



ST. JOAN OF ARC PARISH SCHOOL
FAMILY HANDBOOK
2026 – 2027 School Year

ST. JOAN OF ARC PARISH SCHOOL
120 Nashotah Road, Nashotah, WI 53058
262-646-5821

Website: <https://school.scsjcluster.org/>

School's Right to Amend Handbook (*Archdiocesan Policy #5101*)

St. Joan of Arc Parish School reserves the right to amend the handbook for just cause,
with proper notice given to parents/guardians if changes are made.

Revised August 5, 2026

Table of Contents

<i>Welcome to St. Joan of Arc Parish School</i>	8
<i>Mission Statement</i>	8
<i>Philosophy of Education</i>	8
Rights and Responsibilities of Parents	8
<i>Consequences of Unacceptable Parent Behavior</i>	8
<i>Educational Objectives</i>	9
Christian Formation & Academic Excellence	9
Individual Growth & Expression	9
Community Engagement	9
Wellness & Healthy Living	9
<i>Accreditation (Archdiocesan Policy #6181)</i>	10
<i>Admissions & Enrollment (Archdiocesan Policy #5110)</i>	11
3K Rolling Admission	12
<i>New and Transfer Student Requirements</i>	12
Tuition, Fees, and Financial Aid	16
Registration Fee	17
Volunteer Requirement	17
Personal School Supplies	17
St. Joan of Arc Parish School does not charge a fee for personal school supplies. Instead, families are responsible for purchasing the required school supplies for their child's grade level before the start of the school year.	17
Extended Care Fees	18
<i>Daily Fees</i>	18
<i>Snack Expectations</i>	18
<i>Late Pick-Up Fee</i>	18
<i>St. Joan of Arc Parish School Scrip Program Fee Policy</i>	18
Eligibility Requirements	19
Application Process	20
Voucher Coverage and Fees	20
Continuing Eligibility	20
Compliance and Additional Information	20
<i>Tuition Payment Options</i>	20
Attendance Policies and Procedures	22
Student Attendance and Absences	22
<i>Daily Schedule</i>	22
Procedures for Student Absence and Tardiness	22
Late Arrival / Tardy Policy	22

Early Departure and Appointments	23
Pre-Arranged Absences	23
Compulsory School Attendance (<i>Archdiocesan Policies #5112 and #5113</i>)	23
Illness and Emergency Procedures	24
Academic Programs & Student Learning	25
Academic Standards	25
Curriculum	25
<i>Early Elementary Bilingual Enrichment Program</i>	25
• Classroom performance	26
• Assessments and testing	26
• Work habits and participation	26
• Developmental readiness	26
• Social and emotional growth	26
• Individual learning needs	26
Achievement Testing (<i>Archdiocesan Policy #5120</i>)	28
Promotion and Retention	28
Grade 3 Promotion Policy (Effective September 1, 2027)	28
Physical Education	29
Library	29
Reconsideration Procedure	29
Field Trips (<i>Archdiocesan Policy #6153</i>)	29
Fundraising for Field Trips (<i>Archdiocesan Policy #3282</i>)	30
Faith Formation & Catholic Identity	31
Religious Formation	31
Religious Instruction	31
Sacramental Preparation	32
Service Hours - Middle School	32
Service Project Proposals	32
<i>Communications</i>	33
Calendar for the Academic Year	33
Website	33
Newsletter	33
Change of Address and Contact Information	33
Report Cards	34
Parent-Teacher Conferences	34
PowerSchool Parent Alert System (Middle School)	34
Staff/Parent Communication (<i>Archdiocesan Policy #1312.1</i>)	34
Telephone Use	35
<i>Student Records & Custody</i>	35
<i>Child Custody (Archdiocese of Milwaukee Policy #5124.2)</i>	35
<i>Computer and Technology Use (Archdiocesan Policy #6161.2(a))</i>	36
<i>Cell Phone Use (Archdiocesan Policy #6161.2(b))</i>	36
<i>Unauthorized Use of Technology</i>	36
<i>Social Media Guidelines</i>	37

<i>Student Photos and Media</i>	37
Playground Expectations	38
<i>Respect for the Dignity of Every Person</i>	39
<i>Gender Identity (Archdiocesan Policy #4470)</i>	39
<i>Harassment and Bullying (Archdiocesan Policy #5131.1)</i>	39
<i>Threats and Threatening Behavior</i>	40
<i>Sexual Harassment</i>	40
<i>Academic Honesty</i>	40
<i>Probation, Suspension, and Expulsion</i>	41
Suspension Procedures	41
Expulsion Procedures	41
<i>Appeals</i>	41
<i>Alternatives to Suspension and Expulsion</i>	42
<i>Grievance Procedures for Parents</i>	42
Step 1: Informal Meeting	42
Step 2: Formal Written Grievance	42
Step 3: Appeal to the Principal or Pastor	42
Step 4: Timely Filing	42
Step 5: Scope and Limitations	43
<i>Lockers, Personal Property, and Prohibited Items</i>	43
Lockers, Hook Areas, and Desks	43
Locker Regulations	43
Articles Prohibited at School	43
Student Life & Behavioral Expectations	45
<i>Dress Code</i>	45
<i>Non-Compliance with the Dress Code</i>	46
<i>Physical Education and Health Policies</i>	47
Physical Education (PE) Dress Code	47
Shoes and Socks	47
Grades 4–8: Change of Clothes	47
General PE Dress Expectations	47
Chewing Gum	47
<i>Social Activities</i>	48
<i>Extended Care and Co-Curricular Programs</i>	48
Extended Care and Student Supervision	48
<i>Co-Curricular Activities</i>	48
<i>Eligibility Requirements for Participation</i>	49
<i>Athletics</i>	49

