

# **St. Joseph Catholic Academy**

2401 69th Street • Kenosha WI 53143 • (262) 654-8651

[www.kenoshastjoseph.com](http://www.kenoshastjoseph.com)



**2011-2012**

**Student/Parent Handbook  
GRADES 6 - 12**

ST. JOSEPH CATHOLIC ACADEMY – UPPER CAMPUS (GR. 6-12)  
HANDBOOK ACKNOWLEDGEMENT FORM  
2011-12

I have received a current copy of the St. Joseph Catholic Academy Student/Parent Handbook, Grades 6-12. I have read and acknowledge the policies stated in the handbook and the amendment to the Dress Code Policy for the 2011-12 school year.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*Please sign and return this page to the main office the week of Student Packet Pickups (August 9<sup>th</sup> – 11<sup>th</sup>). ***Students will NOT receive their school packets or schedules until the Handbook Acknowledgement Form is signed and returned.\****

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Dear St. Joseph Catholic Academy Family:

In an increasingly secular world, the Board of Trustees recognizes the vital importance of sustaining and perpetuating the Catholic values instilled in our school by our founders, the School Sisters of St. Francis. St. Joseph Catholic Academy has an obligation to educate students in a culture of Catholic faith, values, services, and personal responsibility. To that end, the Board, along with the St. Joseph Administration, has recommitted the school to a standard of behavior for all members of the St. Joseph Catholic Academy family that is based on the foundations of Catholic values, morals, and beliefs. It will be known as the Lancer Value System. The Lancer Value System is the standard for all behavioral activity by which all those associated with the institution are held accountable, both on school campus and in the community at large.

**LANCER VALUE SYSTEM** - Being a Lancer places special demands on how we behave.

**Spirituality:**

God and Faith are the center of our lives.

**Humility:**

We are not boastful. We recognize the sacrifice of many in all our personal achievements.

**Generosity:**

We share our God-given gifts with all those around us.

**Respect:**

We behave in a way that honors self and others.

**Acceptance:**

We recognize and treasure our varied God-given talents.

**Integrity:**

We are consistent and honest in words and deeds.

**Accountability:**

We take responsibility for our actions and are answerable for our performance.

**Commitment:**

We demonstrate dedication to our work, school, and others.

**VALUE GUIDELINES**

**September - Acceptance:** We recognize and treasure our God-given talents.

1. Respect diversity in culture, gender, and belief systems.
2. Be inclusive in group activities.
3. Help those who need help.
4. Stand up for and support those who need help.
5. Encourage and build one another up.
6. Refrain from derogatory comments about race, sexual orientation, or stereotypes.

**October - Respect:** We behave in ways that honor self and others.

1. Show basic good manners.
2. Take turns when talking or listening to others.
3. Appreciate others' points of view.
4. Be polite and considerate.
5. Respect the property of others.
6. Show self-control in hallway behavior.

**November - Humility:** We are not boastful; we recognize the sacrifice of many in our personal achievements.

1. Be humble in speech.
2. Refrain from showing off material things.
3. Accept success with grace.
4. Share time, talent, and treasure.
5. Celebrate the effort and success of others.
6. Acknowledge the aid, support, and sacrifices of others.

**December - Generosity:** We share our God-given talents with all those around us.

1. Give without needing reward.
2. Be generous with time, talent, and treasure.
3. Provide compliments/positive feedback, constructive criticism.
4. Acknowledge the positive qualities of other people.

**January - Integrity:** We are consistent and honest in words and deeds.

1. Display academic honesty at all times.
2. Be sincere in speech and actions.
3. Be reliable.
4. Consistently act with integrity both in and outside school.
5. Act ethically and morally.

**February - Accountability:** We take responsibility for our actions and are answerable for our performance.

1. Accept consequences for one's actions.
2. Take ownership of our successes and failures.
3. Follow through on responsibilities.

**March - Spirituality:** God and faith are the center of our lives.

1. Participate reverently at Mass and prayer services.
2. Live by the Golden Rule.

**April- Commitment:** We demonstrate dedication to our work, school, and others.

1. Do what we say we will do.
2. Go over and beyond the required to improve self, peers, and the community.
3. Persevere in the pursuit of goals.
4. Ask for help from others/teachers when it is needed.

## **CERTIFICATE OF GOOD STANDING**

In keeping with the Lancer Value System, St. Joseph Catholic Academy has instituted the Certificate of Good Standing. The Certificate of Good Standing is based on the behavioral activity of all students attending St. Joseph Catholic Academy on campus and in the community at large. Students who do not meet Lancer behavioral expectations will not be invited to return to St. Joseph Catholic Academy.

## **INTRODUCTION**

We welcome you to St. Joseph Catholic Academy, Grades 6 – 12. We want you to feel a part of our school community. This handbook is intended to give you information about our school academics, student services, school organizations, and discipline. Our philosophy of education aims at building respect for each person, and we believe that young people learn best through daily contact with adults who are caring, Christian people.

This handbook is intended to be a reference for you with regard to the policies, procedures, and programs of St. Joseph Catholic Academy. Please keep this book in a convenient place and refer to it often. Best wishes for a successful school year.

## **SCHOOL’S RIGHT TO AMEND**

St. Joseph Catholic Academy and its administration reserve the right to amend this handbook as deemed necessary. Parents will be given prompt notice of any amendments.

## **MISSION STATEMENT FOR ST. JOSEPH CATHOLIC ACADEMY**

St. Joseph Catholic Academy is committed to providing the very best in Catholic education. We embrace our Catholic faith by modeling the teachings of Jesus through example and service. The highest standards in education are measured by proven methods that engage all our students. Our students will develop curiosity, seek out questions, and learn critical problem-solving skills.

## **HISTORY AND PHILOSOPHY OF ST. JOSEPH CATHOLIC ACADEMY**

St. Joseph Catholic Academy, an educational leader and innovator in the Catholic community, officially opened its doors to students on August 23, 2010. We educate students from preschool – 12<sup>th</sup> grade on two campuses.

In addition to shared facilities, the Academy offers a robust, cutting-edge curriculum that includes many offerings new to Catholic schools in our area. The Academy has an extensive foreign language component and the only 6-12 One-to-One Laptop Program in the city. St. Joseph Catholic Academy is committed to provide the very best in education to all of our students.

Our students will make a difference in this world by being responsible citizens and by living the Christian values that affirm the dignity of all faiths and the unique gifts of each person.

## **GOALS OF THE SCHOOL**

- To build a Christian community by fostering mutual respect and personal growth;
- To heighten an awareness in each person of the baptismal call to serve others in the life and mission of the church;
- To assist students in their quest for an appreciation of their identity, self-worth, and gifts as Christian men and women;
- To build a strong foundation for a life-long pursuit of wisdom and knowledge;
- To foster the students’ understanding of their relationship with the past and encourage them to make decisions which will affect positively the present and future, and
- To emphasize academic excellence and personal growth by providing opportunities for study and performance at levels which are personally challenging.

## **ADMISSIONS POLICY**

St. Joseph Catholic Academy respects the dignity of the student and his/her desire for an education in a Catholic school. St. Joseph Catholic Academy does not discriminate on the basis of religion, sex, race, color, national origin, or disability.

It is the policy of St. Joseph Catholic Academy to offer a Catholic education to any student who desires it, if the student can meet the academic requirements of the school by reasonable accommodations through the Resource Department. However, if it’s determined that St. Joseph Catholic Academy is not able to meet the individual needs of a particular student, due to a limitation of programs and staff, the parents will be informed.

All new students are on probation for the first year. If the student is unable to adjust to the school, its academic expectations, behavioral expectations, or Christian value system, the student may be asked not to return.

## **TESTING POLICY FOR INCOMING FRESHMEN**

1. Potential incoming freshmen must take a standardized placement test given by St. Joseph Catholic Academy to be considered for admission. The test utilized is “Explore” by ACT.
2. Students test in four (4) academic areas: Math, Reading, Science, and English
3. Students who are afforded test-taking accommodations, such as extended time or a Reader, should notify the Director of Admissions one (1) week prior to the placement exam date so that appropriate arrangements can be made. Appropriate documentation from a medical official in support of such accommodations must be provided before taking the placement exam.

## **TRANSFER POLICY**

The admission of transfer students into the high school is based upon their academic, discipline, and attendance records. To be considered, students must have a cumulative G.P.A. of at least 2.0 on a 4.0 scale, show regular attendance, and have an acceptable disciplinary record.

Students transferring from another school must attend St. Joseph Catholic Academy a minimum of three consecutive terms as a senior to be eligible to receive a diploma from St. Joseph Catholic Academy.

## **TRANSFER CREDIT**

Credits from transfer students will be accepted or rejected according to the following criteria:

1. The course must be comparable to one of the existing courses at St. Joseph Catholic Academy.
2. The number of elective courses may not exceed the number allowed by St. Joseph Catholic Academy in a given year.
3. Religion credits become required at the date of entry, unless a student transfers in from another Catholic school.

A transfer student must meet all other graduation credit requirements to receive a St. Joseph Catholic Academy diploma.

## **RE-ADMISSION POLICY**

Any student who transfers from St. Joseph Catholic Academy to another school and then, at some future time, wishes to return to St. Joseph will be expected to go through the standard admissions procedure. The re-admissions procedure will include a review of the student’s performance at St. Joseph Catholic Academy and all other schools attended.

Students who were dismissed from St. Joseph Catholic Academy will not be re-admitted.

## SECTION ONE — ADMINISTRATION

UPPER CAMPUS PHONE NUMBER: (262) 654-8651

OFFICE HOURS: 7:00 a.m. – 3:30 p.m. (Mon. – Friday) School Days

The office is closed Saturday, Sunday, and holidays. Voice mailboxes are available when the office is closed.

### FACULTY & STAFF

The primary responsibility of the faculty of St. Joseph Catholic Academy is the education of students. You may contact an Upper Campus faculty member through email or by calling the school (262) 654-8651. Faculty members may not be called from class to answer parent phone calls, but parents may leave messages on voicemail and ask for a return phone call. Parents can expect a return phone call within two (2) business days. The school will not give out the home phone numbers of staff members. Faculty members will arrange private conferences with parents when the need arises. Parents may also initiate these conferences.

### ADMINISTRATIVE TEAM

Mr. Robert Freund	rfreund@kenoshastjoseph.com	President	ext.106
Mr. Edward Kovochich	ekovochich@kenoshastjoseph.com	K-12 Administrator in Charge 6-12 Principal	ext.120
Mrs. Wanda Jaraczewski	wjaraczewski@kenoshastjoseph.com	Director of Admissions	ext.104
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Mrs. Pauline McTernan	pmcternan@kenoshastjoseph.com	Director of Development	ext.115
Mr. David Witthun	dwitthun@kenoshastjoseph.com	Director of Athletics	ext.140
Mr. Gregg Maki	gmaki@kenoshastjoseph.com	Director of Technology	ext.114

### UPPER CAMPUS FACULTY

#### ART DEPARTMENT

Mrs. Kathryn Gagliardi	kgagliardi@kenoshastjoseph.com	Art - Department Chair	ext.200
Mrs. Stephanie Slamar	sslamar@kenoshastjoseph.com	Art	ext.230

#### BUSINESS/TECHNOLOGY DEPARTMENT

Mrs. Norma Hall	nhall@kenoshastjoseph.com	Computers – Department Chair	ext.202
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Mrs. Linda Hantke	lhantke@kenoshastjoseph.com	Marketing	ext.217

#### ENGLISH DEPARTMENT

Mr. James Buckingham	jbuckingham@kenoshastjoseph.com	English – Department Chair	ext.215
Mrs. Amanda Lemke	alemke@kenoshastjoseph.com	English	ext.225
Mr. Gerry Powers	gpowers@kenoshastjoseph.com	English	ext.228
Mr. Justin Weber	jweber@kenoshastjoseph.com	English	ext.201
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Mr. Matthew Giunti	mgiunti@kenoshastjoseph.com	Language Arts/Social Studies	ext.222

#### MATHEMATICS DEPARTMENT

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Mrs. Carol Liddell	cliddell@kenoshastjoseph.com	Math	ext.226
Mr. Mathew Zachariah	mzachariah@kenoshastjoseph.com	Math	ext.212

#### PERFORMING ARTS DEPARTMENT

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Mr. Travis Robinson	<a href="mailto:trobinson@kenoshastjoseph.com">trobinson@kenoshastjoseph.com</a>	Music	ext.210
Ms. Nikki Platt		Theater	ext.240

#### PHYSICAL EDUCATION DEPARTMENT

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#### RESOURCE DEPARTMENT

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Sr. Virginia Handrup	<a href="mailto:vhandrup@kenoshastjoseph.com">vhandrup@kenoshastjoseph.com</a>	Writing Center	

#### SCIENCE DEPARTMENT

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#### SOCIAL STUDIES DEPARTMENT

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Mr. Patrick Dwyer	<a href="mailto:pdwyer@kenoshastjoseph.com">pdwyer@kenoshastjoseph.com</a>	Social Studies	ext.243
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Mr. Matthew Giunti	<a href="mailto:mgiunti@kenoshastjoseph.com">mgiunti@kenoshastjoseph.com</a>	Language Arts/Social Studies	

#### THEOLOGY

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Mr. David Endres	<a href="mailto:dendres@kenoshastjoseph.com">dendres@kenoshastjoseph.com</a>	Theology	ext.232
Mr. Steven Haug	<a href="mailto:shaug@kenoshastjoseph.com">shaug@kenoshastjoseph.com</a>	Theology	ext.234
Mr. Brock Elstro	<a href="mailto:belstro@kenoshastjoseph.com">belstro@kenoshastjoseph.com</a>	Campus Minister	ext.219

#### WORLD LANGUAGES DEPARTMENT

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Mr. Fausto Frassine	<a href="mailto:ffrassine@kenoshastjoseph.com">ffrassine@kenoshastjoseph.com</a>	Italian	ext.233
Mr. Frank Ruffolo	<a href="mailto:fruffolo@kenoshastjoseph.com">fruffolo@kenoshastjoseph.com</a>	Spanish	ext.231
Mr. Qingli Zhang	<a href="mailto:qzhang@kenoshastjoseph.com">qzhang@kenoshastjoseph.com</a>	Mandarin Chinese	ext.220
Ms. Amy Zimmer	<a href="mailto:azimmer@kenoshastjoseph.com">azimmer@kenoshastjoseph.com</a>	French	ext.223

**GUIDANCE**

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Ms. Kari Stankowski	kstankowski@kenoshastjoseph.com	(A – L Last Names)	ext.121

**OFFICE STAFF***Main Office:*

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Mrs. Linda Browne	lbrowne@kenoshastjoseph.com	Main Office Assistant	ext.111
Mrs. Audrey Rudd	arudd@kenoshastjoseph.com	Main Office Assistant	ext.101

*Athletic Office:*

Mrs. Elizabeth Del Fava	edelfava@kenoshastjoseph.com	Athletic Administrative Assistant	ext.133
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*Marketing:*

Mrs. Kerry Gapinski	kgapinski@kenoshastjoseph.com	Marketing Coordinator	ext.108
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*Development:*

Mrs. Cindy Sesterhenn	csesterhenn@kenoshastjoseph.com	Development Assistant	ext.118
Mrs. Kathy Thomas	kthomas@kenoshastjoseph.com	Development Assistant	ext.118

**MAINTENANCE**

Mr. Gary Pleet	gpleet@kenoshastjoseph.com	Director of Maintenance	ext.125
Mrs. Belinda McCune		Maintenance Staff	
Mr. Shawn McCune		Maintenance Staff	
Mr. Terrence Davis		Maintenance Staff	
Mr. James Gonzalez		Maintenance Staff	
Mr. Timothy Moore		Maintenance Staff	
Mr. Renato Notarianni		Maintenance Staff	

## **SECTION TWO — SERVICES**

### **GUIDANCE**

The Guidance Department at St. Joseph Catholic Academy is an extension of the overall mission of the school. Our services are designed to meet the developmental needs of the student body. To meet these needs and ensure student success, one of our primary goals is to work closely with teachers, administration, and families.

