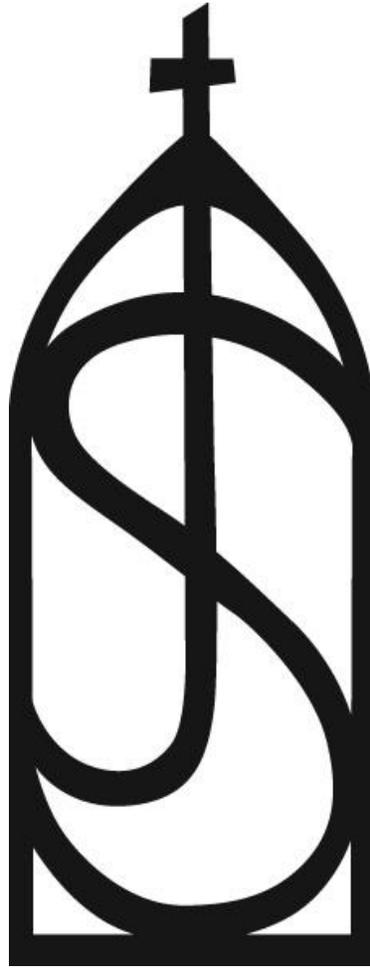


# **FAMILY HANDBOOK**



**“With God All Things Are Possible”**

**St. Joseph School  
305 East Walnut  
Dodgeville, WI 53533  
608-930-3392x4  
[www.stjoedodge.org](http://www.stjoedodge.org)**

Updated August 2017

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**MISSION STATEMENT:** “With God all things are possible.”

The mission of St. Joseph School, in cooperation with parents and the Catholic Church, is to educate each child spiritually and academically to become valued members of society whose foundation is Christ and His teachings.

**VISION:** Through open and honest communication, mutual respect, and shared trust, we must prepare students to achieve their full spiritual, moral, and academic potential.

**CORE VALUES:**

1. We believe Christ is the reason for St. Joseph School. He is the unseen but ever present teacher in our classes, the model for our faculty, and the inspiration for our students.
2. We believe a quality Catholic education prepares students to be future leaders both in our parish and our community.
3. We believe a diverse curriculum builds self-esteem in our students.
4. We believe a variety of teaching methods, in a positive and ordered learning environment, is essential for student growth.
5. We believe St. Joseph School assists the parents and/or guardians with their responsibility to be the primary educators of their children.
6. We believe respect for oneself and others is essential for student success.

**POLICY QUESTIONS:** The primary responsibility for the education of children resides with the parents or guardians. St. Joseph School provides a means for parents to fulfill that responsibility. If, at any time, questions or concerns should arise, please do not hesitate to call the teacher involved or the principal. Parents are also represented on the Education Committee. Those names are sent home at the beginning of the school year. It is mutual cooperation and respect that provides the basis for an excellent school.

**ST. JOSEPH STAFF**

Administrator	Monsignor Dan Ganshert
Principal	Mrs. Dana Graber
Preschool—3 year	Mrs. Ann Hanson
Preschool—4 year	Mrs. Tracy Meyers
Kindergarten	Mrs. Megan McWilliams
First Grade	Ms. Jessica James
Second Grade	Mrs. Joanne Joestgen
Third Grade	Ms. Theresa Stanek-Noble
Fourth Grade	Ms. Amy Joestgen
Fifth Grade	Mr. James Resch
Grades 6-8	Mrs. Dana Graber
	Mrs. Sue McGraw
	Mrs. Bev Dunbar
	Mrs. Michelle Heim
Physical Education	Mrs. Ann Hanson
Art	Mrs. Bridget Dickler
Music	Miss Joyce Kallevang
Preschool/Kindergarten Aid	Mrs. Jill McGraw
Food Service Director	Mrs. Melody Scheckel
Food Service Assistant	Mrs. Melissa Peterson
Secretary	Miss Virginia Geiger
Maintenance	Mr. Dan Erzen

## **SCHOOL HOURS**

We follow the Dodgeville School District calendar day. School begins at 8:00 A.M. and ends at 3:10 P.M., EXCEPT for Wednesdays when school is dismissed at 2:00 P.M. for staff development. All students are to leave at the end of the school day as the teachers are involved in meetings, correcting papers, preparing lesson plans, and there is no supervision available. On Monday, Tuesday and Thursday there is an after-school study hall until 4:00 P.M. Any student may attend after-school study hall, but they must bring school work or a book to read. This is not a social hour, but study time. Students must be picked up at 4:00 P.M. if they stay for after-school study hall. Students can only play on the playground after-school if they are supervised by a parent or guardian. Students must remain in or next to the building until they are picked up.

The school doors open by 7:15 A.M.; however, in case of inclement weather, the Church lobby and area between the Church and school are always open. The hallway to the classrooms opens at 7:45 A.M. There is no supervision on the playground before or after school hours. Children are asked to gather in the commons area when they arrive in the morning.

## **CALENDAR**

The St. Joseph School calendar is available on-line, posted near the school office, and sent home at the end of the previous school year.

**ADMISSION/NON-DISCRIMINATION POLICY:** St. Joseph School, Dodgeville, WI, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid programs, and athletic and other school-administered programs.

With regard to student with special needs, individual assessments will be made by our principal, pastor, and staff. St. Joseph School will accept students with special needs if our staff, in cooperation with the Dodgeville School system, is able to accommodate the special needs of the student.

Students **must** be 5 years old by September 1<sup>st</sup> to register for Kindergarten. We do not screen; however, that service is available through the Dodgeville School District. It is not required for admission to St. Joseph's.

