

# St. Joseph School: *A Siena Catholic School*

## Parent/Guardian/Student Handbook 2025-26



Revised July 2025

Rev. 8/02; 8/03; 8/04; 8/05; 8/06; 8/07; 8/08, 8/09; 8/11; 8/14; 8/15; 7/16; 7/17; 8/18; 8/19; 8/20; 11/21;  
7/22, 7/23, 7/24, 7/25

***Non-Discrimination Policy:***

*No person in St. Joseph School shall, on the grounds of race, color, natural or ethnic origin, or gender be excluded from participation or benefits of St. Joseph School.*

1525 Erie Street Racine, WI 53402  
262-633-2403  
[www.st-joes-school.org](http://www.st-joes-school.org)

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## **MISSION STATEMENTS**

### **St. Joseph School Mission Statement**

Our St. Joseph School Family unites to accept the diversity of all people while developing the whole child as a lifelong learner who is responsible and accountable in academic excellence and Catholic values for many generations as we seek to see Christ in others.

### **St. Joseph Parish Mission Statement**

We, the people of St. Joseph Parish, Racine, Wisconsin, believe the Church is the Living Body Of Christ, in which we all share responsibility. As the unit of God's Family which fulfills this universal mission of the Church within our community, this parish unites in a spirit of stewardship to offer our time, talents and treasure to foster Catholic Education, and to care for the spiritual, intellectual, moral, and temporal needs of parish members.

### **Siena Catholic Schools Mission Statement**

Siena Catholic Schools of Racine ignites a spirit of excellence in faith, knowledge, and service, inspiring students to be who God created them to be.

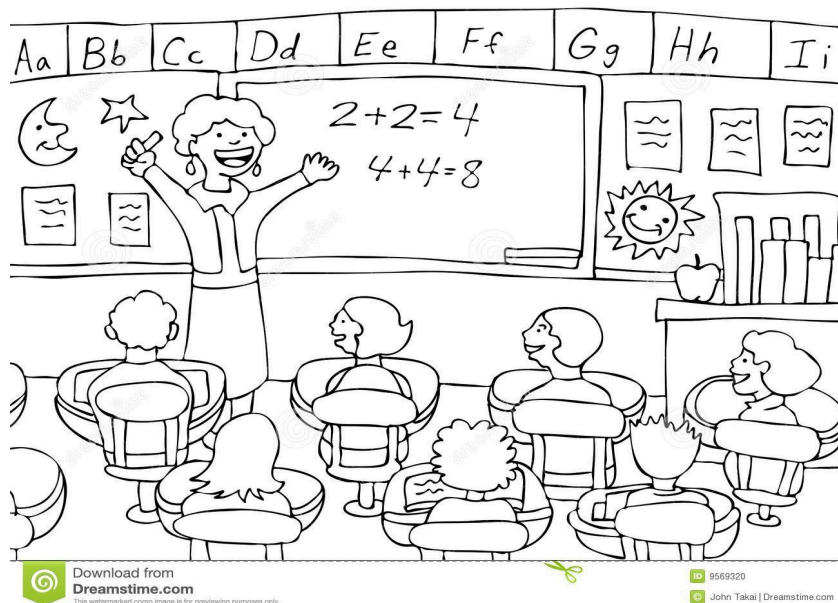
## **SCHOOL PHILOSOPHY**

By reinforcing, supplementing, and enriching both Catholic and academic precepts, we strive through our teaching and guidance for a partnership with the home. Saint Joseph School provides its students with a loving, stable, disciplined and creative environment in which each individual can attain maximum intellectual growth, while developing physically, socially and morally. This entire process is shaped by Christian prayer, principles and values.



## EDUCATIONAL GOALS

1. To instruct students in Catholic doctrine and values, and help them to develop lives pleasing to God, satisfactory to themselves and of service to society.
2. To correlate the work of the entire school community with that of the family, emphasizing the importance of education, community service and family values.
3. To meet the instructional requirements of grade levels and subject areas with emphasis on quality of teaching as well as learning.
4. To recognize students as individuals, while developing their talents and encouraging their efforts, being aware of multiple learning styles and intellectual capacities.
5. To provide for the growth of each child through integration of intellectual study with education in the fine arts, technology, physical education and practical community living.
6. To utilize parish and community resources as a means of enrichment and support to the school's programs.



# DIRECTORY

## ST. JOSEPH SCHOOL STAFF

### FACULTY / STAFF

Fr. Juan M. Camacho  
Heidi Hernandez  
Sarah Christian  
Rebecca Mierow  
Dawn Duda  
Amy Sosnay  
Terri Carpenter  
Jennifer Krupecki  
Coleen Ruediger  
Lindsey Fay-Broe  
Grace Anderson  
Heather Ropiak  
Laura Miller  
Peter Nees  
Kearsten Miller  
Susan LaCanne  
Valeska Anderson  
Julia Batemon  
Moriah Gomez-White  
Jackie Gasparov  
Megan Dunk  
Brenda Luberda  
Jaimi Harrington  
Tracy Krogh  
Ruben Cuevas Gonzalez  
Sr. Roslyn Skaletski

### POSITION / GRADE

Pastor  
Principal  
Administrative Assistant  
Four-Year-Old Kindergarten  
Five-Year-Old Kindergarten  
Grade 1  
Grade 2  
Grade 3  
Grade 4  
Grade 5  
Grade 6 (MS Literature and Language Arts)  
Grade 7 (MS Math and Social Studies)  
Grade 8 (MS Science and Religion)  
Physical Education  
Music  
Art  
Spanish (Grs. 2nd, 3rd, 4th, 5th)  
Learning Support  
Counselor  
Library & After Care  
Educational Assistant & After Care  
Educational Assistant & Before Care  
Educational Assistant (K5)  
Educational Assistant (K4)  
Maintenance (school hours)  
Instructor Assistant (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)

### CONTACT INFORMATION

St. Joseph School

1525 Erie St.

Phone: 262-633-2403

Fax: 262-633-4423

**\*\*\*ALL VISITORS TO SCHOOL MUST CHECK IN THROUGH THE SCHOOL OFFICE BEFORE ENTERING THE SCHOOL/CLASSROOM AREA.**

# **OUR PARISH**

## **STAFF**

Fr. Juan M. Camacho	Pastor
Michael Reth	Business Manager
Amber Fay	Faith Formation
David Kirkpatrick	Parish Musician / Liturgist
Mary Lee Odders	Bulletin Editor (deadline for bulletin in writing– Mondays 12pm)
Leslie Gain	Administrative Assistant (St. John Nepomuk)

## **CONTACT INFORMATION**

St. Joseph Catholic Church	1533 Erie St.	
Parish Offices/Center	1532 N. Wisconsin St.	Phone: 262-633-8284 Fax: 262-633-8285
Faith Formation	1532 N. Wisconsin St.	Phone: 262-633-9005
St. Joseph School	1525 Erie St.	Phone: 262-633-2403 Fax: 262-633-4423
Before / After Care	1525 Erie St.	Phone: 262-633-2403
School Website	<a href="http://www.st-joes-school.org">www.st-joes-school.org</a>	

## **MASS SCHEDULE**

Tuesday & Thursday	8:30 am at St. John Nepomuk
Wednesday & Friday	8:30 am at St. Joseph
Saturday Evening	4:00 pm at St. Joseph
Saturday Evening	5:00 pm at St. John Nepomuk
Sunday	8:30 am at St. Joseph
Sunday	9:45 am at St. John Nepomuk

## SECTION 1

# GENERAL INFORMATION

## ADMISSIONS & REGISTRATION

St. Joseph School does not deny enrollment based on race, gender or financial status.

### 2025-26 SCHOOL YEAR TUITION - K4 to 8th Grade

<b>One Child:</b>	\$4,289
<b>Additional Children:</b>	\$2,144.50 each

### TUITION PAYMENT OPTIONS

**OPTION 1: *Payment in full*** online using bank account or credit card by August 1, 2025. This is processed through Blackbaud Tuition Management. You will receive information and instructions in a separate email.

**OPTION 2: *11 monthly payments***. This is processed through Blackbaud Tuition Management. You will receive information and instructions in a separate email. A \$56 Blackbaud Tuition Management registration fee will be charged, payable with the first tuition payment. Automatic payments are also available.

- Payment Months: Payments are due by the 28th of each month, July 2025 through June 2026.

**OPTION 3: *4 quarterly payments***. This is processed through Blackbaud Tuition Management. You will receive information and instructions in a separate email. A \$56 Blackbaud Tuition Management registration fee will be charged, payable with the first tuition payment. Automatic payments are also available.

- Payment Months: Payments are due by the 28th of the month, July, October, January and April.

### FINANCIAL AID

Siena Catholic Schools of Racine offers financial aid options to assist families with the cost of tuition. To apply for financial aid, please follow the link to [Blackbaud Financial Aid](#). The financial aid application is open two times a year:

- October 1 through December 14, for new families only. Awards emailed in mid-January.
- February 1 through April 15, for all families. Awards emailed in mid-May.

### RACINE PARENT/GUARDIAN CHOICE PROGRAM

In concert with the Wisconsin Department of Public Instruction (DPI), Siena Catholic Schools participate in the Racine parent/guardian Choice Program. The Choice Program is an annually renewed program that will follow a student through 12th grade if paperwork is submitted each February.

To determine if your family is eligible for the Racine parent/guardian Choice Program, two criteria must be met:

**Income:** The adjusted gross income from the Federal 1040 must be less than what is outlined. Families with married receive a \$7,000 credit that is subtracted off of their AGI to determine income.

### **2025-26 Income Limits by Family Size**

#### Family Size Yearly Income

1 – \$45,180

2 -- \$61,320

3 – \$77,460

4 -- \$93,600

5 -- \$109,740

6 – \$125,880

For each additional member add \$16,140

**Residency:** All students must provide documentation that they meet the residency requirement specific to the program each year. Students must reside in the Racine Unified School District.

The Siena Catholic Schools' RPCP open enrollment periods are the 1st through the 20th during the months of February, March, April, May and June. Families interested in learning more about the Choice Program should contact the Siena Catholic Schools Admissions Office at [admissions@sienacatholicschools.org](mailto:admissions@sienacatholicschools.org) or (262) 812-0155.

Follow the link to find the application for the [Racine parent/guardian Choice Program \(RPCP\)](#). When looking for the school's name, click on "SIENA CATHOLIC SCHOOLS". When submitting documents for income and residency verification, please email them to [stjoseph@sienacatholicschools.org](mailto:stjoseph@sienacatholicschools.org) OR you may drop them off at the school office.

First open enrollment is **February 1-21, 2025**. Additional enrollments are March, April, May, June, July, August and September.

For more information about the Choice Program, go to:

<https://dpi.wi.gov/parental-education-options/choice-programs/student-applications>

For enrollment questions, please contact the Siena Admissions Office at 262-812-0155 or by email at [admissions@sienacatholicschools.org](mailto:admissions@sienacatholicschools.org).

Para preguntas o ayuda con cualquier paso arriba en español, por favor contacte a Cintia Sanchez, Coordinadora de Admisión Bilingüe al 262-753-1471.