The department is committed to supporting the academic, personal/social, and college/career needs of each of our students. In order to address these significant areas, the Guidance Department has organized a program of activities that will be highlighted at specific times during the student's middle and high school career. These activities include, but are not limited to, career exploration, understanding his/her own identity, decision-making skills, appropriately handling peer pressure, receiving academic support, classroom guidance, personal interviews, etc.

The Career Center houses information that encompasses these activities. In addition, the center offers information on public and private colleges and universities, scholarships for college, college financial aid, ACT/SAT testing, parent resources, and many resources for students and families who may be facing personal obstacles. The center is available to all students and parents.

### **PASTORAL MINISTRY**

The Liturgy of the Eucharist and community prayer are the center of our faith life. St. Joseph Catholic Academy places great value on these celebrations and expects all students to participate respectfully. Appropriate and expected behavior includes sitting and standing at proper times and participating in prayer and song, which may be part of the services. Other expectations include showing respect for members of the community in attendance.

St. Joseph Catholic Academy services students from various faith traditions, both Christian and non-Christian, and invites them to participate with us in prayer in as comfortable a way as they feel possible. We also encourage and invite them to share their beliefs and prayer ways or traditions with us in the classroom and in various activities throughout the year.

“Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those Churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharist sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provision of canon law. Members of the Orthodox Churches, the Assyrian Churches of the East, and the Polish National Catholic Church are used to respect the discipline of their own Churches. According to the Roman Catholic discipline, the Code of Canon Law does not object to the reception of communion by Christians of these Churches” (Code of Canon Law, canon 884 #4).

### **EMERGENCY HEALTH SERVICES / AMBULANCE**

Students involved in injuries and/or accidents should report this to a faculty member or administrator immediately. Students seriously injured during school or at a school-sponsored function are taken by ambulance to United Hospital Systems-Kenosha Hospital Campus. St. Joseph Catholic Academy reserves the right to make the decision to have a student taken by ambulance to the hospital. Parents are immediately informed by phone when any serious accident or injury occurs.

**SECTION THREE — ACADEMICS**

**ACADEMIC ACHIEVEMENT RECOGNITION**

The administration and staff of St. Joseph Catholic Academy strive for academic excellence and encourage students to participate in that effort. The Honor Roll and Academic Achievement letters/certificates are special recognition programs for students who earn and maintain high levels of achievement.

**HONOR ROLL**

The Honor Roll is based on the term grading period GPA as follows:

- 1<sup>st</sup> Honors: 3.50 and up
- 2<sup>nd</sup> Honors: 3.00 – 3.49

**VALEDICTORIAN/SALUTATORIAN CRITERIA (HIGH SCHOOL)**

- The criterion for this honor is the cumulative GPA at the conclusion of the winter term of their senior year (11 terms). Students must be in attendance for eight (8) consecutive terms in order to be considered for these awards. There is a possibility that these honors may be shared.
- Students must successfully complete a minimum of twelve (12) honors courses/Advanced Placement courses to qualify for Valedictorian/Salutatorian.
- If there are two or more students with identical GPA’s, the first tie-breaker to determine the recipient of the Wisconsin Academic Excellence Scholarship would be the student’s highest recorded ACT test score.
- If there are two or more students still tied after the first tie-breaker, the second tie-breaker utilized will be the total number of honors level/advanced placement courses successfully completed.

**ACADEMIC EXCELLENCE SCHOLARSHIP**

Wisconsin’s top high school seniors are awarded the AES. They must be citizens or permanent residents of the United States and residents of Wisconsin. St. Joseph Catholic Academy must choose the senior with the highest cumulative grade point average at the conclusion of the winter term. The AES provides \$2,250 per year for tuition at a Wisconsin college or university for up to four years.

**ACADEMIC EVALUATION**

Each student’s grade point average (GPA) is calculated each grading period. The GPA is the average number of grade points per credit. The student’s cumulative GPA is calculated at the end of each term using term grades for each course taken on the high school level. The GPA is obtained by adding the quality points assigned to each letter grade and dividing this sum by the number of credits attempted. It is the term grade that determines if a student has successfully completed the course.

**CLASS RANK**

After a great deal of research with a number of high schools, college representatives, education committee members, and our Board of Trustees, St. Joseph Catholic Academy does not supply the rank of its students. Due to our smaller class sizes, we have found supplying rank to colleges/universities gives a significant disadvantage for our students attempting to gain admittance. If students take advantage of our college preparatory curriculum and dedicate themselves to their studies, they will meet and exceed the minimum requirements for admission into many of the well-respected, post-secondary institutions across the country. Class rank will be utilized for internal and administrative purposes only.

The following marking system is utilized by St. Joseph Catholic Academy:

4.0 grade scale:	A	(4.0)	100-93%	C	(2.0)	76-73%
	A-	(3.67)	92-90%	C-	(1.67)	72-70%
	B+	(3.33)	89-87%	D+	(1.33)	69-67%
	B	(3.0)	86-83%	D	(1.0)	66-63%
	B-	(2.67)	82-80%	D-	(.67)	62-60%
	C+	(2.33)	79-77%	F	(.0)	Below 60%

## ACADEMIC EXPECTATIONS

Successful students are to put into practice the following general expectations drawn up by the faculty. Each teacher will make known on the first day of class additional or specific expectations in his/her discipline. Students are expected to do the following:

- Attend all classes. When a pattern of excessive absences develops, parents will be notified as part of an effort to correct the situation. Continued absenteeism may impact the student's grades.
- Demonstrate active, constructive participation in class activities.
- Turn in assignments on time with legible penmanship, correct grammar, and spelling.
- Have proper equipment/materials with them for each class.

## ACADEMIC REQUIREMENTS FOR ST. JOSEPH CATHOLIC ACADEMY

Students must successfully complete the minimum number of credits required to receive a high school diploma from St. Joseph Catholic Academy. All courses required for graduation must be taken at St. Joseph Catholic Academy with the exception of courses being made up due to failure. Specific requirements for graduation are as follows:

### Course Requirements:

4 Credits in English  
3 Credits in Social Studies  
3 Credits in Math (including Algebra I and Geometry)  
3 Credits in Science (including Biology)  
4 Credits in Theology  
1 ½ Credits in Physical Education  
½ Credit in Health  
½ Credit in Fine Arts Department or the Art Department  
1 Credit in Computer Applications

Requirements for Graduation: 30 Credits

Electives: 9 ½ Credits

## ACADEMIC REQUIREMENTS FOR ST. JOSEPH MIDDLE SCHOOL

Students must successfully complete three years in all core courses and successfully complete at least fifteen (15) total credits. Specific requirements for graduation follow:

### Core Course Requirements (12 credits):

2 Credits in Language Arts  
2 Credits in Math  
2 Credits in Science  
2 Credits in Social Studies  
2 Credits in Theology  
1 Credit in Physical Education  
1 Credit in Fine Arts

### Electives (3 credits):

World Languages  
Computers  
Art  
Music  
Study Skills  
Reading Strategies  
Drafting

## ADVANCED PLACEMENT

The Advanced Placement Program (AP) is a cooperative educational venture between high schools and colleges or universities. It allows students to enroll in college-level courses while in high school and gives the opportunity to show mastery by taking an AP exam. Advanced Placement courses are open to juniors and seniors.

### AP Exam

AP exams are given during the month of May. Each exam consists of two sections. The first section is made up of multiple-choice questions. The second section consists of free-response questions in various formats.

### AP Grades

The AP grading scale is as follows:

5 Extremely well-qualified  
4 Well-qualified  
3 Qualified  
2 Possible qualified  
1 No recommendation

Students will receive their grade report in July. Most colleges and universities accept AP scores of 3 or above. Each college or university determines its own guidelines.

**Benefits of AP:**

Students will receive credit, Advanced Placement or both, at most colleges and universities. The amount of credit received varies, depending on the college, AP score, and the subject. Students are also able to move into a higher-level class in college as a freshman. This not only translates into time saved but also a financial savings for each credit earned while in high school.

**Cost of AP Exams:**

Students have to pay for each exam they plan to take. The current cost is \$86 per exam.

**Advanced Placement courses offered at St. Joseph Catholic Academy:**

- Advanced Placement Biology
- Advanced Placement Calculus
- Advanced Placement Chemistry
- Advanced Placement Micro-Economics
- Advanced Placement English Literature and Composition
- Advanced Placement English Language and Composition
- Advanced Placement Psychology

**CONNECT ED**

St. Joseph Catholic Academy and Mount Mary College in Milwaukee, Wisconsin, have formed a partnership that enables St. Joseph Catholic Academy students the opportunity to earn both high school and college credit while taking Advanced Placement courses at St. Joseph Catholic Academy.

Most courses are three (3) or four (4) credit courses, and St. Joseph students will pay \$75 per credit (compared to Mount Mary's cost of \$575 per credit). To receive credit, a student must earn an 83% or the Mount Mary College equivalent of a "BC."

Courses offered for dual credit are Advanced Placement Calculus, Advanced Placement Chemistry, Advanced Placement Biology, and Advanced Placement Micro-Economics.

**GRADUATION CEREMONY/HIGH SCHOOL DIPLOMA**

Only those students who have completed the graduation requirements will receive a diploma and participate in the graduation ceremony. All financial and disciplinary obligations to the school must be satisfied prior to the student's diploma being awarded.

**TRANSFER STUDENTS**

Students must be in good academic standing, have at least a C average (2.0 GPA), and have no significant attendance or disciplinary problems, to be considered for enrollment at St. Joseph Catholic Academy.

**ACADEMIC PROBATION**

A student is expected to be an active learner and make the effort to achieve at ability level. All students entering St. Joseph Catholic Academy will be placed on academic probation for one year.

In an effort to encourage improvement, a committee comprised of the Principal and Guidance Department will periodically evaluate each student on academic probation.

**ACADEMIC DISMISSAL/FAILURE GRADES**

If a student fails four (4) terms of course work in a given year, that student may not return to St. Joseph Catholic Academy the following year. Current students with a failing grade and/or multiple D's within a term grading period will be placed on academic probation for the following term grading period.

All failing grades in required courses must be made up during the summer following the failure in order for the student to return in the fall.

## **ACADEMIC EVALUATION**

Students should expect to have their performance evaluated regularly by means of various tests, class participation, projects, etc. Teachers will distribute a procedure sheet at the beginning of their course, which details the means of evaluation used in their class. Satisfactory achievement cannot be maintained without sufficient effort on the part of the student. This includes class participation and study. The amount of homework assigned to a student will vary with the student's class load and with the teacher's expectations for the course. Final exams will be given at the conclusion of each term.

## **REPORT CARDS**

The school year is divided into three terms. Grades are issued each term and are recorded on the student's permanent record. Grade reports are mailed to parents approximately two (2) weeks after the end of the grading period.

St. Joseph Catholic Academy students receive the following grades:

- A = Exceptional achievement
- B = Above average achievement
- C = Average achievement
- D = Below average achievement
- F = Failure, no credit earned
- I = Incomplete

"I" (Incomplete) is given to indicate that the final work of a grading period or term has been missed due to illness. The incomplete work must be made up within two (2) weeks of the end of the grading period, or the "I" automatically changes to an "F." In special cases, with administrative approval, the incomplete may extend beyond two weeks. Incompletes do not apply to cases of unfinished projects, missed daily assignments, or missed tests (unexcused).

## **CONFERENCES**

Parent/student/teacher conferences will be held during each term grading period. However, a parent may contact a faculty member at any time by calling the school (262) 654-8651 and requesting an appointment. Faculty members will not be called out of class, but they will return calls to parents within two (2) business days, when requested. You may also contact teachers via their e-mail addresses located in section one of the handbook.

## **POWERSCHOOL**

PowerSchool provides parents with access to your student's account, with current grades and attendance via the Internet. It allows you to manage your account and if you have more than one student, you will be able to switch between each student's information. With this service you will also be able to email the teacher a question or concern, view teacher comments, details regarding homework or tests, and current school announcements. For any assistance with your current account or to set up your account, please contact Linda Browne at 262-654-8651.

## **PROGRESS REPORTS**

Progress reports are an integral component of our communication with parents about the success of their student since they provide information on the status of their child's schoolwork before the term report cards come out.

The progress report should reflect positives about a student's work, as well as any academic concerns we have about a student. Parents must understand that it is possible for a student to fail a class even though he/she was passing at the time progress reports were issued. A very low class grade or other circumstances may bring a student with a passing grade to a failing level. St. Joseph Catholic Academy strives for student academic success within a family-focused atmosphere. This atmosphere can be achieved with frequent and effective communication to the parents and students by the use of progress reports, phone calls home as appropriate, emails, and PowerSchool.

## **TERM EXAMS**

Term exams are the norm in all courses and are to be administered on the assigned day. The exam is to be graded and applied toward the report card grade. Term exams will last 70 minutes. Students are required to be present for the term exam in each course. Approval of the principal is required to take exams at a time other than the regularly scheduled exam periods. With the approval of the principal, exams must be made up in the allotted time period. Failure to do so will result in an exam grade of "F" on the student's academic record.

If students are sick on the day of exams, the attendance office will notify the principal. The principal will make sure that the student has make-up exams when he/she is well.

### **Term Grades (High School)**

A term exam will count no more than 20% of the term grade.

Example:

Term Grading Period = 80%

Term Exam = 20%

### **Term Grades (Middle School)**

A term exam will count no more than 10% of the term grade.

