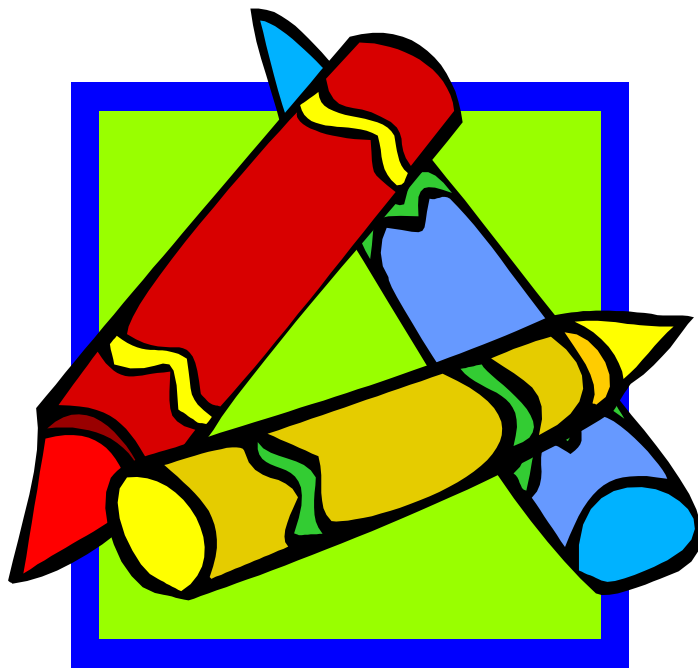


# St. Joseph School Sinsinawa



Parent/Student Handbook  
2022-2023

## TABLE OF CONTENTS

St. Joseph School Mission Statement.....	3
St. Joseph School Philosophy.....	3
Background Information.....	4
Worship	
Education	
Service	
Community	
General Information and Policies:	
Nondiscrimination.....	5
Absences/Attendance.....	5
Homework	
Vacations	
Appointments	
Calendar and Class Schedule.....	6
Delays or School Closings.....	6
Dress Code.....	6
Drinking Water.....	6
Fire, Lock-down, and Tornado Drills.....	7
Friday Folders.....	7
Fundraising.....	7
Grades.....	8
Health Information.....	8
Homework.....	9
Hot Lunch.....	9
Illness.....	9
Insurance.....	9
Medication Administration in Schools.....	9
Parent/Teacher Conferences.....	10
Release from School.....	10
Student Records.....	10
School Property.....	11
Security.....	11
Standardized Testing.....	11
Telephone Calls.....	11
Transportation.....	11
Tuition.....	11
Visitors.....	12
Volunteers.....	12
Faith Formation Opportunities.....	12
Mass	
Paraliturgies	
Faith Formation	
Preparation for Reconciliation and Holy Eucharist	
Mass Server Instruction	

Sacrament of Reconciliation	
Student Activities/Conduct:	
Athletics.....	13
After-School Policy.....	13
Cheerleading.....	13
Recess.....	13
Student Use of Cell Phones.....	14
Discipline Policy/Procedures:	
Policy.....	15
Classroom Rules.....	15
Detention.....	16
Respect and Courtesy.....	16
Vandalism/Theft.....	16
Weapons and Dangerous Objects.....	16
Conflict Resolution Policy .....	17

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

Working with parents and using the resources of the Diocese of Madison, community, and faculty, St. Joseph School seeks to direct, facilitate, and coordinate learning with the classrooms while witnessing to the central beliefs of our Catholic faith.