Beginning with the 2008-2009 school year, and based on the recommendation of the Education Commission, the following priorities were established for admission to St. Joseph School:

1. An "Active" parishioner, (see definition below), who has a sibling in St. Joseph School and attended preschool at St. Joseph's.
2. An "Active" parishioner who has a sibling in St. Joseph School.
3. A non-parishioner, who is Catholic, has a sibling in St. Joseph School, and attended St. Joseph's Preschool.
4. A non-parishioner who has a sibling in St. Joseph School and attended St. Joseph Preschool.
5. An "Active" parishioner who attended St. Joseph Preschool.
6. An "Active" parishioner.
7. A non-parishioner, who is Catholic, and attended St. Joseph Preschool.

8. A non-parishioner who attended St. Joseph Preschool. An interview may be done, as well.
9. A parishioner who is not considered “active”. An interview may be done as well.

The definition of “Active” parishioner is defined to mean a registered member of St. Joseph Parish. To be a registered member, at least one parent/guardian must be a practicing Catholic. An Active Parishioner participates in the worship opportunities of the parish (Sunday liturgy, liturgical seasons, prayer services, Lenten Mission, etc.), provides financial support and volunteers their time on behalf of St. Joseph Catholic Parish. Volunteer activities which indicate a desire to serve the parish community shall include (but not be limited to): working at fish fries, teaching religious education, serving on committees and councils, liturgical ministry, lector, choir, ushering, and parish maintenance.

*GRADES K-3:* Non-parishioners will only be accepted if there is already a family member in the school or the class size is less than 25 students. After 25 students, no other non-parishioners will be accepted. Class size will not exceed 25 students UNLESS parishioners already in the parish are not able to get in, and then we will hire an aide, if necessary, (based on the individual needs of the class and/or the teacher). Total class size will not exceed 27 students.

*GRADES 4-8:* Non-parishioners will only be accepted if there is already a family member in the school or if the class size is less than 25 students. After 25 students, no other non-parishioners will be accepted. Class size will not exceed 27 students.

We do emphasize the importance of attending Mass regularly on the weekends to exemplify the cooperative effort between school and family to build the Catholic faith.

**ATTENDANCE/TARDIES:** Regular attendance at school, and arriving on time, should be a priority for all students. Parents are encouraged to schedule appointments and vacation outside of regular school hours. If this is not possible, you must send a note with your child, or stop in and talk to the principal or the teacher(s) involved.

A student is marked tardy if they are not in their classroom at 8:00 a.m. Seven tardies will result in a detention. An excused tardy is recorded due to bad weather or if the student has an early appointment and arrives before they would be considered absent. An excused tardy does not count towards detention.

It is the responsibility of the student, with parental help, to make up all the work missed when absent from school. Check with the teacher(s) involved as soon as possible in order to complete the work promptly. Teachers cannot have work ready for students who are absent until after-school because they are busy with their classes. It is the responsibility of the parent to assist and monitor the student with this homework.

**ILLNESS/MEDICATION:** If your child is ill, **please call the school** after 7:30 A.M. We appreciate your help in order to avoid calling you to determine your child’s safe arrival at school. **We prefer if you do not email.**

If your child has a communicable disease, please inform the school in order to prevent further problems. In addition, we will call parents when children are sick **running fevers**, sick with the flu, or when we suspect a communicable disease like “pink eye”.

If your child is being treated for an illness such as “strep throat” or “pink eye”, please follow the advice of your physician and keep them home for **at least 24 hours**. It is also extremely important to take all of the prescribed medicine.

If your child must take medicine in school:

1. Complete the medication form.
2. Send a written note from the physician.
3. Send the original container with the child’s name.
4. Make sure the container lists the drug and the dose.
5. Note the time to be given.

Non-prescription medicine, such as Tylenol, will not be administered without written permission from the parent or guardian.

A record of all student immunizations is maintained for each student and reviewed annually. Wisconsin law requires that all students meet the minimum requirements.

**EMERGENCY CARDS:** If an emergency occurs we will follow the directions on the emergency card. Please make sure this information is current. We will make every effort to contact the parents or other designated person immediately.

**FAMILY VACATION:** As a school, we certainly promote family activities; however, please remember when scheduling vacations that school is a priority. Try to schedule vacations on days already determined to be vacation days by St. Joseph School. (That calendar is always sent home at the end of the previous school year.) If your child misses school for a vacation, please keep in mind the following:

- 1) Homework must be completed for the days absent, but it cannot be requested earlier than a week ahead of the vacation.
- 2) Tests may be given while a child is gone, but they will have to be made up, in a timely manner, when the child returns to school.
- 3) The child has the option of completing the work in advance or within 2 days for each day absent. Work is due before the child leaves or upon his/her return to school. If something is not understood, the student needs to see the teacher immediately.
- 4) “Take Your Child to Work Day” is considered an absence from school, and all work needs to be completed beforehand.

**SEVERE WEATHER:** Children are encouraged to play outdoors when weather permits, so please dress them appropriately. There are always some students who are missing boots or hats or mittens in very cold weather. If the chill factor is below 0, the children will be kept indoors. A parent/guardian must send a doctor’s excuse to keep a child indoors for any other reason.

School closings related to severe weather are dictated by the Dodgeville School District. Please listen to WDMP or the Madison TV stations.

If there is an early dismissal, PLEASE DO NOT CALL THE SCHOOL. Listen to the radio or TV. We will make every effort to follow the directions on the emergency cards to call those parents who request notification. One of the staff will remain until all children are picked up.

We will conduct drills regularly throughout the year to provide safety shelters to all students for any potential tornado alarms. Fire drills are also conducted regularly.

