

St. Josaphat Parish School



Student – Parent Handbook 2024-25

ST. JOSAPHAT PARISH SCHOOL
801 W. LINCOLN AVE.
MILWAUKEE, WI 53215

414. 645.4378

SJPSMKE.COM

Updated summer 2024

We reserve the right to amend this handbook for just cause with proper notice given to the parents/guardians if changes are made.



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MISSION

To seek the light of salvation through right faith, sure hope, perfect charity, and the knowledge to do God's Holy Will.

Our Mission challenge our entire learning community to more closely follow the Franciscan Rule that calls all believers to fully embrace the Gospel in word, thought and deed and in doing so achieve the following goals:

Provide students with a foundation for lifelong learning, academically and spiritually.

Foster a sense of community within the school, parish, and neighborhood.

Challenge each student to accept the Catholic Church's moral obligation to promote peace and justice.

PHILOSOPHY

As partners with families, Saint Josaphat Parish School is committed to proclaiming and integrating Gospel values into the lives of students. The school community and parish provide the educational, religious, and social ministries that are essential for each child's growth.

VISION

Through a nurturing, supportive, Christ-centered environment, and an integrated curriculum, Saint Josaphat Parish School challenges students with high expectations. Focusing on Jesus as the Master Teacher, we recognize parents, guardians, and families as a child's partnering educator. Parents and families are supported by qualified faculty and staff to foster and develop students' God-given talents, which contribute to their role in their family, Church, school, community, country, and world. At Saint Josaphat Parish School, students' needs are fulfilled spiritually, emotionally, intellectually, physically, and socially:

Spiritually

Students live their faith as it is integrated throughout their studies and interactions. Students, staff, and families participate in spiritual activities throughout the year, including weekly celebration of the Liturgy.

Emotionally

Students associate joy with learning and build confidence in their abilities. School is a secure place for students to experience a safe, loving environment and family atmosphere.



Intellectually

The rigorous curriculum meets standards set by the Archdiocese of Milwaukee and Wisconsin DPI. Opportunities for hands-on learning, integration and student-centered strategies challenge students and foster success.

Physically

Students receive daily opportunities that demonstrate a wide range of interpersonal skills and healthy choices. Participation in physical education and co-curricular activities provides a healthy balance of competitive and cooperative physical activities.

Socially

Students discover their important roles in God's global family, school family, and individual family. Christ-like compassion and respect are the foundations for social learning. Students demonstrate their social values through service in the community, school, and home.

SCHOOL GOVERNANCE

St. Josaphat Parish School and the Archdiocese of Milwaukee

St. Josaphat Parish School is owned by the Conventual Franciscans. All school operations are subject to the rules, expectations and policies set forth by the Archdiocese of Milwaukee Office for Schools. All parishes in the Archdiocese of Milwaukee are incorporated under Wisc. Stat. Sec. 187.01(2) as separate corporations. The Board of Directors of the parish corporation administers all temporal matters affected by civil or Canon law.

The Superintendent is responsible to the archbishop or his delegate for the administration of the educational programs in Catholic schools, under the jurisdiction of the Office for Schools, applicable state laws, and the policies of the archdiocese. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies. Staff members of the Office for Schools, under the authority of the Superintendent, assist Catholic schools and parishes of the archdiocese in designing, implementing, and evaluating quality programs. The staff provides administrative, consultative, and supportive services and programs in the areas of personnel, curriculum, instruction and assessment, planning, accreditation, technology, program development, student services, and evaluation.

The pastor is the governing authority for the school which is not separately incorporated from the parish. The principal is the administrator of the school. The School Governance Board provides consultation to both the pastor and the principal on school governance issues.



SCHOOL STAFF AND ADMINISTRATION

Administration

Pastor The Very Reverend Robert Cook, OFM, Conv.

School Chaplain Fr. Bede Thigpen, OFM Conv.

Principal Ms. Karin Strasser kstrasser@sjpsmke.org

Instructional Staff

4K Teacher Ms. Donna Bilot dbilot@sjpsmke.org

4K Teaching Assistant Mrs. Isela Rosario irosario@sjpsmke.org

5K Teacher Ms. Jean Marie Scheele jscheele@sjpsmke.org

5K Teaching Assistant Ms. Yesenia Correa ycorrea@sjpsmke.org

1st Grade Teacher Mrs. Donna Ragalia dragalia@sjpsmke.org

1st Grade Teaching Assistant Miss Genesis Garcia ggarcia@sjpsmke.org

2nd Grade Teacher Miss Melissa Becerra mbecerra@sjpsmke.org

2nd Grade Teaching Assistant Mrs. Genoveva Arista Ramirez gramirez@sjpsmke.org

3rd Grade Teacher Mrs. Barbara Leonard bleonard@sjpsmke.org

3rd Grade Teaching Assistant Miss Luisa Arellano larellano@sjpsmke.org

4th Grade Teacher Mrs. Sarah Brickus sbrickus@sjpsmke.org

5th Grade Teacher Mrs. Jennifer Ralston jralston@sjpsmke.org

4th/5th Grade Teaching Assistant Miss Adelis Reveles areveles@sjpsmke.org

6th Grade/ MS ELA Mrs. Mindy Ours-Evans moursevans@sjpsmke.org

7th Grade/MS Math-Religion Mr. Joe Schubert jschubert@sjpsmke.org

8thGrade/MS Science-Soc. St. Mr. Steve Markiewicz smarkiewicz@sjpsmke.org

Spanish Ms. Elizabeth Marquez emarquez@sjpsmke.org

Physical Education Mr. Ethan Wegner ewegner@sjpsmke.org

Fine Arts Miss Kayli Smith ksmith@sjpsmke.org

Library Mrs. Sue Miller smiller@sjpsmke.org

Student Services and Office Staff

Director of Operations Mr. Orvil Rosario orosario@sjpsmke.org

Program Coordinator Miss Stefanie Porter sporter@sjpsmke.org

Administrative Assistant Mrs. Ana Pacheco apacheco@sjpsmke.org

Meal Program Staff Ms. Placida Policarpo ppolicarpo@sjpsmke.org



GENERAL SCHOOL INFORMATION

Office Hours

The school office will be open on regularly scheduled school days, Monday through Friday from 7 am to 3:30 pm. Office hours during special events, parent-teacher conferences, holidays, summerbreak, etc. will vary.

Hours of School Day

School begins at 7:40 A.M. and ends at 3:00 P.M. Every Wednesday, on a regularly scheduled instructional day, dismissal will occur at 1:00 P.M. Staff will meet following dismissal for collaborative professional development. Wednesday afternoon parent conferencing is not possible.

One Wednesday each month is designated a **BLAZE DAY**. On BLAZE DAYS students remain in school until the 3 pm. BLAZE DAY activities are offered to multi-aged student groups. They are designed to foster a greater sense of school community in that teacher-led experiences expose students to a variety of crafts, hobbies, sports and other “club-based” opportunities in friendship with others.

