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## *St. Joseph Academy*

*K4 – 8<sup>th</sup> Grade School*  
Student/Parent Handbook

Available at [www.sjamilwaukee.org](http://www.sjamilwaukee.org)

Sponsored by the Felician Sisters

Welcome!

Welcome to St. Joseph Academy Elementary School (SJA). We are pleased you have chosen our school to provide for your child’s educational needs. We look forward to collaborating with you to ensure your child’s academic success. We take pride in our ministry and strive to provide a warm, supportive, and nurturing environment that continues the compassionate tradition of family-focused education within a Catholic-oriented environment.

We designed this handbook to provide parents with pertinent information about the school and the policies and procedures that guide our practices that affect you and your child. If you have any questions or concerns, we encourage you to call the school and speak to your child’s teacher or the principal so your child and family have an optimal experience.

Together, we can educate happy and healthy children who are the hope and leaders for the future.

Mr. Scott Hanson  
Principal

## **HISTORY AND SPONSORSHIP**

The Felician Sisters founded their original childcare ministry in Milwaukee in 1907 at the request of community members and church leaders who desired an orphanage to care for the displaced children in the area. With the closing of the orphanage, the Sisters sponsored a residential treatment center for children and then South Day Care Center of St. Joseph at the original site. Today, under the name, St. Joseph Academy, the Center, continues the Felician Sisters' mission with their ministry partners to provide family-focused childcare and elementary education within a Christian-oriented environment. As with other Felician-sponsored ministries, the not-for-profit Center is a resource and advocate for the children and families in the community.

## **MISSION STATEMENT**

St. Joseph Academy is a Catholic-based educational organization sponsored by the Felician Sisters. Our mission is to educate children to be successful life-long learners and problem solvers. We are guided by the Felician values for Ministry: Respect for Human Dignity, Compassion, Justice and Peace, Transformation, and Solidarity with the Poor. We partner with families and community to fulfill this mission.

## **LICENSURE AND ACCREDITATION**

The school is recognized as a private school by the Wisconsin Department of Public Instruction (DPI). Full accreditation was achieved through the Advanced Education North Central (NCA) in 2012 and reaccreditation in 2017. Our vision is to become the premier elementary school serving Milwaukee's south side.

## **STAFF**

We recruit and hire teachers who at minimum have earned their bachelor's degree in education and have obtained their teaching license from the Wisconsin Department of Public Instruction. In classrooms that have two staff persons, one staff will be bilingual in Spanish and English. Single-staffed classrooms will have access to a bilingual staff person as needed.

Assistant Teachers will have a High School Diploma or higher. All staff received CPR and First Aid training and certification. All Staff are required to maintain all certifications and required licensures.

## **EQUAL ENROLLMENT STATEMENT**

We are a community-based organization that provides early childcare and educational programs to all who wish to enroll in our program. We do not discriminate based on color, creed, sexual orientation, race, ethnicity, religion, or socio-economic status.

## **ENROLLMENT**

School registration takes place in person with the school office. Parents must complete or present the following paperwork in order for their child to be considered for acceptance:

New Students:

- 1) Original Birth Certificate
- 2) Income: Taxes 2014, W2, Letter from the employer.
- 3) Proof of address:

For private pay families, the first week's tuition must be paid in advance of your child's first day of attendance.

**Milwaukee Parental Choice Participants:** Families participating in the Milwaukee Parental Choice Program (MPCP) must fill out an additional enrollment form specifically for MPCP and all forms as required by the program. As proof of income and residency, parents must bring in a signed copy of their tax return documents, as well as complete and sign a "Request for Tax Transcript" Form.

Please adhere to the following requirements/schedule when submitting initial and ongoing documents to the Child Health Report:

1. The Child Health Report must be submitted within 30-days of first attendance day. The Immunization records also need to be received within this timeframe.
2. Updated child health reports are due annually. The Admissions Coordinator will provide you with 30 days' notice prior to your child needing an updated report.

### **KINDERGARTEN PROGRAM**

Our Kindergarten Program (K4 and K5) is a full day program. School begins at 8:30 am and ends at 3:30 pm. The focus of the program is to ensure that children achieve the early literacy and language skills needed to read, and write, as well as, for children to develop the appropriate social skills to become productive responsible citizens. The program also provides other academic components, such as, math, social studies, science, art, and physical education. We want our children to be well rounded and prepared for success.

### **CURRICULUM**

St. Joseph Academy recognizes that we need to prepare our children to meet high academic standards. Beginning in K5 each grade level will have core curricula, such as, Reading/Language Arts, Math, Science, and Social Studies. Children will also have music, art, and physical education. The focus of our school is literacy, math, and social development. As children advance through school, they need to have strong reading, writing, and critical thinking skills to master other subjects. We have an integrated Reading and Literacy program, Reading Wonders, that is designed to cover each subject matter. Character education is emphasized. The curriculum is designed to meet the needs of individual learners and to address the needs of English Language Learners.