Example:

Term Grading Period = 90%

Term Exam = 10%

## **SUMMER SCHOOL/CORRESPONDENCE COURSES**

Summer school/correspondence courses at accredited institutions are to be used to make up failures for required courses. The Guidance Department must approve any course taken at an accredited high school/organization. Credits earned at outside institutions for required courses may be used only to make up failures. Summer school/correspondence courses are added to the record but are not calculated in the GPA.

For a list of approved Correspondence Programs, contact the Guidance Department. Correspondence and/or summer school courses must be completed and a transcript received at St. Joseph Catholic Academy prior to the start of the school year. Failure to comply with this deadline will prohibit the student from returning to St. Joseph Catholic Academy.

## **CHEATING**

A student found to be cheating on tests or daily homework/class assignments is to receive no credit for the work. The student who provides the material will also receive no credit for the work. The teacher is to notify the principal in writing, as well as the parent/guardian of each student.

### **Citation and Plagiarism:**

St. Joseph Catholic Academy uses MLA (Modern Language Association) style of writing for class assigned student papers. This entails specific ways in which a student's paper must be written and presented to his/her teacher. MLA requires that an individual cite a source whenever they do the following:

- Use an original idea derived from a source, whether quoted or paraphrased;
- Summarize original ideas by a source;
- Use factual information that is not common knowledge (common knowledge is information that recurs in source after source five or more times); and/or
- Use any exact wording copied from a source

All information contained in a student's assigned paper that is not provided by his/her own mind must be cited. If the student does not cite it, the student is plagiarizing, and plagiarizing is cheating. The student will receive no credit for this assignment. There is no problem in using others' information in writing, but the student **MUST** give credit to the source of that information.

## **ACADEMIC PROBLEM SOLVING**

Occasionally, students experience academic difficulty in a particular course. If that happens, the most effective way of dealing with the problem is through direct communication with the teacher. The procedure, which must be followed, is listed below:

- Upon realizing that a problem exists, the student must set up an appointment to meet with the teacher and address the problem. This step is the most important. Clear and direct dialogue between the student and teacher must be established. Don't delay in asking for help.
- If the problem continues, the student must again talk with the teacher and also alert the guidance counselor that there is a problem. This is done so that the counselor can help by monitoring the student's progress.
- If the problem continues, the parent should first contact the teacher so that dialogue begins between the parents and teacher. Secondly, contact the student's guidance counselor so that dialogue begins between the parents and guidance counselor. The teacher, student, and counselor have all the pertinent information about the nature of the problem. It is with these parties that steps will be taken to solve the problem.
- If the problem continues, a staffing meeting will be scheduled. The staffing meeting will be comprised of the parents, student, teacher, and counselor. It is at this meeting that a final evaluation will be undertaken and an appropriate and mutual solution to the problem will be found.

The spirit of this procedure is two-fold: open communication with all concerned individuals and help for the student to experience success at St. Joseph Catholic Academy.

## **IDENTIFICATION AND SUPPORT OF STUDENTS WITH SPECIAL NEEDS**

St. Joseph Catholic Academy's Resource Program provides support for students with special needs. Acceptance into the Resource Program is based on student need and the ability of the school to meet these needs. Enrollment is limited and subject to prior approval. Continued placement in the Resource Program is contingent upon adequate student progress, beneficial use of Resource time, student need, and space availability.

### **New Students**

- The school is committed to meeting the needs of all students to the best of its ability. Some students have needs that cannot be reasonably accommodated. If a student has a special learning need/difference/disability, the parents are requested to provide copies of recent diagnostic testing and educational plans, along with contact names and telephone numbers of school personnel knowledgeable in the student's current accommodations. If the Resource Program is unable to meet the student's needs, either academic or behavioral, the student will not be able to enroll at St. Joseph Catholic Academy.
- Students who have been diagnosed with Attention Deficit Disorder (ADD) and receive accommodations must provide a copy of their educational plan upon registering. The school will review the plan and work with teachers, parents, and students at the beginning of the school year to update and implement the plan.

### **Current Students**

- Teachers or parents express a concern related to a student's physical, social, emotional, or learning difficulty.
- The concerned party contacts the guidance counselor, who meets with the student to discuss the situation. As appropriate, the guidance counselor will contact the parents and arrange a meeting with a team of classroom teachers, resource teacher, parents, student, and administrators to discuss problems and strategies that teachers, student, and parents can employ to improve performance. A course change may be suggested.
- The team continues to monitor the student and to communicate through phone calls, progress reports, and the student-assignment notebook.

- If the student shows little or no progress, a second meeting is held. Further strategies such as counseling, placement in the Resource Program, or referral to the public school district for possible special needs testing may be suggested.
- After testing, the team holds a follow-up meeting to determine if the school can provide necessary accommodations for the student, as well as, if continued placement at St. Joseph Catholic Academy is the best option for the child. This determination will be put in writing, shared with the parents, and becomes part of the student's permanent record.

### **Identification and Support of Gifted Students**

- Typically, registration in honors and Advanced Placement courses is based on test scores, previous placement, and course grades.
- A teacher or parent may recognize advanced achievement in a particular area and contact the counselor to suggest a course change. A course change is then discussed with parent and student. If change is to occur, a parent signature must accompany the registration form. If approved, a course change is made and monitored by the teacher, parent, and student.

### **SUGGESTED MODEL**

1. Whenever a teacher, parent, or the Guidance Department initiates a "concern" about a child, a referral for a "staffing" is scheduled. A concern could be related to a physical, social, emotional or learning difficulty. A staffing is a meeting to discuss the concerns. Appropriate "data" about the child and the specific concern are gathered.
2. A staffing is scheduled to activate the concern. The Guidance Department, teacher(s), parents/guardian, and any support personnel are scheduled as participants in the staffing.
3. Strategies and follow-up decisions will be planned, using the suggestions and "brainstorming" from the staffing participants. Need for further student testing/assessment, instructional ideas, support plans, and intervention strategies may be suggested by any of the participants.
4. A future reconvening of the staffing may be scheduled to review the results of any testing and evaluate the strategies, plans, etc., agreed on at the initial staffing. This is a review of the plans, strategies, etc., to determine what is working.
5. A simple record should be kept of all staffing meetings and related testing, instructional plans, and intervention strategies.

### **COURSE LOAD**

- The required course load is 7.5 credits.

Prior to the close of the business day on Friday, August 19, 2011, changes in the student's course selections will be permitted if space in the requested classes is available. This involves the student's course selections for the fall, winter, and spring terms. Beyond this date, only school-initiated changes based upon teacher and administrative recommendations will be considered.

The school reserves the right to cancel any course in the curriculum due to insufficient enrollment. The principal has the right and responsibility to place or re-assign students appropriately whenever necessary. This is a school-initiated change based upon teacher or administrative recommendation.

Requests for schedule changes will not be honored for the following reasons: teacher preferences or conflicts, the failure of the course to match the student's expectations, and/or personal opinion regarding the difficulty of the course

## **TUITION PAYMENT POLICY**

Our primary source of income is the collection of tuition and fees. Each family is to have on file with the Business Office a signed tuition payment plan. **Schedules will not be released at the start of the school year until this payment plan is on file and necessary fees have been paid.** Funds collected, whether paid at the school or through Tuition Management Systems, will first be applied to fees (school, home and school, bus and technology, when applicable).

Tuition will be refunded for any student withdrawing during the school year by pro-rating the tuition according to the end of the term grading period the student is enrolled in. If a student is enrolled for any number of days during a grading period, tuition will be charged for the entire grading period.

Any student whose tuition is in arrears will not be allowed to write term final exams at the conclusion of the current grading period until tuition is paid or satisfactory arrangements have been made with the Business Office. Students with disciplinary obligations will not be able to write term final exams until all requirements have been fulfilled. Transcripts will reflect an incomplete for courses affected.

## **FINANCIAL AID FOR HIGH SCHOOL STUDENTS**

Financial aid is available and must be applied for by students in need of tuition assistance. Packets for application will be available at the time of registration in February. The packet will contain all the guidelines set up by the Scholarship Committee of St. Joseph Catholic Academy and all application forms necessary to receive aid. Be sure to ask for the packet if you need assistance. Completion of the forms in a timely manner assures the student consideration for aid. Aid is awarded in April. A family must reapply each year for assistance. Grants are not automatically renewable.

## SECTION FOUR — SCHOOL REGULATIONS

In keeping with its philosophy, St. Joseph Catholic Academy operates with a minimum number of specific conduct regulations. Beyond the few rules that provide for a sound educational environment in which effective teaching and learning can take place, students are expected to conduct themselves in a manner that reflects true Christian respect for themselves, their classmates, as well as, the faculty and staff of the school.

### KNOWLEDGE OF THE CODE

The principal is the final arbiter of the discipline code and may change any and all regulations for just cause at his or her discretion.

**Note:** In all cases of discipline, the administration reserves the right to review and change the policy and to deal with each case individually. Expulsion/suspension is always an option the principal has if the violation is serious.

### WORK DETENTION

A student 'work detention' will be issued for, but are not inclusive of the following:

- Disrespectful/inappropriate behavior.
- Procedure violation.
- Other acts deemed unacceptable by teacher/administration.

### DRESS CODE (GRADES 6 THROUGH 12)

The current culture of clothing trends does not always reflect the values of St. Joseph Catholic Academy regarding dress and attire. Simply stated, what may be acceptable attire in modern, American teen culture may be inappropriate within the St. Joseph Catholic Academy community.

Clothing determined to be inappropriate by the school administration must be changed before the student goes to class. The school administration has complete discretion in administering the school dress code. Modesty and appropriateness will be our guidelines.

Grooming must be neat, clean, and appropriate. **Boys must be clean-shaven.** Sideburns must not extend below the ear. All types of acceptable tops may have a small monogram. Extremes in appearance, including excessive or garish looking jewelry and shaved areas of the head, are not allowed. Should a student have a tattoo, his/her clothing must conceal it. Visible body piercing must be limited to the ears only.

Every Friday is school spirit day, and our students may wear spirit clothing. The administration will designate specific days or special events such as "Spirit Days" or "Dress Up Days." On "Spirit Days," students are allowed to wear t-shirts representing organizations, clubs, athletic teams, or items sold through the Bold Gold school store, along with regulation dress code bottoms. On "Dress Up Days," males **must** wear button down shirts with ties, and females **may** wear a skirt with a blouse.

#### Polo Shirts :

- Navy blue and white polos – no more than 4 buttons; long or short sleeve;
- Long sleeve shirts/long underwear may not be worn under dress code (short sleeve) tops; and
- Polos must be tucked in during the school day.

#### T-Shirts/Cami's:

- Only white short-sleeve t-shirts or white cami's may be worn **under** polos/tops; and
- T-shirts and Cami's should not any writing or designs on them.

#### Sweaters:

- Navy blue cardigans or pullover sweaters only; and
- A polo shirt must be worn underneath the sweater (*same as Lower Campus*).

#### Pants:

- Navy blue or Khaki cotton pants only;
- No low-rise pants, corduroy, cargo, skinny pants or leggings;
- No baggy pants or pants hanging down on or below the buttocks; and
- Belts must be worn at all times.

**Skirts/Skortts:**

- Navy blue or Khaki colored cotton skirts or skortts during the school day; and
- Skirts and skortts may be no shorter than 3 inches above the knee.

**Shorts:**

- Shorts may be from the first day of school until September 30<sup>th</sup> and may be worn again beginning on May 1<sup>st</sup>;
- Navy blue or Khaki shorts (must be knee length); and
- No cargo shorts.

**Sweatshirts:**

- Gray or blue crew neck sweatshirt with the St. Joseph Catholic Academy logo on it will be the only sweatshirt that can be worn Monday through Thursday;
- A polo shirt must be worn underneath the sweatshirt (*Same as Lower Campus*); and
- Cut sweatshirts are not allowed to be worn during the school day.

**Hoodies/Zipper Jackets:**

- SJCA Hoodies are allowed to be worn during the school day on Fridays only; and
- Zipper jackets are not allowed to be worn during the school day.

**Shoes:**

- All shoes must be closed all the way around the foot; and
- No slippers of any kind, flip-flops, Birkenstocks, Kroks, sandals, open-toed, or backless shoes to be worn during the school day.

**Socks:**

- Must be worn at all times during the school day. (*Depending on the type of shoe, girls may wear a footie.*)

**Scarves:**

- No scarves are to be worn around the neck during the school day.

**Purses:**

- A girl's purse should not be any larger than 8 ½ x 11 inches.

**Spiritwear:**

- Every Friday is Spirit Day, students may wear other SJCA attire on those days.

**BACKPACKS /BOOKS/GYM BAGS**

For safety reasons, students are not to carry book bags, gym bags, or backpacks during school time, i.e., not to classes, to lunch, nor to activities in the auditorium. They **must** be kept in their lockers during the school day.

**FOOD/BEVERAGE**

Food and beverages are not allowed in the school corridors or classrooms during the school day. Students are not allowed to leave any classroom to go to the cafeteria for food or beverage at anytime during the school day.

**CD PLAYERS/IPODS**

Electronic devices, such as CD players, Ipods, radios, remote controls, etc., should not be in student possession during the school day. These items should be locked safely in a student's locker during the day. Items not kept in the student's locker will be confiscated.

## CELL PHONES

Cell phones should not be seen or heard during the instructional day. Text messaging, incoming phone calls, and the ability to photograph cause disruptions in an educational environment. Students may use their cell phones in school prior to 7:35 a.m. and after 2:50 p.m. Students may use their cell phones in the cafeteria during their assigned lunch hour. Any cell phone use outside the scheduled lunch period will result in the cell phone being confiscated.

1 <sup>st</sup> Offense	-	1 Work Detention
2 <sup>nd</sup> Offense	-	2 Work Detentions
3 <sup>rd</sup> Offense	-	3 Work Detentions

The principal/designee shall have the right to access any content, including text messages, photos, or address books, on cell phones confiscated from students (Archdiocesan Regulation #5145.2).

Anytime there is an emergency during the school day, please call the main office at (262)654-8651, and we will get the message to your son/daughter as soon as possible.

## TARDINESS

Punctuality is a quality that we emphasize at St. Joseph Catholic Academy because it enables the students to participate fully in the school's programs, which include daily prayer, instruction, and activities. When a student is punctual for class, the instruction or activity can take place without interruption, the students are not disturbed, and the individual does not lose out on the instruction or activity and learning time. For these reasons, we have the following consequences for lateness.