Calendar

School is in session at least 180 days (with the exception, every seven years, for the school participation in the self-study process for accreditation). Any other calendar variations must be submitted to the school’s pastor and DPI for approval.

In the case of severe weather, school closing updates will be posted on Classdojo (internal communication platform) and our school Facebook page: St. Josaphat Parish School. Information concerning school closings will be posted the evening before inclement weather is predicted or no later than 6 am the next morning. Updates will be posted each day to keep families abreast of weather conditions that may cause extended closures.

If make-up days are required due to weather or other closings, the school year will be lengthened or scheduled vacation days will be shortened.

Appropriate attention to the observance of Holy Days of Obligation will be given.

A school calendar is provided to all families for the following school year prior to the last day of school. A final school year calendar (subject to change upon notification) is distributed at the beginning of each new school year and is always posted on the school website: sjpsmke.com

In keeping with new preparedness practices, students and families may expect intermitted virtual learning days throughout the year.

Orientation Day for the 2024-25 school year will be held on Monday, August 19, 2024. School officially begins Monday, August 20, 2024.



DROP-OFF/PICK-UP PROCEDURE

Students arriving to school between 6:30 am and 7:00 am must enter the building through the back-alley door. An assigned aide opens the door and greets students as they enter the building.

Students arriving after 7:00 am may use the front Lincoln Ave. main entrance or back-alley door to enter the building. The school Admin. Assistant buzzes students in through the main locked entry.

At the end of each day, all students are dismissed from the gym/classrooms at 3 pm. **Parents remain OUTSIDE for pick up.** A school staff member is stationed outside on 8th street and informs office personnel via walkie talkie when parents arrive for their children. Parents' names are posted on an internal platform (Google doc) for all to see. Children are dismissed by teachers when their "ride" is noted on the document. Students must verbally check out with their teachers BEFORE leaving the gym/classroom.

Students who walk to/from school must have a signed permission slip to do so. Walkers are dismissed from the gym/classroom at approximately 3:05 pm.

Students who have signed/paid permission to attend after-school care are dismissed to the correct location.

Class Size

SJPS recognizes that smaller class sizes can enhance effective teaching practices and support building stronger relationships among staff, students, and families. SJPS further recognizes that maintaining specific class sizes may have significant financial implications and, at times, result in an inefficient use of human and financial resources. Consequently, SJPS maintains class sizes within a reasonable range according to the guidelines below. In the event enrollment applications exceed maximum size limits, a waiting list will be established with student admission based upon a first come basis.

Grade	Maximum Size	Optimum Size
K-1	25	18/21
2-3	27	18/24
4-5	28	25
6-8	30	25

Recess Rules

Students participate in daily recess following lunch. Students in K4/K5 do not leave the building for recess. Their specially designed play space is located in the art room. Weather permitting, recess for students in grades 1 – 4 is held from 11:00 am - 11:30 am, and students in grades 5 – 8 from 11:45 am – 12:15 pm.

Recess takes place in one of two locations depending on weather, season, access or safety: 1) The Basilica parking lot near the Parish Center or 2) Kosciuszko Park. In all cases, a paid, licensed security guard is present during recess, along with four additional SJPS staff members, to supervise students at all times. SJPS students must have a signed permission slip on file to participate in daily outdoor recess.



Weapon-Free Zone

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

Gender Identity

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires 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 which 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."

Accreditation

St. Josaphat Parish School is dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA).

In accordance with the Wisconsin Catholic Conference and the *National Standards and Benchmarks for Effective Catholic Schools** (NSBECS), SJPS uses the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

Detailed accreditation information may be found at <https://schools.archmil.org> or by clicking [here](#).

*The *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*, Center for Catholic School Effectiveness, School of Education, Loyola University Chicago, in partnership with the Barbara and Patrick Roche Center for Catholic Education, Lynch School of Education, Boston College (2012).



PARENT RIGHTS AND RESPONSIBILITIES

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

Volunteer/Chaperone Requirements

All volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:

Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.

Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)

Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five years.

Must have knowledge of the Mandatory Reporting Responsibilities.

Be approved by a member of the professional staff.

Expenses for staff members and volunteers who accompany students on trips may be included in the cost of the trip after prior notice has been given to parents of participating students.

Fundraising and Volunteerism

Involvement of parents in the life of the school and parish is welcome and should be encouraged. However, the utilization of volunteer services or mandatory fundraising as a means of determining which families or students receive a discount on tuition or program fees is not permitted. Parish and school criteria for the payment of tuition must be in accordance with the regulations of the Internal Revenue Service (IRS) which prohibits counting school tuition or other required participation as a contribution to the parish.



Child Custody

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

If a court has issued an order affecting the physical placement of a child pursuant to [Wis. Stat. 767.24](#) (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with [Wis. Stat. 118.125 \(2\) \(a\)](#) unless one parent has been denied periods of physical placement with the child by the court under [Wis. Stat. 767.24\(4\)](#), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with [Wis. Stat. 118.125 \(2\) \(m\)](#).

Tuition and Fees

Annual school tuition details are available in the school office upon request. Payment plan options are possible and coordinated through the SJPS business office.

Tax Deduction for Tuition Expenses

Tuition expenses paid by a parent/guardian for a dependent child are eligible for a tax deduction. A person may claim the deduction for payments made toward a pupil's tuition and mandatory book fees up to the amount allowed under current law. If the child receives a scholarship or financial assistance from the parish/school, the taxpayer can only claim the expenses they have actually paid. Tuition does not include amounts paid with a voucher or any amounts paid out as a separate charge such as supplies, registration, extra-curricular fees, meals, etc.

A parish/school shall not set an expected minimal level of financial contribution to the church in order to be considered an "active" or "supportive" parishioner. These required contributions would not be considered as deductible according to the tax code.

Parent/Student Complaint Procedure

If a parent or student has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. To maintain a climate of peace and harmony within the school and classrooms, all grievances are addressed in an atmosphere of mutual respect with a sincere commitment to reach an equitable resolution. Parents must understand that grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school. Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.



If mutual resolution does not occur, the parent or guardian may provide the pastor or his designee, with written documentation of the unresolved concern and the steps already taken. The pastor/designee may attempt to resolve the situation in one of the following ways:

The pastor/designee may convene the parties in an attempt to reconcile the concern.

The pastor/designee may contact the appropriate archdiocesan office for assistance in reconciling the concern.

The pastor/designee may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School Advisory Commission, School, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

ADMISSION

St. Josaphat Parish School does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, genetic information, or age in the administration of any of its educational programs, admissions policies, athletic and other school-administered programs, or in employment.

Children of other religions are accepted unless attendance would cause conflict for the child because of the unique religious philosophy of the school and its programs (Archdiocese of Milwaukee Policy 5110).

All students are on probation during their first semester of their attendance at a Catholic school. During a student's probationary period, the school shall determine whether it can meet the needs of the student. The decision of the principal and/or pastor is final.

The admission policy and guidelines of the Archdiocese of Milwaukee are followed in the acceptance of new students.