Parent involvement is the key to student success. Parents are expected to be engaged in their child's learning and to be strong advocates for their child's education.

### **NATIONAL SCHOOL LUNCH PROGRAM**

We participate in the National School Lunch, and School Breakfast Program. Our meals are nutritious and meet USDA meal requirements. An optional breakfast is provided between 8:00 am and 8:20 am in the students' classroom. No breakfast will be served after 8:20 am to ensure children are ready for class promptly at 8:30 am. Lunch and snack are also provided. Menus are posted on the Parent Board near your child's class for you to view. A menu will also be available at our school website [www.sjamilwaukee.org](http://www.sjamilwaukee.org).

You may choose to bring a bagged lunch or provide your child’s breakfast and snack. If you decide to provide your own meals, we ask that you ensure the meals meet USDA and CACFP meal guidelines. Students should not be eating fast food for lunch.

**Special Dietary Adjustments:** If your child needs meal adjustments due to health reasons, we will accommodate those adjustments as long as we have a written notice from your child’s health care provider.

**Special Treats:** Children are allowed to bring in special treats to celebrate holidays and birthdays. Due to allergies and potential diet restrictions of the children, you must ask your child’s teacher prior to bringing in treats. We encourage you to provide nutritious treats that are store bought and pre-packaged. Please do not send nuts, candy, gum, beverages (Soda, Kool-Aid, etc.) or any other food items that are high in sugar.

**SCHOOL YEAR CALENDAR**

A School Year Calendar will be provided to parents in the enrollment packet and during Open House. Additional calendars are available in the school office and online at [www.sjamilwaukee.org](http://www.sjamilwaukee.org).

**TRANSPORTATION**

St. Joseph Academy does not provide transportation to and from school. Parents/guardians are responsible for getting their child(ren) to school on time and picking them up from school on time. We will charter school busses and or take public transportation for field trips. Prior to any such event, you will be informed and required to sign a consent form for your child to participate.

<b>Morning Drop-Off – 8:00-8:25am</b>
All Grades enter through Door #7

**CHILDREN’S ARRIVAL AND DEPARTURE**

It is your responsibility to drop-off and pick-up your child on time. There is a specific drop-off and pick-up process to ensure safety and minimize traffic congestion. In the morning, you will drop-off your child between 8:00am-8:25am on 16<sup>th</sup> St. Note: Breakfast will only be served until 8:20am.

After school, you will pick-up your child **at 3:30pm**. Each grade level has a designated location to be picked up. If you have children in several grades, follow the time and location for the youngest child.

<b>Afternoon Pick-Up – 3:30pm</b>					
16 <sup>th</sup> St.			17 <sup>th</sup> St		
Grade	Time	Location	Grade	Time	Location
5, 6, 7, 8	<b>3:30pm</b>	Door #5	<b>K5</b>	<b>3:30pm</b>	Door #3
K4		Door #6			
1, 2		Door #7			
3, 4		Door #1			

SJA staff will be monitoring the drop-off and pick-up of students. Students not picked up will wait in a hallway until you pick them up. **You must pick-up your child on time, or you will be charged a fee of \$1 for every minute after 3:45pm.**

### ***PARKING***

There is a loading zone on 16<sup>th</sup> street. We ask that you adhere to the parking signage, such as; following the speed limits, adhering to the stop sign, refraining from parking in the handicap space unless you have the appropriate permit issued by the State of Wisconsin to do so, along with keeping the fire lanes clear. Please be mindful of our neighbor's driveways. Violators will be reported to the Principal or Milwaukee Police Department.

### **ATTENDANCE**

#### **Early Pick-up of Children**

You must notify the School Office of any appointments by 9:00am of the day of the appointment. **Students will not be released from class after 2:30pm.**

#### **Tardies**

Students are considered tardy if they are **not in their classroom by 8:30am.** You should plan on dropping your child off no later than 8:25am.

#### **Absences**

If your child will be absent, call the school at 414-645-5337 ext. 280 before 8:00am. If you know in advance that your child will be absent, inform the school office before that day. If your child is absent, and you have not notified us by 9:00am, we will contact you or the police to confirm your child's location.

Parents are required to submit a written excuse upon your child's return to school.

Absences for family vacation are considered unexcused.

"Excused" absences includes:

Personal illness      Funerals      Medical/dental appointments      School suspensions  
Required legal appearances      Designated religious holidays  
Family emergencies where the student is needed to ensure family well-being  
Educational or SJA-sponsored activities approved by the school principal

As parent, you have the right to excuse your child for 10-days for any reason.

It is imperative that your child be present every day in order to learn. **Under state law children enrolled in K5 are required to have regular attendance and pass kindergarten in order to be accepted into first grade.**

#### **Excessive Absenteeism:**

The following benchmarks are in place to ensure that students are here learning at school every day.

5-days unexcused or unacceptable excused absences = letter and phone call

10-days unexcused or unacceptable excused absences = letter and meeting w/ P, AP, T

15-days unexcused or unacceptable excused absences = letter and referral to DA, notification of possible expulsion

20-days unexcused or unacceptable excused absences = retention or expulsion hearing

Excessive absences due to illness will require documentation from the child’s health care provider.

