary school program. Admission preference procedures are considered all over again in admission of kindergarten.

All children entering the preschool program at St. Joseph School must be completely toilet trained. If children do not perform independent toilet tasks they will not be allowed to attend in the preschool program. Children wearing diapers or pull-ups are not considered fully toilet trained. Children must be self sufficient with bathroom tasks; undressing, dressing, wiping and flushing.

Our classes are full of activity during the school day. Time does not allow for teachers to assist with toilet tasks or reminders. Our classroom is not equipped with a proper changing area to change children out of soiled diapers or pull-ups. We understand that accidents may occur and we will be happy to assist children if one should happen.

Class Size

LSP 5103

Class sizes for grade kindergarten through grade six will not exceed 25 children. Class sizes for preschool classes will not exceed licensing standards for staff to student ratios. The three year old classes will not exceed 12 children. 4K enrollment is maximum 18 students.

Students with Special Needs

LSP 5104

The school works closely with the public school district in serving the exceptional educational needs of students. Children may be referred for exceptional educational needs by classroom teachers or by the parents. The possibility of referral is first discussed with the parents. Blank copies of the referral form are kept in the school office.

The referral is first made to the school administrator. The school administrator sends the referral to the district screening committee. The screening committee is composed of a public school psychologist and director of special education or an elementary school administrator. The screening committee sends the referral to the case manager. The case manager is the school psychologist who establishes the multi-disciplinary team. A multi-disciplinary team is composed of specialists, the case manager, the student's teacher, another regular education teacher and the school administrator who observe and test the student and make a recommendation about the child's education. Parents are notified of all steps throughout the referral process and the process does not proceed without parental consent. A parent handbook with information for the parents of exceptional needs students is available in the school office or may be obtained from the Public School Dept. of Special Education and Student Services. There are ten (10) categories commonly referred to as exceptional education needs (EEN).

Emotionally Disturbed (ED)
Hearing Impairment (HI)
Vision Impairment (VI)
Speech Impairment (SI)
Orthopedically Impaired (OI)

Cognitively Disabled (CD)
Learning Disabilities (LD)
Autism
Traumatic Brain Injury (TBI)
Other Health Impaired (OHI)

Speech therapy and learning disability programs are conducted at nearby public elementary school sites. It is the responsibility of the district to provide transportation or reimburse parents for mileage. Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD) are not currently classified as exceptional education needs. These disorders require medical diagnosis, however students with these needs are commonly served in the regular classroom.

Title I Services

Title I remedial reading and math programs are available through the public school system. Services are provided by the public school district at the St. Joseph School site. If a child is achieving below average, s/he may be eligible.

Regular Education Needs

Students may have special needs that do not fit the description of any of the designations that qualify for EEN services. St. Joseph School staff will meet and conference with the parents and devise a plan. Students with Limited English Proficiency fall into this category. If it is determined with a Home Language Questionnaire that the student should be assessed then a referral is made and the assessment is conducted. If tests indicate the need for language services, then a meeting is scheduled and a plan is devised.

DSP 5104

If a student with special needs (categorized such as EMR, EEN or other similar classification, or having a serious disability) applies for admission, is in need of special placement or is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the director of schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgement as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A Review committee can include, but not be limited to, the director and/or assistant director of schools, the local administrator(s) parent representative, diocesan special needs consultant, pastor or dean, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the director or assistant director of schools, if deemed beneficial, when a parent disagrees with a local school decision.

Admission Requirements

LSP 5105

St. Joseph's School follows state, diocesan and local public school regulations that require a child to be five years old by September 1st to enter kindergarten and six years old by September 1st to enter first grade. Similar guidelines will be followed for preschool programs. Children must be three by September 1st to be enrolled in the three-year-old program and four years old to be enrolled in the four-year-old program.

All new students must show proof of proper immunization according to Wisconsin law. Forms are available from the school or local health department.

Kindergarten Screening

Students may be screened before entering kindergarten. St. Joseph School offers an orientation in the spring of the year. All incoming kindergarten students are asked to participate. Screening requests will be made by the principal and/or teacher as needed.

Early Entrance

Early entrance (children who are less than five years of age by September 1) is accepted only after a thorough screening process and a conference with the teacher/child/parents and administrator. The school administrator will make the final decision on early entrance and inform the parent in writing of the decision.

Attendance Requirements

LSP 5110

Regular attendance is necessary at school. Children should be kept home only in case of illness. The school is to be called before 9:00 a.m. if a child is absent. The school will call the home if a child has an unexcused absence or does not report to class. After each absence, a child is to also bring a written and dated excuse signed by a parent or guardian. If a child becomes ill or is injured at school, the parent/guardian will be contacted.

As a courtesy to teachers, please send advance notice with the children indicating dental, doctor and misc. appointments. Students arriving anytime after 8:50 a.m. are required to report to the office before being admitted to class. The student will be issued a tardy slip before entering the classroom.

Any student leaving school must be signed out at the office by a parent/guardian or another adult who has been designated as a pick up person on the family information sheet. Any request by or for a student to leave the school with anyone other than his/her parent/guardian must be verified with the parent/guardian. Written notes from parents regarding such requests should be verified. Any question about the validity of who can take a student out of school should be first checked with the school administrator.

Catholic Faith and Moral Standard

DSP 5112

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, grounds for disciplinary sanctions up to and including immediate expulsion.

Expulsion (Dismissal)

DSP 5115

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools. The term "expulsion" is: "Termination of a pupil as a student from the school permanently (no opportunity for reinstatement)." The term "dismissal" is: "Termination of a pupil as student from the school less than permanently (indefinite or for a given term)."

DSR 5115

If an expulsion is pending, the diocesan director of the Office for Catholic Schools should be notified immediately. The diocesan director of the Office for Catholic Schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. The diocesan director of the Office for Catholic Schools will then approve or deny the expulsion.

LSP 5115

Students at St. Joseph Catholic School who are not benefiting from the curriculum and program offered or who seriously interfere with the learning activities of other students may be dismissed permanently. The case for a permanent expulsion (dismissal) of a student may be any serious violations of school policy and regulations including but not limited to the following:

- A. Insubordination, evidenced by lack of change in behavior following parent and child conferences with teacher and administrator.
- B. Possession or use of dangerous weapons.
- C. Possession, use or sale of controlled substances (cigarettes, alcohol, other drugs) on premises, buses or during a school related activity.
- D. Truancy.
- E. Theft or destruction of property.
- F. Injury to another student or staff member.

The school administrator will recommend permanent dismissal to the Pastor who will inform the parents by registered or certified mail that permanent dismissal is pending. When a permanent dismissal is pending, parents shall be given the opportunity to withdraw the student from St. Joseph Catholic School.

Progress and Reporting - Report Cards

LSP 5201

Diocesan approved pupil report cards are issued quarterly. Other written progress reports may be given at the teacher's discretion.

The report card is one means of communication between parents which summarizes the individual student's growth in knowledge, skills and personal development. The report card has been designed to provide parents with a simple, meaningful and realistic summary of the student's overall mastery of concepts and skills in the content area as well as his/her personal development. The teacher may make comments to accompany the report card but must use the approved comment sheet. The school administrator must read and approve all comments.

The report card indicates what the student has or has not learned according to what is stipulated in the school's curriculum and measured by the appropriate academic assessment such as tests, projects, etc. Academic grades are not used, therefore for the purpose of indicating student conduct, either good or bad. The report card does not replace or detract from the importance of a conference. The report card should be a short summary of how a student is doing. The conference is a place to elaborate on a student's progress, achievement, effort and personal development.

Progress Reports are distributed mid-quarter for the first three quarters to all students in kindergarten through sixth grade. The last quarter, Progress Reports are only given to students who are in need of immediate academic action. The preschool programs distribute Progress Reports two times a year.

Since St. Joseph's needs to have a balanced budget it is important to collect tuition and other fees required of our parents. If payments are behind when report cards are distributed, the report card will be held until payment is completed.

INTERPRETATION OF GRADES

Report Cards

Grades 1-6 receive letter grades on their report cards. The grading scale is as follows:

A	=	100 – 93%
B	=	92 – 85%
C	=	84 – 75%
D	=	74 – 69%
U	=	68 – 0%

Conferences

DSP 5205

As a personal means of informing parents as to the development of their children, schools are to schedule conferences on a regular basis. Normally, the children should have the opportunity to be at these conferences. Conferences are to be scheduled at least twice a year, once during or shortly after the first quarter and once during or shortly after the second or third quarter.

LSP 5205

The parent-teacher-student conferences make it possible for the parent to play a more integral part in the child's education. In addition to the conferences, parent(s) should feel free to contact teachers regarding each child's progress. Children are invited and encouraged to attend conferences with their parents.

Retention/Acceleration

DSP 5210

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflections and evaluation and consultation with the teacher and parent(s). The school administrator is the individual responsible for making the final decision.

The procedure for student retention or acceleration is as follows:

LSP 5210

1. The teacher will inform the administrator in writing at the end of the second quarter as to the possible retention or acceleration.
2. A conference will be held with the administrator to discuss the information contained on the form.
3. A parent conference will be set up at which the teacher will discuss with parents:
 - A. Recommendation made.
 - B. Reasons for recommendation.
 - C. Current and continual corrective or enrichment efforts.
 - D. Parental concerns.A written report of this conference containing the above elements is to be sent to the parents (copies Retained by the teacher and administrator).
4. Continual efforts are to be made to help meet the child's educational needs. A tentative decision on retention or acceleration will be made at the end of the third quarter.
5. Prior to school closing, another conference will be held with the administrator to discuss final recommendations.
6. The administrator will make the final decision on retention or acceleration and inform the parents in writing of
7. the decision.

Decisions about accelerating a student in a specific subject area require the same procedure.

School Records

LSP 5301

Official transcripts will be held if outstanding bills are owed. Health record will be sent regardless of balances owed to St. Joseph School.

Proof of Guardianship

DSP 5302

In any situation where there is a custody agreement the schools should obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

Confidentiality

DSP 5310

Rather strict confidentiality in regard to student-school employee communication (verbal and written), the diocese of La Crosse Catholic Schools operate under a spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office for Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

Transportation of Private School Students

LSP 5401

Elementary age students are eligible for district funded bus transportation if they live more than one mile from school. Bus transportation is not available for three year old preschool students. Transportation can be requested for 4K, but not guaranteed, based on students address.