### Late to School

The school day begins at 7:35 a.m. If a student arrives after 7:35 a.m., the student is tardy and must report to the main office to obtain a pass, which is presented to the teachers. If a student does not report to the main office to sign in before reporting to class, the student will receive 1 Work Detention. The tardy will remain unexcused until a call is received from a parent/guardian. Tardiness to school becomes part of a student's permanent record. After the 3<sup>rd</sup> tardy in a term, a parent/student/administrative conference may be requested.

The administration reserves the right to refuse or accept any excuse for tardiness to school.

### Late for Class

The individual teacher handles tardiness to class, homeroom, or any activity after first period of the school day. Students are expected to be prompt and in their seats when the bell rings. If a teacher has detained the student, or if the student has been detained in the office, ask for a pass from the person who did the detaining before going to the next class. After a 3<sup>rd</sup> unexcused tardy to a specific class per term, the teacher will notify the administration, and a parent/student/administrative conference will be requested.

## TRUANCY

Truancy from school or from an individual class is a school violation and is subject to disciplinary action.

Parents will be notified when a student is missing from a class or classes. No credit is given for classroom work and assignments, tests, or quizzes for the period(s) that a student is truant. Students are truant when

- They are absent without permission from their parents/guardians.
- They leave the school or school grounds without prior permission from the administration, office, and their parents/guardians.

### 1<sup>st</sup> Truancy Offense:

Student will be issued **2 Work Detentions** for each period/activity missed, and parents will be notified. A parent/student/administrative conference will be held.

### 2<sup>nd</sup> Truancy Offense:

A parent/student/administrative conference will be held. Suspension and/or expulsion may result.

### 3<sup>rd</sup> Truancy Offense:

A parent/student/administrative conference will be held. Suspension and/or expulsion will result.

## **SKIPPED CLASSES**

Skipped classes occur when a student comes to school and remains in school but does not attend the correct classes/activities, including homeroom, lunch, or any activity scheduled for the entire student body, such as liturgical/prayer service or an assembly. **2 Work Detentions** will be assigned for each class activity missed in a school day.

A Parent/Student/Administrative conference will be held after a student has skipped a class. No credit is given for classroom work and assignments, tests, or quizzes for the period(s) that a student has skipped.

## **ATTENDANCE/ABSENCES**

Academic success is directly related to good attendance in school. Attendance not only increases the student's learning in subject areas, but it also fosters a healthy self-discipline that is critical to help students in their development as young adults.

On the day of an absence, parents/guardians are requested to call the school's main school office by 9:00 a.m. and give the name of the student, the reason for the absence and, if possible, an indication of the length of the absence. This procedure must be repeated each day of the absence. St. Joseph Catholic Academy has a 24-hour recording service to report absences. Please call (262) 654-8651 to report all absences.

When special circumstances exist, and there is difficulty in complying with the above procedure, parents should make special arrangements with the school administration to work out a potential solution. Excused and unexcused absences become a part of each student's permanent record. If a parent/guardian has not notified the office of a student's absence by 9:00 a.m. of the school day following the absence, the student's absence will then be recognized as a possible truancy.

A student must be in attendance at the start of the school day and remain in school in order to practice or participate in athletics or co-curricular activities on that day. Free days and extenuating circumstances are exempt, as determined by the administration.

### **Excused Absence**

The school excuses a student when the reported cause of absence is personal illness, hospital stay, death of a family member, and funerals. Excused absences also include college or vocational school visits, emergency medical appointments, family trips, school-sponsored field trips that may include athletic competition at state finals if approved by the administration, and special family events only when necessary. The student is responsible for contacting his/her individual teachers for make-up work. A parent/guardian may call and request assignments. Students who know they will be missing school should pick up an Anticipated Absence Form in the main office and return it to the principal prior to the absence.

**Note:** After 6 days of excused absences per term, a conference may be required with administration, parents/guardians, and student.

### **Unexcused Absence**

The school will consider an unexcused absence as a truancy.

### **Retreat and Reflection Days**

Retreat and Reflection Days are considered school days, and attendance is expected. These special activities are an integral part of the school program at St. Joseph Catholic Academy. Unexcused absence from these activities will be considered a truancy.

### **Leaving School During the Day**

When a student needs to leave the building during school hours for appointments, emergencies, illness or for any other reason, he/she must check out with the main office before leaving school. Failure to do so could result in possible disciplinary procedures. Upon returning, the student must check in with the main office.

Parents/guardians are asked to notify the school office prior to their child's appointment. If prior communication has not taken place, the office will attempt to contact the parent/guardian before the student's departure. Students who leave during the school day and plan to return must present a written doctor's excuse when checking back into the main office.

## **RECOMMENDED DISCIPLINARY PROCEDURE**

The recommended disciplinary procedure for classroom disruptions, such as talking, disturbance, failure to follow classroom rules, etc., is as follows:

### **First Infraction**

The teacher will meet with the student and discuss the inappropriateness of his/her action. The teacher will document, date, and retain a brief written summary. Examples include inappropriate behavior, inappropriate language, disturbances, disrespect, and tardiness.

### **Second Infraction**

The teacher will again discuss the inappropriateness of his/her action with the student and will contact a parent to alert him/her to the situation and ask for the person's assistance. The teacher will again document, date, and retain a brief written summary of the events.

### **Third Infraction**

The teacher will request a meeting to discuss the student's inappropriate behavior. Present at the meeting will be the student, a parent/legal guardian, the teacher, and the principal. Previous events will be discussed, and a plan of action will be developed. Once the teacher has requested a meeting, the student will not be allowed to attend class until the disciplinary meeting has taken place. Out of school suspension is a possibility. During an out-of-school suspension period, the student may not participate in any school activities (clubs, athletics, theatre, music, etc.) and is to stay off school grounds and away from school functions.

### **Fourth Infraction**

The teacher will request a meeting. Present will be the student, a parent/legal guardian, the teacher, and the principal. Once the meeting has been requested, the student will not be allowed to attend class until it has taken place. Previous events will be discussed. Out of school suspension and/or recommendation for expulsion is a possibility. During an out-of-school suspension period, the student may not participate in any school activities (clubs, athletics, theatre, music, etc.) and is to stay off school grounds and away from school functions.

## **DISCIPLINARY PROBATION**

Students may be placed on disciplinary probation for repeated failure to comply with school rules and policies. Inadequate compliance is typified by, but not limited to, the following:

- Excessive referrals,
- Inability to adjust socially/disrespect,
- Excessive tardiness,
- Truancies, suspensions,
- Inappropriate behavior,

In an effort to encourage improvement, a committee comprised of the president, principal, and Guidance Department will periodically evaluate each student on disciplinary probation. Continued failure to comply with school rules and policies may result in dismissal from school.

## **DISRESPECTFUL/DISRUPTIVE BEHAVIOR**

Suspension and expulsion procedures may be exercised when a student's conduct endangers property, health, or safety of others or is disruptive to the learning environment. Examples of serious behavior are, but are not limited to, the following:

1. Serious insolence, defiance, disrespectful challenging of authority.
2. Harassment of staff or students. Decision is administratively discretionary.
3. Abusive language, racially offensive language, and/or sexually offensive language toward faculty/staff/students.
4. Vandalism. (Archdiocesan Policy 5131.5) - Parents of students shall be responsible for the vandalism of their children. Vandalism encompasses those acts which result in damage to school or to school property, including, but not limited to, burglary, theft, malicious mischief, property damage, breaking and entering, and arson.
5. Theft.
6. Fighting. Students are expected to act in a responsible, mature manner in the school and on the campus. The use of violence is not acceptable. Persons initiating or participating in any form of intimidation or physical aggression will be held accountable.
7. Pranks which cause disruption or damage school property.
8. Guns. (Gun Free School Zones) - In furthering the protection of our students, the federal government in 1990 enacted the Gun Free School Zones Act. The law states: "(q)(1)(A) It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. (4) Whoever violates section 922(q) shall be fined not more than \$5,000, imprisoned for not more than 5 years, or both." Because of the seriousness of this behavior will result in immediate expulsion, and the police will be notified.
9. Weapons on school premises. No person shall possess a dangerous weapon or a look-alike weapon on school premises, school buses, or at any school-related event. Pursuant to Wis.Stats. §948.60(1), "dangerous weapon" means any firearm, loaded or unloaded; any electric weapon, as defined in §941.295 (4); metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles; a nunchaku or any similar weapon consisting of 2 sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather; a cestus or similar material weighted with metal or other substance and worn on the hand; a shuriken or any similar pointed star-like object intended to injure a person when thrown; or a manrikigusari or similar length of chain having weighted ends" and pursuant to Wis.Stats. §939.22(10), "dangerous weapon" means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood; any electric weapon, as defined in §941.295 (4); or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm." Pursuant to Wis.Stats. §948.61 (1)(c), "School premises means any school building, grounds, recreation area or athletic field or any other property owned, used, or operated by school administration."
10. Hazing or hazing-type initiations.
11. Threats, verbal or written, which may imply physical or mental harm.
12. Serious transgressions which may not be listed but which are determined by the school to be of a sufficiently serious nature to warrant expulsion.

During an out-of-school suspension period, the student may not participate in any school activity (clubs, athletics, theatre, music, etc.) and is to stay off school grounds and away from school functions.

## **PROBATION, SUSPENSION, AND EXPULSION (Archdiocesan Policy #5144)**

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance.

Such action may be of three kinds:

1. Probation.
2. Suspension.
3. Expulsion (See Regulations).

Action taken to suspend or expel students must be preceded by internal school procedures and supported by defensible records. Final decision to expel a student rests with the school principal.

### **Probation**

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

### **Suspension**

1. Prior to any suspension, the student will be advised of the reason for the proposed suspension. The parent or guardian of a suspended student will be given prompt notice of the suspension and the reasons for the action.
2. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. A maximum of five(5) days can be imposed for investigative purposes unless a notice of an expulsion hearing is communicated. Such notice shall allow not more than a total of fifteen(15) consecutive school days to be served in suspension until the expulsion hearing is held.

### **Expulsion**

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

## **EXPULSION PROCEDURES**

### **Procedural Guidelines For Expulsion Hearings In Secondary Schools**

- The Disciplinary Hearing Committee is composed of 3-5 people. Committee members will potentially be chosen from a pool of educators, parish priests, former members of the Board, and/or former parents of St. Joseph Catholic Academy students.
- An expulsion hearing is not a legal proceeding; therefore, neither party may have an attorney present during the hearing.
- The principal is present for the entire hearing itself and during the deliberations of the hearing committee.
- School officials (e.g., principal) get a certain amount of time (up to a maximum of 30 minutes) to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale to explain why expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons why expulsion is not warranted.
- Committee members can ask questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- The hearing is ended and the school officials and the student/parents leave. After the hearing the committee weighs all of the evidence presented and makes a recommendation to the principal regarding disciplinary action.

- The principal can accept the recommendation totally, in part, or reject it all together. The principal has final responsibility for the decision to expel or not to expel.
- The parent/guardian of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. Parents are given the right to withdraw the student from school before the deadline. This withdrawal must be done through a written notice signed by the parent(s).
- The high school Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

## **ANTI-BIAS POLICY**

The purpose of this anti-bias policy is to insure that diversity and cultural sensitivity are essential components of the educational environment of St. Joseph Catholic Academy. Faculty and staff, in conjunction with parents and community, must work together to provide not only quality education but also a safe environment for all students. This means that a curriculum should include multicultural, multi-lingual experiences. In addition, there should be an awareness and integration of the needs of special students in an anti-biased, anti-racist environment. St. Joseph Catholic Academy promotes and fosters a learning environment that will not tolerate violence, sexism, or any other discriminatory behavior. This includes speech and behavior of students, teachers, administrators, and/or parents. If there are displays of this nature by students, teachers, administrators, and/or parents, appropriate steps will be taken to address the situation.

## **NON-HARASSMENT POLICY**

St. Joseph Catholic Academy does not condone or tolerate any form of harassment involving employees or students. St. Joseph Catholic Academy is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of harassment.

### **Harassment**

Harassment is defined as any demeaning behavior (single incident or pattern of behavior) wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

- Threatening behavior,
- Racial Insults,
- Derogatory ethnic slurs,
- Physical or mental abuse,

### **Sexual Harassment**

Prohibited conduct may include, but is not limited to, unwelcome behavior with sexual overtones that is intimidating or offensive to the recipient or observer of the behavior.

Examples Are As Follows:

- Unwelcome grabbing, touching, patting.
- Sexual propositions.
- Sexually offensive pictures, magazines, notes, calendars, cartoons, jokes.
- Unwanted flirtations or advances.
- Verbal abuse.
- Graphic comments about an individual's body or dress.
- Sexually degrading names or gestures.

### **Harassment Reporting Procedure**

Any student who feels he/she has been subjected to harassment should contact any adult in the school. The person who has been notified of the incident must immediately report this information to the principal or appropriate supervisor. According to Archdiocesan protocol, any case involving sexual misconduct also must be reported to the director of the Archdiocesan Response to Sexual Abuse (414)769-3436. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to the following:

- Written documentation of the incident.
- Disciplinary sanction(s).
- Peer mediation.
- Professional counseling.
- Referral to outside agencies.
- Probation/Suspension/Expulsion.

### **POSSESSION/USE OF TOBACCO AND POSSESSION OF A LIGHTER**

Students may not possess, smoke or chew tobacco either on the school premises or within sight of the school building, at any school activity, away or home, or on school transportation. Tobacco products in a student's possession will be confiscated. Students may not have a lighter in their possession on school grounds or on school transportation.

First Offense:	Parent notification, 10 hours of community/parish-based service
Second Offense:	Parent notification, 15 hours of community/parish-based service
Third Offense:	Parent conference. Possible expulsion of the student.

### **POSSESSION/USE OF DRUGS/ALCOHOL**

Student use and possession of unsanctioned chemical substances, i.e., drugs, alcohol, malt beverages, and other controlled substances on or off school property at any time during the calendar year is illegal. The awareness and support of a parent/guardian for a student affected by alcohol/drugs and chemical dependency is extremely important. When a student does not cooperate in making use of needed, available assistance, the student's status in school will be evaluated, taking into the account the best interest of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff. The best interest of the school may demand the expulsion of the student.

#### **First Offense**

1. The student is removed from contact with other students if the incident occurs on campus or at a school sponsored activity off campus.
2. The parent is notified.
3. The police may be notified.
4. The student is immediately suspended for at least three (3) days and released to parent/guardian.
5. During the suspension period, the school administration will investigate the incident.
6. After the suspension period, a conference is held with the parent, student, counselor, principal, and staff who observed the incident. The decision to reinstate or expel is communicated to the parent and student.
7. If expulsion is not the recommendation, further action required will include the following:
  - a. The student is required to have an AODA Assessment by an outside agency. (The parent/guardian is to inform the counselor that the assessment took place and discuss need for further action, especially if recommendations were made.);
  - b. The student is required to do 20 hours of community/parish based service; and
  - c. The student is subject to policies governing extra-curricular activities and athletics.
8. If expulsion is the recommendation, refer to "Expulsion Procedures."