## **School Information:**

### **John Paul II Academy:**

Administrative Assistant: Grace Lunceford, 262-637-2012, glunceford@sienacatholicschools.org

### **Our Lady of Grace Academy:**

Administrative Assistant: Erin Poplawski, 262-833-7100, epoplawski@sienacatholicschools.org

### **St. Catherine's High School:**

Office Coordinator: Brittany O'Connor, 262-632-2785 Ext 401, boconnor@sienacatholicschools.org

Attendance Secretary: Paige Olley, 262-632-2785 Ext 409, polley@sienacatholicschools.org

### **St. Joseph Catholic School:**

Administrative Assistant: Sarah Christian, 262-633-2403, schristian@sienacatholicschools.org

### **St. Lucy Catholic School:**

Administrative Assistant: Amanda Schurian: 262-554-1801 Ext 212

### **St. Rita Catholic School:**

Administrative Assistant: Maria Lopez, 262-639-3333, mlopez@sienacatholicschools.org

### **Siena Catholic Schools Admissions Office:**

Director of Admissions:

Bilingual Coordinator: Cintia Sanchez, 262-753-1471, csanchez@sienacatholicschools.org

## **School Governing Board Members**

Amy Bigna

Mary Jane Carreno

Ivan Davalos

Melvin Hargrove

Tim Just

Dan Kuemmel

Adam Malcara

Kevin McCabe

Cami Meyer

Robert Miller

Kelly Mould

Linda Pulice

Ruth Rademacher

Alison Sergio

Joel Tiedemann

Linda Townsend-Christ

Bruce Varick

Marcus West

Fr. Thomas Vathappallil

## **For-Profit or Not-for-Profit Status**

A copy of Siena Catholic Schools of Racine, Inc. 501(c)3 determination is attached.

# **Admissions Policy**

## **Incoming K3 – 12 Grade Students**

**Purpose:** To establish a set of consistent practices and policies applied to all students who request admission to Siena Catholic Schools. Students are considered officially enrolled when the following application requirements are met.

For Siena Catholic Schools of Racine, the designated enrollment date is August 1.

A. All incoming students who wish to attend a Siena Catholic School will be considered for admission thru June 30 for the upcoming school year (enrollments thereafter must follow the transfer student process). If circumstances exist that would significantly prevent the student from being successful at a Siena Catholic School, admission for students can be denied or granted on a probationary basis. The decision to deny can be made by the Principal/designee and appeals will be directed to the President. Conditions may require the student to interview with the Principal or Assistant Principal for final consideration.

B. All students wishing to attend a Siena Catholic School may be required to complete the following for consideration, depending on grade level: Online Enrollment Application, Report Cards for current and the prior school year, and Teacher Recommendation Form. Additionally, 9-12 grade applicants are required to take a placement test. Upon acceptance, the Tuition Payment Agreement and refundable tuition deposit will be due for non-choice students.

C. All students are on probation during the first calendar year of their attendance at a Siena Catholic School. If previous academic, attendance, or behavioral records warrant such an action, the student may be required to meet additional entrance criteria. The terms will be outlined by the Principal and the administrative team will monitor the terms during a student's first semester.

### **Admissions Appeals Process**

Parents may appeal the decision by requesting a hearing in writing to the Principal within one week of receiving the denial notification. The Principal will respond to the appeal within 72 hours of meeting with the parents and child.

### **Criteria for Granting a High School Diploma**

Successfully completing the requirements listed on the Curriculum Overview entitles the student to a high school diploma; however, they do not necessarily suffice for admission to post-high school education or for employment. The student, after consulting with parents and with the school, is ultimately responsible for choosing the courses which will enable him/her to meet his/her goals. Teachers and Guidance Counselors are available to assist and/or to discuss a schedule of classes relative to the student's ability, goals, and academic interest.

A student must be enrolled as a full-time student for four years (i.e. taking a minimum of eight credits each year, in order to complete graduation requirements). There may be a rare exception to this rule. A student, while in attendance at St. Catherine's, must take all required courses at St. Catherine's. All exceptions will be dealt with directly by a Principal or Assistant Principal; Guidance Counselor, the

student, and his/her parents will be involved in discussing any possible adjustment. Requests for this exception must be made in writing to a Principal or Assistant Principal.

A student transferring from a local public high school must attend St. Catherine's for a minimum of two consecutive semesters as a senior to be eligible to receive a diploma from St. Catherine's.

Four credits of Theology are needed to meet Archdiocesan requirements. Students who attend St. Catherine's as part of the Parental Choice Program may exercise the option to not select Theology during the scheduling process; however, they will be expected to complete equivalent course work.

Minimum SCHS graduation requirements will be as follows:

- Business Education ½ credit
- English 4 credits
- Fine Arts ½ credit
- Mathematics 3 credits
- Modern Language 2 credits
- Physical Education 2 credits
- Science 3 credits
- Social Studies 3 credits
- Theology 4 credits
- Electives 5 credits
- TOTAL: 27 CREDITS

In keeping with the Catholic, Dominican mission of St. Catherine's, all students are required to complete service work outside of school hours. Service is at the core of what the Racine Dominicans represent to this community, and is instilled in the school through the four pillars of Community, Service, Prayer, and Study:

- 9th grade: 8 hours of service per semester
- 10th grade: 8 hours of service per semester
- 11th grade: 10 hours of service per semester
- 12th grade: 12 hours of service per semester

Explanation of required reflections, timesheets, and guidelines for acceptable hours and reporting methods can be found in the Family Handbook on the St. Catherine's High School website.

### **Transfer and Re-Admit Applicants**

A. Any student wishing to enroll after July 1 for the upcoming school year will be considered a transfer student.

B. Students transferring from another high school must attend St. Catherine's for a minimum of two consecutive semesters to be eligible to receive a diploma from St. Catherine's. No transfers will be allowed during a student's senior year, including out-of-town transfers. This does not apply to school choice students.

C. Prior student classes and credits will be listed on the SCHS transcript; however, grades from courses outside SCHS will not be factored into the students SCHS grade point average (GPA).

D. Siena Catholic Schools upholds the suspensions and expulsions of any school. Students with expulsions or who have been subject to expulsion will not be admitted to Siena Catholic Schools and will be dismissed on August 1.

E. Transfers must provide the following for admission: Enrollment Application, Report Cards for the current and the prior school year, and Teacher Recommendation Form. Upon acceptance, the Tuition Contract will be due. This tuition contract is not required of choice-funded students.

F. All prospective transfers are subject to a review by the Admissions Director and Principal/designee. The Admissions review may include but is not limited to: a review of academic, attendance, and behavioral records from prior school(s), testing results, Teacher Recommendations, comments (first or second hand) from any prior school personnel, or any other materials relevant for admission.

G. If circumstances exist that would significantly prevent the student from being successful at a Siena Catholic School, admission can be denied. The decision to deny can be made by the Admissions Director in consultation with the Principal. The Admissions Director may require the student to interview with the Principal for final consideration. Parents may appeal the decision by requesting a hearing in writing to the Principal within one week of receiving denial notification. The Principal will respond to the appeal within 72 hours of meeting with parents and child.

H. If previous academic, attendance or behavioral records warrant such an action, a student may be enrolled on conditional terms. The terms will be outlined by the Principal. The Principal will monitor the terms during a student's first semester.

### **Children with Exceptional Educational Needs**

Catholic schools/parishes in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

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

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

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments will complete the Child Find Process for the identification and intervention of their special needs. A child with exceptional educational needs that cannot be met

through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will give careful consideration to the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

If a parent/guardian withholds information regarding their student including, but not limited to, transcripts, IEPs, behavioral challenges, or misrepresenting academic records/achievements, a student's application may be revoked and/or be asked to leave Siena Catholic Schools of Racine.

### **Gender Identity Policy**

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that require the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun".

Students will be required to use the bathroom and locker room that matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender assignment".

### **Home-Schooled Students**

Home-schooled students follow the regular admissions procedures as outlined in Admissions Procedures. Siena Catholic Schools may grant a diploma to a home-schooled student, if the home school curriculum fulfills requirements for graduation.

### **Athletics and Extracurricular Activities**

WIAA regulations require that a student be enrolled full-time at St. Catherine's High School in order to participate in sports. Participation in other extracurricular events at St. Catherine's requires full-time enrollment.

### **Withdrawal Process**

A family wishing to voluntarily withdraw their child from a Siena Catholic School will need to contact the Siena Catholic Schools Admissions Office to begin the process. Before records will be released to a student's new school the following responsibilities will need to be completed:

1. Return any electronic devices and supplies issued by Siena Catholic Schools.
2. Clean out students' personal belongings.
3. Submit the completed and signed Withdrawal Form.

## **Academic Standards**

All Siena Catholic Schools have adopted the [pupil academic standards](#) issued by the governor as Executive Order No. 326, dated January 13, 1998.

### **Academic Performance**

A student is expected to be an active learner and make the effort to achieve at the ability level. Every student is monitored for academic difficulties. When a student fails to participate and cooperate in the learning process in a consistent manner or shows lack of effort and motivation, the student and parent will be notified and significant improvement must be made. Support and interventions will be developed as part of a Student Accommodation Plan. The reporting of grades on PowerSchool will be used not only to monitor the academic progress but also to review progress at the end of the semester.

### **Academic Probation**

Probation is a period of close academic supervision for individual students who are not performing at a satisfactory level academically. Probationary students who fail to demonstrate academic progress in subsequent grading periods will be required to participate in academic supports, e.g, after-school supports, in-school interventions, and/or summer school. Persistent resistance to making the changes that would enable the student to prosper from the instruction available may result in dismissal.

The academic probationary process begins with a letter from the administration to the parents of the student. Parents are then required to meet in person with the administration, counselor, and student to review the conditions of, and sign the probationary contract. Students will then be required to meet with the administration regularly and adhere to the conditions of the contract. Families, as an integral part of the educational process, are expected to support his/her student by holding him/her accountable at home for completing homework and current understanding of student progress toward academic goals. Probationary periods are evaluated on a semester basis.

Potential outcomes of an Academic Probationary period:

- Removal from probationary status
- Extension of the probationary period
- Dismissal from Siena Catholic Schools

## CATHOLIC SOCIAL RESPONSIBILITIES

### SUCCESS INDICATORS FOR GRADES PREK - 8: STUDENTS AS CITIZENS AND DISCIPLES

Found on Archdiocese of Milwaukee Report Card

#### Student as Citizen

**Demonstrates respect for people and property.**

- Respects and cares for the property of others.
- Understands, recognizes, and appreciates the differences among us.
- Contributes positively to the learning of others.

**Engages in active listening.**

**Demonstrates honesty.**

- Is consistently truthful in words and actions.
- Makes own values known to others.

**Uses socially appropriate language.**

- Understands what language is appropriate in a Catholic school.
- Communicates respectfully with others.
- Uses words and actions that are fair and kind to others.

**Demonstrates empathy and kindness.**

- Exhibits kindness through words and actions.
- Understands another person's thoughts, feelings, and condition from his or her point of view, rather than from their own.
- Makes others feel welcome and appreciated.

**Practices appropriate conflict resolution skills.**

- Controls actions in age-appropriate ways.
- Accepts responsibility and is willing to find a solution to a problem.

**Considers the impact of behavior on others.**

- Exhibits independence, initiative, and responsibility for own behavior.
- Sees things through the perspective of others.
- Enhances the learning of others.

#### Student as Disciple

**Demonstrates care for all of God's creation.**

- Is careful, efficient, and responsible in the use of materials, food, energy, etc.
- Shows awareness of and a willingness to care for plants, animals, and the natural world.
- Defends the vulnerable.

**Demonstrates a spirit of selfless service.**

- Gives without expecting anything in return.
- Assists others without being asked.
- Provides service when it involves personal sacrifice.

**Expresses forgiveness in word and action.**

- Does not hold a grudge.
- Asks for forgiveness without being prompted.
- Accepts responsibility and shows remorse when faced with wrongdoing.

**Manifests a willingness to grow in faith and share beliefs. (Middle School only)**

- Articulates Gospel-based reasons for good actions.
- Participates actively in prayer, liturgy, and religious activities.
- Shows leadership in resolving conflicts.