Elementary aged students living within the city limits have the opportunity to be bussed to school from centralized bus stops so placed as to provide for safety and so that students living one mile from school would not have to walk more than approximately 1/4 mile to the bus stop. (Students living less than the required one mile from school could also walk to a bus stop, if available located about 1 1/4 miles from school.)

Bus transportation for the district is provided by Menomonie Transportation. Parents may call the bus company for information about bus routes and pick up and drop off times, including information about shuttles to and from the high school. If your child(ren) will not be riding the bus for any reason on a particular day and they are the only child(ren) picked up at your stop then the bus company appreciates a courtesy call from the parents to inform them of the name of the student and the bus number, so that bus routes and times can be adjusted. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by parent and school officials.

It is important to note that large or unsafe items not related to the curriculum are prohibited from the bus. Ice skates will be permitted only if they have functional blade guards. At times students may have large items for a class relate project. At such times the student needs to have parental permission slip and have it signed by the teacher or principal in order to bring it on the bus. The driver may deny such a request if in their opinion the item can not be brought on board and stowed in a safe manner. Further bus rules and consequences for misbehavior are detailed in LSR 5405 - Bus Rules)

Transportation - Bus Rules

LSR 5405

Students using school bus transportation must understand that they are under the jurisdiction of the school while riding a school bus and that all appropriate school rules and regulations apply when they ride a school bus. Misbehavior can result in the driver being distracted. Such distractions endanger the lives of all riders. Therefore, behavior violations must be reported and disciplinary measures taken in accordance with the guidelines listed below.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her inappropriate behavior.

The primary responsibility of the driver is to safely transport students to and from school. While transporting students, the driver also has the responsibility of maintaining appropriate student behavior on the bus. Therefore, the driver will report behavior violations to the proper authority on forms provided. It is understood that the driver will do everything within their authority before filing a written report.

Behavior Guidelines and Consequences

All school bus passengers will follow these basic rules when riding, boarding or getting off the bus:

1. Follow instructions of the driver the first time given.
2. Remain seated while the bus is moving.
3. Obey all basic safety regulations related to being in the vicinity of a school bus (Example: Proper crossing in front of the bus and keeping out of danger zones outside the bus.)
4. Treat everyone on the bus with respect.

The following behaviors will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offense. More serious misbehaviors will result in larger consequences. The behavior consequences will increase if the rider repeats the inappropriate behaviors.

Infractions

Pushing/hitting
Standing/moving
Yelling/screaming
Harassment or disrespect towards others

Littering
Obstructing the aisle
Throwing objects
Profanity/vulgarity
Getting off at an unauthorized stop
without permission

Major Infractions

Physical assault/fighting
Possession or use of weapon/s
Possession or use of alcohol, tobacco products or other drugs
Profanity towards the driver
Open flame
Failure to give correct name when requested by the driver
Failure to follow driver instructions
Body parts out of the window

**If the infraction is a violation of law, the proper authorities will be notified. If the infraction results in property damage, restitution is expected.

Consequences

First Step: Driver will talk to the violator and attempt to change the negative behavior through counseling, other modifications or techniques (Example: special seat assignment). If the violator continues to misbehave, the driver then makes written reports to the administrator.

Infractions

First Written Report:

The report is forwarded to the administrator who:

1. Talks to the rider and investigates if necessary.
2. Mails a copy of the written referral to parents and/or contacts them via phone. A letter is attached which states that a second report may result in suspension of riding privileges.

Second Written Report:

The administrator receives report and:

1. Talks to rider and investigates details as necessary.
2. Contacts parents, reviews the student's behavior record and may suspend the bus riding privileges of the rider from one to five days.

Major Infractions

The administrator may move to a higher level of consequences for severe infractions.

First Written Report:

Driver will talk to the violator, identify the infractions, and then write a report to the administrator. The driver may also isolate the violator with a special seating arrangement. Upon receiving the report, the administrator will:

1. Conference with the rider, contact the parents, review the rider's behavior record and may suspend the student's bus riding privileges for up to five days. The parents and rider must have a conference with the administrator before the riding privilege is reinstated.

Second Written Report:

The same procedure will be followed as in the first report. However, the riding privileges will be suspended for from three to five days.

Third Written Report:

The same procedure will be followed as outlined in the first and second steps above. However, the riding privileges will be suspended for five days. Any succeeding reports will result in immediate suspension of riding

privileges and the case may be presented to the school board with a request that riding privileges be suspended for a longer period of time.

Transportation - Private Vehicles, Bicyclists and Walkers

LSP 5413

Private Vehicles

Students who are driven to school are to be dropped off in the parking lot and enter the back door by the staircase and proceed to the gym. Parents/Guardians picking up students at the end of the school day are to park in the parking lot and wait for their student(s) in the school gymnasium. Vehicles should enter the parking lot from 10th Street and exit onto 9th Avenue. Wilson Avenue is a bus loading zone.

Bicyclists & Walkers

Students who bike to school are not to ride on school property. Bikes are to be walked on school property. A bike rack is provided and use of locks for bikes is encouraged. To ensure the safety of students who walk to and from school, students are to only use marked crosswalks in view of school staff who have supervisory duties at the beginning and end of the day.

First Aid

LSP 5501

A first aid kit and emergency telephone numbers are located in the school office and are readily available to the staff. The school secretary handles most first aid procedures. Staff members are aware of procedures for the handling of bodily fluids.

When a pupil becomes ill or is injured in class, either the teacher or some pupil designated by the teacher will accompany that student to the office. This depends upon the seriousness of the illness or injury. The school administrator or secretary will make necessary arrangements in the event it is necessary for the student to leave the school premises. A report will be made by the staff member who is a witness or caregiver in an accident situation. Copies of accident/injury reports are kept on file in the school office.

Special procedures are established and teachers are inserviced in the proper handling of bodily fluids. The school has a bloodborne pathogens policy which is reviewed annually. All employees receive training annually and personal protective supplies such as gloves, antiseptic, towelettes, masks, bleach are in place.

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer a drug to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by any means other than ingestion.

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instruction and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian.

The party authorized to administer the drug and the school principal or administrator are immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." (This immunity does not apply to health care professionals.)

The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining the filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instructions of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, many schools require that the medications be kept in a locked cabinet. (s. 118.29)

LSP 5505

St. Joseph School has a medication policy covering all prescriptive and non-prescriptive medications taken by students during school hours. The party authorized to administer the drug and the school administrator are immune from civil liability for their acts or omissions.

If it is necessary for a child to take prescriptive medication during the school day, an authorization form signed by the physician and parent/guardian must be on file in the school. Medication must be placed in a pharmacy labeled container with the student's name, name of medication and dosage. Copies may be made of the Authorization to Administer Medication form found in the Appendix or new forms may be picked up in the school office.

Students taking non-prescriptive medication, such as aspirin, cough syrup or drops, throat lozenges, etc. during school hours, must have an authorization form signed by a parent/guardian on file in the school. (See Appendix - Authorization to Administer Medication form.) These non-prescriptive medications must be provided by the home. Prescriptive medications (other than inhalers for asthmatic pupils) will be kept in a secured storage area in the health room where they will be dispensed only by our school secretary and not in the classroom. Medications will not be dispensed unless the correct procedure is followed. If at all possible, parental or guardian effort should be made to administer medications before or after school.

Asthma Inhalers

While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder if the following conditions are met:

- The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or use the inhaler to alleviate asthmatic symptoms.
- The pupil has the written approval of the pupil's physician and pupil's parent or guardian. Forms may be obtained from the school office. The pupil has provided the school principal with a copy of the approval.
- The inhaler is clearly marked with the student's name and preferably should be kept in the student's book bag during the school day.

Health Services

LSP 5507

The school administrator and staff are responsible for the health and safety of the students while they are at school. The Dunn County Health Department assists St. Joseph School in offering the following health services:

1. Immunization and communicable disease
2. Screening - vision, hearing, scoliosis
3. Consultation and health counseling

Peanut Safety Guidelines

1. Identify student with the food allergy to all school staff.
2. Have a written individual medical form completed by a physician with instructions in the student's file.
3. Classroom parents and students will be informed of the student's allergy and peanut foods need to be avoided.
4. The classroom students need to become familiar with the concept of the "hidden" peanut ingredients. It is the responsibility of the classroom teacher and parent of the allergic student to educate the class on peanut labeling.
5. Staff training in the management of anaphylaxis and the use of epinephrine on a regular basis.
6. All staff will know the location of the epi-pens. The epinephrine auto-injector needs to be accessible for quick access within several minutes of a reaction and kept in a secure but unlocked location.
7. During lunch, the child with peanut allergies needs to eat with others not eating peanuts.
8. During field trip, the epi-pen needs to be present.

Drugs & Alcohol

DSP 5508

"Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church's very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature" (cf. Mk 16:15). (Evangelium Vitae, Introduction, Section 3; paragraph 1)

The Catholic schools of the Diocese of La Crosse are Christ-centered educational communities which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

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

RECOGNIZING the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse;

RECOGNIZING the need to articulate strong, clear, and consistent policies and procedures in this area;

RECOGNIZING its obligation to set the moral and ethical standards we expect from our schools and pupils;

The Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all our Diocesan schools.

Definitions:

The phrase "drugs and alcohol" includes, but is not limited to:

- A. Illegal drugs;
- B. Alcohol;
- C. Illicit drugs (legal drugs used for illegal or improper purpose); and

The term "expulsion" is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is: Termination of a pupil as a student from the school less than permanently (indefinite or for a given

term).

The term "suspension" is: Temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

Prohibitions

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or in route to school sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school sanctioned vehicles.

Required Minimum Sanctions

1. For students who have violated Category 1 Prohibitions - dismissal or immediate expulsion.
2. For students who have violated Category 2 Prohibitions - suspension, dismissal or expulsion.
3. For students who have violated Category 3 Prohibitions - suspension or dismissal.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category.

