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# St. Joseph Academy

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

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

Sponsored by the Felician Sisters

Welcome!

Welcome to St. Joseph Academy's K4 - 8th Grade School! We are pleased you have chosen our school to provide your child's educational needs. We look forward to collaborating with you to ensure your child's academic success and their development into the wonderful person God is creating them to be. 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 will educate happy and healthy children who are the hope and leaders of the future, prepared and equipped for a life of choice and opportunity.

Mr. Scott Hanson, M. Ed., MBA  
Principal, 2016 - present

This handbook is organized in the following way:

Becoming Part of Our SJA Family  
Getting To and From School  
During the School Day  
Health, Wellness, and Safety  
RISE UP to Behavioral Expectations  
Dress Code  
Community Resources for You

## **BECOMING PART OF THE SJA FAMILY**

### **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 Those in Need. We partner with families and community to fulfill this mission.**

The Felician values for Ministry guide how all of us interact with each other at St. Joseph Academy:

**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 Those in Need**

Ensuring the needs of those we serve are met through advocacy and action

### **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, we continue the Felician Sisters' mission with their ministry partners to provide family-focused childcare and K-8 education within a Christian-oriented environment. As with other Felician-sponsored ministries, the not-for-profit Academy is a resource and advocate for the children and families in the community.

### **LICENSURE AND ACCREDITATION**

The school is recognized as a private school by the Wisconsin Department of Public Instruction (DPI) and is fully accredited through Cognia and Wisconsin Religious and Independent Schools Association.

### **STAFF**

We recruit and hire teachers who at minimum have earned their bachelor's degree in education and have obtained their teaching license (or are in the process of earning their 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 licenses.

### **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**

To enroll in the school, families may privately pay or apply for the Milwaukee or Wisconsin Parental Choice Program.

All parents who apply for the Choice program must complete the [online DPI Parent application](#) and then physically bring in the required paperwork to the office.

All parents who apply for the private pay program must meet with the Enrollment Coordinator to set up a meeting to review details. For private pay families, the first month's tuition must be paid in advance of your child's first day of attendance.

Contact our Enrollment Coordinator for assistance at 414-645-5337 x267.

### **FULL-DAY KINDERGARTEN PROGRAM**

Our Kindergarten Program (K4 and K5) is a full day program. School begins at 8:15 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, and 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.

### **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).

### **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 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 may also visit their child's classroom.

### **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 education at the school.

**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 call the office at 414-645-5337 extension 280. 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 with the children. It is an expectation that parents volunteer at least 10 hours of their time per school year for school activities. GIA (below) will communicate those opportunities throughout the year.

**Guardians in Action (GIA):** SJA has a parent committee called GIA to promote positive parental involvement with the school. Meetings are held once a month. Ask the office if you are interested.

### **CONFIDENTIALITY**

We understand the importance of building trust with the families we serve. To this end, we will maintain confidentiality about information unless legally required. 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. SJA does not take sides in custody issues.

## GETTING TO AND FROM SCHOOL

### TRANSPORTATION

Parents/guardians are responsible for getting their child(ren) to school on time and picking them up from school on time. *(SJA does not provide transportation to and from school)*

<b>Morning Drop-Off – 7:55am - 8:15am</b>
All Grades enter through Door #7 on 16th St.

### ARRIVAL AND DEPARTURE

It is the parents'/guardians' 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 7:55am-8:15am on 16<sup>th</sup> St.

Note: Breakfast will only be served until 8:15am.

After school, you will pick-up your child **at 3:30pm**. K4 dismisses on 17th St. K5 - 8th grade dismisses at Door #1 on 16th St. All families will use the PikMyKid app to notify us that they are here. Once we receive notification, staff will see your child out the appropriate door and into the car.

<b>Afternoon Pick-Up – 3:30pm</b>			
<b>16<sup>th</sup> St.</b>		<b>17<sup>th</sup> St</b>	
<b>K5 - 8th (+ siblings)</b>	<b>Door #1</b>	<b>K4 (+ siblings)</b>	<b>Door #3</b>

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

## Get Started

The PikMyKid app is available for download on your smartphone's app store (Google-Play, App Store or Windows).