**TRUANCY POLICY:** Should we have students with several unexcused absences, we may enact the WI state statutes to deal appropriately with individual issues.

**DROP OFF/PICK UP:** Part of the parking lot is blocked off during the school day. The west driveway (Dacotah Street) will be blocked off each morning throughout the school day. We ask parents to come in the east driveway next to the church, circle around, drop off students and then go out the driveway below the daycare. After the first week we encourage you to drop the students off as they become more independent. If you need to park, please leave an opening next to the orange cones so that a loop can be made as people are dropping off students. Please drive slowly and carefully as there are many children being dropped off. You may also drop students off on the north side of the school, just make sure you do not park in or block the teachers’ parking areas or where the busses drop off students. Also, be courteous of our neighbors and do not block their driveways. After school please park on the east side of the parking lot if you are picking up a student. That leaves the area on the west side for children to go in and out of school without so much traffic. Thanks so much as we try to make it safer for children as they come in and out of school.

During the school day the south parking lot is closed so that the children can use it for recess and physical education. If you come during school hours please park on Walnut or Dacotah Streets, not in the south parking lot.

Students can only play on the playground after-school if they are supervised by a parent or guardian. Students must remain in or next to the building until they are picked up.

**REPORT CARDS:** Report cards are sent home four times a year in grades 1 – 8. Kindergarten students receive report cards the last three quarters of school. Children in grades 3-8 are graded with letter grades.

99-100%	A+	78-85%	C
94-98%	A	77%	C-
93%	A-	76%	D+
92%	B+	71-75%	D
87-91%	B	70%	D-
86%	B-	Below 70% is failing	
85%	C+		

**PROGRESS REPORTS:** Progress reports are send home at mid-quarter in grades 1 – 8. If you have questions about your child’s progress, please contact your teacher as needed. Parents in grades 5 – 8 can also monitor their children’s grades and missing assignments via TeacherEase, our on-line grading program.

**PARTY INVITATIONS:** Please do not send party invitations to school to be distributed (including before and after school) unless you are inviting every child in the class. This prevents hurt feelings.

**PARENT FUNDRAISING REQUIREMENTS:** Each school family, parishioner and non-parishioner, will be asked to work 12 hours of fundraising time. In lieu of working, \$180 can be paid, based on \$15 per hour, at the beginning of the school year.

Everyone will be asked to sign in and out so we can keep track of the hours worked, and the list will be posted in the school newsletter. If, at the end of the year, 12 hours, from the adults in the family are NOT recorded, the balance will be charged. For example, if 6 hours are worked, \$90 will be due. If 3 hours are worked, \$135 will be due.

The primary needs are pasty sales, SCRIP (which allows a half hour to those who sell each Sunday), Run for Fun/Fun Fest, and the fruit sale. Parish fundraisers such as the fish fry and the rummage sale do not count toward school volunteer hours. In the past the school hosted one fish fry as a school fundraiser, but now we ask that each family member work one shift at a parish fish fry and we will count that towards volunteer hours. We will only credit the one time, as we need help with the school sponsored fundraisers.

**All 7/8 students are also required to work a total of 20 hours of volunteer time at school in order to graduate.**

Our tuition is low because we have always had much success with our fundraising efforts, and we believe there is a value in everyone working to achieve a common goal.

**PARENT VOLUNTEER OPPORTUNITIES:** We encourage parents to be active in their child's education. Volunteers are essential to our school and are very welcome. They provide assistance to both teachers and students as they copy papers, help direct the school play, work with individual students, assist in the preschool room, cut and paste art projects, do typing, etc. Their assistance is invaluable to both students and staff. VIRTUS "Protecting God's Children" training and background checks are REQUIRED by the Diocese of Madison in order to volunteer at school. This program is now available on-line. We encourage all parents to take this class. If interested, please contact the principal. When volunteering we ask that parents do not bring younger children.

**FUNDRAISERS:** We have several fundraisers that we sponsor on an annual basis. We rely on these sales to help subsidize the operations of the school. We rely on parent and student volunteers to generate sales and supply the work force.

***We ask our parents to work 12 hours each year to help with these fundraisers. In addition, we require our 7/8 students to contribute a total of 20 hours in volunteer work in order to graduate.***

Our primary fundraiser is the pasty sale to raise money for new textbooks and technology. This venture requires an hour or two of work on a Friday afternoon, and an additional hour after school to set-up, or 2 hours of work or more, on Saturday as we assemble and bake the pasties (a meat pie with potatoes and seasonings).

Each November we sell fruit. We have established a reputation in the community for excellent quality, and we now have customers who call us to order on a regular basis. The fruit is delivered in December. The 7/8 students unload, sort, and then assemble the fruit assortments and individual orders. Parents are asked to help supervise this process.

We also sponsor the SCRIP gift certificate program. Parishioners purchase the gift certificates and use them like cash, and the merchants give us a discount on the certificates. The percentage varies from 2% to 20%, but it all adds up. **Parents are able to earn tuition credits by purchasing SCRIP, equal to 19% of the rebate. Some parents have earned well over \$1000 of tuition credits using this method.**

At the end of the school year we also have a Run for Fun and Fun Fest. This has turned into a major fundraiser and parents are encouraged to help with this activity. Committee work begins on this in February or March. All types of activities go on so much help is needed including monitoring the run, helping in the kitchen, selling raffle tickets, etc.

Parish Fish Fries are held monthly from October through May. In the past the school hosted one fish fry as a school fundraiser, but now we ask that each family have a member work one shift at a parish fish fry and we will count that towards volunteer hours. We will only credit the one time, as we need help with the school sponsored fundraisers. Students can volunteer at fish fries as long as they sign up in advance.