In determining within each category which sanction to apply, at least the following factors shall be considered:

the nature of the substance;
the amount of the substance;
the age of the student;
the degree of the risk posed to other students;
the cooperation or lack of cooperation of the student; and
the student's prior record.

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictate.

The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

Investigatory and/or Remedial Measures

1. The students and parents/guardians shall meet with school authorities.
2. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing.
3. The student shall be suspended pending completion of the investigation and may be suspended during the assessment.
4. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
5. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
6. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
7. For students suspended or dismissed, before any student may be re-admitted and continue as a student, the

following minimum conditions must be met and consistently maintained:

- A. The student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
- B. The student must cooperate with any and all recommended actions and conditions of his/her treatment.
- C. The student must refrain from any future drugs or alcohol offense.
- D. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
- E. The student must cooperate with local school authorities.

Reporting Requirements

1. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.
2. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.

Consultative Requirement

Drug and alcohol offenses are serious matters. They involve complicated and at times contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office for Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

Relationship to other Student Conduct Codes

This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement not replace those student conduct standards and procedures.

Education

All schools are required to develop and implement a policy of parent/guardian and student drug/alcohol abuse education. This education program is to be in place no later than 1/14/98, and is to be reviewed annually.

LSP 5508

St. Joseph School supports parents in protecting their children from the abuse of drugs and alcohol. St. Joseph School follows policies set forth by the La Crosse Diocese (See DSP 5508 - Drugs and Alcohol). Consequences for drug and alcohol abuse are explained in local policies: LSP 5115 - Expulsion; LSR 5405 - Transportation - Bus Rules; LSP 5601 - Discipline. The school will work with the Home & School Organization in offering annual parent/guardian and student drug/alcohol abuse education. This education program may include speakers, workshops, classroom instruction with the support of federal AODA materials, community based curriculum such as DARE and printed materials disseminated through the packet system.

Sexual Harassment

DSP 5512

Students of the Catholic schools of the Diocese of La Crosse are entitled to learn in an atmosphere free from sexual harassment.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.
2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school principal. Any information reported shall be treated as confidential. All claims of

sexual harassment shall be thoroughly investigated by the school principal after consultation with diocesan director of schools.

5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith.

Student Insurance

LSP 5540

The school carries no student accident insurance.

Discipline

LSP 5601

St. Joseph Catholic School places a high value on respect, self-discipline and good behavior. Therefore, the school has established the following policies and guidelines in regard to discipline, all of which have been established within the philosophy and objectives of the school. If inappropriate behavior takes place outside of school, action will be enforced if the damage affects staff and students at school.

The following are examples of behavior that are inappropriate:

1. Verbal abuse.
 - A. Verbal disruption in the classroom
 - B. Verbal disrespect for teachers and students
 1. Talking back.
 2. Name calling and verbal harassment.
 3. Rude and discourteous language.
2. Inappropriate bodily contact.
 - A. Pushing, shoving, or jumping on another person.
 - B. Male/female body contact.
 - C. Tripping, pinching, kicking.
 - D. Fighting.
 - E. Physical endangerment.
3. Disrespect for property.
 - A. Removing without permission any items belonging to another.
 - B. Stealing.
 - C. Willful destruction of school or personal property.
4. Disobeying established classroom or school rules (LSP 5610 - School Rules).
5. Disobeying bus rules (LSP 5405 - Bus Rules). Students are subject to disciplinary action by school.

The school adopts the following process for correcting inappropriate student behavior:

1. Teachers or other staff members (including volunteers) will correct the students' behavior in any of the following ways. Correction may involve:
 - a. Verbal correction
 - b. Detention (during or after school, typically loss of recess)
 - c. Assigned consequence or task appropriate to the age and maturity of the student

Most cases of inappropriate behavior are handled in the classroom but if it becomes necessary to remove a student from a class for behavioral reasons, the student must be sent to the school administrator with a slip showing the time of removal and the reason for such.

Students may be detained beyond regular school hours for behavioral misconduct or for the purpose of improving achievement. Before detaining students after school, parents shall be contacted to arrange transportation home. Teachers shall inform the school administrator of any pending detentions prior to detaining students.

When a deed of serious misconduct occurs or repeated minor violations occur, a Conduct Correction

Notice is sent to the parent to inform the parent of teacher concerns. This notice is to alert the parents of a need to modify student behavior. The parent must sign the notice and return it the following school day. The notice is then filed in the school administrator's office. Failure to return this notice will result in notification of the parent. This step may initiate the following process.

2. A conference will include the teacher and parent and may include the administrator and the student. Conferences will proceed only after failure to resolve earlier conflicts. Several conferences may be needed before resolution of the conflict. The Multi-Disciplinary Team from the Menomonie Public School system may also be used as a resource to identify learning needs and solutions. If these conferences fail to modify student behavior, the process continues with the following step.
3. Suspension or probation is the next alternatives available in this process.
 - A. Suspension must include a written notice given by the administrator to the parent(s) stating reasons, effective date(s) and manner of re-entry which is not to exceed three days. There are two types of suspension and in either case, all class work assigned must be completed before re-admission.
 1. In school suspension will be carried out under the supervision of school personnel while the student is isolated from other students and school activities.
 2. Out of school suspension involves temporary removal from school and school activities.
 - B. Probation is a temporary plan to provide guidelines so the student may remain in school and improve behavior. Failure to pass the probationary period will lead to dismissal. The plan must include the following: previous conference, written notice to the parents, reasons for probation, specific behavior to be changed, specific terms of probation (including time of review), consequences that will follow, signature of at least: one parent, student, and administrator on the probation plan, the school committee will be informed if terms are broken, and process of permanent dismissal will begin.
4. Immediate suspension is for actions which are seriously harmful to the health and life of the students and to the orderly operation of the school require immediate intervention on the part of the administrator. Such actions may include but are not limited to:
 - a. Possession or use of dangerous weapons.
 - b. Use, possession or sale of controlled substances (alcohol and other drugs).
 - c. Smoking on the premises, buses, or during a school-related activity.
 - d. Serious bodily injury to staff or student
 - e. Serious disrespect of authority
 - f. Theft or vandalism
 - g. Continued or extreme use of profanity or foul language
 - h. Fighting
 - i. Serious abuse (verbal or physical) of others.

In such cases the administrator invokes an immediate suspension, informs parents and arranges a conference with parents, student, and the administrator. Plans for correcting the student's behavior are made. Those plans may include but are not limited to suspension from school, probation, involvement in counseling, or recommendation for permanent dismissal.
5. Expulsion refers to permanent dismissal from school. (See LSP 5115 - Expulsion Dismissal).

School Rules

LSP 5610

In addition to the behavior expected of students outlined in the school discipline code. There is a number of specific indoor, outdoor and lunch rules students must follow. Failure to follow these rules will result in the consequences listed in the discipline procedure. (see LSP 5601 - Discipline). Specific classroom rules are established yearly by the teacher with input from the classroom students. The agreed upon regulations are posted along with the agreed upon rewards and consequences. The following indoor, outdoor and lunch rules apply to students of all grade levels:

Indoor Rules

1. Walk throughout the school on stairways, halls and in the gymnasium during lunch.
2. Take hats off while in the building.
3. Dispose of scrap paper in proper containers and pick up any litter in school or in play areas.
4. Refrain from chewing gum or eating candy during class time. All food should be eaten in the lunch room or under the supervision of a teacher in the classroom.
5. Avoid disrupting any class with unnecessary noise or unacceptable behavior.
6. Leave a classroom only with permission of a supervisory adult or teacher.
7. Cell phones are permitted, but must remain in backpacks and turned off during the school day.

Lunch Rules

1. While in line to be served, stand in single file without any pushing or shoving.
2. Say please and thank you and speak loudly enough for the cooks to hear.
3. Take time to eat. Eat only at the table.
4. Eat with mouth closed. Use an inside voice and talk quietly about appropriate topics.
5. Eat with silverware. Don't play with food or silverware.
6. Keep food on the plate, avoid throwing food on the floor or at other students.
7. Keep hands and feet to yourself at all time. Sit down (bottom on the bench, feet under table) while eating.
8. Clean up the table where you ate and pick up what has fallen to the floor.
9. Eat what is taken and do not waste food. Seconds are allowed only after all food on the plate is eaten and everyone has been served in the lunch period.
10. Balls and toys are not allowed in the lunchroom according to DPI standards.
11. Patiently wait to empty trays at the waste can, stack plates correctly at the dishwasher.
12. Wait at your table until the bell rings and the lunchroom supervisor dismisses each table. Walk out the correct exit to the playground.

Outdoor Activity/Playground Rules

Children are expected to participate in outdoor activities (physical education and recess) during the school day. Outdoor activities will not be conducted on days that are considered to have extreme weather conditions. Parent(s) may send a note to request that their child be kept indoors for one day. A physician must sign requests for a longer period.

1. Stay on assigned playground. Do not play outside the fences, sidewalk or curb that surrounds the playground. No play on the equipment before school or after school while waiting to go home.
2. Tackle or chasing games such as tag are not permitted during recess.
3. Use equipment properly. All balls, bats and jump ropes are to be used as they are intended. Students may not use hard balls, metal or wood bats.
4. One person may go down the slide at a time. Wait until the person is at the bottom and off the slide before sliding. Slide feet first in a sitting position only. Do not slide double or form any "trains" of more than one child to slide. Do not walk or climb up the slide backwards.
5. Stay out of water and mud.
6. Line up immediately when the bell rings and walk quietly into the building.
7. Wear boots, gloves, and hats in the winter. When boots are worn to school, inside shoes must be available for wear during the day. Kdg. - Gr. 3 students are required to have snow suits for outdoor winter play.
8. Snowballs, wood chips and rocks are not to be thrown. Students will stay after school the next night if they break this rule.
9. Electronic devices (remote control cars, electronic games, walkmans, radios, etc.) are not to be brought to school for use during outdoor play.
10. Follow all bike safety rules. Walk bikes on school property.
11. Report any problems, injuries and other questions on the playground immediately to the playground supervisor(s). Playground supervisor(s) are in charge and has the authority to correct. Safety, respect and courtesy is expected at all times.