#### **Second Offense** (during a student's school career)

1. Police may be notified.
2. The student is immediately suspended and released to parent/guardian.
3. An expulsion hearing is scheduled

## **ALCOHOL AND DRUG ASSESSMENT**

Students will be required to have an Alcohol and Drug Assessment completed by an outside agency. Parents will also be asked to sign a form to release information to the school regarding the assessment. The information released to St. Joseph Catholic Academy will include the date of the assessment and recommendations, if any, made by the counselor. No personal or detailed information from the interview will be released to the school without parental/guardian permission.

The following is a list of treatment providers who perform Alcohol and other Drug Assessments (AODA.). Parents may also refer to the local phone book under alcohol information or their family physician. The assessment must be completed by a certified alcoholism and drug counselor (CADC):

Oakwood Clinical Associates  
4109 – 67<sup>th</sup> Street  
Kenosha, WI 53142  
262-652-9830

Professional Services Group  
2108 – 63<sup>rd</sup> Street  
Kenosha, WI 53142  
262-652-2406

Interconnections Personal  
& Family Therapy  
920 – 60<sup>th</sup> Street  
Kenosha, WI 53140  
262-654-5333

Psychiatric Services  
1244 Wisconsin Avenue  
Racine, WI 53403  
262-635-5520

Lake County Health Department  
3004 Grand Avenue  
Waukegan, IL 60085  
847-377-8120

CREW  
2800 Sheridan  
Zion, IL 60066  
847-872-2830

## **SALE/DELIVERY OF A CONTROLLED SUBSTANCE**

If a student manufactures, sells, delivers, or has the intent to manufacture, sell, or deliver a controlled substance on school property or at any school-sponsored event/activity, the student will be immediately suspended, released to the parent/guardian, and an expulsion hearing scheduled.

The use or possession of these substances, as well as the manufacture, sale, or delivery as such, is prohibited on school property (Wis.Stats. §125 and Wis.Stats. §961).

## **TESTING FOR STUDENT ALCOHOL USE (Archdiocesan Policy #5144.12)**

The principal or his/her designee is authorized to administer a breathalyzer test to any student who is reasonably suspected or shows evidence of consuming or having consumed any alcoholic beverage while on school grounds or at a school-sponsored event. The breathalyzer device to be used is certified as accurate and reliable by the Department of Transportation and the National Highway Traffic Safety Administration. The results of the breath screening device or the fact that a pupil refused to submit to breath test shall be made available for use in any hearing or proceeding regarding the discipline, suspension, or expulsion of a student due to alcohol use.

If a student is found to be under the influence of alcohol or if a student refuses to offer a sample of his/her breath, the student is admitting guilt and will have the consequences outlined in the Student/Parent handbook.

## **DISPENSING OF MEDICATION TO STUDENTS (Archdiocesan Regulation 5140.2(a)(b))**

1. No medication will be administered by school personnel without the Emergency Form, Parent/Guardian Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.
  - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.

- b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
  - c. The School Nurse, where available, or the principal shall maintain an accurate medication file, which includes all of these necessary forms on each student receiving medication.
2. Medication to be given in the school must have the following information printed on the container:
    - a. Child's full name,
    - b. Name of the drug and dosage,
    - c. Time to be given, and
    - d. Physician's name.
  3. Medication will be taken by the child at the designated time administered by the School Nurse or by the other individual who has been appointed to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

Schools recognize the importance and necessity of students being allowed to carry asthma inhalers. Students in grades K-12 may self-administer certain emergency prescription medications, such as inhalers and glucagons, while at school, but only under the supervision of school staff. An elementary student who carries an inhaler on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to form). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler.

4. Only limited quantities of any medicine are to be kept at school.
5. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
6. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.
7. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
  - a. It is advisable to have in the Principal's or School Nurse's Office a list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
  - b. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
  - c. School personnel are asked to report any unusual behavior of pupils on medication.
8. School personnel may provide aspirin or other non-prescribed medicine to students with written authorization from the student's physician and/or parents.

### **SJCA'S CRITERIA FOR DISPENSING MEDICATIONS**

1. All medication authorization forms shall be renewed annually and updated for all changes in medication, dosage, or administration time.
2. Prescription medication must be supplied in the original pharmacy container with the original pharmacy label.
3. Non-prescription medication must be in the original container with the directions and the student's name on it. The school does not supply Tylenol, aspirin, cough drops, etc.
4. It is the responsibility of the parent/guardian to provide and deliver to the school all authorized medications and replace expired medication. All unclaimed medication at the end of the school year will be disposed of.

5. School personnel shall under no circumstances provide any medication to students without meeting the criteria above. Diagnosis and treatment of illness and the prescribing of medication are never responsibilities of a school and shall not be practiced by any school personnel.
6. It is the responsibility of the parent/guardian to notify school personnel of pertinent medical information regarding their child.

### **SCHOOL FOOD ALLERGIES (Archdiocesan Regulation 5140.4(d))**

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (refer to Form 5140.2d). The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will in good faith make accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels, requesting the snacks, lunches, and treats that do not contain the allergen.

The school will provide an allergy-controlled table in the lunchroom for students with severe food allergies.

Consultation with the Office for Schools and Catholic Mutual should occur when making accommodation arrangements for individual students and their families.

### **STUDENTS' LIVING SITUATIONS**

St. Joseph Catholic Academy students are expected to reflect the moral teaching of the Catholic Church in their living situations and lifestyle. If a St. Joseph Catholic Academy student is living away from his/her parents, the school is to be notified of the student's residential address, and the school should be informed about who is responsible for the student.

### **DISPLAY OF AFFECTION**

Students are expected to use good judgment and display respect for themselves and others by refraining from open displays of affection. Display of affection beyond handholding are unacceptable.

### **GANG/CULT AFFILIATION**

Gang/cult activity will not be tolerated at St. Joseph Catholic Academy. Students are not permitted to wear or carry anything which suggests gang/cult affiliation. If a student is identified as a gang/cult member through clothing, emblem, signing or other means, the student and parents are required to attend an administrative meeting and expulsion procedures will begin. This policy applies to all students on school property or attending school functions. This policy also applies to gang/cult-related threats, intimidation, harassment, or on-campus recruiting.

### **EXTENSION OF SCHOOL RULES**

All school rules are in effect at all school activities whether the activities are held on our school grounds or at another location. Students who have signed the athletic code are, in addition, subject to the disciplinary action specified in that code. Since the school bus is an extension of the school, the rules that apply to conduct within school also apply to conduct while on the school bus.

### **ASBESTOS MANAGEMENT PLAN**

The original EPA AHERA asbestos inspection, management plan documents, and additional information pertaining to response action activities, post-response activities, periodic surveillance, 3-year re-inspections that are planned or are in progress, are available for review. If you wish to review these documents, appointments must be made by calling the school office at least one working day in advance.

**SECTION FIVE — GENERAL INFORMATION**

**CLOSED CAMPUS**

Students are to be in the building from the time school begins until dismissal. Students who find it necessary to leave the building for appointments, illness, etc. must check out in the main office before leaving and must check in upon their return. Students who leave during the school day and plan to return must present a written doctor’s excuse when checking back into the main office. This procedure is designed to assure the availability of students in an emergency and to safeguard the school in its responsibility for the safety of its students.

**CAFETERIA**

St. Joseph Catholic Academy does not have an open lunch policy, so students may not leave the building during this time. Students who leave the building during this time will be subject to disciplinary actions regarding truancy or leaving the building without permission. All students must report to the cafeteria for their assigned lunch period. **Students may purchase a complete lunch or bring their entire lunch, including beverage, from home. Food may not be brought in from the outside without prior permission from the principal.** Appropriate and courteous behavior is required at all times. Each student is expected to clean up his/her table area before leaving the cafeteria. Failure to exhibit proper conduct in the cafeteria may result in the student losing the right to use this area.

**TRANSPORTATION – DIRECTIONS**

Directions to St. Joseph Catholic Academy from Illinois:

- From Green Bay Road: (Hwy 31): North on Green Bay Road to 75<sup>th</sup> Street (Hwy 50), then east (right) on 75<sup>th</sup> Street to 26<sup>th</sup> Avenue, turn north (left) on 26<sup>th</sup> Avenue to 69<sup>th</sup> Street, then east (right) on 69<sup>th</sup> Street, one block to school.
- From Lewis Avenue: North on Lewis Avenue to 75<sup>th</sup> Street (Hwy 50), then east (right) on 75<sup>th</sup> Street to 26<sup>th</sup> Avenue, turn north (left) on 26<sup>th</sup> Avenue to 69<sup>th</sup> Street, turn east (right) on 69<sup>th</sup> Street, one block to school.
- From Sheridan Road: North on Sheridan Road (Hwy 32) to 75<sup>th</sup> Street. West on 75<sup>th</sup> Street to 23<sup>rd</sup> Avenue, then north (right) on 23<sup>rd</sup> Avenue to 69<sup>th</sup> Street, then west (left) on 69<sup>th</sup> street, one block to school.

Mileage and Minutes from Selected Locations From:

	<b>Miles/Minutes</b>
Our Lady of Humility School, Zion	11 miles/17 minutes
St. Patrick, Wadsworth	13 miles/21 minutes
St. Anastasia, Waukegan	14 miles/22 minutes
Immaculate Conception, Waukegan	15 miles/24 minutes
Queen of Peace, North Chicago	18 miles/28 minutes

**TRANSPORTATION – BUSING**

**Illinois Bus Information**

Bus transportation is available for Illinois students for a fee. Families who need bus transportation must sign up and make a deposit at the time of registration. Each year adjustments to the number of buses and routes are made according to where students are located. Families are notified of the bus schedule prior to the beginning of school. Any behavior which creates a question of safety for the bus passengers (fighting, smoking, throwing objects, etc.) or can be considered a nuisance to others using the bus service (abuse language, etc.) will not be tolerated. Misbehavior will mean forfeiture of riding privileges.

**Kenosha Bus Information**

Kenosha Unified School busing is available for students who live at least two (2) miles from St. Joseph Catholic Academy. This busing is offered at no cost. Forms to apply for this service are available in the main office after registration.

## **INCLEMENT WEATHER**

**In the case of inclement weather, please refer to the following radio/television stations:**

1. AM radio stations: WLIP (1050), WGN (720), WTMJ (620), WBBM (780);
2. FM radio stations: WKTI (94.5), FM 106, Brew 97.3, 95.7;
3. TV Stations: WGN (Ch. 9), CBS Chicago (Ch. 2), NBC Chicago (Ch. 5), ABC Chicago (Ch. 7), TMJ 4, Fox 6, WISN 12;
4. School closings will also be posted on the school website and sent via email.

## **STUDENT/PARENT REUNIFICATION**

In the event of an emergency that requires the evacuation of St. Joseph Catholic Academy, the primary designated “rally point” for student sheltering is St. Mark Catholic Church, 7117 14<sup>th</sup> Avenue, Kenosha, Wisconsin 53143. The designated parental check-in area for student pick-up is at the St. Mark Catholic School Gymnasium.

In the event that our primary designation “rally point” is unavailable, the secondary site that will be used for student sheltering is Lincoln Middle School, 6729 18<sup>th</sup> Avenue, Kenosha, Wisconsin 53143.

St. Joseph Catholic Academy will use the following methods to keep parents informed of the status of school operations during an emergency:

1. Emergency Phone Message: (262) 654-8651;
2. Website Notifications: <http://www.kenoshastjoseph.com>; and
3. Public Media Outlet Broadcast Notifications: WLIP (1050AM), WGN (720AM), WTMJ (620AM), WBBM (780AM), WKTI (94.5FM), FM 106, Brew 97.3FM, 95.7FM and the TV Stations: WGN (Ch. 9), CBS Chicago (Ch. 2), NBC Chicago (Ch. 5), ABC Chicago (Ch. 7), TMJ 4, Fox 6, WISN 12.

In the event of a school evacuation, plans for student/parent reunification will be initiated.

1. Students will be kept in the sheltering area until parents arrive;
2. Parents must provide positive identification and be the “custodial parents of record” in order to pick children up. Children will not be released without proper parental identification;
3. Parents may pick up only their own children and must sign out for them prior to leaving;
4. The school will create and maintain a record of all students who have been picked up by their parents;
5. Student sheltering areas will be apart from the areas where children are released to their parents;
6. Parents will not be allowed in the student sheltering area.

## **STUDENT PARKING**

The student lot is located immediately east of 23<sup>rd</sup> Avenue, and spots are available on a first-come, first-serve basis. Reserved/visitor spots are not available to students. No car is to block another car or driveway in any way. All cars must be parked in a marked area.

No student is to park in the south lot at anytime. This is reserved for faculty and staff.

Reckless driving in parking lots will result in the Kenosha Police Department being called, if necessary.

## **FIRE, TORNADO DRILLS AND CRISIS DRILLS**

In the unlikely event of a fire emergency at the school, the quick and orderly evacuation of the building is our first concern. Students will note the exit routes posted in each classroom. In the event of an emergency or a drill, everyone will exit the building immediately, assembling in the designated areas away from the structure.

During a tornado drill, people will move to a designated area of the building. These areas are specified in each classroom and should be periodically reviewed. Once again, order and silence are necessary for the safety of all. Students will remain in the specified areas until directed otherwise by a school administrator.

## **LAW ENFORCEMENT (Archdiocesan Policy 5145.1)**

Law enforcement officers or social service providers may not remove a student from a school building for questioning while the student is properly in attendance without permission of the student's parent regardless of the student's age.

However, the law enforcement officers or social service agents of the courts may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

A school administrator should not attempt to act as the student's legal representative in situations in which a police officer wishes to interrogate a student; however, the school administrator may insist that any such interrogation be conducted in a manner and place that will cause a minimal amount of disruption to the educational setting of the school. The administration will attempt to contact a parent/guardian to receive permission for a law enforcement officer to interview a student.

## **SECURITY OF THE BUILDING AND CAMPUS**

For the safety of all, after 7:35 a.m., entry to the building can be gained only through the main lobby (69<sup>th</sup> Street) entrance. All visitors are required to report to the main office. No outside doors, that would allow people to enter the building without permission, are to be propped open at any time.

## **STUDENT LOCKERS AND DESKS (Archdiocesan Policy 5145.2)**

School lockers and desks are the property of the school, and at no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. Periodic general inspections of lockers and desks and any items in the lockers and desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Each student is assigned a locker at the beginning of the year and, unless reported to the office, is to keep the assigned locker. The care of the locker is the responsibility of the student, i.e., to keep it clean and neat. Decorating the inside of lockers is allowed. Any damage to a locker will be charged to the student assigned to that locker. A student is subject to sanctions and fines for damage, including writing and scratching the paint on lockers. The student should report broken or damaged lockers to the office immediately.