Little Caesar's Pizza is sold in the fall and spring of the year. In addition, we collect General Mills' Boxtops, the Milk Moola Caps and labels from Kwik Trip, Campbell's Soup Labels, Coca Cola caps and labels. Ink jet and laser cartridges and used cell phones may also be turned in for profit to the school. Aluminum cans are also collected on the school grounds and picked up for reimbursement to the school.

**TUITION:** St. Joseph Parish is dedicated to providing quality Catholic education for all families who choose it. The school is funded by tuition, parish subsidy, fundraising, and earnings from the endowment. Therefore, in choosing St. Joseph's School for their children, parents make a commitment to provide financial support for the school and the parish. Along with tuition, families are required to volunteer for fundraisers, help with noon playground supervision, purchase SCRIP, or pay additional fees if not able to help in these areas. Current tuition rates and more details about additional requirements can be found on the website, or requested from the office.

**NEWSLETTERS:** Information for parents will be sent home on a regular basis, usually on Mondays via email. If email is not available it is sent with the **youngest** in the family. The emails are also available on our website. Please check the book bags and backpacks on a regular basis. These newsletters will be dated, and a hard copy of the most recent one is always posted directly outside the office. Some of the teachers also send classroom notes. They will inform you of their policies at the beginning of the year.

**COMMUNICATION:** If a problem or concern of a personal nature or regarding curriculum or discipline arises, please contact the teacher(s) at school to discuss the concern or set up an appointment. You are always welcome to call school, and ask to have a teacher return your call. Your written comments are also welcome. The principal will be happy to discuss concerns with you after you have talked with the teacher(s). You may call the office, email or send a note to make an appointment with the principal. If you feel issues still continue you may contact the pastor.

**MILK/HOT LUNCH:** Students in grades K-2 have the option of buying milk for a snack after the morning recess at a cost of \$50 per year. They are not able to purchase milk on a daily basis due to the

bookkeeping and accounting difficulties. This must be paid in full at the beginning of the school year for the student to receive milk.

Breakfast is \$1.90 and hot lunch is \$2.65 per day. Milk is available at a cost of \$.30 per ½ pint. Someone will be available in the school office each morning for those who wish to pay on their account. All lunch accounts will be entered into a computerized system which will track the lunches eaten and keep track of the balance. Notices will be sent home with the students and parents contacted when the account becomes low. A positive balance must be kept in the lunch account for the student to continue eating hot lunch.

Students who wish to eat breakfast must eat by 8:00 A.M. unless they are attending Mass that day. They may then eat after Mass, but they have no more than ten minutes to eat and return to class.

Hot lunch is eaten at different times. The younger students (K-3) eat from 11:30 until 11:50. The older students (4-8) eat from 11:50 until 12:10.

Children are not allowed to exchange food or take food out to the playground, nor are they allowed to have food in school EXCEPT during the lunch hour unless it is a special classroom event. (Children in grades K-2 have a daily specified snack time after recess. Other grades have snack time as set up by the teacher.) Any food or drink items found open during school hours, other than lunch time, will be confiscated. Food and drink are never permitted in the computer room and will result in the student's removal from that room for a period of two weeks. Gum is not allowed in the school.

Free and reduced lunch applications are available in the school office. We encourage parents to apply for free and reduced lunches as we receive assistance from the federal government based on the number of free and reduced lunches we serve.

“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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.”

A St. Joseph School Wellness Policy is posted near the office and kitchen bulletin board. Copies are available upon request.

**NOON SUPERVISION:** All families are required to volunteer for noon supervision for five days or they may pay \$50. When serving Noon Supervision we ask that parents not bring younger children.

The noon hour is from 11:30 to 12:10. Please be prompt, and be on the playground by 11:30 A.M. Refer to the list of school rules in order to know what the students are permitted to do.

The teachers will excuse the children from the rooms. The older students have the first recess, from 11:30 to 11:50, and the younger students are then outside from 11:50 to 12:10. In case of injuries, please send a student into school to notify the staff. We will assist immediately.

When it is necessary to remain indoors, the volunteer will supervise the students in the school gymnasium or the “Pit” for the noon hour.

**DRESS CODE:**

**We expect students at St. Joseph School to dress appropriately and respectfully for school, church, and the weather.**

**Shorts may be worn from the beginning of the school year until October 15<sup>th</sup> and after April 15<sup>th</sup> AND at the discretion of the Principal.**

**Appropriate dress influences the learning situation and the discipline in a school.** Students are NOT allowed to wear the following items:

- Pants with holes in the knees or elsewhere
- Tank or halter tops and/or tank dresses (unless worn over another shirt)
- Bare midriffs
- T-shirts with inappropriate sayings/pictures—as determined by the staff
- Make-up
- Skin-tight shorts/”biker pants”
- Spaghetti-strap sundresses/shirts (unless worn with outer shirt)
- Low-rider pants that reveal underwear when sitting down
- Low-cut, tight-fitting tops (girls)
- no pajama pants or slippers

**Grades K-5:** Shorts, dresses, and skirts must be no shorter than one inch above the knee.

**Grades 6-8:** Sleeveless tops are NOT permitted. Shorts must cover the knee. Dresses and skirts must be no shorter than one inch above the knee. If the tighter pants or leggings are worn, the student must wear a longer shirt over them, and it may not be tucked in. If layered clothing is worn, such as girls’ leggings with a skirt, the outermost garment MUST be within one inch above the knee.