Dress

LSP 5690

Part of the learning process includes the development of good grooming habits. Good grooming is the first and most evident mark of a student's self respect and training. Christian morality teaches that our bodies are temples of the Holy Spirit. Respect for oneself begins with proper hygiene. Children should be taught to brush their teeth daily and bathe on a regular basis. Cleanliness and moderation in clothing are expected of all.

In the interest of maintaining the best learning environment possible for our students clothing should be safe, neat and clean. Expectations for student clothing are:

General Guidelines:

- Each student's appearance must be appropriate to a Catholic school setting. All clothing, hairstyles, hair color or jewelry is not to be distracting or disruptive of the educational process.
- All items worn must be clean.
- Worn, torn, faded, baggy, or sequin clothing may not be worn.
- Hairstyles must be cleanly cut and of reasonable style and color. Hair Mohawks do not fit this criteria and are therefore, not permitted.
- Hats, caps, bandanas or other types of headwear are not to be worn in the school building.
- Hoop or dangling earrings and chokers may not be worn.
- Hair wraps and beads are not permitted.
- No permanent or temporary tattoos allowed.

Specific Clothing:

Shirts

Colors: Blue, Red, Green, Pink or White

- Button polo shirt with collar, turtlenecks, mock turtlenecks and button collar shirts
- Solid colors – No stripes, logos, writing or graphics, except St. Joseph School.
- Shirts must be tucked in.
- No tank tops, crop tops, spaghetti straps, or sleeveless tops.
- No shirts with hoods

Sweaters

Colors: Blue, Red, Green or White

- Long or short sleeve sweaters
- Vests, cardigans, V-neck or crew neck
- Solid colors - No stripes, logos, writing or graphics, except St. Joseph School.
- Solid colored shirts with collars or turtlenecks must be worn under all sweaters.
- Sweaters do not need to be tucked in
- No hooded sweaters

Socks/Tights

Any solid color (blue, white, red, or green)

Fleece Sweatshirts

Colors: Blue, Red, Green or White

- Solid colors - No stripes, logos, writing or graphics, except St. Joseph School.
- Solid colored shirts with collars or turtlenecks must be worn under all sweaters.
- Sweatshirts do not need to be tucked in
- No hooded sweatshirts

Pants

Colors: Blue, Black, and Khaki

- Cotton, cotton-polyester or corduroy
- Solid colors – not stripes
- No overalls, denims, jeans, sweatpants, wind pants

Shorts

Colors: Blue, Black, and Khaki

- Walking shorts
- Solid colors – no stripes
- No more than three inches above the knee
- May be worn Aug., Sept., May, and June
- In April and October, when the local forecast is above 70°F shorts are allowed

Skirts and Jumpers

Colors: Blue, Black, and Khaki

- Solid colors – no stripes
- Split skirts and skorts are acceptable
- No more than three inches above knee

Shoes

- Sneakers
- Black or brown Oxfords, penny loafers, or Mary Janes
- No sandals, clogs, crocs, open toe or open back shoes.
- Wheelie shoes are not allowed in school for safety reasons.

Physical Education

The school requires students in 4th, 5th, and 6th grade to change for physical education class. They are to bring a t-shirt and athletic shorts in a plastic bag to change into on physical education days. Only athletic shoes are to be worn on physical education days, no marking shoes allowed.

Enforcement and Consequences

Seasonal fads that are inappropriate will be screened annually by the faculty. Final decisions will be at the discretion of the school administrator. Students wearing clothing not meeting the above standards will be given clean alternative clothing from the school store to wear and parents will be notified by phone and/or with a written notice. A second offense will call for a parent conference.

Grade School Dances and Parties

DSP 5790

Schools are not to sponsor mixed parties and dances for grade school students, when they are such as to promote premature dating, exclusive and particular boy-girl associations and the pairing off of couples. School activities which are well supervised and which are instructive in the social graces and productive of mature and wholesome relationships are encouraged.

LSP 5790

Every activity conducted during the regular school hours should have a purpose, which is related to learning, and classroom parties are no exception. Good judgement, along with prior approval from the school administrator, shall be the guidelines for classroom parties.

Student Parties and Dances: Non School Sponsored

DSP 5795

The responsibility of mixed parties and dances not directly sponsored by the school (In this policy, schools refers to elementary, middle and high school.) belongs to the pupils' parents. However, illegal use of alcohol or drugs at such parties or outside school activities can result in school disciplinary measures including suspension, dismissal or expulsion.

DSR 5795

The school (in this regulation, school refers to elementary, middle and high schools.) is not to assume any part of parental responsibility in non-school sponsored parties and dances or allow school time to be given over to the planning or promotion of the mixed parties and dances not sponsored by the school.

The use of any school facility for such events is to be handled in the same manner as any other non-school activity.

INSTRUCTION

School Calendar

LSP 6101

The school calendar closely follows the public school calendar. Weekly and monthly calendars are normally sent home in the weekly correspondence packet. A copy of the school calendar is found on the website..

The school administrator maintains an activity calendar. All activities, such as games, contests, programs, plays, rehearsals, etc., must be approved and listed on the school's master calendar. Strict observance of this procedure will avoid conflicts between activities. Reservations for activities are made with the school administrator at the beginning of the school year or three weeks in advance of the activity date.

Hours of School

LSP 6103

The school day for elementary students begins at 8:45 a.m. and ends at 3:00 p.m. All children that arrive at school before 8:30 other than by bus will be a part of the Sunrise Program (LSP 6104). The time periods before and after school are used by the teaching staff to prepare their lessons and to conference with parents or other teachers.

The playground is not supervised after school, therefore students must go directly home after dismissal or wait patiently in the gym for their ride home. Families of students who are picked up later than 3:15 will be charged at the Early Morning Program hourly rate, even though no after school program is offered by the school. However, the Menomonie Recreation Dept. offers an after school program. Transportation is offered at the end of the school day from St. Joseph School directly to the Menomonie Rec. Program. Families interested in this service should inquire with the Menomonie Recreation Dept.

Hours of Preschool

Three year olds meet 8:30-11:00 a.m. on two days a week. 4K is held Monday through Thursday from 12:00- 3:00 pm. Preschool children are to be escorted directly to the preschool room by a parent or guardian no sooner than 10 minutes before start time.

Preschool children will not be released from school until a parent or guardian is present to escort them home. Parents are asked to pick up their children within 5 minutes after ending time.

Early Morning School Age Child Care

LSP 6104

St. Joseph School provides early morning school age childcare for K-6 students before school hours as a service to parents who have commitments beginning at 7:30 a.m. All children that arrive at school before 8:30 other than by bus will be a part of this program. The cost per child is regulated and reviewed each year and the parents will be sent a monthly bill for the service. A check-in system is maintained by the supervisor on an hourly rate.

- Students should report to the gym as soon as they enter the school and check in with the supervisor.
- When the students arrive, the supervisor keeps records of the time.
- Students need to check out with the supervisor if they leave the gym such as when they go to assist a teacher.
- There is no running, playing with balls, playing tag, or chasing.
- Games, jump ropes, etc are provided for the students.

Schedule

St. Joseph School provides early morning school age child care for K-6 students before school hours as a service to parents beginning at 7:30 a.m. All children who arrive at school before 8:30 a.m. other than by bus will be part of this program. The cost per child is regulated and reviewed each year and the parents will be sent a monthly bill for the service. A check-in system is maintained by the supervisor on an hourly rate.

Snack

Breakfast snack such as granola bars, oatmeal squares, orange juice and milk will be available for a minimal fee.

Fees

Early morning care is supported by fees and is not subsidized by the parish or the school. Regular and prompt payment

of the fees at the end of each week is appreciated. Payments for occasional use of the program should be made at least monthly. The fee is reviewed each year. Partial hours of service are pro-rated to the nearest quarter hour. Cash payments may be made but checks are preferred and to be made out to St. Joseph School.

Homework

It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. The staff has no way of knowing what work has been assigned to which students.

Discipline

The discipline procedures of the school will carry over into the early morning care program. Each school family receives a copy of the school handbook containing this information. It is requested that children not bring toys, CD players, video games, or athletic equipment from home.

Illness/Accidents

For the safety and health of all the children in the care program, no ill child will be accepted into the program. No medicines will be given to a child while in the care program. Parents or people listed on the family information form filed with the school office will be contacted in the event a child becomes ill during day care hours. All necessary steps will be taken to provide care of an injured child. An accident report will be filled out on any accident that results in injury of a child.

Termination of Care

Careful consideration and conferences with parents will be conducted prior to removing a child from childcare. Termination will result from non-payment of fees that exceed \$50 or behavior on the part of the child that is consistently detrimental to the program or poses a safety risk to care workers or other children in the program.

Liturgies

LSP 6107

School liturgies are regularly celebrated each week on Fridays at 9:10 a.m. Elementary classes take turns planning a liturgy and leading the school in prayer and celebration. The Holy Days of Obligation including the Feast of All Saints, Nov. 1; Immaculate Conception, Dec. 8; and Ascension Thursday are special celebrations for the school. The living rosary, Christmas program, Ash Wednesday, living stations, and May crowning are examples of other special devotional activities for the students. Parents are welcome and encouraged to attend any of the school liturgical celebrations.

Seating Arrangements

Each class has an assigned area in the church. It is important for students to attend and sit together with their school family. Occasionally parents may want their children to sit with them. This practice is acceptable, but not encouraged. Parents are asked not to request to sit with their child(ren) after the child's class has been seated. Once the children are seated with their class it becomes too much of a disruption for the other students to take the child from the class.

Parents and siblings are asked not to sit in the class seating area with the children as they often have assigned seats and this too can create confusion. Children are not to sit with their parents at all if they are participating in the mass with a reading, bearing gifts, etc. It is important then that the child sit with classmates for the flow of this participation to go smoothly.

Parents are asked to follow the guidelines listed below.

Parents should be at the door well before mass begins to greet the child(ren) as they come into the church. At that point the parent can catch the teacher's attention, take the child aside, and proceed to sit with them. At the end of mass, parents who wish to sit with their children must meet the class at the entrance, again get the attention of the teacher, and reunite the child with their classmates. Teachers are responsible for the children and since we must cross the street be sure everyone is together before reentering the Parish Center.