Scan below to download!



iOS



Android

## PARKING

SJA parent must adhere to the parking and traffic signage around the building:

Loading zone on 16<sup>th</sup> street, speed limit, stop signs, handicap space, fire lanes

Parents may not block our neighbor's driveways. Violators of any of the above may 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 may not be released from class after 2:30pm.**

### Tardies

Students are considered tardy if they are **not in their classroom by 8:15am.**

You should plan on dropping your child off no later than 8:10am.

### Absences

If your child will be absent, call the school at 414-645-5337 ext. 281 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 with administrator

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 withdrawal from SJA

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, 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. You may also update PikMyKid with the person's information

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 as 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.

## **DURING THE SCHOOL DAY**

### **CURRICULUM**

St. Joseph Academy recognizes that we need to prepare our children to meet high academic standards. Each subject area's curriculum is reviewed, assessed, and selected to best fit the needs of our students on a six-year cycle. We engage in this rotation for all topics including faith formation, reading, writing, phonics, math, science, social studies, art, music, physical education, and library/computers

All curricula are aligned with the Common Core State Standards. The Faith Formation curriculum is aligned to the national Catholic standards. Most curricula have a technological component as well as take-home materials for parents to work with their child.

### **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 take the Measures of Academic Progress (MAP) adaptive assessments three times a year in reading and math. The scores provide students, parents, and teachers a progress monitoring tool showing student academic growth from beginning to middle to end of the school year, and then from year to year as well. Students learn about their growth goals and are celebrated not for the highest scores, but for their growth from their previous marks.

All students also take the Forward Exam, which is Wisconsin's state-wide assessment to measure growth from year to year in students. Parents are allowed to opt their child out of the Forward exam upon

request. However, we feel it is important for all to take so that SJA can analyze the results to see where we can improve as an institution.

### **PARENT TEACHER CONFERENCES**

Parent Teacher Conferences will be held during the school year and are mandatory to receive student report cards. Scheduled dates are listed on the School Year Calendar. During conferences, teachers will share classroom information, observations of your child, and assessment results.

### **FIELD TRIPS**

Providing off-campus experiences to help enhance our curriculum is instrumental to children's learning.

Prior to taking a child on a trip, the parent/guardian will need to sign a permission slip which will include the date, time, and venue. 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; teachers will also have a cell phone.

### **OUTDOOR ACTIVITIES ("RECESS")**

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 0 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 (KINDERGARTEN)**

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 should not be brought 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.

### **FOOD**

We participate in the National School Lunch Program and School Breakfast Program. Our meals are nutritious and meet USDA meal requirements. An optional breakfast is provided before instruction starts in the students' classroom. No breakfast will be served after the start of the instructional day. Lunch is

also provided. Menus are posted on ClassDojo each month. 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. Parent may not bring in fast food for their child's 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 doctor.

**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.

## **LOST ITEMS**

SJA is not responsible for any items that are lost or that go missing on school grounds. We expect that students respect other people's property. Parents/guardians should not send anything extremely valuable to them with students. It is responsibility of the parent/guardian to label personal items to minimize lost items.

## **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.

### **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.

### **FEES, CHARGES**

- A \$25.00 charge is assessed for any Non-Sufficient Funds check received.
- For private pay families, failure to adhere to payment commitments will result in an additional charge of \$25 for each week past due (per contracted time) and if recurring can result in termination.

### **TRANSFER OF RECORDS**

St. Joseph Academy accepts school records from other institutions. In the event that a child needs to transfer to another school, SJA will transfer records to the new school upon receipt of a request for records from the new school. These records may include copies of attendance, academic performance, and health.

## **HEALTH, WELLNESS, AND SAFETY**

### **HEALTH, WELLNESS, AND SAFETY**

SJA is committed to policies and procedures to protect the health, wellness, and safety of all children and adults while at school.