No child may be admitted to 4-year-old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.

No child may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.

Upon registering for 4K – 8, please bring:

Registration Form, Tuition Contract/Payment (if applicable), Birth certificate, Immunization record, Baptismal certificate (if Catholic), Additional sacramental verification and the final report card from the school your child last attended.



Admission of MPCP/WPCP Students

Saint Josaphat Parish School participates in the Milwaukee Parental Choice Program (MPCP) and Wisconsin Parent Choice Program (WPCP) and complies with program requirements and processes. Program information, application system, and related information can be found at <https://dpi.wi.gov/sms/choice-programs>. The school also regularly provides information and includes reminders of important dates in regular communication.

The school accepts all MPCP/WPCP applications in accordance with DPI regulation. Applications MUST be completed on-line during allowable open enrollment periods. Applicants are responsible for providing all additional documentation in person to the school office by the required deadline for the application to be accepted. Documentation will be reviewed by the administrator and/or designee. All Choice applicants will receive notification of acceptance or non-acceptance within 30 days of their application. In some cases, students may be placed on a waiting list. If the number of eligible applicants exceeds the number of available seats, other processes, in accordance with DPI protocol may take place.

Policy for Accepting Transfer Students

Grade placement of transfer students will be determined by reviewing the child's achievement as documented by his/her previous school as well as the results of the evaluation of other documents/resources. All new students are on probation for the first year. If it is determined that St. Josaphat cannot meet the needs of the student during his/her first year of enrollment, the family will be required to register the student in another educational institution. This may occur during any time of the probation period. The decision of the principal is final.

STUDENT RECORDS

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

Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started, and the student's history throughout the school system is recorded and maintained. (Archdiocese of Milwaukee Policy 5125)

After the student has graduated, transferred, or terminated his/her education, student records will be transferred to another educational institution or archived.

An adult student and/or parents/guardians of minor students may have full access to, and the right to challenge the accuracy of, the data collected. If parents/guardians disagree, they may add a written statement of disagreement to the file. No one but school personnel, adult students, and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents



ATTENDANCE RECORDS AND POLICY

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis.Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. The school attendance officer records whether the excuse is to be considered excused or unexcused (truant). Regular attendance is required by all students and is closely monitored. Habitual absences and/or truancy can affect a student's learning. This includes tardiness. It is imperative that parents contact the school office as soon as possible on a scheduled school day to notify staff of a late arrival, absence, or need for early release. These occurrences will only be excused in accordance with Archdiocese of Milwaukee Policy 5113 and if proper communication/documentation is received.

Process and potential consequences SJPS may impose for excessive tardiness and/or absences:

In accordance with Wis. Stat. § 118.15, parents will receive a written notification when their 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 the student has been absent ten or more days in the school year.

Students who do not improve attendance following a second truancy notice by a minimum of 50% over the course of 20 consecutive school days will be subject to an immediate exit (dismissal) from SJPS. The second truancy letter "send date" begins the 20-day review period. Parents will be notified of all expectations and consequences via phone, email, or internal communication.

Students are required to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. A student who is absent from school is not allowed to participate in after school or evening activities unless waived by the principal.

Tardiness

When a student is tardy, he/she must report to the school office, preferably accompanied by a parent or guardian who will sign the tardy form.

A student who is tardy due to a doctor/dentist appointment must bring a note from the doctor/dentist when he/she comes to school accompanied by a parent/guardian.

Absences

A phone call is required for all student absences. Parents must call the school office before 8:30 a.m. on the day of a student's absence. Messages can be left on the school's answering machine or with the school secretary. This early reporting is required for the safety of the child.



Truancy

Section 118.16 of the Wisconsin Statutes defines truancy as any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent or guardian of the absent pupil. Under this provision, parents may excuse their children for no more than 10 days in a single school year. Any additional absences will require a doctor's excuse. Students who have 5 or more unexcused absences per semester may be referred to TABS officers and students and/or parents may be ticketed.

The following are considered excused absences:

Personal Illness, Family emergency or crisis, Attendance of a funeral or religious service, Medical or dental appointments

The following are examples of unexcused absences:

Working, Babysitting, Car Trouble, Oversleeping, Running Late, Missed Bus, Vacations scheduled during instructional days

VACATIONS SHOULD NOT BE SCHEDULED DURING INSTRUCTIONAL DAYS. THESE ABSENCES ARE NOT EXCUSED AND CAN LEAD TO TRUANCY CONSEQUENCES. Habitual truancy may result in permanent dismissal from St. Josaphat Parish School.

CRISIS INTERVENTION

Mandatory Reporting of Child Abuse and Neglect

The Archdiocese of Milwaukee requires all adults to comply with reporting responsibilities for any suspected abuse or neglect of minors and for any threats of school violence, whether or not they are designated as a mandatory reporter under Wisconsin law.

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Mandatory Reporting of School Violence

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.



Suicide Prevention and Intervention

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room. If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

Police Questioning and Apprehension

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement. A law enforcement officers may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

Search and Seizure

Parishes/schools reserve the right to search anything brought onto parish/school property. Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted. The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students. Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

Vandalism

Parents of students shall be responsible for the vandalism done by their children. Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against parish or school property caused by students will be dealt with appropriately by the school administrator. The school administrator will:

- Identify the student(s) involved
- Call together persons, including the parents, needed to study the causes
- Decide upon disciplinary action and/or assessment of costs against the parents of students under 18 or against the individual 18 or older.
- Take any constructive actions needed to prevent future vandalism



DRESS CODE POLICY

The St. Josaphat dress code is established to instill discipline, prevent disruption, avoid safety hazards, reinforce healthy hygiene, and teach respect for authority. Uniforms are required for 4K-8th grade students. Official uniform items from Goldfish Uniforms must always be worn. Parents will be contacted immediately to correct any infractions that involve students wearing casual attire, unapproved/missing uniform items or non-Goldfish clothing.

Goldfish Uniforms 5300 W Lincoln Ave, West Allis, WI 53219 Phone: (414) 476-4343

Please be sure all articles of clothing are plainly labeled with the student's name. All shirts MUST have an embroidered logo or patch. All pants must have a blue cross printed under one pocket.

School Dress Code Guidelines for All Students

- **All school uniform items must be Goldfish Uniform products with appropriate logos/patches.**
- Shirts are always to be tucked in with the waistline visible.
- All clothing must be clean and in good condition.
- Socks, knee high socks, leggings, or tights should be solid navy blue, solid red, solid white or solid black. No decorative print socks, leggings, knee highs or tights.
- Shirts worn under uniform shirts must be solid white or red without any logo, designs, or color trim and may not be seen. No pajamas or lounge pants are to be worn under uniforms.
- Shoes can be sneakers, no light up sneakers. Non sneakers must be closed toe and closed heel, below the ankle and less than 1-inch high heel.
- Tattoos, temporary or permanent, are prohibited. Makeup is not allowed for any students.
- Boy's hair must be combed and kept neatly away from the face. Hair should be such that the earlobe is clearly visible. Face must be clean shaven, before arriving at school. Sideburns may not extend below the bottom of the ear.
- Jewelry: Girls may wear one pair of small stud earrings. Dangling earrings are not permitted. **Staff members may ask a student to remove jewelry and/or accessories which draw excessive attention, distract the student, and/or prohibit normal student activity.**
- Boys may not wear earrings to school or school sponsored activities.
- When DRESS UP DAYS are allowed, students are expected to wear respectful and tasteful attire that reflects the expectations of the event OR students may wear their school uniform.