**VIOLATIONS:** In the event that a student is in violation of the dress code, a verbal reminder will be given to the student. IF necessary, a note will be sent home to be signed and returned by the parents. If an additional violation occurs, the student will be sent home, and he/she will be required to make up the lost time in a detention.

**MASS ATTIRE:** Reading or serving at Mass is a special privilege. Students who participate at Mass should dress appropriately. Please follow these guidelines:

- Boys should wear dress pants or dress jeans (defined as no holes or ragged edges).
- Girls' clothing must follow the already published dress code.
- No shorts or sweatpants will be allowed.
- No flip-flops (or shoes that make noise or light up)
- No t-shirts with logos, other than St. Joe's, or a small corner logo.
- Servers must **not** wear hot pink/red/bright colors under the alb that will show through.

Students are given advanced notice when they are scheduled to read and/or serve. Please remind the children of the appropriate clothing. It is fine to bring clothing for Mass and then change. These rules apply to weekday as well as weekend Masses.

**TELEPHONE CALLS/CELL PHONES:** The cost to use the phone is \$.25, unless it is an emergency. Please discourage your child from calling home for missing work, permission slips, library books, etc. It is the student's responsibility to remember these things, and it discourages student responsibility when the parents are willing to bring them on short notice.

In addition, the teachers will not give permission to use the phone EXCEPT in an emergency. Students should know of after-school plans, visits by friends, permission to go various places, etc., before leaving home in the morning.

Cell phones must be silenced during school hours. Cell phones may be used during school hours only with the permission of a teacher or staff member. Students in grades 6 – 8 will turn their cell phones in to their homeroom teacher at the beginning of the day. Students in younger grades must keep their cell phones in their backpacks. If students violate this policy their phones will be kept in the office until the end of the school day. With a second violation the parents will have to come to school for the phone to be returned. If a third violation occurs the student will not be allowed to have a cell phone at school. Students do not need to be texting, tweeting, Instagramming, gaming, etc. during the school day. If you need to contact your student call the school phone and we will get them a message.

**LIBRARY VISITS:** Each grade has a classroom library; however, due to a shortage of space, we are unable to have our own school library. We do not compete with the quantity of fiction available at the public library. **Therefore, all students in grades K-5 walk to the Dodgeville Public Library every Wednesday afternoon, weather permitting.** Permission slips for this weekly routine are not sent home.

Older students are able to visit the library on their own time; however, we do provide opportunities for group visits during school time, if necessary, for specific classes.

**FIELD TRIPS:** Various field trips occur throughout the year. Some are walking trips, and others require transportation provided by parents. We have always been LUCKY to have so many willing parents available to drive and chaperone these trips.

A permission form with the necessary information will be sent home in advance with the students. All grades participate in an end of the year field trip. The school reserves the right to deny participation to any student who does not have authentic permission or who has been unable to cooperate with school rules. The dress code, as earlier defined, also applies to these trips.

VIRTUS “Protecting God’s Children” training and background checks are REQUIRED by the Diocese in order to chaperone any scheduled or unscheduled field trips. Please plan accordingly and take this on-line class.

**RELIGION REQUIREMENTS:** Our day begins and ends with prayer. Our teachers and students are expected to model the teaching of Christ in everything they do throughout the day. All students attend Mass each week in addition to religious instruction from Msgr. Dan Ganshert and their teacher(s). The daily Mass schedule, at 8:15 A.M., is as follows:

Monday	No Mass
Tuesday	No Mass
Wednesday	Grades 5-8
Thursday	Grades 1-4
Friday	All School Mass, K - 8

The children are responsible for the songs, readings, petitions, and serving. We invite all parents to attend these morning Masses, especially on a day when your son or daughter has a part. In addition, all Catholic students and Catholic parents are required to attend weekend Mass on a regular basis. Failure to do so will result in assignment of non-parishioner tuition.

All Catholic students who are 2<sup>nd</sup> grade or older and have not made their First Communion or First Reconciliation will do so with the students from the School of Religion in the spring.

In addition to daily Mass and religious instruction throughout the year, the children will participate in other religious activities. Each October the school celebrates with a school-wide “**Living Rosary**”. The younger students carry flowers or beads of the rosary and sing songs, and the older students form a living Rosary around the congregation in the church as they recite the prayers of the Rosary in candlelight. It is a very moving experience.

Each **Halloween**, our 7/8 students prepare a carnival for the entire school. Younger children in the parish are also invited. The older students set up the gym, costumes are worn by all and there are games and prizes for everyone.

For **All Saints’ Day**, the children pair up with another student from a different grade to study the life of a saint and then commemorate him/her in a special way.

During the Christmas season, grades K-8 perform and sing songs for a religious **Christmas program**.

During **Catholic Schools’ Week**, usually starting the last week in January, students prepare and participate in one of the weekend Masses for the congregation. Parents and/or grandparents are

invited to play “Bunco” and stay for lunch on Wednesday of that week. Bunco is a dice game that is played with partners. Four people make-up a table; however, the winning team keeps advancing so each round has a new team of players at each table. It is a good “mixer” since everyone has an opportunity to meet several people, and it is a lot of fun for the students. Rules are simple, and they are explained at the event. Also during the week, the children pair up with another student in a different class to create Valentines for the area nursing homes. Other fun activities may be planned and they can vary each year.

During Lent, the students attend **Stations and Benediction** once a week. They are responsible for reading and presenting each of the Stations.

Each year our Kindergarten students prepare and present a **Mothers’ Day Mass** for their mothers. It is a very special and touching occasion that all mothers will treasure for years to come.

Our 8<sup>th</sup> grade prepares and presents a **Graduation Mass** each year as part of their graduation program. It has become a memorable event for all of our students.