### **SMOKING PROHIBITED**

For the health, wellness, and safety of all children, smoking is prohibited on the school's grounds. This includes our playground, parking lot, and dismissal areas. In accordance with state laws,

### **WEAPONS PROHIBITED**

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<sup>0</sup> 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 ringworm 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.

## **RISE UP TO BEHAVIORAL EXPECTATIONS**

Students are to follow our behavioral expectations laid out by our RISE UP acronym (**Respect, Integrity, Service, Empathy, Unity, Perseverance**).

Teachers and staff work hard to develop and set clear guidelines aligned to the Felician values for Ministry. However, if 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 themselves and the SJA community. Students will be given opportunities to choose to improve their behavior.

### **“T.I.E.” - Transforming Individual Excellence**

St. Joseph Academy's behavioral intervention program **Transforming Individual Excellence**, or TIE, is designed to mentor students to make choices aligned with our behavioral expectations. TIE provides students with the time needed to reflect on the impact of their behavior on themselves, their peers, and the rest of the SJA learning community. Upholding high expectations for behavior is fundamental to the success of every student here at St. Joseph Academy.

Through consistency in our expectations and consequences at the school-wide level, we can create an environment in which student's learning can be the central focus of both students and teachers. TIE is meant to be a challenge for students, and thus, the expectations for TIE students must be managed with consistency across the entire school. Students will be placed on TIE if they consistently fail to meet behavior expectations. TIE is an opportunity for students to re-learn the expectations of being a member of SJA, and it is a consequence that reinforces the values of making good decisions. A student may also be put on TIE in the case of serious behavior infractions.

While on TIE, students will receive the same instructional materials as other students and are expected to complete the same class work and homework. The dean of culture will determine when the student has earned themselves off of TIE.

**Consequences for Non-Negotiable Behaviors: All Grades (K4-8)**

“Non-Negotiable Behaviors” are actions that St. Joseph Academy considers a threat to any school member’s safety or learning environment. Students who exhibit the following non-negotiable behaviors or any other behavior that threatens the safety of our students will be given the following consequences, in addition to a mandatory Parent/Guardian meeting, without exception.

Range of Consequences		
Student or Parent Action	Minimum	Maximum
Leaving Class Without Permission	Office referral for leaving class without permission	Suspension & Final Behavior Contract (pending withdrawal)
Leaving Building without permission	Behavior Contract and contact parents	Suspension or withdrawal
Bullying/Harassment	Behavior Contract - recording offense (pending dismissal)	Suspension or withdrawal
Disrespectful, disruptive, defiant or other unacceptable behavior	Warning	Withdraw from SJA
Physical violence toward other children or staff	Out of School Suspension	Withdraw from SJA
Destroying school property	In School Suspension	Withdraw from SJA
Vulgar language	Warning	Withdraw from SJA
Intimidating others causing fear and psychological discomfort	In School Suspension	Withdraw from SJA
non-compliance with immunization requirements.	Warning	Withdraw from SJA
<p>The following will result in a withdrawal from SJA as the minimum consequence:</p> <ul style="list-style-type: none"> <li>● Incomplete or incorrect documentation for the Milwaukee or Wisconsin Parental Choice Program</li> <li>● Failure of <u>parent/guardian</u> to follow school policies and procedures</li> <li>● Failure to pay tuition according to the tuition contract (for private pay families)</li> </ul>		

- Failure to follow through with behavioral expectations.
- Behavior that is detrimental to the health and safety of other children and staff or themselves.
- Weapons brought to school.
- Toy weapons (guns, swords, knives, slingshots. etc.) are also prohibited
- Possession, distribution, intent to distribute, or use of alcohol, tobacco, marijuana, or other drugs at school, at recess, on a field trip, or any other school-sanctioned event or location.
- Excessive absenteeism, including sporadic attendance. Missing two consecutive weeks without valid reason (death in the family, illness, etc.)

SJA feels that suspending or withdrawing a student is not always effective for addressing some behavioral issues and are sometimes counterproductive. The Principal or his/her designee, reserves the right to suspend or withdraw any SJA student.