Girls Uniform Dress Code

Middle School Girls (grades 6-8)

Uniform Plaid skirt (solid navy blue, white or black shorts must be worn under all skirts). Skirt length must be fingertip length (when you reach your arms down at your side, the hem of the skirt is at the longest fingertip length or longer) or Goldfish khaki pant (traditional or joggers).

Grades 4 & 5

Uniform Plaid skirt (solid black shorts must be worn under all skirts), plaid skirt, or khaki pants (traditional or joggers).

Grades 4K – 3rd grade

Uniform Plaid jumper except for those in toddler sizes can wear khaki jumper, or a uniform plaid skirt (plaid skirts are not available in toddler sizes) or khaki pant (traditional or joggers).

All girls' grades 4K – 8th grade red short or long sleeve polo with St. Josaphat logo.

All girls can wear a navy-blue button-down sweater with logo.

All students 4K-8 may wear GOLDFISH khaki shorts from the months of August, September, May, and June.

Boys Uniform Dress Code

Goldfish Khaki uniform pants (traditional or joggers)

All boys grades 4K – 8th grade red short or long sleeve polo with St. Josaphat patch.

All boys can wear a Goldfish navy-blue button-down sweater with patch.

All students 4K-8 may wear Goldfish khaki shorts from the months of August, September, May, and June.

Physical Education Uniform

Well-fitting sneakers are required for all students.

4K – 3rd grade students wear school uniforms (girls must have solid navy blue, white or black shorts under jumpers).

4th - 8th grade students wear gray P.E. shirts with solid navy blue or black shorts mid-thigh in length.

Spandex shorts are not allowed.

Dress Up Day Guidelines

Girls Dress Up

No cleavage or tight-fitting tops. No crop tops that show your abdomen.

Spaghetti straps must be covered with a sweater.

Skirt/dress length – must be fingertip length (when you reach your arms down at your side, the hem of the skirt/dress is at the longest fingertip length or longer).

No shirts with inappropriate sayings.

No jeans unless otherwise permitted. Jeans with rips, tears or holes are prohibited.

Shoes: May not exceed 1-inch height. You may wear fashion boots (less than 1-inch height).

Boys Dress Up

Pants worn at the waist.

No shirts with weapons, inappropriate sayings or images.

No jeans unless otherwise permitted. Jeans with rips, tears or holes are prohibited.

Shoes: May not exceed 1-inch height. You may wear boots (less than 1-inch height).

Down Dress Day Guidelines

All Girls and Boys

Jeans are allowed but they may not have *any* holes, rips, tears or openings that expose the skin.

No shirts with weapons, inappropriate sayings or images.

Shoes: May not exceed 1-inch height. You may wear boots (less than 1-inch height).





DISCIPLINE

Saint Josaphat Parish School is committed to upholding Gospel values in every aspect of our school, in alignment with our Mission. The discipline guidelines for our school have been developed to provide an environment conducive to Gospel values, a safe environment, and an environment that fosters successful learning. Students are expected to be responsible for their behavior. Parents are responsible for reinforcing discipline and school expectations at home in partnership with school staff.

The principal will work cooperatively with families, staff and students in order to maintain a positive learning environment. Homeroom teachers should be the first point of contact if parents/guardians have questions or concerns about their child's discipline at school.

General Rules of Expected Behavior

General rules of expected behavior are in effect in and around the school building, the Basilica and during any other school-sponsored activities. Each of the following rules includes examples of expected behaviors. Examples are included to help guide student behavior and are in no way intended as an exhaustive list of behavioral expectations.

1. Students demonstrate an attitude of respect and cooperation toward fellow schoolmates, school personnel, and guests.

Respect and cooperation are displayed through both words and actions.
Bullying of any kind is prohibited. *Please see Anti-Bullying/Harassment Policy for specific definitions and consequences.

2. Students maintain a safe and orderly school environment for self and others.

Students are expected to walk when traveling throughout the school building.

Lines are generally used to move about the building as a class.

Hall passes should be used when students need to move about the building and are not with their class or accompanied by an adult.

Student voices should be subdued in the school building and when traveling to and from church, recess and other community outings.

Students should keep hands and feet to themselves. Aggressive or inappropriate physical contact of any kind (including "play fighting") is prohibited.

The throwing of snow or other objects is not permitted.

Student dress code must be followed.

All food is to be eaten during designated breakfast and lunch times in designated areas, except for teacher approved class treats. Gum chewing is prohibited.

Students are expected to refrain from gambling and the trading or selling of goods of any kind.

Student photos are not to be taken/ shared for any reason without expressed written consent from a parent.

Students are prohibited from possessing and/or viewing inappropriate drawings, photos, and internet websites. *Please see technology agreement for specific rules and consequences related to computer use.



Students have the right not to be subjected to the influences or related problems associated with tobacco, alcohol, illegal and non-prescribed drugs, or other dangerous chemical substances. (Therefore, smoking, vaping, and chewing tobacco is prohibited in the school building and on school grounds.)

Students have the responsibility of abstaining from the use or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances. Students have the responsibility of adhering to Wisconsin Statutes relating to alcohol, prescribed or non-prescribed drugs, chemicals, or illegal substances. The use, possession, sale, or furnishing of alcohol, non-prescribed, chemical, or illegal substances anywhere on the school premises by a student at any time is prohibited. No student may appear at any school-sponsored function under the influence or in possession of alcohol, non-prescribed drugs, chemicals, or illegal substances: Wisconsin Statutes 66.054 (24), 161.41, 947.04

3. Students maintain a productive classroom environment for self and others.

Students should come to school/class ready to learn each day. Homework and other materials should be ready and accessible at the beginning of each class period/school day.

Students are expected to be attentive to instruction and to participate in school and class activities.

Students should refrain from disrupting teachers and fellow learners.

4. Students show respect toward school property, communal property, and personal property belonging to self or others.

Textbooks used in grades 4-8 must always be covered.

Materials should be kept in good condition and must be free of "tagging", excessive writing or drawings.

Books, technical equipment, and all other school property that is damaged or lost must be replaced by the student who is responsible.

Per Archdiocesan policy, vandalism comprises those acts that result in significant damage to schools, including burglary, theft, malicious mischief, property damage, breaking and entering, and arson. Vandalism against parish/school property by students is reprehensible. Therefore, the principal is directed to:

- a. Identify the student(s) involved.
- b. Call together persons, including the parents, needed to study the causes.
- c. Decide upon disciplinary action and/or upon assessment of costs against the parent and students under 18.
- d. Take constructive actions to prevent future vandalism.