## **St. Joseph School Philosophy**

The focus of all our educational efforts at St. Joseph School is to assist in the formation of the whole child in the areas of Christianity, citizenship and personal development. Each child comes to us with needs that a Catholic school is uniquely equipped to address:

- The need to develop a personal relationship with God
- The need to discover and develop a personal purpose and direction in life
- The need to belong to, grow within, and serve a community of faith
- The need for a sense of belonging to the human race's past, present, and future, sharing in its accomplishments, struggles, traditions and dreams
- The need to acquire essential knowledge and skills necessary to become a self-fulfilled, productive member of society

St. Joseph School has been called to respond to these needs on behalf of the children of our community. Working with parents and using the resources of the Diocese, community and faculty; St. Joseph School seeks to direct, facilitate and coordinate learning within the classroom while witnessing to the central beliefs of our Catholic faith. St. Joseph School shares in the awesome responsibility of co-creation, guiding students to take an ever-increasing role in their own education and life-long effort to discover the will of God in their lives.

BACKGROUND INFORMATION  
ST. JOSEPH SCHOOL, SINSINAWA, WISCONSIN

St. Joseph School (1877) and Parish (1882) were founded to provide a center for **worship, education, service and community** for Catholics in the southwestern corner of Wisconsin. Despite the progress and changes this area has seen, it remains devoted to agriculture. The community has retained its devotion to traditional rural values. St. Joseph Parish continues to serve as the single unifying focal point of community and identity for the people of Sinsinawa. We maintain a close relationship with the Dominican Sisters whose motherhouse is nearby. St. Joseph School plays an integral role in the life of the parish, helping to fulfill its mission in the following ways:

**WORSHIP**

Our curriculum focuses on providing a strong, basic education with special emphasis on developing Christian attitudes and moral responsibility. Each student's school experience will include opportunities for prayer, liturgy, reception of sacraments, and instruction in Catholic beliefs and values. We are dedicated to teaching the doctrine and ethics of our faith that are necessary to enhance the quality of our earthly life, and help us to attain eternal life.

**EDUCATION**

Our students receive instruction in the curriculum areas dictated by the State of Wisconsin and the Diocese of Madison. Our teachers undergo continuous professional development. The student-teacher ratio ensures attention to individual learning. The quality of St. Joseph education is evidenced by the outstanding record of our students on national achievement tests and by the high percentage of our graduates who achieve honor roll, dean's list and scholarship recognition in high school and college.

**SERVICE**

Adult members of St. Joseph Parish provide excellent role models for the students through active support of the parish and by membership in numerous service organizations. Students are given many opportunities to develop responsibility in serving the school and parish during the school and parish during the school year.

**COMMUNITY**

Through daily interactions and service projects, the students learn leadership, cooperation, teamwork and the ability to solve problems in a mature, responsible manner. Under the cooperative guidance of their parents and teachers, our students acquire the life skills necessary to become successful and productive members of society. Whether their adult lives will be spent in the Sinsinawa community or elsewhere, an education at St. Joseph School prepares our students to meet their future responsibilities to God, self and others.

## St. Joseph School Information and Policies

### GENERAL INFORMATION

#### **Nondiscrimination**

St. Joseph School respects the dignity of each person. All programs are available to any child in the parish without regard to race, origin, sex, financial status or physical disability.

#### **Absences/Attendance**

To ensure the safety of all children here at St. Joseph's parents are required to call before the start of the school day to notify us that a student will be absent. In the state of Wisconsin private schools are required to adhere to the same attendance policies as the public schools that state:

- an *excused* absence is when a parent or guardian has notified the school attendance (in our case the principal's office) office prior to the absence (which means that you must call the absence in *prior to the start of the school day*). A student may be excused by the parent/guardian under this provision for not more than 10 days per school year. After that ten day limit, a note from a doctor must accompany each absence.
- an *unexcused* absence is when a parent fails to call on the morning their child is absent (or a doctor's note does not accompany their child after the ten day limit). *Truancy* is defined as any absence of any portion of a school day or absence for 1 or more days from school during which the principal has not been notified in writing or by phone of the reason for the *acceptable absence* by the parent / guardian. After five unexcused absences as student will be considered a habitual truant and a meeting with parents/student and principal will take place and an Attendance contract will be formed.