### **AUTHORIZED PICK-UP PERSONS**

It is our policy to deny release of children to any person(s) we do not recognize, and are not on the Authorized Pick-Up List, and/or are less than 18 years of age, or are visibly under the influence.

If someone other than persons listed on your child’s Authorized Pick Up List needs to pick up your child, you must comply with the following:

1. Notify your child’s teacher or the school secretary when you drop him/her off in the morning.
2. Provide the person’s name and relationship to the child and the time the person will pick up your child. This person must provide a picture identification card, such as a driver’s license, student ID, or other official picture identification.

If your plans should change unexpectedly during the day and someone else will be picking up your child, you must call the school (**414-645-5337 ext.280**) and speak with the school secretary or a designee to give verbal permission/consent for another person to pick up your child.

We are always concerned about our students’ wellbeing. We want to ensure that children are transported under safe circumstances. If someone arrives to pick up a child and has the smell of alcohol or appears to be under the influence of alcohol or other controlled substances, we will not release the child. An emergency contact will be notified and required to pick up the child. If the authorized pick up becomes belligerent, or refuses to allow us to contact an alternate pick up, we will contact Child Protective Services and/or the Milwaukee Police.

**Custody Issues:** It is not the place of the staff or the agency to get involved in custody issues. Our position is to follow the most current written legal requirements mandated or instituted by judicial authorities.

### **SEVERE WEATHER AND OTHER SCHOOL CLOSINGS**

In case of severe/inclement weather, St. Joseph Academy will close whenever the Milwaukee Public Schools (MPS) closes. Families will be informed of school closing announcements via local television, radio stations, as well an automated message through our School Reach system.

In the event it becomes necessary to close the school during the day, parents or the designated emergency contact will be notified. Please be prepared to pick up your child within one hour of such notification.

**Other School Closings:** Please refer to the school year calendar.

**Emergency Evacuations:** The children and staff practice fire and tornado safety drills on a monthly basis. In the event there was an emergency where we had to evacuate the building, we would take the

children to Villa St. Francis Assisted Living Facility located at 1910 W. Ohio Avenue. Our alternate location is St. Francis Hospital located at 3237 S. 16<sup>th</sup> Street. Both facilities are within walking distance of the school.

## **SUPPLIES**

Each grade level has their own supply list, which are provided in the welcome packet.

**Change of Clothing:** Children in grades K4-1<sup>st</sup> grade, should have a complete change of clothes (underwear, socks, uniform shirt, and uniform pants) kept at the school. Please remember to change the clothing seasonally and as your child grows. **Label all articles of clothing with the first and last name of your child; avoid sending your child to school in valuable clothing.**

## **DRESS**

Dress your child in the school uniform daily. Refrain from sending your child to school in flop flops/sandals; students must wear comfortable, closed-toed shoes on a daily basis. Jackets, boots, snow pants, caps, and mittens/gloves from home will be necessary since children go outside daily year-round.

## **FIELD TRIPS**

Providing off-campus experiences to help enhance our curriculum is instrumental to children's learning. During most of our trips we charter commercial school buses. The school bus company is required to have insurance and its vehicles must be in good condition. Due to how school busses are designed, child safety restraints are not required.

Prior to taking a child on a trip, the parent or guardian will need to provide his or her consent. You will be notified in writing of the date, time, venue, and how we are being transported. Parents and/or relatives who are 18 years old or older may wish to consider chaperoning field trips. All chaperones have to be approved in advance after completing a volunteer background check. While on field trips, children will wear special identification as an additional safety precaution. Teachers are required to take their classroom's emergency bag, which includes emergency contact information, emergency care plan information, and first aid supplies; one teacher on the trip must also have a cell phone.

## **OUTDOOR ACTIVITIES**

Outdoor play is an integral part of the daily curriculum. Children will be offered the opportunity for outdoor activities daily; they will also participate in a physical education class during the week. Children will be kept indoors during inclement weather. The school defines "inclement weather" as stormy or severe weather such as any of the following:

- (a) Heavy rain or snow
- (b) Temperatures above 90 degrees Fahrenheit
- (c) Wind chills of 10 degrees Fahrenheit or below

Please dress your child appropriately for outdoor play. If children are in school, it is expected that they will participate in all activities. We will not keep children indoors or exclude them from physical education class unless we have a written notice from the child's health care provider.

## **REST/NAP PERIOD**

Children in K4 and K5 will be offered the opportunity to rest their bodies during the day according to each classroom's daily routine. The length of the scheduled rest period will vary depending on the



classroom schedule. Non-napping children or children who wake up before the other children will be allowed to get up and participate in **quiet** activities that do not disturb the children that are napping.

**Toys:** Children in K4 and K5 may only have one comfort-type toy for rest time. Any comfort toy brought to school should be labeled with the child’s name. Teachers do not want children to bring toys from home into the classroom, unless the class participates in “show and tell” activities.