In addition, to promote our theme of community service, the students visit, create artwork, present songs, etc., to area nursing homes, and collect food for the area Food Pantry.

**ACADEMIC SUBJECTS:** The curriculum at St. Joseph’s School follows recommendations by the Diocese of Madison and the WI Dept. of Public Instruction. All of our teachers are licensed and have several years of teaching experience.

**Language Arts:** Much attention is given to basic instruction in the language arts area: reading, phonics, English, spelling, creative writing, speaking, and penmanship. All grades use textbooks as well as trade books (paperbacks) to teach language arts.

Our primary (K-2<sup>nd</sup>) students are taught using “Super Kids” by the Rowland Foundation, a highly integrated reading, language, spelling, and handwriting program. Students in grades 3-6 started a new reading program in 2017 that integrates reading, language and spelling using the “Journeys” series by Houghton Mifflin. Reading is taught as a separate subject in grade 7-8. We are fortunate to have trained volunteers who work with small groups of children who need additional assistance, and some of our students are able to gain help through Federal Title I programs.

Opportunities are available for students to participate a class reading and ALL students present readings at Mass.

Battle of the Books, a competition based on 20 or more books from which questions are generated for teams of students to answer is available for interested students in grades 6-8, and competitive events are held at various schools.

**Math:** Textbooks and supplementary materials are used in all the grades to promote critical thinking as well as basic skills through a variety of methods. Students in grades 1 – 8 all use a supplementary program called “Simple Solutions” to help them review and retain math skills. Algebra I is taught in 8<sup>th</sup> grade.

**Science:** Our teachers work hard to develop experiments and “hands-on” activities that encourage understanding of the science material that is introduced in the texts. The 7 & 8 students sponsor a

Science Fair each May that encourages the students to pick a topic of interest that they can learn in depth.

**Social Studies:** Our texts present information in a sequential and interesting manner. Supplemental information is used via various resources including the Internet, videos, games, and handouts. In addition, all students in grades 4-8 participate in a “Current Event” class to discuss and understand recent news and its effect on our world. In addition, every other year, all grades study a specific country and prepare and present the information and things they have learned at a Multi-Cultural Fair that is held in the spring. It is a HUGE event and encompasses the entire school.

**Spanish:** All students, K-8, are involved in Spanish classes at least twice a week.

**Achievement Testing:** Beginning with students in the third grade, achievement testing will be completed several times a year. Students in grades three through eight take Star 360 test. STAR 360 is a comprehensive K12 assessment solution, allowing educators to screen and group students for targeted instruction, measure student growth and monitor achievement on Common Core State and/or Dioceses Standards. This testing is mandated by the Diocese of Madison.

**Fine Arts:** The teachers are responsible for part of the music curriculum, but we have a volunteer music teacher who comes in once per week. The teachers also do art in the classroom, but we also have an Art teacher who is in the classrooms each week. Time is spent throughout the year working on songs for liturgies, the Living Rosary, and the Christmas program. Many opportunities to participate in art competitions are offered to all students.

We sponsor an Art Fair in the spring (opposite years of the multi-cultural fair). Every other year, the entire school is involved in a **Multicultural Fair**. Each grade studies a country or race of people for the year and then presents the information in the form of a Fair at the end of the year.

**Physical Education:** All students have Physical Education twice a week. In addition, the students in K-4 have three recess periods. 5<sup>th</sup> grade has two recess periods, and 6-8 students, who are not helping with the lunchroom, have a noon recess.

**Band/Chorus:** 6<sup>th</sup> grade students may choose to learn a band instrument. They take group lessons over the summer and then join the band in the fall, at the Dodgeville Middle School. Students have the opportunity to participate in both Band and Chorus in grades 6-8 through the Dodgeville Middle School. Students participating in band/chorus must pay a fee to help defray the cost of transporting the children to the middle school. There may also be fees due to the Dodgeville Middle School for instrument rental.

**Computers:** All students in grades K-8 have scheduled time in the computer room. Keyboarding begins in grade 4. The computer lab is equipped with 26 computers. In addition, there is, at least, one computer in all the classrooms which are all linked to the Internet with a censor in place to block specific sites. Each classroom has a SMART board, and students have access to touch screen Chromebooks.

**Sports:** Thanks to the volunteer efforts of our coaches we are able to offer volleyball for girls in 5 – 8, and basketball to all 5-8 students. We belong to the Mississippi River Valley Parochial League.

Volleyball practices and games are held during the week. The season runs September through early November. All coaches are required to complete a background check and have Virtus training.

Basketball is also offered for students in grades 5-8. Basketball practices are held during the week, with games played on Sunday afternoon. The season runs from November through February. All coaches are required to complete a background check and have Virtus training.

7/8 students may participate in cross country, wrestling, or track at the Middle School but not basketball or volleyball. The bus picks up the students at St. Joseph's for away games.

**HOMEWORK:** Homework is an inherent part of our curriculum. It is meant to increase responsibility and a child's ability to work independently. While work is given in school, it is often necessary for students to complete some assignments at home. We make every effort to make these assignments relevant and of importance to the child in extending mastery and understanding of a subject; therefore, it is not permissible to ignore homework.