#### *Homework:*

When a student is ill, assignments are usually sent home each day. Any work completed at home during a prolonged illness should be returned to school as soon as possible. If there is a prolonged illness, a reasonable timeline for work to be completed will be established through communication between teacher, parent and student. *Students may be held in from recess in order to complete missing assignments.*

#### *Vacations:*

Absences for vacations and trips should be avoided as much as possible. Please try to schedule trips and appointments according to the school calendar. A written note should be sent in advance advising the teacher of the upcoming absence. The teacher will assign work and set a due date. Failure to meet the due date may result in a grade penalty. *The days missed, count against their attendance record.*

#### *Appointments:*

If possible, medical and dental appointments should be scheduled for non-school hours. Early dismissal and teacher in-service days provide an excellent opportunity for appointments. Consult the school calendar for dates. *Time missed, counts against their attendance record.*

## **Calendar and Class Schedule**

A calendar of the school year is distributed to all families. The calendar is based on the Southwestern School District in order to meet the transportation needs of our students.

Classes begin at **8:00am**. Students are allowed to enter the building at 7:45am and report to the cafeteria for a morning snack. Students can bring a morning snack to school and milk and juice will be available. Hot lunch is served at 11:30, with recess from 12-12:30. Dismissal is at **3:00pm**. Early dismissal for teacher meetings or parish events may occur on occasion. Refer to the school calendar and newsletter for details.

## **Delays or School Closings due to Weather or Emergencies**

School delays, early dismissals or closings for St. Joseph School will be announced on the following radio stations: WJOD, KDTH, KATFM, KGRR in Dubuque, WTOQ in Platteville. Our school is included in any Southwestern School District delay and closing, whether or not St. Joseph School is mentioned specifically.

Parents are asked to provide the school with transportation instructions should weather conditions or other emergencies (such as plumbing or furnace failures) require an unexpected early dismissal from school on the Student Information Card. Students will be sent home on the bus unless other instructions are given.

## **Dress Code**

Our dress code for students is simple, basic and practical: clothes must be clean and modest. Students may wear jeans, bib overalls, and sweatpants. Shirts: tank tops or spaghetti straps are **not** allowed and no ripped or torn clothing. Sleeveless shirts may be worn as long as the sleeve opening is hemmed and covers the shoulders. Any logos or writing on clothing should not promote alcohol, violence, profanity or anything illegal. Shoes: Please wear or bring tennis shoes on physical education days. No backless shoes or sandals. No makeup or dangling earrings are allowed. The Principal has the final word on what is appropriate for school.

Shorts are acceptable. Common sense and the weather should dictate when shorts are appropriate. Please note the students will not be allowed to stay indoors for recess if they wear shorts in cold weather. Length of shorts and skirts: when arms are hanging at your sides, shorts or skirts should be at least as long as the point where your fingers touch your leg. **Shorts may be worn before October 15 and beginning April 15 when weather permits. Shorts are not appropriate for Mass and should not be worn on Mass days; however, students may change after Mass.**

Boots must be worn during recess when there is snow on the ground. If a student does not wear boots, he/she will be confined to areas cleared of snow. Snow pants are requested for students who like to play in the snow

## **Drinking Water**

St. Joseph School is considered a public water supply and is governed by the State of Wisconsin Department of Natural Resources (DNR). The DNR requires routine monitoring for our water system. A current listing of requirements and results of all tests are on file in the school office.

### **Fire, Lock-down & Tornado Drills**

*Fire drills* are held periodically throughout the school year. All persons are expected to exit the building in an orderly manner without delay. Each class has an assigned area where they are expected to be after the building is evacuated. Silence is to be observed during fire drills. Attendance is taken outside to be sure all have exited the building.

*Tornado drills* are held so children become familiar with proper procedures to follow during a tornado watch/warning. St. Joseph School has a weather radio to provide current information and warnings of severe weather.

*Lock-down drills* are held so children become familiar with proper procedures to follow in case of a suspicious intruder or an event that takes place outside of school where the Grant County Sheriff's Department would request a lock-down.