**Toy weapons (guns, swords, knives, slingshots. etc.) are prohibited at St. Joseph Academy.** If these items are found on your child, they will be taken away. Parents will be notified.

## **CURRICULUM**

SJA has adopted the Reading Wonders Curriculum which focuses on the literacy skills necessary to teach children to read and write for grades K5 through 5<sup>th</sup> Grade. K4 students will be using the correlating Little Treasures curriculum. This curriculum guides teachers to plan and instruct children based on their current level of literacy at their grade level. They will use ongoing assessments and frequent small and large group instruction to ensure each child is mastering the material presented. The children will learn rhymes, reading comprehension, letter recognition, and phonological awareness. They will also have an increased practice using vocabulary and spelling conventions.

Our math curriculum is Everyday Mathematics. This curriculum introduces children to the foundations of math concepts that will build upon future math learning targets.

Both Everyday Math and Wonders are aligned with the Common Core State Standards. Both curricula have a technological component as well as take-home materials for parents to work with their child.

Academic subjects like science and social studies are integrated into the curriculum and have their own curricula with hands-on lessons and technological components supporting individualized instruction.

## **ACADEMIC STANDARDS and Curriculum Maps**

St. Joseph Academy will use the Wisconsin Model Early Learning Standards (WMELS) as a basis for our academic standards for K4. WMELS were established for children from birth to first grade. These standards correlate with the Common Core State Standards. A copy of the standards can be found at <http://www.collaboratingpartners.com/wmels-documents.php>.

## **ASSESSMENTS**

The assessment plan for children in SJA includes a process of formal and informal assessments in order to measure the children’s progress. The results over the course of the school year will help to guide teacher instruction, and to individualize small group learning activities.

All students will receive the Measures of Academic Progress (MAP) adaptive assessment tests three times a year in reading and math. The scores provide students, parents, and teachers a progress monitoring tool showing student academic growth from test to test and year to year.

We also use informal assessments throughout the school year to measure the children’s progress. Each child will have a cumulative folder where the teacher can track developmental and academic accomplishments.

### **PARENT TEACHER CONFERENCES**

Parent Teacher Conferences will be held during the school year and are mandatory to receive student progress reports. Scheduled dates are listed on the School Year Calendar. Please see your child’s teacher to set up a meeting time on these scheduled dates or to set up an alternate meeting time. During conferences, teachers will share classroom information, observations of your child, and assessment results, if available. Progress reports will also be distributed and discussed at conference time.

### **PROGRESS REPORT**

The progress report is designed to inform the student and parents of his or her progress in mastering the academic indicators. Your child’s progress report will be based on classroom work, participation in and completion of small and large group activities/projects and individual tasks, and assessment results.

### **COMMUNICATION**

Choosing a quality school to partner with is one of the most important decisions a parent can make for the health and well-being of a child. To ensure that your child is receiving the highest quality education and care, your ongoing involvement is a key. Ask your child what he or she does during the day at school. Listen carefully and encourage your child. If you have talents, skills, or other interests that you are willing to share, let us know.

We strive to communicate with our parents; one way that we do so is through our School Messenger system. The School Messenger system allows us to communicate with our families via text, voice and email messaging. Please make sure that you update all your information with the school secretary in order for you to receive current information.

**Meet Your Teacher Night:** Each family is oriented to the school at the beginning of the school year. During the Meet Your Teacher Night, we have the opportunity to get to know more about your family and your expectations for the school year. We will review with you the Parent Handbook, policies, and procedures so you have a clear understanding of what we do, why we do it, and how we can best work together. Families will have the opportunity to gain clarification or answers to any questions or concerns they may have. Families will also visit their child’s classroom.

**Open Door Policy:** It is important to the staff in our school to establish partnerships with parents/guardians in order to meet the educational needs of the children we serve. Our doors are open for visitation and participation. Please adhere to the following guidelines when visiting your child’s classroom in order to prevent disruption of the day’s lessons:

- Informal observations may be made at any time through the classroom window
- 24 hour notice given to your child’s teacher is required to schedule a formal in-classroom visit or observation
- Only family members who are on the child’s “Authorized Child Pick-Up List” will be able to visit the child during school hours
- Before observing your child’s classroom, sign-in and pick up a Visitor’s Badge at the front desk

- Requests for formal visits or observations may be denied if administration determines the visitor's presence is having, or may have a negative impact on the educational process; parents may appeal denials to the Board of Directors.
- Meetings with the principal need to be scheduled if not available at the time.

## **PARENT INVOLVEMENT**

Studies have shown that regardless of race, creed, religion, or socioeconomic status, children do better when their parents are involved in their education. Our goal is to partner with you to ensure children reach their optimal development. Throughout the year, we will plan various social, recreational, and educational activities to involve you in your child's early education at the school. The events are detailed in our School Year Calendar. This calendar will be provided to you at the beginning of the school year. Parents also have the opportunity to provide staff with ideas and activities to include on the weekly lesson plan. Please see your child's teacher for details.