Various grades handle missing or incomplete homework in different ways; however, there is a progression to the system we have in place

Beginning with third grade, the ***demerit system*** is used for all late work. A demerit is a point given to a child for late and/or missing work. When five demerits have accumulated, a detention is served during the noon hour, from 11:30-12:10. Students will work on missing homework or some other assigned project. Parents will be notified if their child has received a detention. The **grades** have these detention policies in place:

- K-2 No demerits are given for late assignments, but they are used for misbehavior. Any assignment that is not completed or not at school when it is to be corrected is considered late. It needs to be handed in the next day. If a few answers are missing, they are marked wrong. Some assignments may be redone. Demerits are erased at the end of each week.
- 3 Any assignment that is not completed or not at school when it is to be corrected is considered late and will receive a demerit. It needs to be handed in the next day. If a few answers are missing, they are marked wrong. Some assignments may be redone. Demerits are erased at the end of each week.
- 4 Any assignment that is not at school when it is to be corrected is considered late and will receive a demerit. All demerits are erased at the end of each month.
- 5 Any assignment not at school when it is to be corrected is considered late and will receive a demerit. All demerits are erased at mid-quarter and end of quarter.
- 6-8 A contract is given to each of the students and their parents the first day of school that requires both signatures. All missing work receives one demerit each. The 6<sup>th</sup> grade homeroom teacher posts the demerit sheet, and all the teachers sign it for the student if a demerit is given. Demerits are erased at mid quarter and end of quarter.

In all grades, anyone who has been absent from school has two days for each day missed to make up the assignments.

Progress reports will be sent home at mid-quarter, and report cards are sent home all quarters for grades 1-8 and the last three quarters for the Kindergarten. An **honor roll** is computed for all academic subjects in grades 5-8.

**AFTER-SCHOOL STUDY HALL:** All students are invited to attend the after-school study hall on Monday, Tuesday, and Thursday afternoons from 3:10 until 4:00 P.M. The teachers take turns supervising this study hall each month, and students may attend voluntarily or at the request of the parent and/or teacher. Students must bring work to complete, or a book to read. It is not a social hour.

**DISCIPLINE:** We would like to think that all our students are well-behaved; however, we also know that we are all human and can make mistakes. We would like to help our students learn how to respond to situations in a peaceful and responsible manner. We would like all students to respect each other and themselves, and we would like teachers to be able to teach and children to be able to learn. Therefore, our discipline hopes to promote positive decision-making that will carry over into all of life's situations. In order to do this, we need cooperation among parents, students and staff.

A list of school rules is at the end of the handbook. While these rules are very specific, certain general rules apply to everyone:

*Respect God, oneself, each other, and personal as well as school property.  
Be honest and take responsibility for your actions.*

Often a child feels he or she has been provoked into a fight. In this situation, unless there is physical danger to oneself, there are three choices:

Ignore the situation or the individual.  
Get away from the situation.  
Seek help from an adult.

**SUSPENSION:** Suspension is a temporary exclusion of a student from school and school activities. St. Joseph's School personnel strive to resolve discipline problems in a Christian manner with parent and student involvement and cooperation. However, in serious situations, it may become necessary to discipline a student by suspension. No student will be suspended until a parent is notified, and the suspension may be in school (away from the regular class) or out of school (under the supervision of the parent). The following procedures will be followed:

1. The decision to suspend a student rests with the administration.
2. The student will be removed from the situation and taken to the principal.
3. The principal will investigate the situation by discussing the circumstances and situation with the person(s) making the complaint of misbehavior and the student accused of misbehavior.
4. If suspension is necessary, the parents will be called immediately to come and get the student. The principal will meet with the parents and discuss the conditions under which the student may return to school. During the suspension, the student will be required to complete all of the work he or she will miss while gone. Parents are expected to monitor the student's work at home.
5. In some instances an in-house suspension may be used. The student is removed from the classroom but remains in school. The student is isolated throughout the day from the other students and placed with an adult supervisor. The student will do all of the daily assignments provided by the teachers.

**EXPULSION:** Expulsion is a permanent exclusion of a student from school and school activities. St. Joseph's School will use expulsion only when all other means of discipline have failed and the student's conduct is a hindrance to the welfare and progress of the school community and/or evidences repeated disregard for the philosophy, policies, rules and regulations of the school. The following procedures will be followed:

1. The decision to expel a student rests with the principal and pastor.
2. The student will be removed from the situation and taken to the principal.
3. The principal will investigate by discussing the circumstances and situation with person(s) making the complaint of misbehavior and the student accused of misbehavior.
4. Parents/guardians will be involved in all procedures leading to expulsion.
5. Upon expulsion, the student's parent/guardian must be notified in writing of the easure being taken, the reasons for the expulsion, and their right to a hearing.
6. The expulsion may be reconsidered by the principal and pastor upon a written request from the parent/guardian requesting a special hearing.
7. The principal will notify the public school authorities.

**BULLYING POLICY:** St. Joseph School strives to provide a safe, secure, and respectful learning environment for all students. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders, and it specifically violates God's request "to love thy neighbor as thyself". The staff consistently and vigorously addresses bullying so there is no disruption to the learning environment and learning process. **This topic is addressed in every classroom at the beginning of the school year and throughout the year as needed.** Bullying is prohibited at St. Joseph School.

**Definition** – Bullying is a deliberate and intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behaviors and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, physical attributes, physical or mental ability or disability, and social, economic, or family status. Bullying behavior can be physical, verbal or indirect (such as spreading cruel rumors, intimidations through gestures, social exclusion and/or sending insulting messages or pictures via phone or internet – cyber-bullying.)

**Reporting** – All school staff who observe or become aware of acts of bullying are required to address it immediately and report it to the Principal. Any other person, including a student who is either a victim or who is aware of bullying to another is encouraged to report the conduct to a staff member or the Principal. Reports may be made confidentially.