### **Friday Folders**

Each Friday a folder is sent home with the youngest child in each family. A weekly newsletter will be enclosed; other possible items include progress reports, permission slips, etc. Please return the folder to school the following Monday.

### **Fundraising**

Families are asked to help with several fundraising activities throughout the year. We rely on everyone's participation in our fundraising efforts.

**Football Mania:** This is a raffle that runs the 17 weeks of the NFL season. Families are asked to sell 10 tickets. This is our major school fundraiser and replaces the old magazine sale.

**Parish Mulligan Festival:** Students are asked to contribute to a classroom theme basket which is part of the silent auction.

**Halloween Dance:** This family event features a costume contest and DJ. The event is sponsored by our Athletic Association.

**Valentine Dinner:** The PEC sponsors this evening out for couples.

**PEC Breakfast:** School families are asked to work the breakfast. This fundraiser is held every other year – opposite of the Parish Auction.

**Parish Auction:** School families are asked to help run the concessions for this event.

**Annual Fund:** This drive was initiated to eliminate 2 smaller fundraisers. Cash donations are requested for a specific capital improvement project.

**Golf Outing:** This activity is held in June. It includes a 4-person best shot, dinner, silent & live auctions.

**7<sup>th</sup> & 8<sup>th</sup> Grade Class Trip Fundraisers:** The 7<sup>th</sup> and 8<sup>th</sup> Grade students raise funds for their annual class trip through car washes, pizza sales, etc.

**SCRIP** is a unique way to help our school at no cost to you. You purchase gift cards at face value for local and national chain businesses – gas, groceries, restaurants, retail stores. A percentage of your purchase comes back to school. SCRIP is available and may be purchased in the school office from 7:30am to 3pm and after masses on weekends.



## Grading

All teachers should keep an accurate record of each student's progress during the school year. Teachers will report grades as follows:

### *Kindergarten*

*I = Independent (Student demonstrates independent/accurate skill in this area.)*

*D = Developing (Student demonstrates progress, but still needs assistance or improvement.)*

*E = Emergent (Student is at the beginning level of development in this area.)*

*NA – Not Applicable (This skill has not been addressed at this time.)*

### *First Grade – Fourth Grade*

*O = Outstanding (Consistently shows mastery beyond required work.)*

*V = Very Good (Consistently shows mastery of required work.)*

*S = Satisfactory (Understands and completes required work.)*

*N = Needs improvement (Having difficulty with required work and needs reinforcement.)*

*U = Unsatisfactory (Lacks a responsibility for learning.)*

### *Fifth Grade – Eighth Grade*

*A = 92-100 (99-100=A+ 94-98=A 92-93=A-)*

*B = 91-85 (90-91=B+ 87-89=B 85-86=B-)*

*C = 77-84 (83-84=C+ 79-82=C 77-78=C-)*

*D = 70-76 (75-76=D+ 72-74=D 70-71=D-)*

*F = Below 70*

*(Students in grades 5-8 will receive mid-quarter reports from their teachers. These reports will be sent home through the Friday Folders.)*

## Honor Roll

Students in grades 7<sup>th</sup> and 8<sup>th</sup> will be eligible for the St. Joseph Honor Roll:

Students with all A's and B's in all classes will be placed on the HONOR ROLL.

Students with all A's in all classes will be placed on the HIGHEST HONOR ROLL.

## Health Information

Parents are required to provide information on students' immunizations (Form S.4) and physical examinations (Form S.11) and are requested to provide the school with instructions for emergency contact information (Form S.3). Special health concerns should be reported to the principal and/or teacher.

The Grant County Nurse visits the school on a regular basis, providing screenings and supervision of health records required by law. The nurse can be reached at the Grant County Health Department (608) 723-6416.