## **Discipline**

In an effort to create a Catholic environment that is conducive to academic excellence, the Siena School system has established a discipline code that allows faculty and students to work together. Rules and regulations enable the student to develop self-control and also protect the rights of all students to pursue their education. The standards of conduct and behavior are set to allow for maximum learning opportunities and to promote a safe and responsible environment. The school standards of conduct apply to student behavior both on and off campus. Any behavior which is contrary to the mission and values of the Siena School system is unacceptable and will lead to disciplinary action which may include expulsion.

In all cases, the Administration has the right to the final review. Suspension/expulsion is always an option the administration has if the violation is serious or there is a pattern of behavior that is not conducive to the learning environment or success of our students. Any behaviors conducted outside of school whether in person or through social media that may cause reputational damage or harm to the learning or well-being of any student may be grounds for immediate suspension or expulsion.

Students are expected to behave in a manner that is respectful and cooperative in the classroom and at all school events regardless of the location. Behaviors conducted within the community, outside of school hours, that are reputationally damaging to the school are also grounds for possible expulsion. Any student behavior that interferes with teaching and learning or with a school activity will not be tolerated and will result in immediate disciplinary action. If the behavior occurs at an event, the student will be immediately removed from the event and will be placed on suspension pending review of the behavior. A single occurrence of poor behavior may warrant detention, suspension, or possible expulsion.

### **Probation**

A student may be placed on probation if, in the judgment of the Administration, he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school. All students new to the Siena Catholic school are considered to be on probation for the first school year.

### **Detention**

Each student is responsible for his or her behavior. Students will learn to live with others and solve problems in a positive and constructive manner.

The student will take responsibility for negative behaviors, and detention is a consequence of such behaviors. Such detentions will be scheduled by each Siena Catholic School. Guidelines for behaviors are to be followed: students are to read or study during detention; students are not allowed to sleep, play games or listen to music.

Detention is assigned for a number of negative behaviors, including school and class tardiness, truancy, dress code violations, unacceptable language, discourtesy, rudeness, uncooperative behavior, etc.

When assigned detention the student must serve it at the next scheduled detention time, given 24-hour notice. The time for serving detention will not be changed for employment, athletics (practice or competition), or other school events. If a student does not serve the detention when assigned, the student will receive an additional one full hour of detention, and the student's parent/guardian will be informed of the situation. If the student fails to serve a second time, a conference between the parent/guardian and the administrator will take place. If the student refuses to serve the detention a third time, the student will be suspended from school pending a conference with the student, parents, and Assistant Principal. A decision regarding readmission will be made by the administration after the conference.

Students may be issued a Saturday detention for attendance, continued poor behavior, or an incident that requires a more severe consequence. Continued opposition or refusal to serve detention may result in a dismissal from the school.

### **Suspension**

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, age of the student, family, and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school. The final decision regarding suspension rests with the principal/administrator.

The student is released to a parent. The student who is suspended is not readmitted until a parent conference is held. Teachers are notified when a student is suspended. Students are required to make up missed assignments/tests provided by teachers during the suspension. The student is immediately placed on Disciplinary Probation.

During the suspension period, students must stay off school grounds and away from all school functions and may not participate in any school activities (clubs, athletics, etc.). Any student suspended from school during the current year will not be eligible for Homecoming Court, Prom Court, Student Council, or Class Officer for the remainder of the year. An administrator could rule that the suspended student would be ineligible to participate further in athletics and all extra-curricular activities for 10-90 days.

A student suspended from school will be allowed to access their academics during the suspension period.

### **Siena Expulsion Policy**

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion is used as a rarity and used only as a very last measure.

Expulsion results from finding a student engaged in conduct that endangers the property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion. Students asked not to return the following year for attendance, academic, or behavior reasons are considered to be expelled. Examples may include: credit deficiency, chronic tardiness/absenteeism, and/or not being on track to graduate. If the expulsion process has begun and the family chooses to withdraw their student at any time during the process, the student is considered expelled under the Siena system and may not re-enroll.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

If a student is pending expulsion or is expelled for disciplinary reasons will not be allowed to attend any events at Siena Catholic Schools or be in the buildings for any reason without prior permission of the principal.

### **Expulsion Procedures**

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians will be sent a certified priority mailing regarding the date and time of the hearing at least five days prior to the hearing; this notification period may be waived by mutual consent of the parents/guardians to the school administration, if an expedited hearing date is warranted.

### **Procedures Leading to Expulsion:**

1. Investigation by school administration.
2. The student will be suspended from school and any school related activity during the investigation and possible expulsion.
3. Parents/Guardians will be contacted via a phone call and sent a written notification (certified priority mailing) regarding suspension and pending expulsion hearing.
4. Police notification, if deemed appropriate.
5. An expulsion hearing must be scheduled within 15 days of the original suspension date.
6. If the student is recommended for expulsion, the parents/guardians receive a written notice via certified priority mail indicating that they have the right to appeal the decision to the President of the Siena School System within five school days.

## **Expulsion Hearing**

The hearing is run by an independent hearing officer who is not a member of the Siena staff.

- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, attendance at the hearing will be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members will not be allowed to attend the hearing.
- The school officials (e.g Principal or Assistant Principal(s) up to 10 minutes, present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parent/guardian are given equal time, up to 10 minutes, to present their side of the story.
- Representatives of the two sides are not to interrupt the other during their respective presentations.
- The Independent Hearing Officer can ask clarifying questions at the end of each presentation time for 5 minutes.
- An additional 5 minutes is given to both sides for any final summative comments.
- Once the hearing has ended the school representatives and the student/parent/guardian are asked to leave.
- The family of the student is informed of the final decision within one (1) school day via phone call. A formal letter is then sent by certified mail and email detailing the final action no later than two (2) school days after the hearing.
- If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter.
- The parent/guardian is given the right to still withdraw the student from school after being informed of the final expulsion decision; this withdrawal must be done in writing via email to the Siena Chief Academic Officer or by completing the [Siena withdrawal form](#). The final expulsion date will be communicated in a letter. Should a family choose to withdraw during the expulsion process, the student will officially be considered expelled internally through the Siena School system and may not re-enroll in any subsequent school years at any Siena school.
- If a student withdraws from Siena Schools, this waives any right to appeal the expulsion.

## **Appeals:**

### **An appeal must:**

- Include a rationale and /or reason for the appeal and the remedy that is being sought.
- Be received by the President or designee within (5) school days from the notification of expulsion.
- Within (5) school days of receiving the written appeal, the Siena Catholic Schools President or designee will review whether correct procedures were followed as defined by school policy.
- The President or designee will make the final decision regarding the disposition of the appeal within 3 school days. The student is suspended during the appeal process.

If procedures were not followed, the Siena Catholic School President or designee will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level. The Board of Directors or Board of Trustees are not involved in the expulsion proceedings and are not a source of appeal.

## **Extension of School Rules**

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

Expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

Siena Catholic Schools behavioral expectations apply to student conduct including, but not limited to, the following situations:

- In the school building and on school grounds
- On field trips
- At any school-sponsored event, including athletic events
- On the bus to/from school and at bus stops
- In the community when behavior brings negative attention to a Siena school
- Social media
- Outside of school, regardless if it is during school hours (weekend, extended holidays, summer vacation, etc).

These behaviors impact the safety, integrity or reputation of the Siena Catholic Schools of Racine and will be subject to in school consequences that range from detention to expulsion.

Revised December 6, 2023

## **Non-harassment Policy**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school.

Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but are not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyberbullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

### **Reporting Procedure**

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

### **Reporting Harassment**

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

1. The harassment should be reported to a faculty/staff member or an administrator as soon as possible. When reporting, if at all possible, students are encouraged to provide evidence of harassment (screenshots, text messages, voicemails).
2. The Administration will investigate any reports of harassment and will interview all students involved.
3. If an allegation is confirmed, appropriate consequences will be issued to the offending student(s).

4. Parents/Guardians will be advised of the incident and the consequences given to their child.
5. Acts of harassment will result in the student receiving disciplinary sanctions including, but not limited to, probation, suspension, and expulsion, and, where appropriate, these actions will be reported to the proper authorities, including the police.

**Knowledge of the Code**

It is the responsibility of each student to be familiar with these rules. Ignorance of these rules is not a valid reason for non-compliance. All Siena Catholic Schools require a signed form to be kept on file indicating the receipt of the Family Handbook and agreeing to read it and follow the rules and regulations it contains.

**Visitors**

All visitors should report to the Main Office (door 1 for St. Catherine’s High School) to check in. At that time visitors will be asked to sign in and be given a visitor badge, to be worn at all times during the visit. Before visitors leave the building they should check back in with the main office and digitally sign out. During hours of operation, parents are not permitted to enter the building unless there is a scheduled meeting with a designated staff member.

**SCHEDULE**

**DAILY SCHOOL SCHEDULE (K4-4<sup>th</sup> grade)**

7:30 am	School doors open - students report to classrooms
7:45 am	School begins
8:30 am	Mass (Fridays only)
	AM Recess
	Lunch
	PM Recess
2:45 pm	Dismissal

**DAILY SCHOOL SCHEDULE (5<sup>th</sup> – 8<sup>th</sup> grade)**

7:30 am	School doors open - students report to classrooms
7:45 am	School begins
8:30 am	Mass (Fridays only)
	Recess
	Lunch
2:45 pm	Dismissal

## **FOOD SERVICE AND FREE/REDUCED LUNCHES**

Siena Catholic Schools is proud to partner with Taher, Inc., as our food service management company for the 2025-26 school year. Taher will work with our food service personnel at each of our school sites to provide healthy and nutritious breakfast, lunch and after-school snack programs beginning in the fall. Taher is the largest K-12 food service management company in Wisconsin and has built their reputation on a "chef-based food service program" with a focus on preparing meals at least 60% from scratch with fresh ingredients and priced affordably.

Students will be set up with a meal account. To deposit money into their account, you may go to the Meal Magic website at [sienacatholic.familyportal.cloud/](https://sienacatholic.familyportal.cloud/) and create an account OR you may send payments to the school office, and we will make the deposit for you the day that we receive it.

Cold lunch from home may be brought to school. Students may purchase a milk or bring their own beverage. Fast food and soda/carbonated/caffeinated beverages are not allowed in our school or cafeteria.

### **Free and Reduced Lunch Application Now Available!**

For the 25-26 school year, the FDA will not be covering the cost of breakfast and lunch for school children. It is very important that you take a moment to complete the [National School Lunch Program](#) application to secure benefits for the upcoming school year. Once the application is processed, you will receive a letter in the mail stating the benefit received or if the application was denied, the reason for the denial.

For questions regarding the Free and Reduced Lunch Application, please contact Cintia Sanchez at (262) 753-1471 or [csanchez@sienacatholicschools.org](mailto:csanchez@sienacatholicschools.org). Para preguntas o ayuda traduciendo a español, por favor contacte a Cintia Sanchez al 262-753-1471.

## **COMMUNICATION / SCHOOL WEBSITE**

St. Joseph School has a website which is updated regularly. It contains electronic forms, handbooks, calendars, etc. In addition, it also provides information on staff and school updates. Please visit our website for more information at [www.st-joes-school.org](http://www.st-joes-school.org). There is also a school newsletter that is emailed to families. Class Dojo is also a mode of communication between families and the school/classrooms.

## **LOST AND FOUND**

The school strongly recommends that gloves, hats, scarves, boots, sweaters, lunches, book bags, etc. be clearly marked with the child's name. Lost and found items are stored in the school lobby for an extended period of time before being donated.

## **BEFORE/AFTER CARE**

Before/After Care is open to those children attending St. Joseph Grade School (K4-8<sup>th</sup> grade). The center is located in the lower level of the school and is open all days of school from 6:30am - 7:30am and all FULL days of school 2:45 pm - 5:30 pm. There will be an annual \$50 registration fee and the hourly rate will be \$3.75/per hour, per child and billed via SmartTuition. All families must fill out a registration form which is available on our website or may be picked up in the school office. Drop-off and pick-up are at the Wisconsin Street doors behind the school building. Please use the buzzer next to the glass door.