**Volunteering/ Classroom Parents:** The school appreciates and acknowledges the role volunteers play in enhancing the program. We screen and orient volunteers to maximize their experience at the school. If you or someone you know is interested in a volunteer opportunity, please direct them to Sr. Brendan. Her phone number is 414-645-5337 extension 262. Please note that all volunteers will be asked to fill out a volunteer form and authorize us to do a background check before you can work around the children.

**Parent Action Committee:** SJA has a Parent Action Committee to promote positive parental involvement with the school. Meetings are held once a month. Ask the office if you are interested. Members must be committed to participating in PAC meetings and events.

## **FAMILY RESOURCES**

St. Joseph Academy provides referral services to outside agencies and community organizations to assist families. Our staff will work with you to assist in any referrals, scheduling student observations from outside agencies, and/or conducting classroom observations.

## **CONFIDENTIALITY**

We understand the importance of building trust with the families we serve. To this end, all information pertaining to children and families is confidential and will not be discussed or divulged to anyone unless the information serves a legitimate childcare function. Parents are able to view their child's records upon written notice. By law, the Department of Public Instruction and the Milwaukee Parental Choice Program can also view children's records upon request. In situations where there are custody issues and or allegations of abuse or neglect, the appropriate authorities may also be permitted to see your child's records.

## **SPECIAL NEEDS & STUDENT SERVICES**

Our program is designed to be an inclusive program. We try to meet the needs of all children. If your child has a more severe need, we will make every attempt to provide reasonable accommodations in accordance with Americans with Disability Regulations (ADA), as well as, the Individuals with Disability

Education Act (IDEA). Please note that unfortunately at this time we are unable to meet the needs of children that are not potty trained.

Our staff have specialized training to meet the academic needs of typically developing children. This does not always include children with varying special needs. Within our curriculum we plan differentiated activities, academic interventions, along with addressing minor needs of English Language Learners (ELL). If it is determined that your child might need specialized services, we will first discuss our concerns with you. Initially, we may suggest your child participate in the ELL program if it is a dual language concern and your child's test scores indicate a need. If the child continues to show no progress, we will make a referral to Child Find. Child Find is a program within the Milwaukee Public Schools that facilitates services under IDEA. Some of the services may include providing you with information regarding your rights as a parent, and or participating in a Monitoring Team (M-Team). An M-Team is comprised of various specialists that work with the local school district. Child Find will determine what services your child is eligible for along with developing an educational plan and providing the eligible services.

If your child and/or family received an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP), we ask that you provide us with a copy of the plan to ensure we are also complimenting activities and support within reason in your child's daily activities. However, if your child's IEP requires special education services for more than 50% of your child's school day, your child may need another school placement to best meet their needs.

## **HEALTH AND SAFETY**

The school established policies and procedures to protect the health and safety of all children and the adults that participate in school activities. For the health and safety of all children, smoking is prohibited on the school's grounds. This includes our playground and parking lot. In accordance with state laws, SJA is a weapons-free zone. Firearms or other weapons are prohibited and must be left in your vehicle.

## **CHILD ABUSE AND NEGLECT**

All employees affiliated with St. Joseph Academy are mandated by law to report any suspicions of child abuse and neglect. We will report our suspicions to Child Protective Services (CPS). Parents are only notified of CPS investigations by CPS, never by SJA.

## **WELLNESS**

Each day a teaching staff member will greet your child and perform a quick health and wellness check. Any observable injuries will be noted in a medical log to indicate that the injury did not occur at school.

If a child arrives at school ill, the child will not be admitted. If a child becomes ill during the day, the parent/guardian will be contacted to immediately pick the child up or make arrangements for the emergency contact person or other authorized person to pick the child up. **Parents will have one hour to pick up a sick child. It is important that parents keep emergency contact information and phone numbers up to date so that they can be reached immediately when a child is in need.**

Sick children will be sent home; they should remain away from school until they are symptom-free for at least 24 hours. Symptoms include but are not limited to the following:

1. Fever, 100° or higher that accompany other symptoms of illness

2. Heavy cough with a fever
3. Vomiting
4. Three loose stools within a two hour period that accompany other symptoms of illness

### **COMMUNICABLE DISEASES**

Children with communicable diseases such as chicken pox, German measles, infectious hepatitis, mumps, measles, rubella, invasive H Influenza, etc. are excluded from school until the child's health care provider provides a written statement that he or she can return.

When your child has been sent home from school with the above symptoms or a known or suspected communicable disease, a doctor's excuse is required before the child returns.

Parents/guardians must notify the school in the event that a child contracts a communicable disease. The school's number is 414-645-5337 ext. 280. A report of possible exposure to a communicable disease will be posted in the classroom so parents can be aware of symptoms.

Whenever there is a suspected or a confirmed communicable disease, children that are not immunized will be excluded from school for their own safety until the suspicion is denied or for the duration of the communicable diseases incubation period.