Home-Based Private Educational Program

LSP 6115

St. Joseph School respects and supports the right and duty of parents as the primary educators of their children. Some parents may have the time and resources to directly instruct their own children at home in a "home based private educational program".

Home schooled students may participate in extra-curricular activities sponsored by St. Joseph School such as basketball

and scouting that occur after the school day. Extra-curricular activities do not require the parent's direct supervision.

By definition of home schooling the student does not participate in direct instruction in the classroom. There may be no combination of home schooling and classroom schooling. The difficulty of a part time home school and part time in school situation in terms of planning for instruction, assessment of the child and the social interaction between children is not in the best interest of the child, classmates, teacher and the school. Therefore, parents may not borrow class textbooks or non-consumable materials.

Fire Drills

LSP 6120

Fire drills will be held once a month during the school year. Fire drill procedures will be posted in each room next to all exits. Students, teachers and all support staff are to be familiar with fire drill procedures. All students, staff and visitors are to take part in fire drills.

Emergencies - Natural Disaster

LSP 6121

A natural disaster emergency drill will be scheduled during the school year. In the event of tornadoes and other natural disaster warnings, students are instructed as to their particular places in the school. Procedures will be posted in each room next to all exits. Students, teachers and all support staff are to be familiar with natural disaster emergency procedures. All students, staff and visitors are to take part in emergency drills.

Emergencies - Inclement Weather and the Closing of School

LSP 6125

When school is closed or there is an early dismissal, a notice will be carried on WMNE AM radio - 880 or WMEQ FM - 92.1. When buses are not running for the Menomonie Public Schools, St. Joseph School will not be in session. The early morning care program will not operate on days when the school is delayed or closed because of weather or other emergencies.

If classes are dismissed early by the public schools at 2:00 then dismissal at St. Joseph School is at 1:20, or 40 minutes earlier than public school dismissal announced on the radio. Parents should make provisional arrangements for their students early in the fall before winter weather sets in and discuss these arrangements with your children.

All extra-curricular student activities including musical concerts, basketball practice, scouting meetings and afternoon religious education classes held at the St. Joseph Parish facility are cancelled when school has been cancelled or early dismissal has been called due to inclement weather. The after school care program "Discovery", provided by the City Recreation Department, does operate on early dismissal days. Children are picked up by the regular DET bus at the earlier dismissal time.

Emergencies – Crisis Plan

LSR 6126

St. Joseph School has a crisis plan that outlines procedures in the event of various crisis events including cases of a family crisis involving the serious injury, death, suicide or other traumatic incident involving a student, parent or guardian of a student or a staff member. The Plan also covers kidnapping, bomb threats, abuse & neglect, accidents, medical emergencies, hazardous chemical spills, sexual offenses, and violence.

The school administrator will be notified of the crisis incident and will be given appropriate factual information concerning it. The school administrator will notify the staff of the situation via the emergency phone tree. The school administrator will also notify the parish pastoral staff, the public school district counseling staff and the County Mental Health Clinic, and will ask that representatives be available at a staff meeting and at school the next day as may be indicated. The school administrator will call the family of the victim(s) to determine what communication they would like to share with the school.

The School Administrator is the designated official spokesperson for the school. All media requests should be directed to the Administrator.

Staff Meeting

The staff will meet the following morning in the conference room. The administrator will share the appropriate facts

concerning the incident with the staff. The administrator will inform the faculty regarding communication to students and indicate that all questions and media contact should be directed to the administrator.

The parish pastor and professional counselors from the Mental Health Clinic and School District will discuss with the faculty how to acknowledge and deal with the death or other crisis with the students. They will discuss with the faculty the resources that will be available to the students and the staff. The school staff will meet immediately following the student dismissal at the end of the day. The purpose of this meeting will be to "process" the day.

Resources for students and staff in the event of a Crisis

- Dunn County Health Department staff members are available to our school in crisis situations that require medical help
- Students having difficulty and in need of professional help will be referred to the Dunn County Mental Health Clinic.
- Group rooms for students to meet and talk with other students, the pastor and counselors.
- A letter may be sent to all parents notifying them of what has happened and offering suggestions and assistance to them concerning their own children.
- Community mental health workers will be available to meet with staff members who so desire.

Student & Staff Attendance

Family members and staff directly related to the victim(s) will be granted absence in the case of a family crisis or funeral. Closing school will be assessed on an individual case basis by administration. Students and staff will be permitted to attend a funeral during the school day but will not be forced to attend unwillingly or without parent approval.

Curriculum

LSP 6205

In all grades the following subjects are taught: Religion, Reading, Math, Language Arts, Art, Music, Science, Social Studies and Physical Education.

Religion

Formal religion classes are held four times a week. Attention is given to the sequence of doctrinal content, scripture, liturgy and everyday Christian living. Each week a class is responsible for preparing the liturgy for the entire student body. Liturgy is ordinarily at 9:10 a.m. on Fridays.

Reading

In addition to the basic texts the primary grades stress phonics learning. Guided Reading program places students with similar needs in groups for amore individual learning plan in all grades. More advanced forms of reading skills (comprehension, library research, and in depth study of novels) are taught and reinforced on the upper intermediate level.

Mathematics

New Traditional Math is a strong, sequential math program used in all grades. Emphasis is placed on both computation, drill work, and problem solving.

Language Arts

A systematic language program with specific skill development in listening, composition, handwriting and reading is used. The Zaner-Bloser handwriting is used in teaching manuscript. Students begin the transition to Zaner-Bloser cursive in second grade. Students are to be encouraged to use cursive handwriting on regular assignments.

Science

The science program places emphasis on hands-on learning activities which allow students to gain knowledge of their world by experience. Environmental education is an essential part of the 6th grade course of study.

Social Studies

Social studies is taught on a unit basis in grades kindergarten through three. In grades four through six, the program integrates geography and history. A study of Wisconsin is introduced in grade four.

Art

Creative art activities are offered to all grade levels. Other art forms, such as drama and dance, are also encouraged.

Music

Students are involved in a vocal music program and given an opportunity to express themselves musically in the many programs and liturgical services that the school provides. Music theory, listening/appreciation are incorporated into the singing program as time allows. Fourth grade students are instructed how to play the recorder. Band and orchestra are also available to grade 6 through classes offered by staff of the Menomonie Public School system at the middle school building. Transportation of students of the students is provided by DET busing service and the parents pay the nominal fee.

Computer

Keyboarding, data base, internet, and formatting follow the D.P.I. standards for K-6.

Physical Education/Fitness/Health

A strong emphasis is placed on sportsmanship and improved physical fitness. Units are taught in grades K-6 that emphasize gross motor and loco-motor skills. Programs are offered in alcohol and drug abuse education and nutrition.

Preschool

The preschool program offers a creative learning environment and a developmentally appropriate curriculum that has a strong emphasis on sensory, hands-on, experiential learning through a variety of activities and media. The program has a strong religious philosophy with Catholic Christian values permeating the curriculum.

Other Curriculum Resources

The curriculum at St. Joseph's is complemented by resources available in the instructional media center. The media center contains printed literature, periodicals and audiovisual materials including videotapes and filmstrips. Students have the opportunity to check out books once a week. St. Joseph School has cable access to instructional television that enables teachers to select programs that enrich their course curricula. Internet access is provided in each classroom, subject to the rules of acceptable use outlined in Computer and Internet Acceptable Use - LSP 6420.

Homework

Teachers are encouraged to assign homework to supplement daily class work. Homework may be assigned at any grade level with careful attention not to overload an individual student.

If a child is unexpectedly absent due to illness then homework may be sent home with a sibling or may be picked up after 3:00 in the school office, unless other arrangements are made. Planned long term absences from school are discouraged, however requests for schoolwork for such absences may be made first with the administrator well in advance of the absence (at least two weeks).

Non-Catholic Student Participation

DSP 6225

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school

activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

Field Trips

LSP 6325

On occasion, field trips are planned as an integral part of the educational program. All field trips and outings must be pre-approved by the school administrator. The written consent of parents must be obtained for every child participating in a field trip or outing. The school office will prepare the consent form to be sent home the weekend preceding the field trip. Teachers may accompany the consent form with any other detailed information about the trip. Entrance fees will ordinarily be the responsibility of the children. Teachers are responsible for their students during the field trip and should accompany their students at all times. No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator.

Normally bus transportation will be provided for field trips that are beyond walking distance from school. The school administrator will arrange bus service if it is needed for the trip. All rules and regulations regarding bus travel will apply to any trip under school sponsorship. Pupils will respect the wishes of competent chaperons appointed by the school officials to accompany the pupils.

Vehicle Safety

In some instances students may be transported in private vehicles. The school carries insurance coverage for private transportation for school field trips. In order to help insure the safety of our students, employees and volunteers the following procedures will be observed in connection with the operation of any vehicle used in the parish for school activities:

1. Any employee/volunteer driver must be 21 years of age or older.
2. Any employee/volunteer who transports individuals in connection with Diocesan, parish, or school activities on a regular basis shall fill out the Diocese of La Crosse Employee/Driver Volunteer Driver Information Sheet.
3. Each employee/volunteer shall produce a valid driver's license copied and verified by the school administrator.
4. Each employee volunteer who uses their own vehicle shall provide a certificate of insurance providing primary coverage within the normal acceptable liability limits for privately owned vehicles of \$100,000/\$300,000.
5. No one will be allowed to drive any vehicle for a school activity who has any of the following citations or convictions in the past three years: driving under the influence of alcohol or drugs; hit and run; failure to report an accident; negligent homicide arising out of the use of a motor vehicle; operating a vehicle during a period of suspension or revocation; using a motor vehicle for the commission of a felony; operating a motor vehicle without owner's consent; permitting an unlicensed person to drive; reckless driving; racing; any combination of accidents and moving violations which total three.
6. Any driver for a school event who causes an accident, or is involved in more than one accident in a 12-month period, or who is cited for a moving violation, shall be required to attend a defensive driver's course.
7. It is expected that all vehicles driven for school activities will be operated in compliance with the Seat Belt Laws of the State of Wisconsin.