# **TECHNOLOGY**

## **ELECTRONIC DEVICES**

Cell phones or other electronic devices such as cell watches (smart watch/apple watch) /pagers/beepers, iPod, MP3 player, etc. will not be permitted on premises (before care, school day and/or after school) by students. If a student is caught with an electronic device (whether in the school building or on the playground), the device will be secured by staff and given to the principal. The device must be picked up by the parent/guardian. Repeat offenses will result in further consequences at administration's discretion. If /guardians or students need to communicate with each other during school hours, please contact through the school office. (*see emergency calls*).

We do realize that some students may need an electronic device to communicate with a family member after school. If this is the case, students must turn in their phone to the school office and place them in a secure location in the school office from the beginning of the school day until the end of the school day. Students who attend before or after care and have a phone with them, must turn in their phone to be secured.

ST. JOSEPH SCHOOL WILL NOT BE RESPONSIBLE FOR ANY LOST OR STOLEN PROPERTY.

All students will have access to a Chromebook and/or iPad for appropriate classroom use. All students AND /guardians must sign a technology usage form prior to using any St. Joseph technology.

## **EMERGENCY CALLS**

Emergency calls should be directed through the School Office. Parents/guardians are asked to try and give all necessary directions and permissions before the child leaves for school so that it will not be necessary to call the school to leave messages. If you need to communicate something to your child, please email Mrs. Christian at [schristian@sienacatholicschools.org](mailto:schristian@sienacatholicschools.org) or your child's teacher and the message will be delivered to your child. Students are NOT to use cell phones before or during school to communicate information (*see electronic devices*).

## **EMERGENCY CLOSING**

In cases of inclement weather, St. Joseph School will follow the decision of Siena Catholic Schools (John Paul II Academy, Our Lady of Grace, St. Lucy's, St. Rita's, St. Catherine's) as to whether or not to close. Please watch the main news stations (channel 4, 6, 12) and look for SIENA CATHOLIC SCHOOL or ST. JOSEPH SCHOOL – RACINE. We also take into consideration Racine Unified School District. If Racine Unified closes, Siena Catholic Schools will also close.

**In the event that Racine Unified School District has a delayed start, St. Joseph School will be following the Racine Unified Delayed Start Policy. St. Joseph School will start two hours later.**

If severe weather conditions develop during the day, St. Joseph School will remain OPEN during normal school hours. However, if a parent/guardian feels that the weather conditions are hazardous for driving, they may elect to pick up their child/children before school closes. If the decision is made to pick up your child/children early, you must do so by checking them out through the school office.

## **ATTENDANCE**

- Attendance 5112, 5123
  - If a student arrives an hour and a half after the start of the school day they are considered absent for a half day. If they leave an hour and a half before the end of the school day, they are absent for a ½ day.
  - 3 consecutive days- a doctor's note required to be excused
  - Trips are **unexcused**
  - In accordance with Wis. Stat. § 118.15, a parent/guardian must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester.
  - A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.
  - Letter at 5 days, letter at 10 days, and conference right away to make an action plan
  - 1 month probation, weekly parent meeting, failure to meet the terms are ground to expulsion, on time and present

### **ABSENCE AND TARDINESS**

Students who are absent from school for the day, or sent home for the day, are not allowed to participate in after-school activities or events.

Regular school attendance is a prerequisite for successful learning. It is crucial that students are in school daily and on time. If a student is absent, the parent/guardian are REQUIRED to inform the school office by 8:30am and provide a reason for the absence. A voicemail is available to take your calls if you call prior to the regular office hours. The school checks all unconfirmed absences by calling the home of the child. It is considered UNEXCUSED if the office needs to call to confirm absence or if no reason for the absence is given. Exceeding 5 absences will result in written communication and documentation in the student file.

If we do not receive a message regarding your child's absence (excused), you will receive an automated phone call, text message and email after 8:30 am. If your child is tardy (unexcused), you will receive an automated phone call, text message and email after 8:30 am. All unexcused absences and tardies, will receive an automated phone call, text message and email after 8:30 am.

St. Joseph School considers 5 full days of absence in a single school semester (without definitive, medical substantiation) to be excessive. Students are considered tardy after the 7:45am bell rings for classes to begin. Ten tardies are considered habitual. This will result in written communication and documentation in the student file.

In cases of excessive absence or tardiness, the school may require a meeting to discuss truancy and/or refer the student and family to appropriate social service or legal agencies.

## **EARLY DISMISSAL/APPOINTMENTS**

If a student must leave school before the time of regular dismissal, parent/guardian is required to submit a written notice or contact the school office with reason for early dismissal at least the day of, but preferably the day prior. The note is given to the homeroom teacher. The homeroom teacher then submits the note to the school office.

For dental/doctor appointments during school hours, the student must have a written request or a phone call to the office or dismissal at least one day in advance. Please remember that your child must be checked out through the school office and not the classroom. Parent/guardian must come into school and check with the school office before the child can leave.

## **FAMILY VACATIONS**

Family vacations and long weekend trips should coincide with school vacations. The school discourages extended vacations during the school year. In the event of such an occurrence, however, parent/guardian is expected to inform the school as soon as possible. All make-up work will be given to the student when they return to school after the absence. The student has one day for every day missed to make up the work.

## **SCHOOLWORK COMPLETION FOLLOWING ABSENCE**

Students have the same number of days to complete missing work as days missed. After that amount of time, assignments are considered late.

## **REQUIRED SUMMER SCHOOL**

At Siena Catholic Schools of Racine we strive for excellence in all that we do. Our vision is that “Rooted in Christ’s teachings, our graduates are prepared to be successful leaders in college, career, community, and the Church.”

In order to uphold Siena’s vision and values, attendance and academics play a vital role in student success. As stated elsewhere in this handbook, students may not miss more than 10 (**excused and unexcused**) academic days during the school calendar year. If a student misses any more than 10 academic school days, they will **automatically** be placed on academic probation for the remainder of the school year. The terms of that probation will be discussed in a collaboration meeting between the student, parent, school designated employee, and/or the building principal. Failure to meet the terms of this probation will result in your child being subject to an Administrative Review completed by the building principal, learning support coordinators, and classroom teachers. The Chief Academic officer may be involved in the review if requested by the school. The Administrative Review can include withdrawal from Siena Catholic Schools of Racine. Parents will be notified of a summer school decision no later than May 1st.

In addition, if a student misses more than 18 (**excused and unexcused**) academic days during the school calendar year, they will be **required** to complete an **approved Summer School Program** during the upcoming summer. As a reminder, if a student is absent part or all of ten school days (excused AND unexcused) over the course of the school year, that student will require medical verification of all future absences. Failure to complete the Siena Summer School Program requirement and provide evidence of summer school completion to the school office prior to the first

Wednesday in August, will result in your child being removed from the Siena Catholic Schools of Racine effective immediately.

Students who are significantly below grade level, experiencing academic failure, or are credit deficit will be required to attend an approved Summer School Program. Failure to provide evidence of completion may result in removal or non-admission from Siena Catholic Schools.

Teachers, principals, and academic support staff may evaluate student academics and collaborate to determine if a student must attend Siena Summer School based on their academic successes. School decision is final.

## SECTION 2

# **REGULATIONS AND POLICIES**

### **HEALTH & IMMUNIZATION POLICY**

St. Joseph School strictly adheres to Wisconsin State Immunization Laws. Violations of, or in compliance with, these laws will result in such cases being forwarded to the District Attorney's office for legal action. Immunization dates should be given to the school within 30 days of the first day of school.

If a student becomes ill while at school or suffers a significant injury, a custodial parent/guardian of the child will be contacted. No student can leave the building because of illness without first reporting to the school office and having a custodial parent/guardian notified.

All students must be free of all symptoms for 24 hours after the symptom occurred in order to return to school. If a student is sent home from school for any illness, they may return to school after 24 hours from the time they were sent home if the symptom has been resolved.

Children who are in the initial stages of an illness, i.e. upper respiratory infection (cold), cough, or have temperatures above 100 F should not be sent to school. Fever should be gone for 24 hours before the child returns to school. For contagious diseases treated with antibiotics, i.e. strep throat, impetigo (skin infection), conjunctivitis (pink eye), ringworm, scabies, lice, pneumonia, etc., the child should have 24 hours of medication before returning to school. Chicken pox (varicella) is considered contagious for 3 days before the child breaks out and for 7 days from the first sign of the rash, or until all lesions are scabbed over. It is best to keep children at home until they can participate in all activities (with the exception of injuries). In order to re-enter school after chicken pox, a health department release form must be provided to the school. A parent/guardian of the child is responsible for making arrangements for homework and missed classroom assignments for ailing children either through classmates or siblings.

School personnel have been instructed in bloodborne pathogen procedures.

### **MEDICATION POLICY**

All medications (prescription or nonprescription) must be given and housed in the school office at all times with written approval and dosage. Medication Consent forms must be completed and are available in the school office or on our website. There is also an Allergy Action Plan form if needed. All prescription drugs to be taken during the school hours must be brought to school in **original prescription containers**. Do not send a portion of any medications in a baggie or other containers. All medications must specify the dosage and time for medications to be given and any possible side effects. ALL medications must be clearly labeled and accompanied by a completed Medication Consent Form.

Tylenol (acetaminophen) and Ibuprofen, cough drops, etc. are not supplied by the school. All over-the-counter medications that are brought from home need to be accompanied with a Medication Consent Form filled out by the parent/guardian or guardian specifying the time and dosage to be given. Liquid medication should be accompanied by a medication spoon or oral syringe.

Prescription medications that are taken on a daily basis (not just sporadically or intermittently, i.e. Ritalin, Dexedrine, etc.) should be in a separate **original** container, with each month's supply to be kept at school, and not taken home each day. **Please be sure all medications are labeled clearly with instructions.**

📄 [Prescription Medication Form](#) Needs a physician signature

📄 [Non-Prescription Medication Form](#)

📄 [Allergy Action Plan](#) Needs a physician signature

### **Bathroom Independence: K4 Potty Training Requirements**

Bathroom independence from all students is a crucial part in having a safe and successful school year. St. Joseph School does not have the facilities, the supplies or the staff to help change children at school.

St. Joseph School defines potty-trained children as the following:

- No longer wearing diapers, Pull-Ups or absorbent underpants
- Can communicate to the teacher when they need to go to the bathroom
- Can attend to their own hygiene (i.e. wiping, washing hands, flushing the toilet)
- Can communicate with the teacher when they have an accident
- Can change out of their wet/soiled underwear/clothing and put on clean clothes independently, if a bathroom accident occurs.

If a child is not completely potty trained as described above, the parent/guardian may choose one of the following options:

- Temporarily withdraw the child from school for an agreed upon timeframe until he/she is potty trained. If there is a waiting list for the grade level, his/her name would be placed at the top of the list.
- Withdraw your child from school until the 2026-2027 school year.

### **Bathroom Accidents:**

We understand that bathroom accidents can happen, which is why every child is required to keep a spare set of clothes at school. An "accident" is defined as soiled pants (urine or

feces) and the student informs an adult that they need to change their clothes.

If the accident involves urine, students will be given the opportunity to change themselves into clean clothes. If the accident involves feces, a parent/guardian will be contacted to either come to school and assist their child with changing or to take their child home.

If a student has **more than two accidents** (urinating or defecating in their pants while awake) **within a two-week period**, the student will be considered not fully potty trained. In this case, the following procedures will apply:

1. Parents/Guardians are notified by the classroom teacher regarding the concerns with accidents occurring at school.
2. The family is provided with two options:
  - i. Temporarily pause their child's attendance so that potty training can continue at home
  - ii. Make the decision to remove their child from the school setting for an extended period of time until the child is ready to return to school.
  - iii. **Please Note:** Tuition policies remain in place during this time.
3. If, after returning from the agreed upon timeframe of potty training period at home, the child continues to have accidents, enrollment will be deferred until the next school year.