5. Students refrain from bringing toys, electronic equipment, items of significant value, permanent markers, and items that may be dangerous or disruptive.

(Electronic equipment includes, but is not limited to, cell phones, cameras, mp3 players, headphones, hand-held gaming devices, etc.)



Such items create a variety of potential problems in maintaining a safe, orderly, and productive learning environment.

Adequate and safe storage for these items is not available.

When found, prohibited items will be confiscated for the day and returned only to a parent or guardian. If a problem persists, items may be confiscated until the end of the quarter.

Saint Josaphat Parish School is not responsible for lost or stolen items.

Bullying and Harassment

According to Archdiocese of Milwaukee Policy 5131.1, Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to the following:

Physical assaults, hitting or punching, kicking, theft, threatening behavior

Verbal threats or intimidating language, teasing, 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 mobile phone or using technology

Prohibition

Bullying behavior is PROHIBITED in all school/church buildings and educational environments, including every activity under school supervision.

Reporting

It is essential that any bullying behavior is reported to school staff. Reports will remain confidential and will hold high priority. Those responsible for bullying behavior risk expulsion.

Procedure for Investigating Reports of Bullying

School staff members who receive reports of bullying behavior, unless assigned to another staff member, shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Verified instances of bullying behavior will be documented according to the Bullying/Harassment Procedure Form and included in a confidential binder.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone reporting bullying behavior, disciplinary action may include behavior referral, official warning, exclusion from activities, suspension, expulsion and/or referral to law enforcement officials for possible legal action, as appropriate.

Disclosure and Public Reporting

The bullying policy will be distributed annually to all students enrolled in the school, their parents and/or guardians, and school employees. The school will also provide a copy of the



policy to any person who requests it. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

Noncompliance

Students are responsible for their behavior and for the consequences of their choices. Infraction of school or classroom expectations will result in action which may restrict privileges or result in a Behavior Referral/ parent notification, detention and/or referral to the principal for possible probation, suspension, or expulsion.

Communication to Parents

Behavioral Referrals are written notices to parents regarding student behavior. Students are responsible for showing behavior referrals to their parents and obtaining their signature prior to the beginning of the next school day. Students who do not comply with this requirement will miss recess and/or have other privileges suspended until parent contact (signature, phone call, etc.) is obtained.

Referrals given to or initiated by the building principal result in a loss of privileges involving school-wide incentive programs/activities/celebrations and the like. Privileges are revoked for the duration of the month in which the referral is earned. Privileges are reinstated at the onset of the next month unless another referral is submitted to or initiated by the building principal.

A student may receive a behavioral referral for the following offenses:

1. Serious display of disrespect toward school, communal, or personal property.
2. Serious display of disrespect toward fellow classmate, school personnel, or guest.
3. Action which creates or has the potential to create an unsafe or disorderly school environment.
4. Action which creates or has the potential to create an unproductive classroom environment for self or others.
5. Repeated displays of non-compliance, such as:
 - a. disruption of learning environment
 - b. disrespectful behavior / use of profanity
 - c. not following directions
 - d. not being prepared for class
 - e. dress code violation
 - f. food/gum

If two referrals are received on the same day, the student will report to the office for the remainder of the school day.



Probation

Continued violation of school rules could result in probation. This means that a student will continue at St. Josaphat Parish School on a trial basis. During this trial period, any infraction of school rules could be cause for dismissal. Probation can also apply to athletic or extra-curricular activities.

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

Suspension

Students demonstrating disruptive, aggressive behavior or disregard for school rules may be suspended. Parents/Guardians will be notified by phone and in writing when a suspension occurs. The principal will set the length of the suspension.

Before being readmitted to his/her classroom, the suspended student must report to the school office with a parent to meet with the principal. The student will be asked to declare his/her intent in writing to follow ALL SCHOOL RULES/EXPECTATIONS for Christian behavior to be reinstated into school.

Expulsion

Expulsion is considered a termination of enrollment, permanently or for an extended period. Expulsion is a rarity and is used as a last measure. Expulsion may result from repeated refusal to follow school rules or conduct which endangers property, health or safety of others and is deemed to be in the best interest of the school. Students asked not to return the following year are considered expelled.

Archdiocese of Milwaukee Policy 5144 states that expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. Parents will also be notified of expulsion hearing procedures in detail prior to the hearing. All decisions are final per the discretion of the pastor or designee.

Appeal

The student or his/her parent/legal guardian may within five school days of the expulsion notification, appeal the decision to the school pastor/president in writing with rationale for appeal. The pastor/president will review the facts and investigate that the correct procedures were followed as defined by Archdiocesan and school policy. There is no additional appeal at the level of the Archdiocese. The decision of the pastor or president is final. (Archdiocese of Milwaukee Policy 5144).

Alternatives to Suspension or Expulsion

An individualized or accommodation plan is allowable per the discretion of administration based on an investigation and individual needs.



SCHOOL SAFETY

The school administrator, in cooperation with the police or sheriff's department, is responsible for proper attention to the safety of school students. Collaboration and cooperation with medical personnel or individuals associated with other health and safety organizations may occur. All school staff **MUST** abide by mandatory reporting policies and obligations.

Visitors Policy

All visitors to SJPS shall report to the office when entering and must receive an authorization badge before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other public program in areas typically used for large group assembly, such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement, such as an open house or parent-teacher conferences.

The school administrator or designee has the discretion to request that a visitor leave the premises if he/she believes that the visitor's presence presents a danger to students, staff, or property or if that person's presence is disruptive to the operation of school or program. Law enforcement shall be called if persons refuse to comply.

Students may not bring guests to school unless the student's parent/legal guardian and authorized school representative have granted permission to do so. A student is never released from parish/school programs to anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose.

Tests for Student Alcohol and Drug Use

Providing a safe school environment, and at the same time promoting an atmosphere of health and wellness, is critical to the philosophy and overall mission of Catholic schools. As part of pastoral response to maintaining a drug and alcohol-free learning environment, an administrator reserves the right to breathalyze or conduct drug testing of anyone who in the opinion of the administrator exhibits behaviors consistent with the use of alcohol or illegal drugs (Archdiocese of Milwaukee Policy 5144.12).

Administration of Medication to Students

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.

A written statement from the prescribing physician which:

Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications.



Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.

A written statement from the parent/legal guardian:

Authorizing school personnel to give the medication in the dosage prescribed by the physician.

Authorizing school personnel to contact the physician directly. A medication consent form must be filled out by the parent/legal guardian and physician depending on medication type. All medications must be held and administered in the school office by authorized personnel.

Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.

Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.

SJPS recognizes the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students may self-administer these emergency prescription medications while at school only under the supervision of trained school staff. A student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher.

Only limited quantities of any medicine are to be kept at school. All medication administered at school will be kept in a locked cubicle, drawer, or other safe place. The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

Students with Food Allergies

Schools MUST be notified of student allergies. Medical documentation is required. In most cases, an allergy plan will be enforced for students with allergies to best accommodate their needs. If medication administration is required, a medication consent form must be completed.