### **OTHER ILLNESSES**

Children that have pink eye or ring worm will be excluded from school. Children may return to school after being on the prescribed medication for a 24 hour period and with written documentation from their health care provider stating that they are no longer contagious and can return to school. For other rashes and diseases, such as hand, foot, and mouth, the child will be excluded until the child's health care provider provides written documentation that the child can return to school.

Children who exhibit signs of head lice will also be excluded from school. The child will be allowed to return once they have had the appropriate treatment and they are nit free.

A good indicator that a child is not feeling well is when the child only wants to sit and watch and not participate in activities. Teachers will closely monitor any child who is not acting like themselves. Parents will be called if any of the above symptoms develop. When called, a parent should make arrangements to pick up their child within one hour of the call.

### **MEDICATION**

It is the school's policy to administer medication only under the following conditions:

1. All medication must be in the original container and labeled with the child's first and last name, name of drug, dosage, directions for administration, and the physician's name.
2. Medications prescribed for anyone other than the child will not be administered.
3. Over the counter medications and prescribed medications require written instructions provided to teachers by the child's health care provider. Medications will be administered providing the parent has filled out an Authorization to Administer Medication Form that is available from the teacher. The form must be completed in full, signed by the parent or legal guardian, and dated.
4. All medication administered to children will be documented in the medical log.

## **UNIVERSAL PRECAUTIONS**

Teachers have been trained in and abide by Universal Precautions' recommendations whenever there is exposure to a significant amount of blood and blood-containing body fluids, and/or injury discharges. Single-use disposable gloves are available at all times and are worn by teachers whenever there is contact with blood-containing body fluids or tissue discharges.

Teachers are also educated each year about the proper method for cleaning and disinfecting those areas that have been soiled by potential body fluid contaminants. Designated disposal receptacles for removal of material from these incidents are located in locked areas that are inaccessible to children.

## **ACCIDENT AND INCIDENT PROCEDURES**

In the event that a child becomes injured or is involved in an accident or incident, an Incident Report will be completed by the teacher. This report will be kept in the child's file after the parent/guardian has been given the opportunity to read and sign the report. Teachers will perform basic first aid (cleaning area with soap and water, using Band-Aids, and using an ice pack) for minor injuries. If the injury is determined to be severe, a parent or guardian will be notified immediately, and with input from the parent, we will decide to call 911.

**Serious Injuries:** For serious injuries requiring professional medical treatment, children will be transported via ambulance to St. Francis Hospital located at 3237 S. 16<sup>th</sup> Street Milwaukee, WI 53215. The number is 414-647-5000. The child's teacher or another staff member will ride in the ambulance with the injured child. A member of the Educational Leadership Team will follow the ambulance and wait at the hospital until a parent or guardian arrives. The school also maintains a medical log of injuries and medications.

If it is suspected that a child has been poisoned, we will consult with Poison Control Center prior to treating the child.

## **PETS AND ANIMALS**

Occasionally, we will invite animals to visit the program in order to enhance the curriculum. Prior to an animal being on the premises, we must have documentation of the animals' immunizations. You will also be notified in advance and be requested to provide written permission for your child to participate. If a child is allergic to certain animals, the visit will be canceled. Classrooms are prohibited from having pets other than fish.

## **CELEBRATIONS**

As a Christian-oriented ministry, we celebrate Christmas and Easter. We strive to plan activities that are interesting and meaningful to children. Our curriculum demonstrates respect for a variety of customs and cultures. We try to incorporate the customs and traditions of all the families we serve. If you have particular concerns or interests relating to special holidays or celebrations, speak to your child's teacher.

## **CHARGES**

- A \$25.00 charge is assessed for each Non-Sufficient Funds check received.
- Failure to adhere to your payment commitment will result in an additional charge of \$25 for each week past due (per contracted time) and if recurring can result in termination.

## **GRIEVANCE PROCEDURE FOR PARENTS/GUARDIANS**

In building trusting relationships, parents are encouraged to address concerns directly with their child's teacher as a first step.

The goal is to always have open communication where two of the most important people in the child's life can work through a situation and decide on an amicable solution. In the event that a solution cannot be reached, the parent can address his or her concerns in writing or in another form of communication, to the principal.

The principal will meet with the parent as soon as possible after receiving notice of the concern. The goal of the meeting will be to listen to the parent's concerns and involve the parent in working out a reasonable solution. The parent will receive a written and verbal notice of the decision not to exceed 10 business days after the meeting.

If the parent is not satisfied with the solution provided by the Principal, the parent will be instructed to provide a written concern, if the parent is able to, or meet with the Board of Directors. The Board of Directors will investigate the concern and make a decision. The decision will be provided to the parent in writing and verbally within 30 days of receipt of the complaint. The Board of Director's decision is final.

Any family member, parent and/or child involved in the resolution of a conflict are guaranteed no retaliatory action by staff or administration.

## **TRANSFER OF RECORDS**

St. Joseph Academy will accept school records from other institutions.