We understand that every child develops at their own pace. These expectations are in place to ensure a safe, respectful, and supportive environment for all children and staff. We deeply appreciate your partnership as your child grows in independence.

### **FIELD TRIP POLICY**

Individual classes plan for field trips during the year. Permission slips are sent home and are required prior to the day of the field trip. may be asked to drive and /or chaperone on some field trips. Request for drivers are included on the Field Trip Form along with questions regarding the number of seat belt passengers the car can accommodate.

### **CHAPERONE / VOLUNTEER POLICY**

Chaperones/volunteers are an essential part of school events. Whether a field trip or a special event, chaperones/volunteers are needed to assist in transportation or direct supervision. Chaperones/volunteers are expected to provide a good example to students and to adhere to appropriate discipline procedures and acceptable language. Parent/guardian drivers are required to fill out insurance forms documenting automobile insurance AND view a safety video. Insurance form can be found in the school office.

**ALL volunteers and chaperones must be certified in Safe Environment (this includes class parties, field trips, etc.).**

### **VISITOR POLICY**

Visitors are welcome to St. Joseph School. **ALL visitors (including chaperones, classroom helpers, etc.) are required to enter at the main entrance of the school and report immediately to the school office to register before entering the classroom area.** If you are dropping off

something for your child, please drop it off at the office. Please have a note with your child's name attached to the item and we will get the item to your child.

Those who wish to meet with a teacher must make an appointment IN ADVANCE and check in at the office. This includes before school and after school meetings.

### **SAFE ENVIRONMENT POLICY**

All St. Joseph Parish employees, School employees, and School volunteers (including field trip chaperones, coaches, etc.) are required to take the Safe Environment training through the Archdiocese of Milwaukee. In addition, all employees and school volunteers are required to submit to background checks. You cannot volunteer if this class is not taken. Click [here](#) to register.

### **FOOD AND BEVERAGES IN THE SCHOOL**

Students may bring a healthy snack from home to have during classroom snack time. Types of healthy snacks are: crackers, cheese, sausage, fruit, veggies, yogurt, granola bars, pretzels, etc. The teacher will determine a time of the school day when the students can have their snack.

Water bottles are allowed in the classroom. Only plain water may be in water bottles. Water bottles may be refilled during the school day at the water fountains. Water bottles must be used appropriately and drinks may be taken at appropriate times during class.

Cold lunch from home may be brought to school. Students may purchase a milk or bring their own beverage. Fast food and carbonated/caffeinated beverages are not allowed in our school or cafeteria. Students may bring an individual sweet or salty treat to have with their lunch in the cafeteria.

Gum and candy are not permitted during the school day.

Students may not share their food with other students due to germs and allergies.

Students may not eat food/candy/gum at recess or in the hallways.

### **CELEBRATIONS POLICY**

If your birthday falls on a Mass day, during the summer, or a no-school day, choose another day and let your teacher know. Birthday treats are allowed, but they must be individually pre-packaged (store bought) or a non-food item to share with the entire class. Please inform the teacher if you plan to share a treat for your student/s birthday. Balloons / gifts are not permitted in the building.

Invitations are not allowed to be passed out in the classroom, hallway or the lobby unless the entire class or all boys/girls are invited.

Teachers may request a donation or an individually packaged item for a holiday classroom party.

## **UNIFORM POLICY**

Uniforms are a requirement at St. Joseph School. Below are the guidelines for boys and girls.

### **UNIFORM CODE – ENFORCEMENT / VIOLATIONS**

Parent/guardian will be contacted if a student is not abiding by the Uniform Policy. Parent/guardian will be called to bring the student a change of appropriate clothing. Students may also be given appropriate clothing from the school's clean uniform supply, if available. After several reminders, a teacher or administration has the right to schedule a parent/guardian meeting to further discuss a solution. The parent/guardian of each student has the final responsibility of ensuring that the student reports to school appropriately dressed, clean and neat, in appearance. All clothing must be free of rips, holes and tears.

### **UNIFORM REQUIREMENTS K4**

#### **SHIRTS**

Plain collared oxford cloth shirts, plain collared knit polo shirts with placket front, or turtleneck shirts are to be worn. Shirts must be solid RED, WHITE, NAVY BLUE OR HUNTER (FOREST) GREEN. Sleeves may be long or short. Students may wear a solid color long-sleeve shirt under their short-sleeve polo shirt as long as it is the same color. SOLID RED, WHITE, NAVY BLUE OR HUNTER (FOREST) GREEN sweater or sweater vests OR the St. Joseph navy blue uniform sweatshirt may also be worn over the uniform shirt. No hoods on sweaters or cardigans. A collared Uniform shirt must be worn under all sweaters, cardigans, sweaters and sweatshirts. Uniform sweatshirts can be ordered through online school spirit wear store.

#### **BOTTOMS**

Students may wear any comfortable solid color elastic waist-style non-uniform bottoms (shorts, skirts, skorts, pants, etc.) to allow for restroom independence. Leggings are only allowed under a skirt. All students must wear underwear, no pull-ups in school. All pants, leggings and tights must be free of rips, holes and tears. K4 students may choose to wear uniform policy pants, jumpers, skirts, etc.

Solid color uniform shorts or skorts in NAVY BLUE OR KHAKI may be worn along with the REQUIRED UNIFORM SHIRT OR BLOUSE. Uniform Policy shorts / skorts must be no longer than 2 inches below the knee or no shorter than 4 inches above the knee.

**NO LEGGINGS** as pants, SPANDEX, BIKER, SOCCER, DENIM OR SHORT SHORTS WILL BE ALLOWED.

#### **FOOTWEAR/SHOES**

Athletic shoes or Mary Jane style shoes are required. No other style of shoes are permitted. All shoes must be closed-toed and have a full back on the heel. NO sandals, moccasins, crocs, boots, high heeled, open-toe or backless shoes, etc. Winter-style boots are only to be worn outside for recess. All

students must wear socks or tights. Tights must be solid RED, WHITE, NAVY BLUE, BLACK or HUNTER GREEN ONLY. All tights must be free of rips, holes and tears.

### APPEARANCE

Haircuts must be neat and non-distracting. Bangs and other styling should allow full vision. Haircuts featuring distracting, odd, exotic or faddish styling or unnatural color are not allowed. This includes shaving designs into the scalp.

Earrings in ears are allowed as long as they are stud type (not dangling or large hoops). No other earrings or body/facial piercings are allowed.

## **UNIFORM REQUIREMENTS – BOYS (Grades K5-8)**

### SHIRTS

Plain collared oxford cloth shirts, plain collared knit polo shirts with placket front, or turtleneck shirts are to be worn. Shirts must be solid RED, WHITE, NAVY BLUE OR HUNTER (FOREST) GREEN. Sleeves may be long or short. Students may wear a solid color long-sleeve shirt under their short-sleeve polo shirt as long as it is the same color. ALL SHIRTS must be tucked in. SOLID RED, WHITE, NAVY BLUE OR HUNTER (FOREST) GREEN sweater or sweater vests OR the St. Joseph blue uniform sweatshirt may also be worn over the uniform shirt. No hoods on sweaters or cardigans. A collared Uniform shirt must be worn under all sweaters, cardigans, turtlenecks and sweatshirts. Uniform sweatshirts can be ordered through online school spirit wear store.

### BOTTOMS

Boys' uniform pants must be dark navy blue or khaki dress, twill, or corduroy with no top-stitching or contrasting color. NO SWEAT PANTS, JEANS, OR DENIMS ARE ALLOWED. ALSO, NO ZIPPERS, SNAPS, RIVETS, OR STUDS. All uniform pants must be free of rips, holes and tears. Pants must be worn at the waist. Dark belts may be worn.

Solid color uniform shorts or skorts in NAVY BLUE OR KHAKI may be worn along with the REQUIRED UNIFORM SHIRT OR BLOUSE. Uniform Policy shorts / skorts must be no longer than 2 inches below the knee or no shorter than 4 inches above the knee.

NO LEGGINGS as pants, SPANDEX, BIKER, SOCCER, DENIM OR SHORT SHORTS WILL BE ALLOWED.

### FOOTWEAR/SHOES

Athletic shoes or rubber soles loafer style shoes are required. No other style of shoes are permitted. All shoes must be closed-toed and have a full back on the heel. NO sandals, moccasins, crocs, boots, high heeled, open-toe or backless shoes, etc. Winter-style boots are only to be worn outside for recess. All students must wear socks.

### APPEARANCE

Haircuts must be neat and non-distracting. Bangs and other styling should allow full vision. Haircuts featuring distracting, odd, exotic or faddish styling or unnatural color are not allowed. This includes shaving designs into the scalp.

Earrings in ears are allowed as long as they are stud type (not dangling or large hoops). No other earrings or body/facial piercings are allowed.

### **UNIFORM REQUIREMENTS – GIRLS (Grades K5 - 5th)**

#### **BOTTOMS/DRESSES/JUMPERS/SKIRTS/SKORTS**

Girls may wear a GREEN PLAID UNIFORM V-NECK JUMPER no greater than 4 inches (10cm) from the floor in a kneeling position. Girls may also wear a one-piece Polo Shirt Dress in NAVY BLUE, RED OR HUNTER GREEN. Students may wear leggings underneath their jumpers (please see Leg/Foot Apparel below). Jumpers (item #1047) are available to order on [www.frenchtoast.com](http://www.frenchtoast.com) (we do not have a school code for their website).

Girls may wear in lieu of jumpers Navy Blue or Khaki uniform style pants. Pants may not have topstitching or contrasting colors. NO Leggings as pants, SWEATPANTS, JEANS, OR DENIMS ARE ALLOWED. ALSO, NO ZIPPERS ON LEGS, SNAPS, RIVETS, OR STUDS. All uniform pants, leggings and tights must be free of rips, holes and tears.

Solid color uniform shorts or skorts in NAVY BLUE OR KHAKI may be worn along with the REQUIRED UNIFORM SHIRT OR BLOUSE. Uniform Policy shorts / skorts must be no longer than 2 inches below the knee or no shorter than 4 inches above the knee.

NO LEGGINGS as pants, SPANDEX, BIKER, SOCCER, DENIM OR SHORT SHORTS WILL BE ALLOWED.

#### **BLOUSES/SHIRTS**

Plain blouses with pointed or rounded collar, plain collared oxford cloth or knit polo shirts with placket front or turtlenecks must be worn. Blouses and shirts must be solid RED, WHITE, NAVY BLUE OR HUNTER (FOREST) GREEN. Sleeves may be long or short. Students may wear a solid color long-sleeve shirt under their short-sleeve polo shirt as long as it is the same color. ALL SHIRTS are to be tucked in.

Solid RED, WHITE, NAVY BLUE OR HUNTER (FOREST) GREEN cardigan, V-neck, crew neck sweaters or the St. Joseph solid blue UNIFORM sweatshirt may also be worn over the uniform shirt. No hoods on sweaters or cardigans. A collared Uniform shirt must be worn under all sweaters, cardigans, and sweatshirts. Uniform sweatshirts can be ordered through online school spirit wear store.

#### **FOOTWEAR/SHOES**

Athletic shoes or Mary Jane style shoes are required. No other style of shoes are permitted. All shoes must be closed-toed and have a full back on the heel. NO sandals, moccasins, crocs, boots, high heeled, open-toe or backless shoes, etc. Winter-style boots are only to be worn outside for recess. All students must wear socks or tights. Tights must be solid RED, WHITE, NAVY BLUE, BLACK or HUNTER GREEN ONLY. All tights must be free of rips, holes and tears.