Student Health and Wellness

In alignment with our mission, we strive to provide a safe and healthy environment for the students of Saint Josaphat. Parents and families will be notified as necessary in the case that a medical concern could affect their student. SJPS will follow the action plan articulated in the most recent COVID PLAN concerning students who exhibit symptoms while at school as well as those who become sick at home. Additionally, when necessary SJPS reports certain findings and data to proper authorities or organizations.

Traffic Safety

Arrangements are made with the law enforcement agencies whereby students will receive protection at crossings and traffic intersections. Dismissal and arrival procedures will be communicated, clarified, and reinforced throughout the year. Families are always expected to follow procedure and law. If necessary, law enforcement agencies will be contacted for assistance.

Emergency Plans and Practices

Parents will receive communication regarding safety procedures throughout the year. Saint Josaphat Parish School provides a safe environment for students.

In accordance with law and policy, students will participate in regular safety drills and practices for circumstances, such as but not limited to, fire, severe weather, lock-down, intruders, and other emergencies.

An emergency response manual is present in all classrooms. It is regularly reviewed and updated by the school safety team.

Building Safety

The health and safety of students, staff and visitors to St. Josaphat Parish School is of primary importance. SJPS is kept in good repair, suitably equipped and in safe and sanitary condition to promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), SJPS takes appropriate steps to provide and maintain safe and healthful facilities. As required in WI Stat. 118.075 (3) and (4), SJPS maintains indoor environmental quality (IEQ) with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication

Asbestos Status Information

Saint Josaphat Parish School is regularly evaluated through Catholic Mutual insurance and an accreditation process to ensure that our facilities are in alignment with codes, laws, the school wellness plan, etc. A facility/maintenance plan is maintained and regularly reviewed.



CURRICULUM AND INSTRUCTION

Saint Josaphat Parish School follows curricular standards of the Archdiocese of Milwaukee in alignment with State standards.

St. Josaphat's curriculum is in accordance with the course of instruction issued by the Superintendent of the Milwaukee Archdiocese as well as with the courses of instruction designed for the elementary schools of Wisconsin.

Curriculum

SJPS adheres to appropriate, delineated standards that are aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values. (NSBECC Benchmark 7.1)

Curriculum documents are designed to:

Prioritize standards and integrate the religious, spiritual, moral, and ethical dimensions of learning;

Identify learning targets to guide decisions on instructional strategies, materials, and resources; and

Articulate how students will demonstrate their learning.

SJPS provides a wide range of instructional strategies and assessment methods based on the unique needs of each student. Alignment of curriculum, instruction, and assessment is documented and monitored to ensure students have the knowledge, understanding, and skills to become creative, reflective, literate, critical, and moral evaluators, problem solver, decision makers, and socially responsible global citizens. (NSBECC Benchmark 7.3) The sequential curricula are structured to develop proper values, attitudes, and habits in the areas of Religion, Language Arts (Reading, English, Spelling), Mathematics, Science, Social Studies, Music, Physical Education, and Art. and is flexible enough to provide for individual differences and needs.

Human Sexuality/Family Life

Education in human sexuality is part of the SJPS curriculum. A specific, systematic, and discrete Family Life component is the basis of instruction. The SJPS family life program and resources are aligned with the current Family Life Curriculum approved by the Office for Schools and Office of Catechesis.

SJPS's religious education program follows the guidelines presented in Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication, USCCB, 2008; National Directory for Catechesis, USCCB, 2005; Grade Specific Religious Education Curriculum, Archdiocese of Milwaukee, current edition; The Truth and Meaning of Human Sexuality, Pontifical Council for the Family, 1996; General Directory for Catechesis, Congregation for Clergy, 1997, and Catechism of the Catholic Church, 1994.

The Family Life program is offered during the normal daily instructional schedule. The Family Life Curriculum is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher. If concerns cannot be satisfactorily resolved, parents have the right to remove the child from the family life program, after conferring with the principal of the school.



Homework

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home. The purposes of homework are threefold: to deepen students’ understanding and skills relative to content that has been initially presented to them, to prepare students for new content, or to have them elaborate on content that has been introduced. In most cases homework should be formative, allowing students to apply what they have learned in order to determine their level of understanding and need for further instruction.

Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student. As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

SJPS staff follow the homework guidelines below when issuing assignments:

The amount of homework assigned to students is different from elementary to middle school.

<u>Level</u>	<u>Maximum Time</u>
K (optional)	10 minutes
Primary	30 minutes
Upper Elementary	60 minutes
Middle School	90 minutes

Students are not required to exceed the maximum amount of time for their developmental level.

Parent involvement in homework should be kept at a minimum.

The purpose of homework will be identified and articulated.

Continuity of Instruction & Learning

Occasionally events occur that disrupt the ability of a school to deliver in-person instruction to its students. SJPS has created the following scaffolds to ensure continuity of instruction using a digital platform, school at home packets and/or a hybrid experience:

School-issued personal devices (iPads/Chromebooks) for all students

Online learning solutions that address content area standards, attendance and progress monitoring

Technology support for parents/faculty

Ongoing user training and assistance

Technology safeguards, policies and protocols that protect the user experience

Realistic virtual teaching and learning expectations that ensure the physical and emotional health of staff and students



Meaningful and consistent assessment practices that involve synchronous and asynchronous tools

Targeted accommodations for struggling learners and non-English speaking students

Field Trips

Field trips are education-based experiences and directly link to specific learning standards including the annual end-of-year excursion taken by 8th grade students. Students are expected to attend all field trips. The day of the trip is considered a school day and must be maintained as such. Classroom teachers make the necessary arrangements. Parents sign a consent form granting permission for the child to participate; phone permission is unacceptable. A student who has been a constant discipline problem or has neglected to do his/her work may be denied the privilege of attending a field trip. The decision to deny the student the privilege of attending rests with the principal and the teacher(s) involved. The student's parents will be notified of the decision.

PROMOTION POLICY

A student must demonstrate the appropriate knowledge and developmental readiness to move to the next grade level. Promotion decisions are made based on a multitude of factors demonstrated through the report cards. The ultimate decision to promote a student to the next grade level will be based upon input from the teachers and discussed with parents, but ultimately be at the discretion of the principal.

Academic Standards

Students are measured against standards set by the Archdiocese of Milwaukee and the state of Wisconsin for each grade level. Quarterly report card grades reflect a student's progress towards mastering the standards.

St. Josaphat Parish School, along with all other Archdiocese of Milwaukee Catholic schools, has adopted a method of teaching that is a more accurate and honest way of sharing information about what children are expected to learn and how they progress along their learning path. This method, called standards-based teaching, requires instructors to identify teach and track specific concepts and skills for each grade-level.