In the event that a child needs to transfer to another school, St. Joseph Academy will transfer records to the new school upon receipt of a request for records signed and dated by the parent/guardian. These records may include copies of attendance, academic performance, health, and behavior.

## **RESOURCES**

These are local services and resources that may be of interest or helpful for you periodically:

Zablocki Library  
3501 W. Oklahoma Avenue

414-286-3055

City of Milwaukee Public Health Department  
700 W. Michigan Avenue

Central Health Clinic	414-286-3631
Communicable Disease Reporting	414-286-3624
Lead Poisoning Prevention	414-286-3578
Health Advice	414-286-3616
Children’s Hospital of Wisconsin 9000 W. Wisconsin Avenue	414-266-2000
Poison Control Center of Wisconsin 9000 W. Wisconsin Avenue	414-266-2222
Sixteenth Street Community Health Center 1032 S. Cesar E. Chavez Drive	414-672-1353
Walgreens Pharmacy 3333 S. 27 <sup>th</sup> Street	414-671-3660
St. Francis Hospital — Emergency Department and Urgent Care 3237 S. 16 <sup>th</sup> Street	414-647-5000
St. Luke’s Hospital — Emergency Department and Urgent Care 2900 W. Oklahoma Avenue	414-647-3000
Women, Infants & Children (WIC) Office      1337 S. Cesar Chavez Dr.	414-643-7554
Child Find Milwaukee Public School 5225 W. Vilet Street	414-475-8593

## **DISCIPLINE POLICY**

St. Joseph’s discipline policy is rooted in the five Felician core values that guide how all of us interact with each other in our ministry:

### Respect for Human Dignity

Our reverence for and commitment to promoting and protecting the dignity of persons

### Compassion

An empathetic consciousness of others expressed in caring service

### Justice and Peace

Forging right relationships...re-creating a sustainable environment...promoting the common good... all in the pursuit of peace

### Transformation

The process that encourages an open mind and heart, leading to continuous improvement of the person and ministry

### Solidarity with the Poor

Ensuring the needs of the poor and vulnerable are met through advocacy and action

Teachers and staff work hard to develop and set clear guidelines aligned to the five core values above. However, if behavior guidance becomes necessary, discipline will consist of positive redirection, reminders, warnings, and consequences that help a child learn the relationship of one’s choices and how they affect the SJA community. Students will be given opportunities to choose to improve their behavior.



SJA staff will use Class Dojo to record both positive and negative behaviors to identify trends that need attention and to set goals with students

SJA feels that suspending and expelling a student is not always effective for addressing some behavioral issues and are sometimes counterproductive. However, children may be suspended from school for excessive behavioral issues, safety concerns, or being in non-compliance with immunization requirements.

Children may receive time-outs, parent contact or suspensions for inappropriate behavior such as:

- Using physical violence toward other children or staff
- Destroying school property
- Using vulgar language
- Being defiant

Time-outs or phone calls may be given in the classroom environment. For extreme or excessive inappropriate behavior, children may be removed from class to serve a time-out with an administrator. Time-outs will consist of a child being removed from the group until ready to return productively.

If continuous misbehavior is deemed extreme and beyond the control and efforts of the staff, the parent may be required to have the child evaluated for special interventions and supports.

**Expulsion:** Children can be expelled from the program for the following reasons:

- Loss of Milwaukee Parental Choice Voucher
- Failure of parent to follow school policies and procedures
- Failure to pay tuition according to the tuition contract (for families paying privately)
- Failure to follow through with behavioral expectations.
- Child’s behavior is detrimental to the health and safety of other children and staff
- Weapons are brought to school
- Excessive absenteeism, including sporadic attendance. Missing two consecutive weeks without valid reason (death in the family, illness, etc.)

In some cases, it may be determined that the school cannot meet the educational needs of a child/family. If efforts between the school and home do not succeed, the principal may discontinue educational services. The principal will meet with the parent/guardian to recommend other options for the family.

**Appeals:** Parents may appeal their child’s suspension or expulsion by filing a grievance.

St. Joseph Academy's 5 Core Values:			
Respect for Human Dignity, Compassion, Justice and Peace, Transformation, Solidarity with the Poor			
Sycamore Code	SJA Core Value that is Impacted	Violation	Min. Pts.
5	Transformation	Dishonesty, Lying, Plagiarism	5
3	Respect for Human Dignity	Disobedient, Defiant	1

2018–2019 St. Joseph Academy Parent Handbook

3	Respect for Human Dignity	<b>Disrespect of People and Property</b>	1
3	Respect for Human Dignity	<b>Disruptive Behavior</b>	1
2	Justice/Peace	<b>Bullying, Harrassment (incl. online)</b>	1
5	Transformation	<b>Improper Use of Technology</b>	1
3	Respect for Human Dignity	<b>Inappropriate Sexual Conduct</b>	5
1	Compassion	<b>Obscene Gestures, Language</b>	1
1	Compassion	<b>Physical Aggression, Fighting</b>	5
4	Solidarity with the Poor	<b>Theft</b>	5
3	Respect for Human Dignity	<b>Uniform Violation</b>	1
		<b>Other (specify in space below)</b>	
		<b>S/D = Automatic Suspension or Dismissal</b>	