## **UNIFORM REQUIREMENTS - GIRLS (Grades 6, 7 & 8)**

### **BOTTOMS/DRESSES/JUMPERS/SKIRTS/SKORTS**

Girls in 6<sup>th</sup> grade have the *option* of wearing the GREEN PLAID UNIFORM SKIRT or the GREEN PLAID UNIFORM V-NECK JUMPER. The length must be no greater than 4 inches (10cm) from the floor in a kneeling position. Students may wear leggings underneath their skirts (please see Leg/Foot Apparel below). Jumpers (item #1047) and skirts (item #1065) are available to order on [www.frenchtoast.com](http://www.frenchtoast.com) (we do not have a school code for their website).

Girls in Grades 7<sup>th</sup> and 8<sup>th</sup> grade *must* wear the GREEN PLAID UNIFORM SKIRT. The length must be no greater than 4 inches (10cm) from the floor in a kneeling position. Students may wear leggings underneath their skirts (please see Leg/Foot Apparel below). Skirts (item #1065) are available to order on [www.frenchtoast.com](http://www.frenchtoast.com) (we do not have a school code for their website).

Girls may wear Navy Blue or Khaki Twill Pants in lieu of Jumpers / Skirts. Pants may not have topstitching or contrasting colors. NO SWEATPANTS, LEGGINGS, JEGGINGS, JEANS, OR DENIMS ARE ALLOWED. ALSO, NO ZIPPERS ON LEGS, SNAPS, RIVETS, OR STUDS. All uniform pants, leggings and tights must be free of rips, holes and tears.

NO LEGGINGS as pants, SPANDEX, BIKER, SOCCER, DENIM OR SHORT SHORTS WILL BE ALLOWED.

### **BLOUSES/SHIRTS**

Plain blouses with pointed or rounded collar, plain collared oxford cloth or knit polo shirt with placket front must be worn. Blouses and shirts must be solid RED, WHITE, NAVY BLUE OR HUNTER (FOREST) GREEN. Sleeves may be long or short. Students may wear a solid color long-sleeve shirt under their short-sleeve polo shirt as long as it is the same color. ALL SHIRTS are to be tucked in.

Solid RED, WHITE, NAVY BLUE, OR HUNTER (FOREST) GREEN cardigan, V-neck, crew neck sweaters or the St. Joseph solid blue UNIFORM sweatshirt may also be worn over the uniform shirt. No hoods on sweaters or cardigans. A collared Uniform shirt must be worn under all sweaters, cardigans and sweatshirts. Uniform sweatshirts can be ordered through online school spirit wear store.

### **FOOTWEAR/SHOES**

Athletic shoes or Mary Jane style shoes are required. No other style of shoes are permitted. All shoes must be closed-toed and have a full back on the heel. NO sandals, moccasins, crocs, boots, high heeled, open-toe or backless shoes, etc. Winter-style boots are only to be worn outside for recess. All students must wear socks or tights. Tights and leggings must be solid RED, WHITE, NAVY BLUE, BLACK or HUNTER GREEN ONLY. Tights must be solid RED, WHITE, NAVY BLUE, BLACK or HUNTER GREEN ONLY. All tights must be free of rips, holes and tears.

### **APPEARANCE (all girls)**

NO MAKE-UP or false eyelashes (Chapstick or clear lip gloss only)

NAILS: Nail polish and fake nails are allowed.

Earrings in ears are allowed as long as they are stud type (not dangling or large hoops). No other earrings or body/facial piercings are allowed.

Haircuts must be neat and non-distracting. Bangs and other styling should allow full vision. Haircuts featuring distracting, odd, exotic or faddish styling or unnatural color is not allowed.

## **PHYSICAL EDUCATION UNIFORM REQUIREMENTS**

All students must wear tennis shoes with tied laces (see leg / foot apparel for more details).

## **UNIFORM REQUIREMENTS – EXCEPTIONS**

### Spirit Days

Students may wear SJS Spirit Wear school logo wear with jeans or uniform bottoms. Students may also wear their school uniform polo shirt with jeans. Only jeans and school uniform bottoms (uniform skirt/jumper) are allowed on Spirit Days. All bottoms must be free of rips, holes, or tears. No other attire is acceptable for Spirit Days.

### Scout Days

Students may wear their Scout Uniform with uniform bottoms. NO jeans or sweatpants are allowed.

### Dress-Up Days/Sunday Best

Sunday Best for SJS means: School uniform, school uniform polo, collared shirt, cardigan/sweater, plain solid color shirt/t-shirt, striped shirt/t-shirt, dress (with or without leggings), skirt (with or without leggings), and dress style pants/uniform style pants. All skirts and dresses must be no more than 4 inches above the knee. Shoes should also abide by school policy (closed-toed, closed-heel, no boots). NO jeans, joggers, leggings as pants, wording/graphic hoodies, t-shirts with a brand name logo across the shirt, or t-shirts with graphics/wording. Brand name logo wear may only be worn if it has a collar ie: Nike golf style dri-fit polo.

### Birthdays

Students may wear dress down clothing. (If birthday falls on a Mass Day, students must choose the day before or after to be out of uniform).

### Dress-Down Days

Comfortable, casual, appropriately fitting, weather-appropriate clothes in good condition are acceptable. Jeans and sweatpants are acceptable, but must be free of any rips, holes and tears. No inappropriate or offensive logos / messages on clothing. No halter, tank or tube top, spaghetti strap, or midriffs. Straps must be at least 2 inches in width. No leggings as pants. All skirts and dresses must be no more than 4 inches above the knee.

## **DRILLS – FIRE, TORNADO, EVACUATION & LOCKDOWN**

The school conducts periodic fire and tornado drills to provide an orderly procedure for evacuation of the school in the event of a fire. Fire drills are also conducted in conjunction with the Racine Fire

Department. Tornado drills and safety drills are also conducted in order to prepare the students for the unlikely event of a tornado or a lock down.

### **SAFETY PRECAUTIONS**

In order to provide a safe environment, the school doors are locked during school hours. Entrance to the school during these hours can be made through the main doors on Erie St. by ringing a buzzer. The school staff periodically reviews proper procedures to address fire and severe weather situations. The staff does not allow persons who are not associated with the school to wander in the halls during school hours. Parents/guardians needing to contact their children or deliver items to them should do so through the school secretary.

### **RECESS**

Students in K4 and K5 have one recess per day. Students in grades 1 through 4 have one morning recess and one recess after lunch. Students in grades 5 through 8 have one recess after lunch. If it is raining, the students will have indoor recess. All students will continue to go outside for recess even in the cold weather. The decision to have an outdoor recess is based on both the wind speed and temperature. Students do not go outside if the temperature falls below 0 degrees with the wind chill. We encourage all students to dress appropriately as they will continue to go outside for recess in the colder months. In order to stay warm, we encourage students to wear clothing items such as: a winter coat, hat, gloves, scarf, snow pants and boots. When it is snowing, students who are not dressed appropriately will still be outside for recess, but will not be able to play in the snow.

### **SCHOOL PROPERTY: DESKS/LOCKERS**

Each student is responsible for treating his or her desk and locker with care and respect. The school periodically replaces desks that show their wear at premium cost. It is up to the student to use the desk and locker for its intended purpose. Students should report any problems to their teacher so that they can be rectified. Any student who willfully damages either his or her desk and/or locker will be assessed the fees necessary to replace and/or repair the damage. In addition, further disciplinary action may be taken at the principal's discretion.

### **TRANSPORTATION PROCEDURE**

Every effort is made to provide a safe entrance to and exit from the school property. It is the responsibility of each parent/guardian who transports students to know and understand the drop off and pick up procedure. At the present time, St. Joseph School does not utilize Racine Unified Bus Service. All St. Joseph students either walk to school or are driven to school.

### **Drop Off Procedure**

In the morning, beginning at 7:30am, students are to be dropped off either on the sidewalk directly in front of the Erie Street main school doors or you may park in the large parking lot on St. Patrick Street and walk your child across the street using the crosswalks. *Children should not be dropped off in the middle of the street due to cars pulling out onto Erie St. Cars should form a single line, pulling forward (north on Erie St.) allowing their children to exit the car when they reach the main entrance. Please*

*know that there is no crossing guard at the crosswalk. Please do not drop off earlier than 7:30am as we do not have supervision prior and our doors open at 7:30am.*

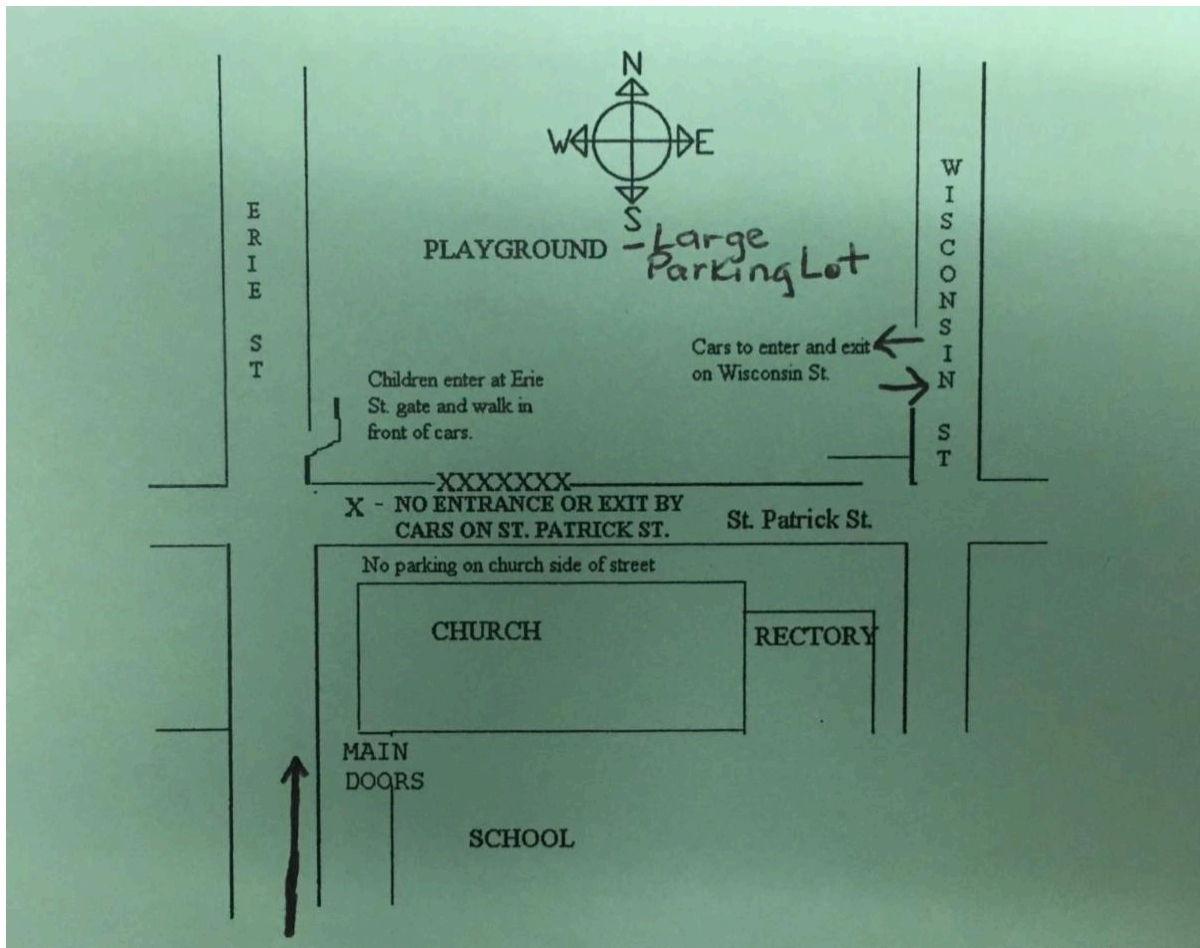
### **Pick Up Procedure**

After school dismissal is at 2:45pm. Please head north on Erie St, pull up to the main school doors, inform the Monitor who you are picking up and they will then radio for your child(ren) to come outside to your vehicle OR you may park in the large parking lot on St. Patrick Street, walk to the front of the school building, inform the Monitor who you are picking up and they will then radio for your child(ren) to come outside.