*Suspension* – Student is removed from school due to the serious nature of the inappropriate behavior for up to 10 school days. Students who are suspended may not appear on campus or attend any school functions. They may enter school to take or prepare for state assessments. Suspended students must be assigned homework and given the opportunity to make up missed assignments, quizzes or tests.

*Withdrawal from SJA* - In some cases, it may be determined that the school cannot meet the needs of a child or family. If efforts between the school and home do not succeed, the principal may withdraw the student. The principal will meet with the parent/guardian to recommend other options for the family and notify them of the appeals procedure.

### **APPEALS PROCEDURE**

The Principal or his/her designee reserves the right to suspend or withdraw any SJA student. Parents/guardians may appeal the decision of their child's suspension or withdrawal by requesting a review in writing to the President/CEO within two days of notice of the suspension. An appeal does not halt the suspension. If the suspension is overturned, it will be removed from the student's record and any remaining days will not have to be served. If the parent/guardian disagrees with the decision of the President/CEO, they can file a grievance with the Board of Directors.

### **GRIEVANCE PROCEDURE**

In building trusting relationships between school and home, parents/guardians 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/guardian 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 President/CEO. The President/CEO will investigate the concern and make a decision. If still not satisfied, the parent/guardian will be instructed to provide a written concern to 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.

### **Banned Items & Searches**

To protect the safety of all students, the administration reserves the right to search any student's locker, backpack, purse, shoes, cell phone history, photos on cell phones, any item of theirs that has pockets or any area that could conceal an item or information that is banned from school (i.e. drugs, weapons, stolen items, cell phones, etc...).

### **No Solicitation**

Students may not sell any goods or services for any fundraiser or other reason while on school grounds unless approved by the principal.

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, discomforting, 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.

**School Dress Code**

St. Joseph Academy enforces a school dress code 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.

**Codigo de Vestimiento Escolar**

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 chores 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, jeggins, 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!

**LOCAL SERVICES AND RESOURCES:**

<b>Child Find (IEPs) - MPS</b> 5225 W. Vilet Street	414-475-8593	<b>Women, Infants &amp; Children (WIC)</b> 1337 S. Cesar Chavez Dr.	414-643-7554
<b>St. Luke’s Hospital —</b> Emergency Department and Urgent Care 2900 W. Oklahoma Avenue	414-647-3000	<b>St. Francis Hospital —</b> Emergency Department and Urgent Care 3237 S. 16 <sup>th</sup> Street	414-647-5000
<b>Walgreens Pharmacy</b> 3333 S. 27 <sup>th</sup> Street	414-671-3660	<b>16th St. Community Health Center</b> 1032 S. Cesar E. Chavez Drive	414-672-1353
<b>Poison Control Center Wisconsin</b> 9000 W. Wisconsin Avenue	414-266-2222	<b>Children’s Hospital of Wisconsin</b> 9000 W. Wisconsin Avenue	414-266-2000
<b>MKE Public Health Department</b> 700 W. Michigan Avenue Central Health Clinic Communicable Disease Reporting Lead Poisoning Prevention	414-286-3631 414-286-3624 414-286-3578 414-286-3616	<b>Zablocki Library</b> 3501 W. Oklahoma Avenue  <b>Mitchell St. Library</b> 906 W Historic Mitchell St	414-286-3055  414-286-3000

Health Advice			
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## **Nondiscrimination Statement**

### **USDA Nondiscrimination Statement Update**

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, audiotape, 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.**

**ACKNOWLEDGEMENT AND RECEIPT OF HANDBOOK**

I received the K4 – 8<sup>th</sup> Grade School Parent Handbook of St. Joseph Academy.

I have reviewed the policies and procedures within the handbook.

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

I 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 (if applicable)

\_\_\_\_\_  
Child Name (if applicable)

\_\_\_\_\_  
Primary Parent/Guardian Name

\_\_\_\_\_  
Primary Parent/Guardian Signature

\_\_\_\_\_  
Date