Each student will be issued a combination lock that must be used on the locker. Non-school locks placed on a locker will be removed and disposed of. A new school lock will be placed on the locker, and the student will be charged \$7.

Students should keep their lockers locked when not in use. Students should not give the lock combination to anyone. Money or valuable items should not be kept in the locker. The school is not responsible for money or articles taken from lockers during or outside of school hours. However, any instance of theft should be reported immediately to the principal.

## **STUDENT PERMANENT RECORD**

The permanent record includes a minimum of personal information, including the student's name, birth date, birthplace, parents' names and addresses. Also included are the student's academic record, grade level achieved, and standardized test scores.

## **RECORD RELEASE**

St. Joseph Catholic Academy will not release any information from the permanent record to any outside agent, such as employer or college, without written permission from the student or parents of minors. General release forms are available in the office. All financial and disciplinary obligations to the school must be taken care of before any records are released.

## IMMUNIZATION/PHYSICAL EXAMINATION REQUIREMENTS FOR STUDENTS

### Immunization Requirements

The State of Wisconsin immunization law requires all students to have the following required immunizations for each grade level. The required written proof is due to the main office on or before September 30.

#### Vaccines Required:

<u>Age/Grade</u>	<u>Number of Doses</u>					
Grade 6 and 7	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MR <sup>5</sup>	2 Var <sup>6</sup>
Grade 8	4 DTP/DTaP/DT/Td <sup>2</sup>		4 Polio <sup>4</sup>	3 Hep B	2 MR <sup>5</sup>	1 Var <sup>6</sup>
Grade 9 and 10	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MR <sup>5</sup>	1 Var <sup>6</sup>
Grade 11	4 DTP/DTaP/DT/Td <sup>2</sup>		4 Polio <sup>4</sup>	3 Hep B	2 MR <sup>5</sup>	1 Var <sup>6</sup>
Grade 12	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MR <sup>5</sup>	2 Var <sup>6</sup>

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant, and a dose of Tdap vaccine is not required.

4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).

5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).

6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

**Failure** to comply with these measures will result in students not being allowed to attend school until said requirements are completed.

During the annual inspection of student health records by the State of Wisconsin, students who are not properly immunized must either obtain the proper immunizations or be excluded from attending school. The Kenosha Health Department and/or the State of Wisconsin have the power and authority by law to take such action.

## **Physical Examination Requirements**

A physical exam card must be on file prior to participation in any athletic program, physical education class, or other performance activity. The physical exam must be taken after April 1 of the enrollment year.

Non-participation in physical education classes because of no physical card on file results in a failing grade for all work missed. Parents are asked to notify the Guidance Department of all health-related conditions which affect a student's physical education participation or behavior. Such information will be treated in a confidential manner.

## **Medical Policy**

Students who have been medically excused from physical education or athletic practice must have a doctor's written permission to resume activity.

## **Accidents or Illness at School**

All illnesses or accidents are to be brought to the attention of the main office as quickly as possible. If the situation warrants it, the parent or guardian is notified. When the parent or guardian cannot be reached, the local Police Department or law enforcement agency is notified to assist in locating the parent/guardian. An emergency pupil information file should be available for quick reference. An Emergency Form is updated each year and contains information listing the parents' address and another competent adult's address, the telephone number at home and at work, the name and telephone number of the family physician, hospital preference, and pertinent data needed in case of an emergency.

An accident report must be placed on file regarding all accidents occurring to and from school, as well as in school.

## **Emergency Information**

At the beginning of each school year, the Emergency Form must be completed by the parent and returned to the main office. This sheet is necessary in order for us to properly notify and handle a student's emergency problem.

## **COMPUTER USAGE (Archdiocesan Policy 6161.2)**

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school/parish. Network and Internet access are provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school/parish. The equipment, software, and network capacities provided through school computer services are and remain the property of the school. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational use of these resources includes the following:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged;
- Using email capabilities to facilitate distance-learning projects; and
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world event.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of the network etiquette, or hamper the integrity or security of any network connected to the Internet.

**Some unacceptable practices include the following:**

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to, copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through school email or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons or the transmission or use of email or other computer messages that are sexually explicit constitute harassment, which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal, financial, or commercial gains, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network and/or Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying, or modifying of email messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.
- Willful destruction of computer hardware or software or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping email messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's computer resources.

Access to the school's email and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, email or computer address to send email or similar electronic communications are prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via email.
- The school reserves the right to access email to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or misinformation to law enforcement authorities.
- Any information contained on the school's computer's hard drive or computer disks that are purchased by the school are considered the property of St. Joseph Catholic Academy.

This agreement applies to stand alone units, as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of the principal regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.

## SECTION SIX — STUDENT ACTIVITIES

### DANCES

St. Joseph Catholic Academy's organizations may sponsor dances that are approved and calendared by the administration. Dances are meant to be enjoyable social events, both for students and for chaperons. As a Catholic school, we believe that our values are reflected by both our words and actions. As is the case during school hours, misconduct will result in disciplinary consequences. Students are expected to demonstrate positive behavior toward each other and adult chaperons. Conduct or behavior that does not honor the Christian principles upon which

St. Joseph Catholic Academy has been established will be considered inappropriate. A student dismissed from a dance as a result of any disciplinary action will forfeit the opportunity to attend the next scheduled school sponsored dance.

It is an expectation that everyone dances with modesty, restraint, and self-respect. "Dirty dancing" is strictly prohibited. Dirty dancing shall be understood as any and all dance movements or practices that suggest or stimulate sexual activity or involve sexual contact. Under 95 Act 69, §1, "'sexual contact' means the intentional touching of the clothed or unclothed intimate parts of another person with any part of the body, clothed or unclothed, or with any object or device, the intentional touching of any part of the body, clothed or unclothed, of another person with the intimate parts of the body, clothed or unclothed...if that intentional touching...is for the purpose of sexual humiliation, sexual degradation, sexual arousal, or gratification." Other dance practices that are strictly prohibited include slam dancing, body passing, mosh pit activity, or any form of dance that may impede physical safety and create undue liability for St. Joseph Catholic Academy. Our goal is to provide an enjoyable experience in a safe environment that is not void of Catholic values.

Students and guests who possess, use, or are suspected of being under the influence of an illegal drug will be subject to St. Joseph Catholic Academy policies. Law enforcement personnel will be present at St. Joseph Catholic Academy sponsored dances. Students and/or guests suspected of being under the influence of an illegal substance will be dealt with as discreetly and privately as possible. Our great concern is NOT to "catch" students or guests but to deter any alcohol problems at school activities and keep our students safe.

The current culture of trendy clothing does not always mirror St. Joseph Catholic Academy cultural values for dress and attire. Simply stated, what may be acceptable attire and behavior in modern American teen culture may be inappropriate within the St. Joseph Catholic Academy community. Please be reflective about what you may choose to wear and how you plan to behave.

Dances are generally held from 8:00 p.m. until 11:30 p.m. Dances such as Homecoming, Prom, and the Winter Dance are admission by ticket only. A sophomore may attend Prom only when asked by a St. Joseph Catholic Academy junior or senior. A freshman may not attend Prom.

Admission to any St. Joseph Catholic Academy dance is subject to the following rules:

1. Students may enter a dance only between 8:00 and 9:00 p.m. unless they have a late pass from the principal.
2. Students arriving late to a dance without a pass will not be admitted.
3. Guests are admitted after completing a guest permission form. The information on this form will be confirmed by the principal, at which time a dance ticket will be issued for the guest. This must be done prior to the date listed on the guest permission form. Forms are available in the main office. The number of guest passes may be limited. The guests must accompany the St. Joseph Catholic Academy host.
4. The minimum grade level for all guests is ninth grade; the maximum age is 19. Guests must present a picture ID at the door and have it available all evening, upon request.
5. Students must remain at the dance until a half-hour before its scheduled close. All guests must observe dance regulations, and their behavior is the responsibility of the host.

**Note:** Homecoming, Winter Formal and Prom are open dances, and guests of our students are welcome. All other dances are closed dances, and only St. Joseph Catholic Academy students are permitted to attend.

## **FIELD TRIPS**

Student participation in school-sponsored field trips is encouraged because they are valuable learning experiences. To go on a field trip, students must have completed the school parental permission slip, paid any field trip expenses, and be dressed according to dress code. In addition, a Mobile Classroom Permission Slip will need to be signed and returned at the beginning of the year for any "Walking Field Trips".

## **CLUBS, ORGANIZATIONS, ACTIVITIES**

### **Art Club**

Students enhance their academic interest in art through participation in the Art Club. To be a member of Art Club you must be in Studio Art. Art club sponsors an Art Scholarship for a continuing Art Student here at St. Joseph Catholic Academy.

### **Book Club**

The book club is open to all High School students. It meets after school approximately once a month to discuss a book chosen by the club. Attendance is not mandatory, and students may pick and choose which books they wish to read and which meetings they would like to attend.

### **Cheerleading**

Cheerleading is not governed by WIAA rules and therefore is considered a club rather than a sport.

### **Chess Club**

Students interested in playing chess are welcome to join the Chess Club. The club is open to all Middle and High School students and meets after school every Wednesday from 3:00 to 4:00 p.m. Players of all interest and ability levels are welcome.

### **Cooking Club**

Open to Middle and High School students.

### **French Club**

Students in the French Club supplement their academic interest in French by participating in the French Club. Fun extra-curricular activities are planned throughout the year. This club is open to all Middle and High School students.

### **"J" Club**

The club sponsors sports-centered activities and helps to finance awards and other sports-related needs. You must be a letter winner of a varsity sport to become a member of the "J" Club.

### **Key Club**

Key Club is a service organization whose purpose is to build responsibility and a sense of service in its members. The group works with local Kiwanis Club(s) in their service projects whenever possible. The moderator works with four elected officers who provide leadership at Key Club meetings and in service activities for home, school, and community groups. This is only open to High School students.

### **Knitting Club**

Knitting Club is open to all Middle School and High School students who are interested in knitting or wanting to learn how to knit.

### **Math Club**

Open for Math enthusiasts to promote the study of Math.

### **Ping Pong Club**

The Ping Pong Club is open to any Middle and High School students. There are club activities held on the fourth floor every Tuesday after school. The club not only aims to introduce the Chinese Pingpong Culture to our students but also aims to enrich their school lives. Future plans are to make it more competitive with Ping Pong tournaments.

### **Pro-Life Club**

This club is for High School students who have a deep concern for life. This group advocates not only for the unborn, but for all life; old and young, the sick, dying and impoverished. They support a young Ugandan boy named Dennis Kipnget, attend state, regional, and national events, provide pro-life information to the student body, and have a good time doing it. Since this club meets before school, each student is allowed to participate in other clubs and sports as well. They are not just about the child in the womb, but all life, everywhere and anywhere!

### **Psychology Club**

Psychology Club is a student organization dedicated to enhancing the experience and appreciation of psychology to all students through a variety of social and educational activities. The goals of Psychology Club include:

Learn more about psychology; See how it applies to our everyday lives; Provide more detailed information about specific topics in the field; Help students obtain educational and career information about the field of psychology; Help students prepare to take the AP Psychology test; and Sponsoring educational programs in the middle and high school related to teen issues, such as relationship issues, school and stress, eating disorders, and mental health. Any junior or senior may join and there is no prerequisite (*it is not necessary to take Psychology as a course in order to be admitted*).

### **Spanish Club**

Students in the Spanish Club supplement their academic interest in Spanish by participating in the Spanish Club. Fun extra-curricular activities are planned throughout the year. This club is open to all Middle and High School students.

### **SADD**

SADD (Students Against Destructive Decisions) is an High School student “no use” organization that attempts to combat some of the major killers of their age group: underage drinking, drug abuse, violence, and suicide. SADD educates students, mobilizes positive peer pressure, and encourages communication between parents and teens.

### **Student Council (Middle School)**

St. Joseph Catholic Academy’s student government body, the Middle School Student Council, represents each of the three classes.

### **Student Council (High School)**

St. Joseph Catholic Academy’s student government body, the Student Council, represents each of the four classes. Officers, along with four (4) Student Council Executive Officers, serve as a liaison between students and administration and organize student activities. The Student Council organizes annual activities, such as the Blood Drive, Winter Dance, and other Homecoming activities.

#### **Senior Class:**

All seniors work to promote school spirit and give leadership to school-sponsored activities. They also plan the Homecoming Dance and their senior banquet in cooperation with their moderators.

#### **Junior Class:**

The Junior Class plans the Junior Ring Day program and the Prom. Juniors are responsible for supervising the procedure used to build Homecoming floats and organize the parade.

#### **Sophomore Class:**

Members of the Sophomore Class along with their moderators, take responsibility for planning the Homecoming Liturgy and take responsibility for the annual sophomore dance.

**Freshman Class:**

Freshmen class officers are elected during the first semester of the year after the members of the class have had an opportunity to get to know one another and become acquainted with St. Joseph Catholic Academy.

**National Honor Society**

This is an Honor Society to which students are elected by a faculty committee on the basis of scholarship, leadership, service, and character. Sophomore and junior students with a GPA of 3.5 or better may apply for membership. National Honor Society members give time to tutor others in specific subjects, usher for the spring musical, conduct a leadership session for freshman in the fall, and sponsor an induction ceremony for new members.

**Student Ambassadors**

Student Ambassadors serve as messengers and representatives for the entire student body. This organization consists of students who are interested in promoting a positive image of SJCA both in our school and the greater community.

**Voice of Democracy**

The Voice of Democracy is a speech contest open to high school students. Sponsored by the V.F.W., students compete against other local high school students for awards

**Pep Band**

Under the direction of the band director, students in the pep band perform at sporting and other school activities.

**Performing Arts/Theater**

Students interested in the Theater are welcome to audition for a role in our one act plays, annual Christmas production, and annual spring musical. The Theater Department offers an opportunity to sing, dance, act, perform on stage, participate in set design, and be a part of stage crew.

**Stage Crew**

Any student with parental consent may join the Stage Crew which designs and constructs sets for all shows and takes care of technical performance during all shows. Stage crew aims to give students a greater appreciation and understanding of fine arts together with practical application of skills including electronics, construction, art (painting and sculpture) design, and sound principles.

**Middle School Play**

This is a student run play for all Middle School students to participate in as actors and/or crew. High School theater students are empowered to cast and direct the show. They also oversee the designing of sets and props and operate/coordinate sound and lights with the help of Middle School Crew members. Auditions are at the beginning of the school year and there are practices throughout each week with a final production sometime in October.