School Visitors

LSP 6350

All visitors, including parents and volunteers, entering the school are to report to the office first and sign in. If items are being delivered to students the secretary will take items to the classrooms for parent(s). This procedure will allow the office staff to know who is in the building and eliminate classroom interruptions. Parents picking up their children for dental, doctor and misc. appointments must first sign in at the office. After the parent signs in at the office the secretary will call the child's classroom and have the child come to the office. Parents are not to pick their child up at the classroom. The student must also be signed in when returned to school.

Those wishing to arrange a visit of a school age guest for a portion of the school day in the classroom (i.e. potential new students, former students, out-of-town relatives) must first make arrangements with the school administrator at least one week in advance. Staff members should refer any unrecognized or unauthorized persons to the office immediately and should notify the office immediately of their presence.

Animal Visits

Students or parents wishing to bring an animal to school, permission must be given by the teacher or administrator prior to the visit of the animal. Numerous children have allergies toward animals and this should be considered when they are permitted in the building. Animals also carry disease and we need to avoid contamination when possible.

Students Leaving School

LSP 6355

Parents are strongly encouraged to plan family vacations and trips around the school calendar to avoid extended absences. If a child is participating in a family trip, a written request to the teacher and principal at least one week prior to the student's absence is required. Receiving prior homework is not always a reasonable request. Any missed assignments will be the responsibility of the student when he/she returns. Students are required to complete homework by the number of days they missed school.

Textbooks

LSP 6405

All textbooks including soft covered consumable books are property of the school. Each student is responsible for the books and materials used in school. Teachers shall require their students to properly cover, and care for all hardbound school textbooks. Hardbound textbooks should be covered at all times. Do not use contact paper to cover books. Books must also be carried in a book bag or backpack. Unless a book bag or backpack is used, no book may be taken from the school. If books or other materials have been ruined or lost, parent(s) will be held responsible for replacement costs.

Speakers, Outside Programs, AV Materials (Including Movies and Videos and Literature)

LSP 6410

St. Joseph School observes Diocesan Policies regarding the appropriate use of all outside speakers, programs, AV materials and literature. Any questions about the use of these resources should be directed to the school administrator. For the purposes of classification, an adolescent is considered to be at least 13 years old. Movies rated All (Adults and Adolescents) by the USCC are not to be viewed in school since very few if any of the students in St. Joseph's school are adolescents.

St. Joseph School does not carry an umbrella license that covers the entire school for showings of copyrighted, authorized home video cassettes or videodiscs. The Federal Copyright Act states that a public performance license is required for all showings of movies on home videocassette or videodisc for non-instructional purposes such as rewards, after school care, during assemblies or any showing via closed circuit. However, our school does not need a license to show videos for "face to face" instruction, i.e. when the movie is related to the subject being taught. Students may not bring videocassettes to school for instructional purposes without prior approval from the teacher or administrator.

Introduction

St. Joseph School has a computer network with access to the Internet, which is capable of connecting staff and students with educational resources all over the world. Instructional software, application programs on the school network, and the Internet are valuable tools to the learning process.

St. Joseph School has rules for acceptable computer and Internet use. The school will instruct its staff and students in the proper use of this technology, as part of the curriculum. After age appropriate instruction is complete, students, staff and volunteers must return a completed User Agreement to the school prior to computer and Internet use. This agreement acknowledges awareness and responsibility for following rules for acceptable computer and Internet use. This signed agreement also becomes a permission slip to utilize the school computer network and Internet.

The use of the computer network, the Internet and email is a privilege, not a right. Inappropriate use or violation of any of the rules by a staff member, student, or volunteer, will result in consequences, including but not limited to: permanent loss of computer access privileges at the school, suspension, dismissal and/or legal action if the activity is illegal. If negative or harmful home internet use affects St. Joseph student(s) or staff, appropriate consequences will take place at school.

The school does not allow the use of inappropriate information on the Internet. We acknowledge that some materials exist that are inappropriate to the instructional setting and will do everything we reasonably can to prevent them from being accessed, however, we can not control all the information available on the Internet. St. Joseph School will take reasonable precautions to restrict access to objectionable materials with the use of filtering software and provide adult supervision when students use computer technology and the Internet. Even though the school will take precautions, some material on the Internet might not get screened that may be inaccurate, have little educational value, and may contradict our Catholic beliefs.

St. Joseph School believes that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. In school related activities students are responsible for following these rules for computer and Internet use, however, St. Joseph School supports and respects each family's right to decide whether or not to agree to network computer use and Internet access.

St. Joseph School follows these rules for computer and Internet use:

1. Acceptable Use - *The use is always to be consistent with Catholic teaching doctrine, morality and values as well the educational objectives and school policies of St. Joseph School. Users shall not use the computer network or Internet for the purpose of sending or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.* From time to time the principal/system administrator will make determinations on whether specific uses of the network or Internet are consistent with the acceptable use policy.
2. Instruction and Permission - Students and staff may not use the computer network and access the Internet unless they have been instructed in acceptable use and have a signed Acceptable Use Agreement on file in the school office. Even with the Acceptable Use Agreement on file students may not use the school network or the Internet to access information or resources unless clear permission to do so has been given by the teacher or other supervising adult to access such resources or information.
3. Personal Responsibility - All general school rules for behavior apply to use of computers and the Internet. Users must report any misuse of the network to the teacher/supervising adult or to the system administrator. As Catholic school educators, faculty members are responsible for modeling the appropriate and ethical use of the Internet and other electronic information.
4. Network Etiquette - *Users must be courteous and polite in all computer use and respect the rights of others by avoiding the use of language that is abusive, profane, dishonest, threatening or offensive.* Appropriate language must be used. Users may not swear, use vulgarities or any other inappropriate language. Any message(s) sent or received that indicate or suggest racism, sexism or harassment is considered inappropriate and unacceptable.
5. Privacy - Student users will not reveal on the Internet, at any time, the name, home address or personal phone number of any member of our school, including themselves, and school personnel. *Student users shall not use the Internet to transmit information about the school or school facilities, other than their own e-mail address (if they have been granted one).* Faculty members will not reveal on the Internet, at any time, the

names, home address, personal phone numbers or credit card numbers of any members of our school, other than themselves, without prior permission. Electronic mail is not guaranteed to be private. Nothing should be sent that one would not want others to read. *The school reserves the right to review any materials (e-mail, files and other correspondence) sent or received by students or staff via the Internet for their appropriateness in light of legal, ethical and Christian standards.*

6. Security - *Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.* Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network or Internet. No one is to try to guess other users' password at anytime. Students may not use another individual's password at any time to logon to the network or the Internet. If a user identifies a security problem on the Internet, he or she must notify the supervising adult or the principal/system administrator immediately. If a security problem exists users are not demonstrate the problem to other users.

All files created with network software may be saved to and retrieved from the user's directory on the school file server. Downloading of executable files, including plug-ins from the Internet onto the workstation hard drives or file server is prohibited. Adult users in the school may use floppy disks provided by the school to download information. Floppy disks from home may not be brought to school because of the danger of introducing computer viruses.

7. Vandalism - Users shall not maliciously attempt to harm, modify, or destroy data of another user, network, or agency that is connected to the Internet or destroy or make changes to computer hardware or software. This includes, but is not limited to, the uploading, downloading or creation of any computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Other examples of vandalism are changing or deleting another user's password, using an unauthorized password, damaging any files, or altering the system. Students and staff must notify the teacher in charge or the system administrator if vandalism of any kind is encountered.
8. Use Limitations - *Computer and Internet use during school time is limited to school curriculum related issues, matters and use.* Use of facilities, the network, services, or the Internet for commercial "for profit" activities, advertising, political lobbying or the ordering of products from vendors on the Internet is prohibited. Remember, usage can be tracked or traced to any site or location accessed. Use of the account by anyone other than staff or students or authorized persons is prohibited (including spouses, parents, guardians or other relatives).
9. Network Resources - The school network has limited capacity. The more users there are on the network, the more congested the network becomes and access to information will take longer. To avoid congestion the network and Internet is not be tied up with idle activities such as games. Users are not to download information or print from the Internet without teacher permission. Download only the information that is needed. The principal/ system administrator must give prior approval for subscriptions to Listserves. E-mail Listserves must be monitored daily and deleted from the personal mail directory to avoid excessive use of fileserver space.
10. Copyright - *Users shall not use electronic media for the purpose of violating copyright law. This includes, but is not limited to copyrighted software, text, graphics, sounds or music. Such action will be considered theft and is in violation of Christian and legal standards.* Staff and volunteers are expected to be aware of copyright laws, abide by them at all times, and model appropriate use of copyrighted materials for their students. According to the Copyright Act, "Fair Use" means that educators may freely use information that is legally found on the network or Internet as long as you do so only for scholarly purposes. Users may not plagiarize or sell what is found. (See Plagiarism)

Software on the school's network must be properly purchased by the school or donated to the school with full transfer of licensing rights before it will be installed by the system administrator. No software of any kind may be brought from home for use in any school computer. It is not acceptable for students or staff to copy software from the school network server.

Illegal copies of copyrighted programs will not be made or knowingly used by school users. The definition of "illegal copies" includes (but is not limited to) making or using any copies of a program by persons other than

the software licensee, except copying that is allowed by the licensing agreement. Software may be cautiously copied if labeled "shareware", "freeware", or marked as "public domain."

The "software licensee" is the individual or the school which purchased the software. A site license for the school is deemed illegal if: a) the number of installations is greater than the number permitted according to the site license provisions. b) the software is installed on machines that are either not on the premises (site license). It is not an infringement for the school as software licensee of a computer program to make or authorize the making of another copy of that computer program if: a) the new copy is created as an essential step in the utilization of the school's site license. b) the new copy is for archival purposes only and all archival copies are destroyed in the event that continued possession of the software should cease to be rightful.

11. Plagiarism - *Users shall not use computer software and the Internet for the purpose of plagiarism.*

Plagiarism is taking the work of another person and offering it as one's own. When using someone else's work, be sure to ask permission and give credit to the person who created the article, idea, text, graphics, or sound. Copying other's copyrighted work and calling it your own is a violation of copyright law.

12. Student Work and Images - Students may not create directories or "home pages". Student work will be published only under the direction of the supervising teacher. Images of students may not be used in any way on the network or transmitted via the Internet without parent permission. Student's full names will not be associated with pictures transmitted over the Internet.