St. Josaphat Parish School Report Cards are grounded in the pedagogy that underpins the Standards Based Teaching movement; however, our reporting tools communicate quarterly progress using more traditional, yet meaningful measures for our multi-cultural, bilingual community. Our Primary and Intermediate Report Cards identify performance in content area subjects and special classes in both English and Spanish. Responsibility, work habits, homework completion, class participation and other student success indicators are also monitored and reported to parents each quarter.



Additionally, a student must demonstrate proficiency in reading, math and language arts on a standardized test to achieve promotion. If a student does not demonstrate proficiency on a standardized test, a student may be promoted if they demonstrate proficiency through a portfolio of their work and achieve satisfactory academic grades on quarterly report cards. A teacher may supply additional evidence documenting a student's achievement of proficiency.

Developmental Readiness

Students must be socially ready for the curriculum and challenges of the next grade level. Social readiness is determined by their organizational skills, social skills, and emotional readiness in their current grade level. The social readiness is based on documented observations throughout the year.

Policy for Retention

Students missing ten (10) or more days of a school year may be considered for retention. St. Josaphat Parish School is in constant communication with parents regarding the academic progress of students. Besides mid-quarter progress reports and quarterly report cards, parents will receive multiple warnings if a student is being considered for retention that will include status reports shared via parent conferences, formal communiques, phone calls, digital correspondence (email/ClassDojo), written notices, etc. The student will not be promoted unless the stated behavior or academic progress improve prior to the end of the school year. (See Archdiocese policy 51236.)

Academic Dishonesty

Acts that compromise academic honesty can be referred to as cheating, academic misconduct, academic dishonesty, or academic integrity violations. Cheating takes place when a student attempts to attain academic credit through dishonest, disrespectful, irresponsible, untrustworthy, or unfair means. When students cheat or plagiarize in academic activities, instructors cannot accurately assess student performance or evaluate students' mastery of the knowledge, skills and applications. The following process details the administrative response when a verified act of academic dishonesty occurs in the classroom:

First Infraction

1. The classroom teacher will address the observable/verifiable behavior with the student and discuss subsequent actions.
2. Parents will be notified of the academic violation via ClassDojo or phone call.
3. The student will receive a "0" for the assignment, project or assessment.

Second Infraction

1. The classroom teacher will address the observable/verifiable behavior with the student and discuss subsequent actions.
2. Parents will be notified of the academic violation via ClassDojo or phone call.
3. The student will receive a "0" for the assignment, project or assessment.
4. The student will be issued an Administrative Referral resulting in a 2-Day Suspension.

Third Infraction

1. The classroom teacher will address the observable/verifiable behavior with the student and discuss subsequent actions.
2. Parents will be notified of the academic violation via ClassDojo or phone call.
3. The Principal will meet with the student and parents to discuss the forthcoming expulsion process or conduct an exit interview.

CONFERENCES

Cooperation between the parents and the school is brought about through these conferences. The purpose of these conferences is to update the parents concerning the scholastic achievement and character development of the child. This meeting is scheduled at the first and second quarter report card periods for all students and at each of the following quarters upon the request of either the teacher or parent. A report card will not be given unless you attend a conference.

RELIGIOUS EDUCATION AND PRACTICES

As part of the curriculum at Saint Josaphat, students will receive religious instruction based on Gospel teachings and the Catholic faith. Students are expected to be present and participate in religion classes and liturgical celebrations unless parents' desire otherwise. In such cases, parents must stipulate in writing, specific religious (Catholic) content, activities, and practices they do not want their children to experience. A schedule for Masses and prayer services will appear on the monthly school calendar. Parents and legal guardians are welcome to attend.



Safe Environment Education and Training

Safe Environment Education is part of the SJPS curriculum via the Circle of Grace Safe Environment Curriculum. This curriculum is taught to each grade level each year. Additional resources can be found on the Safe Environment Education web page.

Programs are available for parents around adult formation and Safeguarding training. A parent or legal guardian must complete Safeguarding training to participate in school programs, volunteer, chaperone field trips.



STUDENTS WITH INDIVIDUALIZED ACADEMIC AND/ OR EMOTIONAL NEEDS

In accordance with our school philosophy, Saint Josaphat’s staff is dedicated to helping students reach their potential. Therefore, in striving to meet the various needs of their students, staff members may utilize various strategies and resources.

Saint Josaphat participates in Title Service Programs in collaboration with Milwaukee Public Schools. Parents will be notified if their student has been recommended and qualifies for services.

SJPS welcomes children who have special needs and will make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment, SJPS 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 SJPS will deny or accept enrollment based upon available services within the building.

SJPS 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 may 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 will be referred to the local public school to determine whether the child is eligible for services.

STUDENT PROGRESS REPORTING

Quarterly report cards will report student progress. Parents are required to attend conferences once per year minimally. Conferences may be requested at any time to discuss student progress. At St. Josaphat Parish School, it is expected for parents/guardians to be active participants in their child’s education and partner with the school to ensure student success.

Information generated during meetings, appointments, learning institutions, etc. outside of those arranged by the school where student performance is discussed, should be provided by parents/guardians to school personnel most closely associated with assisting the student.

Additionally, it is imperative that the school be notified of child custody arrangements and be provided with any pertinent legal documents to foster appropriate communication of a child’s progress.

The parish/school shall communicate with the parents of a child in a divorce or other court action according to the directives of the court (Archdiocese of Milwaukee Policy 5124.2).



TEXTBOOKS AND MATERIALS

Student textbooks and workbooks will be provided to each student. Cost is included in tuition cost. Students and families are responsible for replacement costs if textbooks or workbooks are lost or damaged. Families will receive a list of needed supplies prior to the school year start and are responsible for purchasing all items on the list prior to the first day of instruction. If assistance is needed for supply purchases, the office should be contacted. Assistance may be available but is not guaranteed.

ACCEPTABLE USE OF TECHNOLOGY

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner (Archdiocese of Milwaukee Policy 6161.2).

All students and parents are required to review and agree by signature to the Acceptable Use of Technology Agreement provided during orientation. The school reserves the right to suspend technology use for any student for any reason. Families are responsible for intentional damage by students to school technology devices.

Personal Devices

With permission of parents/guardians, middle school students ONLY may bring devices to school. Devices, such as cell phones MUST be stored from 7:30 am until 3 pm in specially identified containers available at the Program Coordinator's desk located on the second floor. If a student fails to adhere to this policy and is caught using his/her cellphone without teacher permission, s/he will be issued a two-day suspension. Moreover, whenever students are on school premises, they must keep cellphones secure in their backpacks until they're collected at 7:30 am. **Students who use their phones BEFORE 7:30 am or AFTER 3 pm without teacher/staff permission, while on school grounds, will be subject to the same consequence (two-day suspension.)**

School personnel are not responsible for lost, stolen or damaged phones or personal devices as their presence of school property is not required. It is a personal choice that includes a level of risk the individual must assume. The school reserves the right to confiscate any student devices during the school day. This includes devices found in desks or any area of the school.



EXTRA-CURRICULAR ACTIVITIES

Students are provided with opportunities to develop leadership and skills related to specific social, academic, athletic, and service-oriented activities.