Potential Consequences:	Teacher calls home
	Admin calls home
	Student calls home
	Time out in office
	Loss of fun Friday
	Loss of other privileges
	Redirection Class (Fridays)
	Parent Classroom shadow
	Parent conference
	In-school suspension
	Out-of-school suspension - for physical safety
	Other

In accordance with school policy and State law, teachers and other adults (including parents) will not use or permit any person on the premises to use corporal punishment (physical punishment) or behavior that is humiliating or frightening to a child. Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include all of the following:

1. Spanking, hitting, pinching, shaking, slapping, twisting, throwing or otherwise inflicting pain on the child.
2. Verbal abuse, threats or derogatory remarks about the child or the child's family.
3. Staff may not withhold food, water or force naps.

Parents have a key role in reinforcing the behavior that is expected at school. In extreme cases where behavior is impeding the learning and or safety of others, parents will be required to seek professional support such as therapy, consultation with a behavioral specialist, or M-Team for the child to remain in school.

**Parent/Guardian Termination:** In the event that a parent or guardian decides to discontinue services, we require a written two-week notice. Failure to provide the appropriate notice may result in the parent/guardian's account being billed tuition for the two-week period.

St. Joseph Academy enforces uniform guidelines to minimize distractions in the classroom so your child can focus on learning. All students will be required to wear a school uniform daily while at St. Joseph Academy.

You can purchase your child's uniform at **Goldfish Uniforms (5300 W Lincoln Ave, West Allis, WI 53219, Phone: (414) 476-4343)**

**UNIFORM GUIDELINES:**

Tops – Girls and Boys

**Uniform Polo Shirts with SJA logo.**

**Red, Navy Blue, Hunter Green only.**

Long sleeved under shirts are allowed in the following solid colors:

**Red, Navy Blue, Hunter Green, or White.**

Sweaters – Girls and Boys

**Red, Navy Blue, Hunter Green.**

Button-ups or zippers are permissible. Hoodies are not acceptable.

Bottoms- Boys

Uniform pants or shorts in the following colors: **Khaki or Navy Blue**

No jeans, joggers, or bottoms of jean material.

Bottoms-Girls

Uniform pants, jumpers, shorts or skirts (knee length) in

the following colors: **Khaki or Navy Blue**

No Mini-skirts, jeggings, leggings, jeans, or stretch pants.

Shoes

No flip flops, slippers, or sandals. Shoes must cover toes and heels.

Head wear – No bandanas or hats.

La Academia St. Joseph enforza nuestra guía de uniformes para minimizar las distracciones en el salón de clases para que su alumno se pueda enfocar en su aprendizaje. Todos los alumnos son requeridos a usar su uniforme diariamente mientras estén en La Academia St. Joseph. Usted puede comprar los uniformes en tiendas que venden uniformes (por ejemplo Walmart, K-Mart, Target, JL Marcus, online etc.).

**GUIA DE UNIFORMES:**

Blusa/Camisa – Niñas y Niños

**Camisas Polo con logo de SJA**, de manga corta o larga:

**Rojo, Azul Marino y Verde Oscuro.**

Camisas de manga larga debajo son permitidas en los siguientes colores solidos: **Simple Blanco, Rojo,**

**Azul Marino y Verde Oscuro.**

Camisetas no son permitidas. Blusas/Camisas no deben tener ningún logotipo de la marca en ellas

Suéteres Niños & Niñas

**Rojo, Azul Marino y Verde Oscuro.**

Ya sea con zipper o botones. No se permite sudaderas con gorro.

Pantalones- Niños

Pantalones o cheros de uniforme, en los siguientes colores: **Beige/Khaki o Azul Marino**

No pantalones de mezclilla, joggers o de la tela mezclilla.

Pantalones-Niñas

Pantalones de uniformes, faldas o jumper (hasta la rodilla)

los siguientes colores: **Beige/Khaki o Azul Marino**

No Mini-faldas, jeggings, leggings, pantalón de mezclilla, o pantalones elásticos.

Calzado

No chanclas, o sandalias. El calzado debe cubrir los dedos del pie y talón.

Sombrería

No bandanas o gorras.

Si usted tiene pregunta o inquietud con respecto a la política de uniformes, por favor no dude en ponerse en contacto al 414-645-5337 ext. 314. ¡Gracias!

**ACKNOWLEDGEMENT AND RECEIPT OF HANDBOOK**

I received the Parent Handbook of St. Joseph Academy. I have reviewed the information for the school age program and its policies and procedures.

I understand that it is my responsibility to be involved in my child’s academic success at St. Joseph Academy.

I also understand that I am responsible for and agree to abide by the policies and procedures that have been set forth by St. Joseph Academy.

\_\_\_\_\_

Child Name

\_\_\_\_\_

Child Name

\_\_\_\_\_

Child Name

\_\_\_\_\_

Parent/Guardian Name

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date