All reports will be investigated, within one school day, and interviews will be conducted to gain further information. Parents and guardians of the students involved will be contacted and disciplinary action may occur, depending on the seriousness of the situation, including: detention, suspension, or possible referral to law enforcement, as appropriate.

**SCHOOL SAFETY:** The policy of our school is to provide a safe environment. Because of the times in which we live and the tragedies our nation's schools have experienced, St. Joseph School has adopted the following policies:

- 1) If a serious situation should occur, as in the case of someone violating the law or causing imminent danger or threat to himself/herself or others, the police will be contacted immediately, and the parents will be notified as soon as possible. **We reserve the right to deem any behavior inappropriate and impose consequences for such behavior. Reasons for disciplinary action include, but are not limited to the following:**
- Disrespect for others (teachers, staff, volunteers, students)
  - Disruption and disturbance of classes
  - Fighting or provoking a fight
  - Lying, cheating, or stealing
  - Excessive tardiness or unexcused absences
  - Leaving school premises without permission
  - Possession of any dangerous or illicit items such as weapons or purported drugs
  - Harassment –verbal, physical, sexual
  - Threats –verbal, physical, and/or written) to school building, personnel or other students
  - Violations of any school policy

Consequences will vary according to age and development.

- 2) If a student writes, verbalizes, or does something that can be construed to be potentially dangerous to himself/herself or others, St. Joseph School will REQUIRE the student to be evaluated by a mental health professional. This professional must determine whether or not the student is a threat to himself or others. In order to remain enrolled in the school, the parent or guardian of the child must provide, within a week of receiving notice of the incident, verification from a mental health professional that an evaluation or assessment of the student is scheduled or in progress. Furthermore, a written assessment, to the administration's satisfaction, must be received, within a reasonable time, from the professional indicating the student does not pose a threat to himself or others. If the student is determined to be a threat, the student will be suspended or expelled by the administration. We believe this policy is necessary because we do not feel qualified to make this type of professional mental health judgment.

**PROHIBITED ARTICLES:** Items such as knives, water guns, guns of any type, hard balls, roller blades and skateboards are hazardous and must not be brought to school. These articles, if found at school, will be confiscated and returned to the parent at his/her request.

Personal electronic devices and video games are not permitted and should not be brought to school. Cell phones are to remain in a student's locker or bookbag and are not to be used without a teacher's consent during the school day.

**INTRUDER SECURITY PROCEDURES:** All classrooms have been connected through the phone system. Anyone is able to dial the rest of the classrooms individually from their rooms—one at a time, or all of the rooms at once.

Should anyone have reason to suspect that the students or the staff is in any danger, they will use the phone number to alert the rest of the classrooms to the danger. The office will then call 911 immediately.

In addition, the individual teachers will immediately lock their classroom doors and have all the children move to the tornado drill areas—away from the windows.

The Dodgeville Police and Fire Department have copies of our floor plan, and they will assist with possible problems by trying to evacuate those students who may not be in the line of danger and determine how they might best resolve the situation with those students/staff who may be directly involved.

They (the Dodgeville Police) have established a safe place to take the children, if necessary. Meetings have been held with those members of the Dodgeville Police and Fire Department who will be directly involved in the evacuation and apprehension process.

School doors are locked during the school day when all of the children are in the building. Please ring the doorbell to gain entry.

**VIRTUS TRAINING:** According to the Diocese of Madison, all staff, volunteers, and coaches who work directly with children must have completed background checks. In addition, staff, volunteers, and coaches must complete VIRTUS “Protecting God’s Children.” This training is offered on-line. Please contact the principal for more information.

### **ST. JOSEPH SCHOOL RULES**

School Hours: 8:00 A.M. – 3:10 P.M.

#### *PLAYGROUND*

1. When the bell rings – leave the playground.
2. No food on the playground during school hours.
3. No “tackling” of any kind.
4. No children in front of school or church.
5. No children in the fenced-in Daycare or on the Parish Office grounds/porch.
6. No bikes on the playground during school hours.
7. No hard ball, just softball. No throwing/kicking the ball at school or on the roof.
8. Please stay off the neighbor’s property.
9. No snowballs, snow forts or “king of the mountain.”
10. Stay away from the air conditioners on the west side of the school. Automatic detention if a student goes into the fenced off area. This is a dangerous area and students are not allowed inside.
11. No radios, electronic equipment, cell phones, etc. during school hours.
12. No skateboards, scooters, or other wheeled vehicles.
13. Use the restroom before going outside.
14. No hanging on basketball rims.
15. One person per swing.
16. Shin guards must be worn to play soccer. No soccer shoes or cleats allowed.
17. No sitting on top of monkey bars.

## LUNCHROOM

1. No sharing of hot lunches (government rule).
2. Talk in SOFT voices.
3. Clean up after yourselves. Wipe the table area in front of you; pick up any mess, and scrape your tray.
4. No throwing of sponges or food.
5. Wait to be excused by the teacher or supervisor.
6. Students must stay in commons until the bell rings.

## SCHOOL

1. No running in the hall or the classroom.
2. No candy or pop allowed in school unless it's a birthday treat.
3. Respect must be given to each other's right to learn. Excessive talking and whispering will not be tolerated unless within a cooperative learning group.
4. Respect should be shown to all staff members—teachers, Father, the cook, janitors, noon supervisors, volunteers, etc.
5. Respect school property—books, chairs, desks, windows, etc.
6. Stay in small groups and play quietly when in the gym for indoor recess. No balls, running games or playing on the bleachers is allowed.
7. No cell phones or electronic/music devices, such as I-Pods, I-pads, Kindles, are allowed during school hours unless permitted in class by the teacher.
8. No gum allowed at any time.