**Middle School Talent Show**

All Middle School students are invited to sign up and showcase their many talents during the spring talent show. Only a limited amount of acts are allowed, so sign up early.

**Breakfast with Santa**

Middle School students can audition to participate in the Breakfast with Santa show as actors, dancers, singers, crew members, or "Santa helpers". Auditions are in the fall and rehearsals are during each week with the final production in early December.

## **Middle School Organizations and Contests**

CYO Band  
Society of St. Joseph  
Strings Group  
Geography Bee  
Scholastic Challenge  
Battle of the Books  
Science Fair  
Speech Contests  
Math Competitions  
Knights of Columbus Knowledge Contest  
Knights of Columbus Athletic Competitions  
V.F.W. Essay Contest

## **Athletics**

Students may participate in athletic programs which include boys - football, soccer, cross country, basketball, wrestling, baseball, track, golf & tennis; and girls - volleyball, tennis, basketball, softball, track, cross country, and soccer. Girls may participate on the boys' golf team.

## **PARENTAL INVOLVEMENT ORGANIZATIONS**

### **Home & School Association**

The purpose of this organization is to encourage parents and interested adults to become involved in St. Joseph Catholic Academy and in Catholic education in general. Home & School Association organizes and promotes activities, among members, students, and school staff. It helps members to improve their understanding and support of the total school program. All parents of current St. Joseph Catholic Academy students will automatically be included as members of the Home & School Association.

### **Athletic Association**

The Athletic Association exists to promote school spirit through athletics. Various fundraising events are held each year to provide financial assistance to athletic and general programs. Any parents interested in helping with athletic program projects should contact the president of the Athletic Association.

### **FOPA (Friends of the Performing Arts)**

The purpose of this organization is to encourage the involvement of parents, students, and interested adults in the St. Joseph Catholic Academy performing arts. FOPA organizes and promotes activities that will create a positive and supportive environment for the performing arts.

## ST. JOSEPH CATHOLIC ACADEMY ACADEMIC ELIGIBILITY REQUIREMENTS FOR CO-CURRICULAR ACTIVITIES

**Please note:** Final grades and GPA's for Term 3 (Spring) of the 2010-11 school year will determine the eligibility status for this school year's sophomores, juniors, and seniors during Term 1 (Fall) of the 2011-12 school year.

### **Participation Requirements:**

- A student is considered fully eligible if  
The student has attained a minimum grade point average of 1.67 (C-) at the conclusion of any term (not cumulative GPA), and/or the student has fewer than two (2) failing grades at the conclusion of any term.

Fully eligible students may practice, rehearse, perform, play, and otherwise participate in co-curricular activities during the following term.

- A student is considered partially eligible if  
The student fails to attain a minimum grade point average of 1.67 (C-) at the conclusion of any term (not cumulative GPA); and/or the student has fewer than two (2) failing grades at the conclusion of any term.

Partially eligible students may practice and/or rehearse during the next term as long as they attend the Academic Assistance Study Hall, but they are not allowed to participate in performances, games, matches, or contests.

- A student is considered ineligible if  
The student has failed two (2) courses at the conclusion of any term, regardless of GPA and/or the student misses more than two study halls in a six-week period, if he/she was required to attend (see criteria below).

Ineligible students may not practice, rehearse, perform, play or otherwise participate in co-curricular activities during the next term.

- **Example:** If a student receives two or more failing grades at the conclusion of the fall term, he/she is ineligible to rehearse, practice, play, perform, or otherwise participate in co-curricular activities during the winter term, and may regain eligibility for the spring term only if he/she satisfies the academic requirements at the conclusion of the winter term.
- **Note:** If two or more failing grades are recorded at the conclusion of the spring term, the student is ineligible to rehearse, practice, play, perform, or otherwise participate in co-curricular activities during the upcoming fall term regardless of any remedial coursework performed during the summer months.

### **Student Academic Assistance Study Hall:**

- A study hall will be offered to students to assist them in maintaining or regaining their ability to practice, rehearse, perform, or play in co-curricular activities at the allowed time as described below. This study hall is available on all days that school is in session at St. Joseph Catholic Academy. Study hall will begin promptly at 7:00 a.m. and conclude at 7:30 a.m. Students will not be admitted late to study hall.
- Students required to attend the study hall must do so each day that they attend school. A student who is required to attend study hall on a given day, but fails to attend, may not attend a practice, rehearsal, contest, or performance on that day as a member of a team, cast, crew, or other sanctioned school organization or group.
- A student may miss no more than two (2) study halls during a six-week period. This six-week period is the period of time from the start of the grading period (term) until progress report time (Parent-Teacher conferences are completed) or from progress report time until the conclusion of the grading period (term). On the third absence from study hall during a six-week period, as defined above, the student will become ineligible to practice, rehearse, play, or perform in co-curricular activities for the remainder of the present grading period (term). If study hall is missed due to a medical condition, proper medical documentation may be presented to the principal, and the principal will determine the student's eligibility to practice, rehearse, play, or perform.

**Six-Week Progress Report:**

- A student who fails to attain the required 1.67 GPA and has fewer than two (2) failing grades at the end of any term will be determined to be partially eligible and may not participate in contests or performances during the first six weeks of the next term (until progress report time) but may attend and participate in rehearsals and practices by attending the Student Academic Assistance Study Hall. A student may regain full eligibility to participate in contests and performances at the conclusion of Parent/Teacher conference session week by not receiving an F or any combination of two D's (D+,D, D-) on their progress report. Progress reports are generated from updated student grade data that teachers send to the school's grade reporting system during the first day of the week in which Parent/Teacher conferences are held. The student is required to continue attending study hall until the conclusion of the term.
- A student who was fully eligible to participate in contests and performances during the first six weeks of a grading period but receives an F or two grades of D+ or lower on their progress report will be required to attend the study hall beginning on the Monday following progress reports being issued to retain their eligibility to practice, rehearse, play, and perform during the final six weeks of the term. Progress reports are generated from updated student grade data that teachers send to the school's grade reporting system during the first day of the week in which Parent/Teacher conferences are held. This student will be subject to all policies pertaining to the student academic assistance study hall.

**Nine-Week Progress Report:**

- A follow-up progress report will be issued at the nine-week mark of the grading period to students currently attending a Student Academic Study Hall and to any student who has slipped into a state of academic concern at the end of the nine-week period. The nine-week progress reports are generated from updated student grade data that teachers send to the school's grade reporting system during the first day of the ninth week in which Parent/Teacher conferences are held. At this point, any student placed in the Student Academic Assistance Study Hall at the six-week progress report may be excused from further study hall sessions if all current grades are C- or better. A student receiving an F or two grades of D+ or lower at the nine-week progress report time will be required to attend study hall to maintain eligibility to practice, rehearse, play, and perform during the remainder of the present grading period (term). The student is subject to all policies pertaining to the Student Academic Assistance Study Hall and will report to study hall on the Monday following the progress report update.

**Coach/Director Discretion:**

- It is up to the discretion of each individual coach/director to determine if he/she will allow a student to participate in his/her program, even at the partially eligible level, if the student failed to attain the required 1.67 GPA in the most recent grading period. Affected students will be notified at the beginning of each season/activity.

## TECHNOLOGY (LAPTOP) POLICY

### Introduction

The laptop program provides the St. Joseph Catholic Academy with a powerful tool that will expand the learning opportunities for its students. It opens limitless possibilities; students may go virtually anywhere and interact with anyone. With such a great opportunity also comes great responsibility. Use of the St. Joseph Catholic Academy network and its related computer facilities is a privilege afforded to members of the school community. The school provides a set of guidelines for security and acceptable use, and any student who is in violation of these guidelines will be referred to the principal for discipline. How students use their computers reflects their personal character. The student/parent handbook states that all members of the community must uphold the Lancer Value System. All students of the St. Joseph Catholic Academy must understand that the laptops should be used with good judgment, common sense, and integrity.

### Ownership

The laptop that has been issued to each student is the property of St. Joseph Catholic Academy. The computer is on loan to the student and must be used in accordance with the following policies, which are subject to change without notice.

### Laptop Computer Security Policy

1. During the school day, students must have laptops with them or placed in designated laptop storage areas. Laptops must never be left unattended. Faculty will pick up unattended laptops and take them to the main office.
2. If a student finds an unattended laptop, he/she must give it to a teacher, the technology department or the main office immediately. Only the owner may retrieve a computer.
3. Students involved in after-school activities need to ensure that their computers are secure. At off campus activities, students should never leave their laptops unattended. Students must notify the school immediately if their laptop is missing.
4. In order to promote student responsibility and to increase security of the laptops, the following consequences for leaving a laptop unattended are:
  - (a) The first time will result in a reminder of laptop care.
  - (b) The second time will result in a service hour.
  - (c) The third time will result in a service hours and a parent discussion.
5. Students will be responsible for any damage that may occur to his/her laptop.
6. Students may not remove the barcode or the name label from the laptop. If the barcode is removed from the laptop or any of the components provided, the student is responsible for the complete replacement cost of the affected part and subject to disciplinary measures.

### Laptop Care Policy

1. Laptops must be taken home each evening so that homework may be completed and batteries can be recharged.
2. Students must bring their laptop to school each day with a fully charged battery.
3. Do not remove, deface, or alter any identifying stickers, labels, or barcodes in any way shape or form.
4. Students are not to deface their laptop in any way. (stickers, paint, marker, etc).
5. Inside the classroom, computers must be carried in the closed position with two hands.
6. Outside the classroom, laptops must be carried in cases. Laptop cases must be carried carefully by placing the shoulder strap across one's body.
7. Laptops and cases cannot be stored in student lockers and must be in the student's possession throughout the day except when placed in a secured location at the direction of a teacher.
8. Keep food & liquids away from the laptops.
9. Do not touch the laptop screen.
10. Make sure your hands are clean before using the laptop.

11. Data stored in the “Documents” folder of the computer is backed up on the school servers when the computer is on the school network. This backup is limited to educational related material. Students are strongly encouraged to back up all of their data regularly in the event something should happen to the laptop and the data would be lost.

### **Laptop Acceptable Use Policy**

1. St. Joseph Catholic Academy’s network and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the Lancer Value System. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender’s laptop and or /network privileges.
2. Since the school is, to a certain extent, responsible for the actions that take place during school hours, we will monitor on-line actions, including logging on to websites, news-group access, protocol, bandwidth, and network use. The administration and/or their designee have the right to inspect any computer, application, or peripheral device associated with any or all laptop computers. This includes but is not limited to email, documents, pictures or other components associated with all computers. Any issues resulting from misuse will be addressed by administrators and will carry disciplinary consequences.
3. St. Joseph Catholic Academy has chosen to permit student access to computer and telecommunication resources to further his/her educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available to students. The St. Joseph Catholic Academy computer network is protected from outside intrusion by a hardware firewall. Access to the Internet is controlled using a Software Content Filter. The Software Content Filter controls sites to which the student has access. Inappropriate web sites are clearly blocked with an “Access Denied” message. Any attempt to bypass website filtering software is prohibited and will be dealt with as follows.
  - (a) First offense: 3 Day Suspension
  - (b) Second offense: Expulsion
4. Email and other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others. All email on the server is available to the Systems Administrators.
5. Use of the computer for anything other than a teacher-directed or approved activity is not allowed during class time. Students found to engage in this behavior during class will be penalized.
6. The internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the internet and then used in academic work is to be properly documented. Copyright laws must be respected. If you have a question about what constitutes a copyright violation, please contact an administrator, media specialist, or English department member.
7. Students may not access web sites, newsgroups, or chat areas that contain material that is obscene or promotes illegal activity. If a student does accidentally access this type of information, he or she must notify a teacher immediately.
8. No computer programs, audio files, pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through email, as well as setting up servers on a student’s laptop or any other physical or electronic means. Students should not download copyrighted files or non-shareware programs.
9. The use of virus programs or other intentionally harmful programs is prohibited and will be dealt with seriously.
10. Students need to maintain a 10% free space on the hard drive for school software and information.
11. Computers may not be used to make sound or video recordings without the consent of all those being recorded. Sound must be turned off at all times, except when being used as part of a class. Students may use their own headphones to listen to music etc. if they have the instructor’s permission.

12. Data files stored in the “Documents” folder are routinely backed up to the school server when the laptop is connected to the school network. This space is reserved solely for educational purposes. Any item that is not educationally related may be deleted from the server. If you have questions as to whether your information should be placed on the server, please contact the technology director.
13. The technology department may erase everything on the hard drive and reinstall the default school programs if software problems or conflicts are found.
14. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.
15. Deliberate attempts to degrade the network or to disrupt system performance will result in a fine and/or disciplinary action.
16. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
17. No student may use another person’s laptop to distribute e-mail or for any other activity without that person’s consent. This prohibition especially includes sending out messages or pretending to be that person on the network.
18. Fee’s may be charged for repairs to the laptop according to severity of/or number of times problems/damages occur. This will be preceded by a discussion with the student’s parent/guardian.

**Insurance**

Laptop Damage Protection is included in your lease price. This will cover accidental damage, electrical surge, drops or falls, liquid spill, and LCD damage caused by a drop or fall. Laptop Damage Protection does not include protection for the power cord or battery. Any damage to these components is the responsibility of the student.

Loss or theft of the computer is not covered by the school and it is the responsibility of the student/family to cover the replacement cost of any or all of the components that are missing. Parents are strongly encouraged to seek coverage through a low cost rider on their homeowner insurance policy.

## TECHNOLOGY (LAPTOP) SIGNATURE FORM

I understand and will abide by the technology policy and guidelines. I further understand that any violation may result in the loss of network and/or laptop privileges as well as other disciplinary action.

As the parent or guardian of this student, I have reviewed and discussed the St. Joseph Catholic Academy laptop policy with my child. I understand that network access is designed for educational purposes. I recognize that, even though the school network has an Internet filter, it may be impossible to entirely restrict access to controversial materials. Any attempt to bypass the content filter will result in disciplinary actions outlined in the Laptop Acceptable Use Policy item 3.

Parents and guardians are warned that St. Joseph Catholic Academy and the Archdiocese of Milwaukee do not have total control over the information available on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. It is the responsibility of the parent to monitor home internet use.

I understand that the St Joseph Catholic Academy Student Laptop Policy is subject to change, and all changes will be communicated to me.

Parent/Guardian's Name (Please print)	Signature	Date	
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Student's Name (Please print)	Signature	Date	Grade
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Student's Name (Please print)	Signature	Date	Grade
-------------------------------	-----------	------	-------

Student's Name (Please print)	Signature	Date	Grade
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Student's Name (Please print)	Signature	Date	Grade
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Address	City	State	Zip	Phone for contact
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Parent/Guardian's email	Parent/Guardian's email
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## STUDENT NETWORK RESPONSIBILITY AGREEMENT

### INTERNET RULES:

Our computers at St. Joseph Catholic Academy are all connected together into what is called a Network, which differs from a single personal computer in that one person's use can affect another person's use. Thus, students are responsible for appropriate behavior on school computers just as they are in a classroom or school hallway.