<i>New Co-Curricular Activities</i>	49
Student Health & Wellness	51
<i>Communicable Diseases</i>	51
<i>Head Lice</i>	51
<i>Concussion Awareness and Response</i>	51
<i>Medication Policy</i>	52
Snacks	52
<i>Allergy Awareness Policy (Archdiocesan Policy #5140.4(d))</i>	53
<i>Wellness Policy</i>	53
<i>Wellness Procedures</i>	53
Nutrition Education	53
Physical Education	54
Foods and Beverages	54
Wellness Integration	54
<i>Smoke-Free Environment</i>	54
<i>Pet Policy</i>	54
Safety, Security & Student Protection	55
Asbestos Hazard Emergency Response Act (AHERA) (Archdiocesan Policy #5140.11)	55
<i>Emergency Closing</i>	55
<i>Emergency Evacuation of School</i>	55
<i>Fire, Tornado, and Safety Drills (Archdiocesan Policy #6114.41)</i>	55
<i>Safety Lockdown Drills</i>	56
<i>Building Security</i>	56
<i>Bicycles</i>	57
<i>Bus Transportation</i>	57
<i>Safeguarding All God's Family Program Requirements</i>	58
<i>Child Welfare and Safety (Archdiocesan Policy #5140.1)</i>	58
Child Protection, Safety, and Reporting Policies	58
<i>Mandatory Reporting of Child Abuse and Neglect (Archdiocesan Policy #5140.1)</i>	58
<i>Definitions of Abuse and Neglect</i>	59
<i>Procedures for Reporting</i>	59
<i>Reports Involving School or Parish Personnel</i>	59
<i>Screening, Background Checks, and Training</i>	59
<i>School Violence Threat Reporting (Archdiocesan Policy #5140.2)</i>	60
Police Questioning and Apprehension (Archdiocesan Policy #5145)	60

Search and Seizure (<i>Archdiocesan Policy #5145.2</i>)	60
Suicide Prevention and Awareness (<i>Archdiocesan Policy #6164.12</i>)	60
<i>Visitors Policy</i>	60
Family Partnerships and School Community	62
<i>School-Related Associations (Archdiocesan Policy #3570)</i>	62
St. Joan of Arc Home and School Association	62
<i>Fundraising</i>	62
<i>School Events</i>	63
<i>Purchasing Procedures</i>	63
<i>Cash Handling for Events</i>	63
School Commission	63
Volunteer Program	64
<i>Volunteer Expectations</i>	64
Keys for Events and Activities	64
School Forms & Resources	65

ST. JOAN OF ARC PARISH SCHOOL FACULTY AND STAFF

Position	Name	Email Address
Pastor	Fr. Ryan Ackmann	fr.ackmann@scsjcluster.com
Principal	Dana McEvoy	dmcevoy@scsjcluster.org
3K/4K Kindergarten Teacher	Kellie Schenk	kschenk@scsjcluster.org
5K Kindergarten Teacher	Shelby Hummel	shummel@scsjcluster.org
Grades 1–2 Teacher	Dana McEvoy	dmcevoy@scsjcluster.org
Grades 3–4 Teacher	Cristiana Childs	cchilds@scsjcluster.org
Middle School Math & English Teacher	William Kaul	wkaul@scsjcluster.org
Middle School Religion Teacher	Deacon Joe Senglaub	jsenglaub@scsjcluster.org
Spanish Teacher Middle School Social Studies Teacher	Karen McArthry	kmcarthry@scsjcluster.org
Art Teacher Middle School Science Teacher	Janelle Peters	janellep@scsjcluster.org
Music Teacher	Chad Hart	chart@scsjcluster.org
Physical Education/Health	Melissa Brengosz	mbrengosz@scsjcluster.org
Administrative Assistant		
Custodian	Brad Ama	bama@scsjcluster.org
Business Manager	Christine Wick	cwick@scsjcluster.org
Director of Christian Formation	Todd Weissenborn	tweissenborn@scsjcluster.org
Deacon	Dcn. Joe Senglaub	jsenglaub@scsjcluster.org
Deacon	Dcn. Luis Peña	lpena@scsjcluster.org

Welcome to St. Joan of Arc Parish School

Mission Statement

At St. Joan of Arc Parish School, we are dedicated to nurturing the minds, hearts, and spirits of every child.