## **Homework**

Homework allows students the opportunity to independently practice skills and concepts taught in the classroom. A parent should not have to instruct students, but are encouraged to support the process through questions and suggestions when appropriate. Teachers strive to assign homework in accord with the age of the student. A reasonable time guideline for a student would be *approximately* 10 minutes per grade level. For instance, a 4<sup>th</sup> grader should be expected to have no more than 40 minutes of homework; an 8<sup>th</sup> grader, 80 minutes. If homework consistently exceeds these limits, please consult the teacher. *There may be times where students are held from recess to complete missing or late homework assignments.*

## **Hot Lunch**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

### *Offer vs Serve*

Students participating in hot lunch must choose 3 of the 5 items served in order to have a reimbursable meal. We encourage the students to try every item and new foods that may be served.

### *Free and Reduced Meals*

We offer Free and Reduces Meals with proper documentation. Forms are available in the front office. Families may fill out an application at any time during the school year.

## **Illness**

When a child is ill, it is a parent/guardian's responsibility to keep that child home until the child is well again. A child should be fever free without medication for 24 hours before returning to school. If a child has been ill, he or she should not return to school until he or she is ready to participate in all school activities including recess. If your child cannot participate in Physical Education or outdoor recess because of a doctor's recommendation, this order must be sent to the school office.

In the case of a child absent from school for illness, that child must also miss any after school or evening activity that same day.

## **Insurance**

School accident insurance forms will be provided to all families at the beginning of the school year.

## **Medication Administration in Schools**

Wisconsin State Law sets forth specific guidelines for the administration of medications at school.

- Non-prescription Drugs: The nonprescription drug must be supplied by the student's parent or guardian in the original sealed manufacturer's package and the package must list the ingredients and recommended therapeutic dose. A student may be administered a

nonprescription drug in a dosage other than the recommended therapeutic dose only with the written approval of the student's practitioner.

- **Prescription Drugs:** The prescription drug must be supplied by the student's parent or guardian in the original pharmacy-labeled package, and the package must specify the student's name, the prescriber's name, the name of the drug, the dose, the effective date, and the directions.

*Students are NOT to have any form of medication in their backpacks, purses, or pockets (this includes but not limited to: aspirin, cold medication, allergy medication, cough drops, etc.).*

### **Parent/Teacher Conferences**

Conferences between parents and teachers are formally conducted twice during the school year, at the end of the first and third quarters. A teacher or parent may request a conference at any time to discuss concerns regarding a student's achievement or conduct.

*Since our teachers have a limited amount of preparation time before and after school, we ask that parents make an appointment if they have a concern and refrain from "dropping in" and voicing your concerns during these times or during the school day.*

### **Release from School**

Students will not be released from school without proper parental permission. If someone other than a parent is to pick up a student, the parent must inform the school in writing of the date, time and name of person who will be picking up the student.

### **Student Records**

Cumulative records are maintained in the principal's office. These records are the property of the school. The purpose of this data is to provide a general educational history of student placement, progress, medical history and any other specific student needs. Written permission from a parent is required before a cumulative record can be transferred to another school. Confidentiality of records is maintained. Records are not allowed to be removed from school premises. Access to records is limited to instructional personnel and administrative staff. Other professionals (counselors, psychologists, etc) must have written parental permission or authorization from a legal authority to obtain access.

St. Joseph School respects the right of parents to examine their child(ren)'s records. The procedure for parental access to records is:

- a. The parent(s) shall notify the principal 24 hours in advance of the time the records are to be examined. The principal shall make an appointment at an agreeable time with the parents.
- b. The records must be examined in the presence of the principal.
- c. The records must not be removed from school premises.
- d. Only persons with legal access to the records may receive a photocopy of any document contained in the record.
- e. Nothing may be added or removed from a student's file during parental examination without approval of the principal.

### **School Property**

Any student who carelessly or intentionally damages school property is expected to pay for the damage. Special care should be taken with textbooks. Textbooks should be covered if they are taken home. Students should not place notebooks or pencils inside textbooks as this may damage the binding of the book. At the end of the school year textbooks will be examined for damage. A fine will be charged to the holder of a damaged textbook. Students are expected to pay for any lost textbooks. Final grades will not be released until payment for lost and damaged property is received.