Various offerings of athletic teams for girls and boys.

The availability of these and other sports to students is dependent on student interest, parent volunteers for coaching and supervision.

The Archdiocesan policies are followed in the regulation of extra-curricular and sports activities in the school. The principal is solely responsible for promoting these policies and those policies of St. Josaphat Parish School. Certain responsibilities/duties may be delegated to the Athletic Association.

To uphold the Code of Christian Conduct and the high academic standards of the school, the principal may reserve the right or privilege of a child to participate in extracurricular/sports activities. The following criteria are followed: To participate in any extra-curricular activity, the student must first maintain satisfactory standing in behavior. If a student receives three (3) referrals, his/her eligibility to play will be reviewed by the teacher, principal, and coach. In the classroom a student must demonstrate acceptable performance and effort. Grades may be reviewed when progress reports are due at the mid-quarter marking period. Failure to maintain performance and effort may result in probation, suspension or removal from a team or activity. This decision is reached by the principal in consultation with the student's teachers and parents.

Fees may apply and vary based on activities.

IF A STUDENT IS ABSENT FROM SCHOOL, HE/SHE IS NOT TO PARTICIPATE IN AFTER SCHOOL OR EVENING SPORTS PRACTICES OR GAMES. IF A STUDENT IS ABSENT ON FRIDAY, HE/SHE MAY NOT PARTICIPATE IN EXTRACURRICULARS FOR THAT WEEKEND. If a student had a doctor's appointment and returns to school that day, he/she will be allowed to participate on the weekend.

SCHOOL ATHLETICS

The SJPS athletic programs offer an opportunity for students to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and team play which develop physical skills. Dependent upon interest and enrollment, SJPS offers students participation in the the following athletic programs each year: Co-ed soccer (grades 1-8), Girls' Volleyball (grades 5-8), Grils/Boys' Basketball (grades 5-8) and Table Tennis (grades 1-8).

Eligibility

A student may be eligible to play on SJPS teams if the following criteria are met:

- The student is enrolled in good standing in the school.
- The student maintains acceptable academic performance based upon multiple criteria including but not limited to teacher recommendation, report card grades, homework performance, etc.
- The student maintains consistent attendance.
- The student maintains acceptable conduct in the classroom, school and athletic program practices/games.



Physical Examination Requirement: No student may participate in any phase of a school sponsored interscholastic athletic program without a physical examination by a licensed physician, physician's assistant (PA), or Advanced Practice Nurse Prescriber (APNP) every two years. A physician exam taken April 1st and thereafter is valid for the following two (2) school years; a physical examination taken before April 1st is valid only for the remainder of that school year and the following year.

Parents

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles.

Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. All parents and/or legal guardians are required to sign the Parent/Guardian Sportsmanship Pledge as an acknowledgment that they pledge to:

- Display Christian behavior at all practices and games
- Represent SJPS to the very best of their ability
- Be positive role models for players, coaches, and spectators
- Provide encouragement and support for players and coaches
- Refrain from profanity, racial or ethnic comments, harassment or taunting of players, opponents, coaches, officials, and spectators
- Promote good sportsmanship in their son/daughter
- Take responsibility for their actions

Parents/guardians who do not exhibit good sportsmanship will be subject to disciplinary action by SJPS and/or the league their parish/school plays in. Such action may include being banned from attending any and all related activities. In extreme cases, the parent/guardian's child may be denied continued participation in athletics.

Practice and Games

A student must be in attendance for the full day in order to be eligible to participate in a competition, scrimmage, or practice. A full day is defined as the regularly scheduled length of time school is in session or the religious education class would be in session.

Ejection from Competition

Any student who is ejected from any competition for any reason shall be immediately suspended for the next game. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the coach participates in.

A second ejection shall result in a suspension of the next two games. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the coach participates in. A third ejection shall result in a suspension of the next five games, and future eligibility shall be reviewed by the student's parish/school in consultation with the Office for Schools. Suspensions resulting from ejections are not subject to appeal.



FINANCIAL OBLIGATIONS

If a family experiences financial crisis during the year, a conference with the pastor and/or principal should be arranged. If a family fails to make payments according to the schedule chosen by that family and if no suitable arrangements are made, it is within the jurisdiction of the pastor to dismiss the student from school for the second semester according to Archdiocesan Policy 3240.5. Failure to meet the financial obligations or to make suitable arrangements to do so may result in dismissal. This includes, but is not limited to, tuition and registration fees, ASCP/BSCP fees, and extra-curricular program fees.

Financial assistance can be requested for various needs. All assistance decisions are per the discretion of the pastor/principal, in addition to the availability of funds. Financial assistance is not guaranteed if requested.

USDA STATEMENT AND INFORMATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at

(800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.



BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are available through the meal program offered at Saint Josaphat Parish School. Menus will be sent home through Thursday folder communication once monthly. Our meal program provides healthy food options for students. Families may choose to send a bag lunch. Please note that options sent in a bag lunch MUST be in accordance with the school's wellness policy.

Alternative food options will be provided to students with food allergies. Completion of proper documentation is required to make accommodations. The school office or meal program coordinator may be contacted for further information.

SCHOOL WELLNESS PLAN

In alignment with our mission, Saint Josaphat Parish School is dedicated to promoting healthy choices. A school wellness plan has been developed to implement this in various aspects of the school. Parents will receive information and updates throughout the year as to how our institution promotes wellness and health. The wellness plan is posted on our website.

Classroom Birth Day Treats – Families and Students are expected to adhere to the Birthday Treat policy distributed to families at the start of every school year.

SCHOOL ADVISORY COMMITTEES AND ORGANIZATIONS

The Home and School Association includes a board with specific assigned roles. Board members must be parents or parishioners of the school. All parents and guardians are considered general members of the Association and are requested to attend all general meetings.



2024-2025 HANDBOOK ACKNOWLEDGEMENT

The objective of the Student-Parent Handbook is to provide an overview of school programs, policies, requirements, etc. Additional communication throughout the school year will provide specific information pertaining to various components of the handbook. If at any time, clarification is needed, please contact the school office. Additionally, if modifications to the handbook occur during the school year, families will be notified and asked to complete an additional acknowledgement form.

I understand changes to the handbook may happen after I submit this signed document. I also understand I will be offered an updated hard copy of the handbook at the 2023-24 Orientation Day.

The first day of instruction for the 2023-2024 school year is Monday, August 21, 2023.

PARENT/GUARDIAN NAME(S) PLEASE PRINT

STUDENT NAME(S) AND GRADE LEVEL(S) PLEASE PRINT

_____	_____
_____	_____
_____	_____

I, _____, have read and understand the contents of this handbook. I have also discussed the contents with my child(ren) and agree, on their behalf, to the terms and conditions applicable to attendance of Saint Josaphat Parish School.

Signature of Parent/Guardian _____

Date _____

____ Please initial to acknowledge that this handbook was discussed with all names printed above and



that all are agree to the terms.