13. Electronic Mail - Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited. Forgery (or attempted forgery) of electronic mail messages is prohibited. Attempts at sending unsolicited junk mail or chain letters is prohibited. Users will notify the supervisor immediately if any individual is trying to contact him/her for illicit or suspicious activities.

14. Virtual Field Trips - Internet access through the school network may offer opportunities for "virtual field trips" to distant locations. The school considers all connections to remote locations as field trips. The rules that apply to student conduct on field trips apply to these virtual electronic field trips as well. It is important to realize that we represent our school and our family when we use the information networks and must be on our best behavior. People are to be treated on the Internet as though they are honored school guests.

Consequences of Violations

Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action. The privilege of the computer network use and Internet access can be lost or revoked at any time. Consequences of violations include but are not limited to: Parent contact, loss of computer network and Internet access; school suspension; and/or legal action if the activity is illegal.

Testing

LSP 6505

Each year standardized testing is done to assess the progress of students in grades 2 through 6. The Diocese of La Crosse requires all schools to participate in the Iowa Standardized Testing every October. These tests are used to study the strength and weaknesses of individual students, class performance, and as an aid to instructional improvement. The information is distributed to parents.

Fourth graders are required to participate in the Diocesan religion test each fall.

Exceptional Students who have scored 95% and above on their standardized tests and have an IQ of 125 and above should be challenged by the classroom teacher more readily. The teacher and parents should meet to discuss a course of action This could include but not limited to more advanced spelling words, reading higher level books, additions to math curriculum, assign more in depth projects, etc. The textbook, *The Gifted Student in the Classroom* by Susan Winebrenner will be used as a reference.

Extracurricular Activities

LSP 6601

At the same time it is a privilege for a student to represent their school when participating in school sponsored extracurricular activities including athletics and academic contests such as the Science Olympiad. Extracurricular activities are voluntary and no student is obligated to take part in these activities. In other words, participation is not required.

Those who participate must give extra time and extra effort.

Because extracurricular activities are voluntary and participants represent their school, it is necessary that the standards for participation must be high. This is particularly true of academic requirements, school citizenship and sportsmanship. The dignity of the school program is reflected through extracurricular activities including athletics. Participants have greater responsibilities as school citizens and must have the best of behavior. Enrichment programs should not be at the same time since some students may be in both programs. We need to try to avoid scheduling conflicts

As a result, there are special standards for members of an extracurricular activity or athletic team. Student participants must be good school citizens. They have the privilege of participating in well-organized programs, which are of special interest to them and for which the school provides coaching, equipment and facilities.

Because it is a privilege to represent a school in extracurricular activities, the school has the authority to take away the privilege when the student does not conduct her/himself in an acceptable manner. Not only does this responsibility exist while the student is involved in the activity but good conduct shall be required at other times, particularly while at school. Furthermore the student must meet minimum academic standards as well.

Participation Standards

A. Academic

1. A student must have at least a C grade in all academic areas.
2. Eligibility will be based on grades at mid-quarter and at the end of each grading quarter.
3. Students who have not met the above academic standard will be suspended from attending or participating in all team activities for a two-week period so that they may better prepare their academic work.

B. Conduct

1. Students are subject to the guidelines of behavior set up by the school.
2. Any serious misconduct that requires school administrator and parental intervention will result in the student's suspension from participation in or attendance at the next scheduled activity. In the case of basketball, the next scheduled game will be missed.

Athletics

LSP 6610

**** Although at this time (2009) Saint Joseph School has no school sponsored athletic teams, this section will remain in anticipation of future possibilities.*

At St. Joseph School the athletic program should be viewed as a means of assisting in the total development of the student. Those persons who are members of an athletic team should be provided the opportunity to develop their interests and abilities in the sport.

In keeping with the guidelines of the Diocese of La Crosse and the Menomonie District Athletic Department, efforts should be made to see that each boy and girl participate to the fullest in the program, both in practice sessions and games. Winning at the expense of participation is not acceptable. The development of teamwork, sportsmanship, and skill development in the fundamentals of the game should be stressed. If a student's academic grades are below average, he/she will be suspended from practice and games until improvement is seen.

When a student receives a D or U on the progress/report card in the core classes, the student is in violation of the activity code. Students who have not met the academic standard will be suspended from attending or participating in all team activities for a two week period so that they may better prepare their academic work. After the two week suspension, the student's grades will be examined to determine if they have improved. If the grades have been raised, the principal will send notification releasing the student from suspension. If the grades have not improved, the suspension will continue.

Code of Sportsmanship

One of St. Joseph's primary objectives is to help the child develop a positive attitude toward good sportsmanship in all extracurricular activities. Good sportsmanship relates to the manner in which a person has conducted himself/herself

throughout the event. St. Joseph's basic fundamentals of sportsmanship include the following:

1. Show respect for the opponents at all times.
2. Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand, and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Maintain self-control at all times. Good sportsmanship is concerned with the behavior of all involved in the event.
5. Recognize and appreciate skill in performance regardless of affiliation.

Responsibilities of Athletes:

1. Treat opponents with respect. Shake hands with opponents & wish them good luck before the contest.
2. Exercise self-control. Accept decisions made and abide by them. Use of profanity is unacceptable behavior and will not be tolerated.
3. Respect the officials' judgment and interpretation of the rules. Never argue or make gestures indicating dislike for a decision.
4. Accept both victory and defeat with pride and compassion. Congratulate your opponents following either a victory or defeat.
5. Cooperate with the coach and administration in promoting good sportsmanship.

Responsibilities of Spectators:

1. Respect, cooperate, and respond enthusiastically to the contest regardless of the outcome.
2. Discourage inappropriate behavior on the part of fellow spectators.
3. Respect the authority of the coach, officials, and school administration. Respect the judgment and strategy of the coach.
4. Never criticize the athletes or coaches for the loss of the game.
5. Avoid profane language and obnoxious behavior.

Responsibilities of Coaches:

1. Always set a good example for others to follow.
2. Teach the values of honest effort.
3. Instruct the players in their responsibilities of good sportsmanship.
4. Discipline the players who display unsportsman-like behavior.
5. Be a perfect host to opposing teams and coaches.
6. Respect the officials' judgement and interpretation of the rules.
7. Publicly shake hands with the officials and opposing coaches before and after the contest.

Specific Duties of Coaches

1. Work with each athlete in teaching the basic fundamentals of the sport. See that each participant has the opportunity to develop basic skills in practice and game situations.
2. Emphasize good sportsmanship, maximum participation, having fun, and a team spirit.
3. Exemplify the Christian ideals stated in the school philosophy.
4. Set up practice schedules with the school administrator and notify parents of the schedule and subsequent changes. Consult with the school administrator prior to scheduling practice sessions or scrimmages at other facilities.
5. Supervise the athletes during practice sessions and games.
6. Put away equipment after practice sessions and inform the school administrator regarding equipment maintenance. Distribute and collect uniforms as needed.
7. Dust mop the floor before and after the practice session. Turn out lights and secure the building before leaving.
8. Coordinate any necessary arrangements for tournament play such as parent permission and travel.

Athletics - Basketball

LSP 6611

Students participating in the St. Joseph Basketball program will participate in the following ways providing academic and conduct standards for participation are met (See LSP 6601 - Extracurricular Activities).

1. It is expected that each child will attend practices, scrimmages, and team meetings.
2. Each child shall play a minimum of one quarter in each basketball game. Playing in a game is defined as participating in a game long enough to contribute to its outcome. This need not be a continuous eight-minute period of time.
3. Each child shall start in at least one game sometime during the course of the season.
4. Each child, on an average, shall play as close to equal time as possible.
5. Fifth and sixth grade students are limited to participation in two tournaments.
6. Each child will wear a school uniform T-shirt. The cost of uniform T-shirts needed in athletic competition is the responsibility of the parents and students. Uniform T-shirts may be purchased early in the season and students will select the size of shirt and alternate choices for numbers to be placed on the back of the shirt.

PLANNING

Planning for Catholic Schools

LSP 7101

St. Joseph School has a five-year plan and a long range planning process in place to annually review and update the long-range plan. A copy of the Long-Range Plan is sent to the Diocesan Office for Catholic Schools, Bishop, and WCRIS. Committees are formed to access the standard goals yearly. The standards include: Philosophy/Objectives, School and Community, School Climate, Administration and Governance, Professional Staff, Curriculum, Instructional Materials and Resources, Student Services, Physical Facilities, Planning & Management, and Catholic Identity.

COMMUNICABLE DISEASE

Communicable Disease

LSP 8000

The following guidelines are intended to minimize the risk to your child of the most preventable and serious communicable diseases:

Keep your child home with:

Fever 100 degrees F or higher (oral temp.)

Diarrhea (more than 1 abnormally loose stool)

Vomiting

Strep Throat

Pinkeye (conjunctivitis)

Chicken pox

Head Lice

Impetigo

Scabies (Mites)

Ringworm

Fifth Disease

Pertussis

Child may return when:

Fever absent for 24 hours.

Diarrhea absent for 24 hours.

Vomiting absent for 24 hours.

On antibiotics as least 24-48 hours.

No further discharge from eye or treatment for 24 hours or M.D. permission to return.

7 days since last appearance of pustules or when pox are scabbed over.

The day after treatment has begun.

Under treatment 24 hours or lesions no longer weeping.

The day after treatment begun.

Under treatment - affected areas covered, if possible.

Fever absent.

5-7 days after treatment begun (antibiotic).



ST. JOSEPH HOME AND SCHOOL ASSOCIATION GUIDELINES

The Mission of St. Joseph Home and School Association is:

- ◆ To support parents as the primary educators of their children in Christian values and principles and to promote the full growth of individual parents through enrichment opportunities toward this end,
- ◆ To facilitate communication, service opportunities and assistance from parents to the parish, its school and its staff,
- ◆ To enhance communication and socialization among parents, and to facilitate social activities and experiences for students and their families.

ARTICLE I: Name

The name is "St. Joseph Home and School Association " referred to as SJHS.

ARTICLE II: Purpose of the Board

- ◆ SJHS is established to channel parent and teacher support of the school.
- ◆ SJHS's support shall include, but not be limited to, the following: To promote the mission of SJHS, to provide opportunities to build a faith community among parents, students, employees, and parish members, and to insure the growth and development of SJHS.