### **Security**

For the safety of our students, the access doors to the building will be locked during school hours. All visitors may come to the main entrance and use the doorbell to gain entrance. There is also a doorbell at the entrance of the Preschool/Kindergarten/Rectorry.

### **Standardized Testing**

The students in Grades 3-8 will take the STAR 360 test three times during the year. All students in the Diocese of Madison will be taking tests in the areas of reading and Math. Results are shared with parents.

The Diocese of Madison also requires that students in Grades 5 and 8 be administered the ACRE – Assessment of Catechesis/Religious Education. This standardized assessment is published by the National Catholic Education Association and will be administered in March.

### **Telephone Calls**

Teachers can be reached before 8:00am, from 11:30-12:30, and after 3:00pm. Office hours for the principal are 7:00a.m. – 3:00p.m. During the summer, hours will be posted by the principal. Parents are encouraged to leave a message on the school answering machine. Students may use the phone if the teacher and/or principal grant permission.

### **Transportation**

The state of Wisconsin provides funding for student transportation. The Southwestern School District has a contract with Stratton Buses & Charters of Cuba City. St. Joseph School students ride buses that may also transport Southwestern students. Stratton Buses & Charters has its own rules of conduct and penalties for misconduct that may be enforced by the driver and/or company.

### **Tuition**

The mission of St. Joseph School is to provide a Catholic education to all individuals who desire the quality, faith and community that we offer. No individual shall be denied a Catholic education on the basis of financial hardship. If cost is a barrier or if financial assistance is needed, please contact the administrative priest or principal. All information provided is confidential. Parents will be asked to sign a tuition contract and payment schedule.

*Parents failing to pay their tuition payment will receive a notification through the mail. If they fail to make the second payment, a notification and meeting with the principal will occur in order to make alternative plans to meet their financial obligations. Any family failing to pay their*

*bill (this includes hot lunch), in its entirety by the end of the current school year, may be subject to refusal of admittance for the following school year unless other arrangements have been discussed and the school has been notified.*

### **Visitors**

Parents and guests are welcome to visit our school. Please make arrangements with the principal and/or teacher in advance.

### **Volunteers**

Volunteers are welcome! Whether you can offer some of your time on a regular basis, or just once in a school year, we need you! Please contact the principal or individual teacher(s) to offer your assistance.

## **FAITH FORMATION OPPORTUNITIES**

### **Mass**

The Eucharistic celebration is the central act of our faith. All-school Masses are held according to a schedule determined by the administrative priest, principal and faculty. Each class takes responsibility on a rotating basis for planning and participation in the special roles of the Mass. Students attend Mass on any holy days which occur on school days. Parents are welcome and encouraged to attend school Masses.

### **Paraliturgies**

Paralitururgical experiences such as prayer services, the Living Rosary, May Crowning, Litanies and Processions, etc. may be scheduled throughout the school year to provide students with additional opportunities for worship.

### **Faith Formation**

The teaching of Catholic doctrine is essential to the mission of St. Joseph's School. Working with the pastor, and following curriculum guidelines established by the Diocese of Madison, we provide systematic instruction in the central teachings of our faith. We also provide liturgical preparation and celebration experiences, opportunities for the reception of the sacraments, and opportunities for individual and group prayer.

### **Preparation for Reconciliation and Holy Eucharist**

Special preparation for the sacraments of Reconciliation and Holy Eucharist is part of the second grade curriculum. In addition to regular classroom instruction, the Pastor meets regularly with the students. A meeting is held to inform parents of their responsibilities and to aid them in the sacramental preparation of their children.

### **Mass Server Instruction**

The honor of serving parish liturgies is offered to any students in Grade 4 or older who complete server training. The Pastor meets regularly with students who wish to become servers. Written

parental permission and a commitment on the part of the student are required to take part in this ministry.