Students in grades 5-8, who do not have a younger sibling, may be dismissed if their ride is already parked in the large parking lot at 2:45pm. Please let your child know if this is where they will be picked up at dismissal. Rides that are not in the parking lot at 2:45pm must then pick up their student/s in the pick-up line since students are not allowed to stand in the parking lot waiting for their ride.

It is important that during drop off and pick up, that all drivers are being patient and taking extra caution on the streets around our school. If you are in the car line, please take extra caution when pulling out into the traffic or when stopped at the stop sign. Please take a few extra moments and not be in such a rush to help keep our students safe.

Students who are not picked up by 3:00 pm will be sent to our after care program and billed accordingly. The after care pick up is located on the Wisconsin Avenue side of the building.



## DISCIPLINE PHILOSOPHY

St. Joseph School will maintain standards of discipline and social behavior that enable us to maintain a good learning atmosphere and teach more effectively. The school cannot function as the only entity providing social behavior guidance to the student. Basic social and moral values are taught in the home through parent/guardian attitudes and examples. These values are reflected in your child's behavior in school.

The goal of our Discipline Philosophy is to help the child develop self-discipline, a sense of personal responsibility, and learn to make the right choices. We, as teachers, will make every effort to help your child know what is right and what is wrong and provide the guidance needed for acceptable conduct and Christian behavior. We want our children to learn to be accountable for their actions.

St. Joseph School values the respect and the rights of each child. All students are expected to conduct themselves in a manner that reflects Christian values. We expect our students to respect themselves, their teachers, their classmates, and all property. Violations of the school rules, unacceptable behaviors, and other conduct that infringes upon the rights of others will not be tolerated. St. Joseph School will follow appropriate procedures in its discipline policies.

1. Teachers will try to correct situations as they arise within their classroom. Oral and written corrections may be used to resolve the situation. Consequences may be administered.
2. If the situation persists, the teacher, student, and principal will meet.
3. If there is still no improvement, parent/guardian will be contacted by phone or conference, and an improvement plan will be created.

## **LANGUAGE**

Inappropriate language on the part of the student will not be tolerated and any occurrence will be brought to the attention of the principal.

## **BULLYING POLICY**

Bullying of any kind whether in school, at a school function, or outside of school will not be tolerated at St. Joseph School. St. Joseph School strives to provide a safe learning environment for our students and staff and takes allegations of bullying very seriously. The following types of bully behavior are prohibited:

- Physical assault, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by electronic device

All St. Joseph School staff who observe or become aware of bullying are required to report these acts to the principal. Victims or those aware of the bullying are encouraged to report the incident to the principal. No retaliation shall be done against those reporting the incident. If it is determined that students have participated in bullying behavior and/or retaliated against a reporter, disciplinary action will be taken.

Such action may be of three kinds:

### 1. **PROBATION**

#### a. Types of Probation

- i. **Disciplinary Probation** – A conditional enrollment during a trial period. A student may be placed on probations for a trial period by the school principal. After conferences are held with the student's /guardians and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.
- ii. **Entrance Probation** – Anyone transferring to St. Joseph School is automatically on probation. The probation period is "one semester" with a possible extension if necessary. The principal will notify the if there is a problem and time will be given for the child to improve.

### 2. **SUSPENSION** – A temporary termination of enrollment until stipulated conditions are met.

#### a. Types of Suspension

- i. **In-School Suspension** – can be directed for varying lengths of time, but shall not exceed five days. In-school suspension conditions are to be determined by the principal. In-school suspension students remain the responsibility of the school.
  - ii. **Out-of-School Suspension** - is considered a rarity and is the responsibility of the principal. State Law directs that a maximum of five school days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. An Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.
    - Suspension is justified only in unusual circumstances and is normally an in-school suspension.
    - Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent/guardian of a suspended student are given prompt notice of the suspension and the reasons for the action.
    - If after all other reasonable means of correction have been taken without resolution and it is in the best judgment of the principal that the welfare of the student and/or others would be impaired by retaining the student, the principal may initiate the suspension process.
      - o Prior to any suspension, the student must be advised of the reason for the proposed suspension.
      - o The parent/guardian of a suspended student is given immediate notice of the suspension and the reasons for the action.
      - o and students must meet with the Principal before students may return to class.
3. **EXPULSION** – A termination of enrollment permanently or for an extended period. Expulsion results from repeated refusal or neglect to obey school rules or conduct which endangers property, health or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

## **SUSPENSIONS AND EXPULSION**

Whenever a student’s behavior in school deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others, action may be taken to restrict his/her privileges and rights of school attendance.

“Examples” of, but not limited to, reasons actions which could result in probation, suspension, or expulsion:

- Continual disturbance of the school premises.
- Any conduct which endangers the lives or health of a student or adult
- Using or carrying a weapon on school property.
- Theft
- Carrying, using, or providing controlled substances, prescription medication, illegal drugs, and/or alcohol on school premises
- Smoking or being in possession of smoking materials on the school premises.
- Repeated disrespect toward teachers or others in authority.
- Vandalism

- Fighting
- Physical or verbal harassment, assaults, or behavior intended to harm or fear
- Bullying, Cyber Bullying, or any aggressive behavior that includes threats, intimidation, socially exclusion and isolation, extortion, and the use of a computer or electronic device to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-like initiations
- Any severe or inappropriate conduct on school premises or at school activities that endangers the life or safety of another

### **PROCEDURE FOR PARENT/GUARDIAN CONCERNS:**

1. Contact the teacher involved for an appointment to discuss the matter and reconcile the issue.
2. If the issue is not resolved, the parent/guardian contacts the Principal within ten days after the conclusion of Step 1. should provide the following information:
  - a. date of Step 1 meeting
  - b. name of employee with whom disagreement exists
  - c. concern / situation
  - d. recommendation for resolution
3. Within ten days, the Principal will convene a meeting to reconcile the issue.
4. If the issue is not reconciled, the parent/guardians will provide the President of Siena Catholic Schools with a copy of the letter noted in Step 2 within five days after completion of Step 3. The President of Siena Catholic Schools will attempt to resolve the issue.

### **HARASSMENT AND REPORTING PROCEDURE**

Any student who feels she/he has been subjected to harassment should contact any adult from the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal. An investigation will be conducted immediately. If the allegation is confirmed, the appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary Sanctions
- Referral to outside agencies
- Counseling
- Probation
- Probation/Suspension/Expulsion

To the extent a complaint of sexual harassment involves sexual contact, the appropriate authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated.

### **CHILD CUSTODY**

In the event of a child custody legal situation, the custodial parent/guardian shall have the responsibility to inform the principal, in writing, of any court imposed limitation on the right of the

non-custodial parent/guardian to obtain access to the school records of the child. Copies of court orders need to be turned into the office. All information will be kept in confidence.

### **CHILD ABUSE & NEGLECT**

School teachers and administrators are required by Wisconsin state law to report threatened or suspected cases of child abuse or neglect to the Racine Police Department. Those who suspect or have witnessed abuse and / or neglect should report the information to the principal.

### **PARENT/GUARDIAN RESPONSIBILITY**

The parent/guardian has the first right and responsibility in the raising of their children to be responsible adults. It is the aim of the school to support in achieving this end. In providing an atmosphere based on religious virtues, the school complements the home where these virtues are first taught. Parents have the responsibility to see that their children learn, understand, and practice these virtues so that there exists a respectful and harmonious relationship between students, teachers and fellow students. Occasionally there may be a situation where a student fails to make the effort to show respect for either teachers, fellow students, others in authority, or for the property of the school or others. It then becomes the responsibility of the parent/guardian(s) in collaboration with the principal to work to resolve such a situation. It is not the intent of the school to take over the parent/guardian's duty and/or responsibility in the raising of their children but to provide an atmosphere that is both supportive and complementary.

### **STUDENT RESPONSIBILITY**

Students have the responsibility to conduct themselves in a manner that reflects a Christian tone first taught in their homes. As the student progresses through each grade a certain level of responsibility is expected. These responsibilities should include, but are not limited to, putting forth the effort to study and learn to the best of their ability, respecting those in authority, respecting fellow students and the property of others. The student should also know that when he or she fails to accept these responsibilities, it then becomes the responsibility of their parent/guardian in collaboration with the school authorities to resolve the issue(s) at hand. The school in many ways becomes an extension of the family. The rules expected to be lived in the home are also expected to be lived in the school.

### **Success Indicators for Grades PreK - 8: Students as Citizens and Disciples Found on Archdiocese of Milwaukee Report Card**

#### **Student as Citizen**

##### **Demonstrates respect for people and property.**

Respects and cares for the property of others.

Understands, recognizes, and appreciates the differences among us.

Contributes positively to the learning of others.

**Engages in active listening.**

**Demonstrates honesty.**

Is consistently truthful in words and actions.

Makes own values known to others.

**Uses socially appropriate language.**

Understands what language is appropriate in a Catholic school.

Communicates respectfully with others.

Uses words and actions that are fair and kind to others.

**Demonstrates empathy and kindness.**

Exhibits kindness through words and actions.

Understands another person's thoughts, feelings, and condition from his or her point of view, rather than from their own.

Makes others feel welcome and appreciated.

**Practices appropriate conflict resolution skills.**

Controls actions in age-appropriate ways.

Accepts responsibility and is willing to find a solution to a problem.

**Considers the impact of behavior on others.**

Exhibits independence, initiative, and responsibility for own behavior.

Sees things through the perspective of others.

Enhances the learning of others.

**Student as Disciple**

**Demonstrates care for all of God's creation.**

Is careful, efficient, and responsible in the use of materials, food, energy, etc.

Shows awareness of and a willingness to care for plants, animals, and the natural world.

Defends the vulnerable.

**Demonstrates a spirit of selfless service.**

Gives without expecting anything in return.

Assists others without being asked.

Provides service when it involves personal sacrifice.

**Expresses forgiveness in word and action.**

Does not hold a grudge.

Asks for forgiveness without being prompted.

Accepts responsibility and shows remorse when faced with wrongdoing.

**Manifests a willingness to grow in faith and share beliefs. (Middle School only)**

Articulates Gospel-based reasons for good actions.

Participates actively in prayer, liturgy, and religious activities.

Shows leadership in resolving conflicts.

## **SUPPORTIVE CONSULTANT SERVICE**

If a student is experiencing academic difficulties, a supportive consultant staff member will administer a series of tests to better understand the student's level of achievement.

## **SECTION 3**

# **ACADEMICS**

## **CURRICULUM**

### **GENERAL**

The core curriculum includes the following daily subjects: Language Arts, Mathematics, Religion, Reading (Literature), Science, and Social Studies. Music and Physical Education classes are offered bi-weekly. Art and Library classes are offered to all classes weekly.

Grades Kindergarten through 5<sup>th</sup> have a self-contained teaching structure, while grades 6 - 8 are departmentalized allowing teachers to focus and instruct in major areas, i.e. Writing, Literature, Language, Math, Science, and Social Studies.

In all grades, the school provides learning support to assist in remedial and/or enrichment instruction to all students.