The Network is provided for students to do school class work, to independently conduct research and to type papers or reports. Parent permission is required for minors, and the school will contact parents/guardians if students are not using the resources in compliance with the agreements they have signed.

Network storage areas may be treated like school lockers. Teachers and Network administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Access is a privilege, not a right!

During school, teachers will guide students toward appropriate materials related to the curriculum. Outside of school, families bear responsibility for such guidance as they have done with television, telephones, movies, radio and other potentially offensive media. While we educators cannot always control what students find on the Internet, we will use standards of quality and educational value to help them judge appropriateness. Not everything on the Internet is relevant or accurate

### SOFTWARE CONTENT FILTER AND CONSEQUENCES FOR INTENTIONALLY BYPASSING SAME:

The St. Joseph Catholic Academy computer network is protected from outside intrusion by a hardware firewall. Access to the Internet is controlled using a Software Content Filter. The Software Content Filter controls sites to which the student has access. Inappropriate web sites are blocked with an "Access Denied" message and thus are clear to the students. **ANY STUDENT INTENTIONALLY BYPASSING THE SOFTWARE CONTENT FILTER BY USING A PROXY WEBSITE OR ANY OTHER MEANS TO GAIN ACCESS TO WEB SITES THAT WOULD NORMALLY BE DENIED WILL AUTOMATICALLY LOSE THEIR COMPUTER ACCESS PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR. STUDENTS WILL ONLY BE PERMITTED COMPUTER ACCESS IN THE COMPUTER LAB FOR COMPUTER COURSES THEY ARE TAKING FROM THE ST. JOSEPH CATHOLIC ACADEMY CURRICULUM.**

### OTHER ITEMS NOT PERMITTED:

- |  |                                |
|--|--------------------------------|
| Sending or displaying offensive messages or pictures | Using obscene language         |
| Harassing, insulting, or attacking others            | Violating Copyright Laws       |
| Damaging or changing computers, systems or Networks  | Using others' passwords        |
| Trespassing in others' folders, works or files       | Entering/posting in chat rooms |
| Creating or altering Websites                        | Reading/writing personal email |
| Downloading files for games/programs or files        | Purchasing of any kind         |
| Adding or installing programs of any kind            | Wasting computer resources     |
| Entering and/or posting on any kind of message board | Food or drink in computer area |
| Making or editing own Web pages                      | Gum or candy in computer area  |

\*Communication transmissions in or out using the school Internet system are strictly forbidden.

### CONSEQUENCES:

Depending upon the violation, one or more of the following sanctions may be invoked:

1. Contact parent/guardian;
2. Loss of access to equipment;
3. Additional disciplinary action or contact with parent/guardian; and
4. Notification of law enforcement agencies

### PRINTING:

Permission of the supervisor is required. Intentionally wasting computer resources may have consequences.

**ST. JOSEPH CATHOLIC ACADEMY**  
**Agreement for the Use of Computers and Telecommunication Resources**  
**PARENTAL CONSENT FORM**

St. Joseph Catholic Academy has chosen to permit students' access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available to students in the curriculum based Computer Applications courses and the Technology Resource Center networked resources, including access to the Internet. However, parents and guardians are warned that St. Joseph Catholic Academy and the Archdiocese of Milwaukee do not have total control over the information available on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, St. Joseph Catholic Academy supports and respects each family's right to decide whether or not their child may have access to these resources.

1. I am the parent/guardian of the below-named student. I have read the ACCEPTABLE USE POLICY FOR COMPUTER USAGE from the Student/Parent Handbook. I have either explained it to my child/ward or have assured myself that he/she understands it. I also am aware of my own and the student's responsibilities regarding computer hardware, software, and Internet access at St. Joseph Catholic Academy.
2. I have read the STUDENT NETWORK RESPONSIBILITY AGREEMENT and subscribe to the rules and regulations described in it.
3. Please check one of the following and return this form to the SJCA Office:

\_\_\_\_\_ I hereby consent to the student having access to, and use of, computers and telecommunication resources at St. Joseph Catholic Academy. I also hereby indemnify and hold harmless the Archdiocese of Milwaukee and St. Joseph Catholic Academy from any claim or loss resulting from any infraction by the student of either the Use Policy or any applicable law.

\_\_\_\_\_ I do not consent to the student having access to, or use of, the telecommunications resources or computers at St. Joseph Catholic Academy.

Note: This agreement will remain in effect for the duration of the students' enrollment at St. Joseph Catholic Academy

Parent/Guardian Name (Please Print Legibly)	Signature	Date
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Student Name (Please Print Legibly)	Signature	Date
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Address	City	State	Zip	Phone Number
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## 2011–12 Mobile Classroom Permission Form

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school sponsored activity at a location away from the school building. This activity will take place under the guidance and supervision of employees from Saint Joseph Catholic Academy. A brief description of the activity follows:

Name of Event: Mobile Classroom  
Destination: SJCA Neighborhood  
Designated Supervisor of Activity: Teacher  
Date and Time of Departure: Any given day and time  
Method of Transportation: Walking  
Student Cost: None  
Additional Information: Please always have your child prepared for the current weather as this is an outdoor event and could take place on any day.

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

---

Please complete and return to school. *One form per family is needed.*

Name of Event: Mobile Classroom

Name of Student(s):

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(List all students in family)

I hereby consent to participation by my child in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

---

Print Parent/Guardian Name

Parent/Guardian Signature

Date

**ST. JOSEPH CATHOLIC ACADEMY GUEST PERMISSION FORM  
2011-12 SCHOOL SPONSORED DANCES**

As a guest of St. Joseph Catholic Academy we expect that you conduct yourself as a mature individual and adhere to all rules that are in place for students at St. Joseph Catholic Academy. School safety is a topic that we take seriously. In an effort to meet the needs of both the students and the safety of our school, we ask that all St. Joseph Catholic Academy guests fill out this permission form and have it signed by their respective school administrator and parent/guardian.

As a Catholic school we believe that our values are reflected by our words and actions. It is an expectation that you dance with modesty, restraint, and self-respect. Further, you should not engage in dancing that is sexually suggestive or obscene. Adult chaperons at the dance shall determine whether students are dancing appropriately or not. It is our expectation that our guests respect the authority of the chaperons and cooperate with their instructions. Any individuals unable to adhere to these expectations will have their parents/guardians notified and asked to pick them up from the dance. We hope to provide you with an enjoyable evening in a safe environment.

The minimum grade level for all guests is ninth grade; the maximum age is 19.  
Guests must present a picture ID at the door and have it available all evening, upon request.

No guest will be permitted to the dance without having this form approved and on file with Mr. Kovoichich, St. Joseph Catholic Academy Principal by 3:30 p.m. Thursday. \_\_\_\_\_

St. Joseph Catholic Academy Student Requesting Guest: \_\_\_\_\_

Name of Guest: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Guest's Parent Signature: \_\_\_\_\_ Guest's Home Phone: \_\_\_\_\_

Guest's Home High School: \_\_\_\_\_

In case of a guest emergency on the evening of the dance, please contact:

\_\_\_\_\_ (Name) At (Home Phone) \_\_\_\_\_  
(Cell Phone) \_\_\_\_\_

I find this guest to qualify for age restrictions and to be a responsible person.  
I acknowledge that the above information is accurate and that all guests are subject to the rules of St. Joseph Catholic Academy. The St. Joseph Catholic Academy administration reserves the right not to approve a request for guest admission to the dance

\_\_\_\_\_  
(Guest Signature) (St. Joseph Student Signature) St. Joseph Parent Signature)

As an administrator of the school, I recommend that the above named student be allowed to participate in this activity at St. Joseph Catholic Academy.

\_\_\_\_\_  
(Guest's School Administrator Signature and Title) (Print Name)

\_\_\_\_\_  
(Phone Number) (Date)

Upon completion and confirmation of information, a dance ticket may be purchased for this student. Any questions, please contact, Mr. Kovoichich at St. Joseph Catholic Academy at (262)654-8651 ext. 120.

# EMERGENCY FORM

This form is used in the event of Emergency Personnel needing to be called to assist a student.  
*(Please print clearly and fill out one form per student.)*

<b>Student's Legal Name</b>		
_____	_____	_____
(last)	(first)	(middle initial)
<b>Gender</b> M / F	<b>Birth Date</b> ____/____/____	<b>Social Security #</b> _____ - _____ - _____

## Student's Medical Condition

Please list any current medical conditions for your child that would be life threatening.

**Condition:** \_\_\_\_\_

### \*Student's Illness/Allergy Information

- |  |  |                                 |   |
|--|--|---------------------------------|---|
| <input type="checkbox"/> Asthma            | If yes, does student carry inhaler?                    | Yes                             | No  |
| <input type="checkbox"/> Bee sting allergy | If yes, does student carry neutralizing medicines?     | Yes                             | No  |
| <input type="checkbox"/> Diabetes          | If yes, does student take insulin?                     | Yes                             | No  |
| <input type="checkbox"/> Epilepsy          | If yes, please indicate medications below.             |                                 |   |
| <input type="checkbox"/> Migraines         | If yes, please indicate medications below.             |                                 |   |
| <input type="checkbox"/> Allergies         | <input type="checkbox"/> Latex                         | <input type="checkbox"/> Rubber | <input type="checkbox"/> Medication _____ |
|  |  |                                 | <input type="checkbox"/> Foods _____      |
|  | <input type="checkbox"/> Other (please describe) _____ |                                 |   |
| <input type="checkbox"/> Heart Condition   | If yes, please indicate medications below.             |                                 |   |
| <input type="checkbox"/> Other             | _____  |                                 |   |

Please indicate if your child needs to take medication at school. Name of medication(s):

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

*\*Additional Medical Authorization Forms will need to be completed.*

Please indicate medication that is taken at home. Name of medication(s):

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

### Over-the-Counter Medication Release

As the parent and guardian of the above mentioned student, I give St. Joseph Catholic Academy permission to administer the following over-the-counter medication(s) to my child for the following reason or diagnosis \_\_\_\_\_.

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

As the parent or guardian of the above mentioned student, I will keep the school aware of any changes in medication(s) profile or health concern of my child. I will provide the school the over-the-counter medication in its original container.

*As a part of the Wisconsin Statute Chapter 118.29, Administration of Drug to Pupils and Emergency Care, school districts are required to have permission from a medical provider and parent to administer medications at school. As part of this authorization form, school district employees may contact the medical provider with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above with parent permission.*

**Parent(s) Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**EMERGENCY FORM CONT'D**  
**Student's Physician/Hospital Information**

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

**Hospital Preference** \_\_\_\_\_

**Medical Release Information**

I give my permission for St. Joseph Catholic Academy administration to release information about my child's medical condition and/or allergies to the SJCA faculty and staff along with emergency personnel.

\_\_\_\_\_  
**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

In case of an emergency and I cannot be reached, I authorize the school to contact the physician/rescue squad:

\_\_\_\_\_  
**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

In case of a medical emergency, St. Joseph Catholic Academy's policy is to transport students via rescue squad, at the parent's expense, to the nearest hospital facility, which is:

Kenosha Hospital and Medical Center  
6308 – 8<sup>th</sup> Avenue  
Kenosha, WI 53143-5082  
262-656-2011

**Order of Emergency Contacts**

Please list in order the student's Emergency Contacts, including parents.

1. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Relationship \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Relationship \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

3. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Relationship \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

4. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Relationship \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

If I cannot be reached and my student is ill, my student has permission to leave school with one of the Emergency Contacts.

\_\_\_\_\_  
**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Parent/Guardian Medication Authorization Form

*(Please type or print)*

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Grade: \_\_\_\_\_

As the parent and guardian of the above mentioned student, I give the \_\_\_\_\_ school district permission to administer the following medication(s) to my child for the following reason or diagnosis

\_\_\_\_\_.

<b>Medication/Dosage (mg, cc, ml, etc)</b>	<b>How it is to be given</b>	<b>How often</b>	<b>Start Date</b>	<b>Stop Date</b>	<b>Considerations/Side Effects</b>
1.					
2.					
3.					

As the parent or guardian of the above mentioned student, I will keep the school district aware of any changes in medication(s) profile or health concern of my child.

As a part of the Wisconsin Statute Chapter 118.29, Administration of Drug to Pupils and Emergency Care, school districts are required to have permission from a medical provider and parent to administer medications at school. As part of this authorization form, school district employees may contact the medical provider with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above with parent permission.

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Medical Provider Authorization Form

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student's Diagnosis: \_\_\_\_\_

School District: \_\_\_\_\_ is authorized to give the following medication(s) to the above student.

### Daily Medication

Medication/Dosage	Route	Frequency	Start Date	Stop Date	Considerations/Side Effects
1.					
2.					
3.					

### As Needed or PRN Medication

Medication/Dosage	Route	Frequency	Start Date	Stop Date	Considerations/Side Effects
1.					
2.					
3.					

As a part of the Wisconsin Statute Chapter 118.29, school districts are required to have permission from a medical provider to administer medications at school. As part of the authorization form, school district employees may contact the medical provider and parent with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above.

Print Medical Provider Name: \_\_\_\_\_ Date: \_\_\_\_\_

Medical Provider Signature: \_\_\_\_\_

Clinic: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Asthma Inhaler Administration Authorization Form

Student Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ School/Grade: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

In order for the student to receive the asthma relieving medication for asthma:

- Asthma inhaler administration authorization form will be completed and signed by parent and medical provider. Form will be given to school district administrator or school nurse.
- Asthma inhaler medication will have student's name, name of medication, directions for use and date.
- Authorization of asthma relieving medication will be updated annually.

The student has the skill, knowledge and my authorization to use an asthma relieving medication in the following manner:

- \_\_\_\_\_ Self-administer asthma relieving medication. Student will seek the care of the school personnel if medication is unsuccessfully controlling his/her asthma.
- \_\_\_\_\_ Self-administer asthma relieving medication with access to another inhaler in the health office as needed. Parents will supply health office secondary inhaler.
- \_\_\_\_\_ Student needs assistance with administration of their asthma relieving medication with the medication available as needed in the health office.

Drug Name	Dosage	Route	Frequency	Start Date	Stop Date	Side Effects
1.						
2.						

School personnel may contact the medical provider of the medication for clarification regarding indication for use, medication, dosage, side effects, successful and treatment failures.

Physician's name:	Clinic/Phone:
Physician's signature:	Date:
Parent/Guardian signature:	Date:

School Administrator Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