ARTICLE III: Authority and Responsibilities

- ◆ SJHS shall function within the structure of this parish community and with the support of the Pastor and Administrator.
- ◆ All policies and procedures of SJHS shall not otherwise contravene established policies of this parish and its parish school.
- ◆ No board member shall act independently without the consent of the Board or act in place of the parish and/or its parish school administration

ARTICLE IV: Membership and Terms of Membership

- ◆ Membership on the Board shall be open to all parents of enrolled students, faculty, and staff of St. Joseph School who are willing to work to support the mission of SJHS.
- ◆ The Board shall not exceed 14 members (including the four Executive Committee Members) who will serve for 2-year term. A Board member in good standing may elect to serve for an additional term of one year for up to two consecutive years.
- ◆ All board members must attend no less than two-thirds (2/3) of all scheduled meetings or, unless for good cause and otherwise approved by the Board, the member shall be asked to vacate the position.

ARTICLE V: Officers of the Board

- ◆ Officers of the Board shall be a committee of four persons called the Executive Committee, including President, Vice-President, Secretary, and Treasurer. The Executive Committee is elected and serves one year. A Board member may serve on the Executive Committee for so long as he or she may be duly elected to said Committee.
- ◆ President: Presides at all meetings of SJHS, transmits all bills to be paid by the Treasurer, keeps membership informed of activities, programs, and needs of St. Joseph and the SJHS
- ◆ Vice President: Assist President and assumes duties of President in Presidents absence
- ◆ Secretary: Records and maintains minutes in a timely manner, handles Correspondence with direction from the President and Executive Committee, and maintains and coordinates association membership and correspondence
- ◆ Treasurer: Keeps an accurate record of revenues and expenditures, gives written financial reports at each meeting, makes disbursements only as authorized by the Executive Committee, and pays approved bills promptly by check.

ARTICLE VI: Meetings

- ◆ The Board shall have monthly meetings from August to May of each year.
Whenever possible, all official decisions made by the Board shall be by consensus of all voting members present. At

those times when disputes can not be resolved. The Executive Committee shall affirm the will of the overwhelming majority.

- ◆ The Board shall meet at the day, time and location agreed upon annually by the Board.
- ◆ Special meetings may be called by the Executive Committee, or by a majority of the Board.
- ◆ The agenda will be sent to Board Members at least five (5) days prior to each meeting.
- ◆ The ordinary order of business shall be: Call To Order, Opening Prayer, Approval of Minutes, Approval of the Treasurer's report, School and Parish Related Matters, New Business, Non-Board Members Comments, and Adjournment. This may be changed, altered or modified at any meeting by an agreement of the members present at each meeting.
- ◆ To transact any official business, a majority of voting members must be present.
- ◆ Anyone wishing to propose an agenda item must submit the request to the Board prior to the next meeting. Non-board members who wish to speak at meetings may do so during a designated period at the end of a meeting.
- ◆ All meetings shall be open unless otherwise designated. Upon the vote of the Board, the Board may designate if a meeting is to be held in a closed session.

ARTICLE VII: Call To Elections:

A. Method of Appointment to the Board

- ◆ The Executive Committee will identify vacancies on the Board by March of each year.
- ◆ A flyer looking for new SJHS members will be sent in at least one Friday Packets in April.
- ◆ Any school parent or staff member may submit his/her name to the Board by the April SJHS meeting each year.
- ◆ Selection shall be determined through consensus of the Board.
- ◆ New Board members shall assume the responsibility of their office at the final April meeting, after the adjournment of the current Board. The first order of business of this Board shall be the calendar for the following year.

B. Method of Appointment to the Executive Board

- ◆ Selection of the Executive Committee **for the next year** shall be conducted at the final **April** meeting of the year by the standing Board, with a quorum of two-thirds incumbent Board members present. Board members who have served at least one year will fill Executive Committee positions.
- ◆ Nomination for Executive Committee positions will take place in March and acceptance of nomination by nominee, followed by election in April.
- ◆ If there is a tie for any position, each nominee shall describe to the Board why he or she is particularly suited to be elected to the position, and secret ballot votes shall be immediately taken until one individual is elected by majority vote.
- ◆ Members of the executive committee not nominated for the position being elected shall count the ballots for each position and announce the results.
- ◆ The newly elected Executive Committee assumes office at the adjournment of the April meeting.

C. Resignations

A member may resign giving a written notice of the resignation to the Executive Committee.

D. Vacancies

A person selected and approved by the Executive Committee may fill vacancies of Board members (for reasons other than expiration of term of office) for the remainder of the term.

ARTICLE VIII: PLANNING AND BUDGET

A. Fiscal Year

The planning/fiscal year for SJHS begins on August 1 and ends on July 31 of the following year.

B. Planning

In **July of** each calendar year, the new Board shall begin to prepare a program plan and budget for the coming year. By the August meeting of each year the Board shall have in place a tentative program plan and supporting budget for the coming year.

C. Approval Process

The Executive Committee, after soliciting suggestions from the membership, shall present the proposed program plan and budget for the coming year to the Board for consideration and approval at the August meeting.

ARTICLE IX: Amendments:

Amendments to these GUIDELINES must be presented to the Board and voted upon. GUIDELINES may be amended by a vote of two-thirds (2/3) majority of a total voting membership of the Board.

St. Joseph School Committee
Menomonie, WI 54751
Guidelines

Article I – Name

The name of this body shall be the St. Joseph School Committee of St. Joseph Parish, Menomonie in the Diocese of LaCrosse, Wisconsin, hereafter in these guidelines referred to as the “School Committee.”

Article II – Purpose & Function

The School Committee is established to advise and assist the pastor and school administrator in the operation and governance of the school.

The committee has collaborative responsibilities in the following areas:

- A. Assist with accreditation planning.
- B. Review policies in student handbook.
- C. Review yearly tuition and registration fees.
- D. Assist with interviewing and recommending a new school administrator.
- E. Assist with interviewing new teacher positions.
- F. Advise on new policies.
- G. Consultation and information sharing.
- H. Consult with faculty before any policy is changed.

Article III – Relationship with other groups

The School Committee collaborates with:

- A. The pastor, school administrator, and staff.
- B. The Parish Pastoral Council.
- C. The Home and School Association.
- D. The Diocese of LaCrosse.
- E. Faculty and staff at St. Joseph School.

Article IV – Membership

Terms should consist of:

- A. Six parent members from St. Joseph School who are supportive of the school and parish.
- B. Exofficio members shall be the pastor and the school administrator.
- C. A teacher representative should be present at all meetings.
- D. One member shall be appointed by the school administrator.
- E. One member shall represent the Home and School Association.
- F. Each member shall serve a term of three years.
- G. Members can serve two consecutive terms.
- H. Members cannot serve if they or their relatives/spouses are employed at St. Joseph Parish/School.
- I. A parishioner at large should be a member of the committee.

Article V – Nominations

- A. Candidates for open positions shall be advertised through the Church Bulletin and/or School Newsletters.
- B. A drawing at the April meeting shall take place by entering the names into a hat.

- C. If any member is unable to fulfill his/her term, a drawing from eligible candidates from the last drawing shall be contacted. If they do not wish to become a member, then new candidates should be advertised through the Church Bulletin and/or School Newsletters.

Article VI – Officers

- A. The officers of the School Committee shall consist of President, Vice-President, and Secretary.
- B. Any member of the School Committee is eligible for any office.
- C. The duties of the officers shall be as follows:
 - 1. The President shall preside over all regular and special meetings and be responsible for the agenda with the school administrator.
 - 2. The Vice-President shall perform all the duties of the President when the President is absent or unable to act.
 - 3. The Secretary shall maintain a written record of all acts of the School Committee, conduct, receive, and dispose of all correspondence as directed; preserve all reports and minutes of the meetings.

Article VII – Meetings

- A. The School Committee shall meet monthly. Special meetings may be called by the President, Pastor, or School Administrator and three members need to be present.
- B. For the purpose of transacting official business, it shall be necessary that a majority of the total members be present to come to a consensus on any issue.
- C. All meetings shall be open to the members of the parish and school parents.
- D. Visitors who wish to address the committee need to submit their petition to the President or School Administrator prior to submission of the agenda.
- E. Closed meetings may be declared to discuss confidential or personnel issues. Those minutes will not be published but recorded by the Secretary or School Administrator.
- F. A written record of all meetings shall be maintained by the secretary and preserved. Minutes should be disseminated to members, faculty, and parents within a reasonable time before the next meeting.
- G. An agenda will be prepared and distributed to members, faculty, and parents in advance of the meeting.

Article VII – Ad Hoc Committees

- A. Sub committees may be established by the School Committee according to need.
- B. The executive committee may meet prior to the regular meetings to establish agenda or other needs.

Article IX – Amendments

- A. These guidelines may be amended by consensus of the total membership of the School Committee subject to regulation of the Diocese of the La Crosse.
- B. An amendment must be discussed at two meetings and a consensus agreed upon by all members before a change can happen.

Article X – Operating Procedure

- A. The School Committee shall operate on the principles of consensus rather than Robert's Rules of Orders.
- B. The faculty and School Committee should collaboratively be consulted when policy needs changing.
- C. The School Committee is an advisory board and the pastor and/or school administrator make the final decisions.

TUITION AND FEES:

We utilize the fair share tuition plan. Please call the school for more information.

PRESCHOOL:

4K- Publicly funded

3 year olds: \$70/month or \$840/year

SUNRISE:

\$4.00/hour

LUNCH

Student: \$2.25, includes milk

\$.40 milk

Adult: \$2.75 includes milk

STUDENT ASSIGNMENT BOOK:

Grades 2-6, \$5.00

SNACK FEES:

3 year olds: \$10.00

4K: \$15.00

K: \$5.00

DICTIONARY:

Grades 5 & 6, \$6.00

SACRAMENTS:

Grade 2: \$20.00 for First Eucharist and Reconciliation Books

BAND TRANSPORTATION:

Grade 6, TBD in September

ADDITIONAL FEES AS NEEDED THROUGHOUT THR YEAR FOR FIELD TRIPS AND OTHER MISC. FEES