### **SPECIALS**

- PHYSICAL EDUCATION - Physical Education classes are provided weekly.
  - Dress Code
    - Students are required to wear APPROPRIATE athletic apparel for physical education. (*see Physical Education dress code*)
  - Limitations
    - If a child has limitations which would prohibit his/her participation in the Physical Education program for any period of time, a medical excuse with a doctor's signature must be sent to the school.
    - A medical release is also required for the child to return to physical education class following a "leave-of-absence" from participation due to limitation.
- MUSIC - Music instruction is provided one-two times each week.
- ART - Art instruction is provided one-two times each week for.
- SPANISH - Spanish instruction is provided two times each week for students in grades 5-8.

- LIBRARY - The school library operates through the services of our school librarian aide. The privilege to use the library may be lifted when books are not returned or fines go unpaid.

## **TITLE I / II SERVICES**

Title I services are offered at St. Joseph School through the Racine Unified School District. The Title I program is federally funded and designed to give special help where needed in basic learning skills. This program gives additional assistance in reading/language arts to students in K5-8<sup>th</sup> grade.

## **REPORT CARDS / CONFERENCES**

St. Joseph School uses PowerSchool, an online grading system. Parent/guardian will receive login information and can view students' grades daily. Report cards are emailed to the contact email at the end of each quarter for students in grades 1-8. Students in grades K4 and K5 receive their report cards at the end of each semester (January and June).

Parent/guardian/Child conferences are scheduled twice per year. The first quarter conferences are mandatory for all parents/guardians/students (grades 1st-8th) to attend. If you have an immediate concern, please consult with a teacher. An appointment should be scheduled with the teacher at the convenience of both parties.

## **TESTING**

*Forward Testing* will be administered to all students in grades 3-8 during second semester. STAR assessments will be administered three times per year to all students in grades 1-8.

## **HOMEWORK**

Teachers may give homework each evening to work on at home. Homework will be practice for students to learn skills taught during the school day. Homework will be approximately 10 minutes per night per grade level. Students should also read or be read to for approximately 20 minutes each evening.

K4-K5-1st 10-15 minutes per night

2nd - 20 minutes per night

3rd - 30 minutes per night

4th - 40 minutes per night

5th - 50 minutes per night

6th - 60 minutes per night

7th - 70 minutes per night

8th - 80 minutes per night

## **Archdiocese of Milwaukee Curriculum Guides**

<https://www.archmil.org/Education/Curriculum.htm>

## **GRADING**

For K4-K5, students will receive narrative “grades” based on observation and hands-on assessments.

Siena Catholic Schools of Racine is excited to announce that grades 1-8 will be switching to a Standards Based Grading system for the 2022-2023 school year! For families with children in 3K, 4K, and 5K, we will continue to follow the Wisconsin Model Early Learning Standards. Please see [the link](#) here for more information.

Standards Based Grading allows students to be more aware of what they are expected to learn and their progress through their grade level standards. It provides parents with a more detailed outline of their student’s growth and achievement. We believe that clear communication between school and home throughout the course of the year is vital to our students’ success. You can view the entire Siena Standards Based Grading [guidebook](#) here.

Page 5 of the above document outlines the “WHY.” Standards-based grading is based on the principle that grades should convey how well students have achieved standards. In other words, grades are not about what students earn; they are about what students learn. A traditional grading system reduces everything that a student does to a single letter grade, at the end of a grading term, making the grade neither timely nor actionable.

It is important that we as parents and teachers have honest, straight-forward conversations with our students about their learning and achievement. It is important that we convey to our students that learning is a process. Some concepts and skills are more difficult than others to learn. A score of 1 or 2 while learning a new skill or concept is appropriate and not intended to be punitive. **A score of 3 is the target, it shows proficiency and is to be celebrated!** A score of 4 indicates a student has reached proficiency and applied knowledge beyond the grade-level standard.

#### **What changes will I see as a parent/guardian?**

**Proficiency scores (1-4)** will replace letter grades and percentage scores for **4th-8th** grade. **Proficiency scores (1-3)** will be used for students in grades **1-3rd**. The proficiency scores are tied to descriptions of what the students know and are able to do. Teachers will provide feedback to students and your child will have opportunities to meet proficiency (3) on the standards. Final grades are determined based on the most recent evidence of student learning. Students will receive separate feedback for learner behaviors such as being ready, respectful and responsible in all classes.



**SIENA**  
CATHOLIC SCHOOLS OF RACINE  
FAITH FORWARD EDUCATION

## Proficiency Scale for Standards Based Grading (grades 1-8)

### 4- ADVANCED

The student has shown that they have a further understanding of this concept by demonstrating their understanding in multiple ways. The work is at or above what is considered proficient grade level mastery. This level of mastery does not begin until 4th grade.

### 3- PROFICIENT

The student has a sufficient understanding of the concept that is being taught. They are able to complete the assignment independently. The work that they have completed successfully demonstrates current grade level standards.

### 2- BASIC

The student does not have a full understanding of the concept that is being taught. They are unable to complete the assignment independently.

### 1- MINIMAL

The student does not have an understanding of the concept that is being taught. They are unable to complete the assignment independently.

## PROGRAMS

### RELIGIOUS PROGRAM:

The Religion Program provides students with preparation for the reception of the sacraments of Eucharist and Reconciliation. 2<sup>nd</sup> grade students receive instruction in the sacraments of Eucharist and Reconciliation. 4<sup>th</sup> grade students receive instruction to become Altar Servers. A weekly Liturgy is provided on Wednesdays at 8:30 am for all classes. Additional all-school Masses are celebrated on special occasions and/or seasonally as well as monthly Eucharistic Adoration.

### CIRCLE OF GRACE:

The goal of the Circle of Grace program is to educate and empower children and young people to actively participate in a safe environment for themselves and others. Circle of Grace is the love and goodness of God that surrounds us and all others. It is the recognition that God is with us always and is there to help us in difficult situations. Through the Circle of Grace program, adults assist children and youth to recognize God's love by understanding that each of us lives and moves within a Circle of Grace.

## Section 4

# STUDENT AND PARENT/GUARDIAN ACTIVITIES

## **ALTAR SERVERS**

Students in grades 4 - 8 are offered the privilege of serving at God's altar. Servers are responsible to be present at church and ready to serve prior to each assigned mass. If a server is unable to be present for an assigned mass, the server is responsible for finding a substitute.

## **PATROLS**

The school utilizes 8<sup>th</sup> grade students as patrols. Patrols have the following responsibilities:

- a.) Assist as crossing guards during recesses, lunch hours, and after school.
- b.) Supervise the hallways, stairs, and cafeteria during lunch and after school.
- c.) Assist teachers in supervising the playground during recess.

Responsible 7<sup>th</sup> & 6<sup>th</sup> grade students may, at times, assist or substitute for 8<sup>th</sup> grade patrols.

## **SCOUTING**

GIRL SCOUTS - There are active troops of Daisies (Kindergarten and 1st), Brownies (grades 2 - 3), Juniors (grades 4 - 6), and Cadets (grades 7 & 8). Girl Scouts meet primarily after school in the cafeteria or the leaders' homes.

CUB SCOUTS/BOY SCOUTS – We do not have a Pack OR Troop at this time.

# **SCHOOL/PARISH ORGANIZATIONS & COMMITTEES**

The school depends heavily on the support of the parent/guardian to be successful in providing not only a strong Christian academic environment for the students, but also one that is supportive of the family. The school and parish offer many opportunities to become part of the school family by involving themselves in a variety of organizations and/or committees. It is through involvement that our parents/guardians come to share in the spirit of the school and to meet families with the same ideals and goals.

## **THE HOME & SCHOOL ASSOCIATION**

The Home & School Association provides an opportunity to become involved in fundraisers that supply many additional benefits for the school, benefits that could not otherwise be obtained. Being a part of the executive committee gives one the opportunity to help direct the success of these fundraisers so that the school can continue to enjoy the many benefits received from this Association.

## **ATHLETIC BOARD**

The Athletic Board provides a committee to continue the support of the many well enjoyed sports activities in the school.

## **HOME and SCHOOL COMMITTEE**

Assists the Principal of St. Joseph School to achieve a quality, faith-based education for all students. The committee assists in planning of school events.

## **PARISH PASTORAL COUNCIL**

The Parish Pastoral Council provides an opportunity to support the parish and the pastor in maintaining a strong and healthy parish life and school.

# **SCHOOL ATHLETIC PROGRAM**

This section of the Family Handbook is being presented to give the parent/guardian and students needed information about the Athletic Programs available at St. Joseph School. It will address all applicable requirements for participation. It is the desire of the Athletic Association members and School Administration that each participant, coach and parent/guardian understand the philosophy, objectives, standards and requirements set forth by the school.

There is an athletic handbook that is provided for all students/parents/guardians who participate in athletics.

## **SCHOOL ATHLETICS PHILOSOPHY**

Athletics at St. Joseph School are regarded as an integral part of the school's educational programs. They provide experiences that help develop the student athlete physically, mentally, and emotionally. Athletics are considered second to the achievements of solid academics and religious education at St. Joseph School. It is with these values for learning that the student athlete can appreciate the opportunity to participate and grow in other ways such as athletics. It is believed that participation is a privilege that has underlying responsibilities to the school, team, student body and the student athlete.

- **ELIGIBILITY**
  - All students in grades 4-8 have the opportunity to participate in the Parochial Athletic Programs offered at St. Joseph School.
- **ACADEMICS COME FIRST**
  - Students earn the privilege of athletic participation by taking responsibility for their school work and personal conduct. Students who do not fulfill their responsibilities may face possible forfeiture of their athletic eligibility.
    - It will be the sole discretion of the Principal and associated teaching staff member to assess the acceptable level of academic achievement of a student athlete and rule on eligibility for participation.
    - If a student's grades are in question, and participation in sports is determined to be a cause, the student will be barred from participation until grades improve, or until the next grading period.
    - Students and parent/guardian will be informed of the player's eligibility prior to the beginning of each sport season. Coaches will also be informed of each

player's status at the beginning of each season as well as throughout following annual grade / behavioral checks.

### **CURRENT ATHLETIC PROGRAMS**

Fall Cross Country*	Grades 4, 5, 6, 7 & 8
Girls and Boys Volleyball	Grades 4, 5, 6, 7 & 8
Girls and Boys Basketball	Grades 4, 5, 6, 7 & 8
Girls Cheerleading	Grades 4, 5, 6, 7 & 8
Girls and Boys Spring Track*	Grades 4, 5, 6, 7 & 8

\*Currently there are two parochial school cross country meets and one track meet per school year.

### **PARENT/GUARDIAN INVOLVEMENT**

As with all activities within a parish and school community, parent/guardian involvement is the backbone of continuing success of the athletic programs here at St. Joseph School. Of those students participating in athletics, parents/guardians are highly encouraged to volunteer during the season. Parents/guardians will receive notice of when the activities are scheduled and will be asked to volunteer at that time.

*All Policies and Regulations for Athletics are governed by The Archdiocese of Milwaukee. All parents/guardians and coaches are required to abide by these set policies. Anyone interested in obtaining a copy of the policies can do so by contacting the acting Secretary of the Athletic Association.*

### **FUNDRAISING**

It is important to note that the activities, such as tournaments, are used as fundraisers to allow the athletic programs to continue at St. Joseph School. Not only do the athletes benefit from the fundraising in ways such as equipment and uniforms, the physical education program in our school is supported by way of new gym and playground equipment. The Association also contributes financially in other ways to the school when funds are available. Simply stated, the Association contributes to the whole student body.

## Section 5 **FORMS**

*Please see PowerSchool and/or our website:*

[www.st-joes-school.org](http://www.st-joes-school.org)

## Section 6

**HANDBOOKS and GUIDEBOOKS** - also available on our school website [www.st-joes-school.org](http://www.st-joes-school.org)

[Catholic Social Responsibility Handbook](#)

[Racine Parental Choice Handbook](#)

[A Parents Guide to Standards Based Assessment, Grading and Reporting](#)

[Athletic Handbook](#)