### **Sacrament of Reconciliation**

Students have the opportunity to receive the Sacrament of Reconciliation during Advent and Lent. Students are also advised of the regular parish schedule for Reconciliation and are encouraged to receive as often as they choose.

## **STUDENT ACTIVITIES/CONDUCT**

### **Athletics**

St. Joseph School provides an excellent opportunity for participation in basketball and volleyball programs. Participation is open to any student, unless special circumstances apply.

Unsatisfactory academic progress or inappropriate conduct may be grounds for suspension from any extracurricular activity. If a student is suspended for academic or conduct reasons, he/she is required to attend regular practices until the suspension period is complete.

Any student participating in athletics is required to have a physical examination every two years. Accident insurance coverage is mandatory for participating members. At the beginning of the school year a packet of information will be sent home. Please be sure to read the list of by-laws and ethical information contained in the packet.

All St. Joseph School students, participants and spectators are expected to demonstrate good sportsmanship at athletic events. Students are expected to conduct themselves in a courteous manner at any school or extracurricular event.

Any student who is not passing all classes will be suspended from athletic competition until the grade(s) in question are raised to passing. *Grades will be evaluated weekly during athletic seasons.*

### **After School Policy**

Teachers are **not** responsible for supervising students after school hours unless the student is participating in the After School Care Program. Students involved in athletics may remain after school **only if** a coach/other adult is present. If a coach or parent is not present, students will be held in the After Care Program and parents will be charged for that time.

### **Cheerleading**

Girls in 3<sup>rd</sup> and 4<sup>th</sup> grade may be cheerleaders. Participating in cheerleading and a sport is not allowed at the same time – you must choose between the sport and cheerleading. Practices are usually conducted by a parent with a daughter involved. Please feel free to volunteer as a supervisor.

### **Recess**

Students have the opportunity to participate in non-structured socialization and playtime at recess. Grades K-4 have a 15-minute morning recess and noon recess. Grades 5 & 6 have noon recess. Students are expected to attend recess. A student may remain in the classroom for health

reasons upon receipt of a signed note from the parent. If weather conditions are poor, recess will be held in the gymnasium. Indoor recess is held if the temperature or wind chill falls below 10 degrees.

Students are supervised while on the playground. Students should stay in designated recess areas which include the north parking lot, baseball fields, and the field that extends to the cemetery. The cemetery is not a designated recess area. Students should not return to the building for the use of the restroom without notifying the supervisor. If a ball goes across the road, students must obtain permission from the supervisor before retrieving it.

Students are expected to act in a Christian manner and respect others. Rough play is not permitted. Shoving, striking, tackling or pulling on clothing is not permitted. Swearing or insulting language is prohibited. Touch football is permitted, but **no tackle football** due to potential for injury. **Throwing snowballs is prohibited.** Students who do not use playground equipment properly will not be allowed to continue play.

*Students may lose all or portions of their recess time due to behavior issues within the classroom, to make up missing or late assignments/tests/quizzes or due to lack of proper attire for the outside weather (i.e. shorts in the winter, no coat/hat/mittens, etc).*

#### **Student Use of Cell Phones**

Students must keep cell phones turned off and in their backpacks during school hours. If a student's cell phone rings or is used to send or receive text messages during the school day it will be taken from the student by a teacher or administrator and a parent will be called in order to have it returned. Students and parents may use the office phone in order to leave messages or make phone calls. All other electronic devices are also prohibited during the school day (IPOD's, MP3 players, etc).

## DISCIPLINE POLICY/PROCEDURES

Discipline in a Catholic school is basically self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has a twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. To assure adequate development and concern for each student, frequent communication between parents and teachers is encouraged. All procedures are based on the premise that parents and teachers must work together and support each other's efforts.

Severe misbehavior that seriously disrupts the learning environment, possibly threatens the well-being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office. Unacceptable student behaviors include:

1. Use of drugs, alcohol, tobacco
2. Personal injury (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Possession of a dangerous weapon
5. Truancy
6. Repeated tardiness
7. Repetitive unacceptable classroom behavior
8. Habitual late/incomplete assignments
9. Vandalism

Consequences may include:

- Parent Conference
- In-school suspension
- Detention
- Suspension from school for a definite period
- Suspension from school for an indefinite period
- Probation
- Expulsion

### **Classroom Rules**

Teachers are responsible for establishing a classroom atmosphere conducive to learning. Students are responsible to follow established rules. Teachers will set up a procedure to deal with rule infractions. Teachers will communicate their classroom rules and procedures at the beginning of the year. Teachers are encouraged to use positive approaches such as praise, encouragement, individual help, conferences, daily goal setting, etc. to motivate students. Punishment or corrective measures must always be carried out in charity in keeping with the seriousness of the child's misbehavior. *Consequences may include, but are not limited to, loss of recess time, staying after school, a meeting with the principal, and/or a meeting with parents.*

### **Detention:**

Detention is served Monday-Thursday from 3:00 – 3:30. A teacher is assigned and will monitor detention for each day. Students should come prepared to work on homework or other school-based work. Parents will be given a 24 hour notice in order to make travel arrangements



(example: your student receives a detention notice on Monday, the detention will be served on Tuesday). These detentions will override any athletic practices/games. Teachers and administration have the right to place a student in detention for a number of infractions including, but not limited to:

- disciplinary actions
- habitual missing or late assignments
- repeated tardiness (a detention will be assigned for each tardy after five)

### **Respect and Courtesy**

Respect and courtesy are expected at all times among staff, parents, visitors and students. Appropriate tone of voice, language and body language are required at all times. We are a Christian school and all who enter our building are expected to conduct themselves in a courteous and respectful manner. Parents/Guardians and other visitors who do not conduct themselves with courtesy and respect will be asked to leave the building.

### **Harassment**

Students are taught and expected to respect each other as unique person's created in God's image. "Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property; 2) has a substantially detrimental effect on the student's physical or mental health; 3) has the effect of substantially interfering with a student's academic performance; 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities or privileges provided by the educational program.

It includes, but is not limited to: 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on the school premises; 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

A substantiated claim of harassment against a student by another student will subject the perpetrator to disciplinary action, up to and including suspension or expulsion.

### **Vandalism/Theft**

Anyone destroying, stealing, or defacing school property or the person or property of a school employee is liable to disciplinary action. Justice demands restitution in proportion to the damage done. If damages are deemed significant, a referral to the legal system may be made. Specific consequences may include but are not limited to restitution, community service, and/or suspension from activities.

### **Weapons and Dangerous Objects**

Weapons and other dangerous objects are not allowed on St. Joseph School and Parish property. Such items may be confiscated. Parents/Guardians of students found in possession of a weapon or dangerous object shall be notified. Possession of weapons or dangerous objects will be reported to law enforcement officials and the student may be subject to disciplinary action which may include suspension or expulsion.

### **Conflict Resolution Policy**

As a Catholic school we strive to uphold human dignity at all times, especially when conflicts arise between members of our community. In accordance with the principle of subsidiarity, we always seek to resolve conflict at the level at which it occurs. Therefore, if an issue arises between two students, the teacher or supervisor will work with the students to resolve the conflict utilizing Christian values and the Gospel message. Parents will be notified of issues that arise at school.

If a parent has a concern, the teacher or staff member involved should be consulted first. If, after the concern has been discussed with each person involved, the student or parent does not feel an acceptable resolution has been reached, then the person with the concern should contact the school principal.

The principal will then decide upon further action. If an acceptable resolution is still not reached, the parish pastor may become involved. If the concern is an administrative nature, the principal shall be consulted first.

#### **The following is the proper line of communication:**

Student/Parent-Teacher-Principal-Pastor