We strive to:

- Model an uncompromising character through faith-filled actions and example
- Pursue academic excellence through engaging, rigorous learning experiences
- Inspire a spirit of service that motivates students to share their gifts with others
- Foster spiritual growth that prepares students to be compassionate leaders of tomorrow

Philosophy of Education

At St. Joan of Arc Parish School, our mission is to partner with parents to form strong Catholic leaders through faith, service, academic excellence, and spiritual growth. In collaboration with families and our parish community, we provide an education rooted in the Gospel and guided by Archdiocesan and Wisconsin educational standards.

We believe every child is uniquely gifted and called to make a meaningful impact in the world. In a relationship-centered environment, we nurture each student's faith, intellect, creativity, and compassion, preparing them to be responsible, faith-filled citizens who serve the Church and the wider community with courage, integrity, and love.

Rights and Responsibilities of Parents (*Archdiocesan Policy #1312*)

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbook and to demonstrate behavior aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school or display distrustful, disruptive, or harassing behavior toward parish or school staff.

Consequences of Unacceptable Parent Behavior

At St. Joan of Arc Parish School, we value respectful, collaborative relationships among families, faculty, staff, and students. If a parent or legal guardian repeatedly fails to comply with the rights and responsibilities outlined in this handbook, the following actions may be taken:

- **First Offense:** Verbal warning
- **Second Offense:** Written warning
- **Third Offense:** Termination of enrollment for the parent's child(ren)

If parents or legal guardians refuse to comply with the policies, procedures, or expectations of St. Joan of Arc Parish School, or if their words or actions are consistently

unsupportive of the school's mission, values, or diocesan policies, the administration may require the withdrawal of their child(ren) from the school.

In all interactions with administrators, teachers, staff, students, and other families, parents and guardians are expected to uphold the same standards of respect, courtesy, and Christian conduct as our students do.

Educational Objectives

At St. Joan of Arc Parish School, we are committed to educating the whole child in a faith-filled, relationship-centered environment that addresses spiritual, academic, social, emotional, and physical development.

Christian Formation & Academic Excellence

- Encouraging active participation in liturgy and sacramental life
- Deepening understanding of the Catholic Tradition through classroom instruction and service inspired by Catholic Social Teaching
- Pursuing academic excellence through a rigorous curriculum that meets state standards and exceeds them
- Fostering self-confidence, perseverance, leadership, and responsibility

Individual Growth & Expression

- Supporting individual learning needs in a multi-age classroom
- Teaching empathy, respectful communication, and Christian values
- Encouraging appreciation of diversity and the unique gifts of others
- Building confidence through public speaking, performances, and assemblies
- Fostering creativity through writing, art, music, drama, and hands-on learning
- Providing opportunities for musical expression through singing and instrumental experiences.

Community Engagement

- Building relationships through outreach, service projects, and fundraising
- Enhancing learning through field trips and real-world experiences
- Maintaining strong communication and partnership between the school and families
- Encouraging awareness of parish, local, and global community needs.
- Promoting environmental stewardship through collaborative, hands-on experiences
- Fostering cultural awareness, communication skills, and appreciation for the diverse gifts of God's people through enriching academic and faith-centered learning experiences.

Wellness & Healthy Living

- Supporting students' physical, emotional, and social well-being
- Providing physical education focused on wellness, teamwork, and healthy habits.
- Teaching health, nutrition, family life, and age-appropriate human development
- Raising awareness of and preventing drug and alcohol abuse.

- Encouraging daily prayer, reflection, and service to those in need through initiatives such as parish garden projects and food drives.

Accreditation (*Archdiocesan Policy #6181*)

St. Joan of Arc Parish School is fully accredited through dual accreditation by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent Schools Accreditation.

Our most recent accreditation occurred in the 2022–2023 school year. The next self-study is scheduled for 2028–2029, with an accreditation visit in 2029–2030.

Admissions & Enrollment (*Archdiocesan Policy #5110*)

Nondiscrimination Policy

St. Joan of Arc Parish School admits students of any race, color, national origin, or ethnicity and does not discriminate in the administration of educational policies, admissions, financial aid, athletics, or school-sponsored activities.

As a Catholic school rooted in faith and service, we recognize the dignity and worth of every child as a reflection of God's creation.

Admissions Process

Families interested in St. Joan of Arc Parish School are encouraged to schedule a tour and meet with the school administration to discuss educational goals, expectations, and the school's Catholic mission.

Admissions may include:

- Family meeting or interview
- Review of academic and behavioral records
- Developmental or academic screening, when appropriate
- Review of school policies and expectations

Acceptance is based on:

- Available space
- Student readiness
- Academic and behavioral history
- The school's ability to meet the students' educational needs

Enrollment Priority

1. Current St. Joan of Arc Parish School families
2. Children of alumni families
3. Registered parishioners of St. Joan of Arc or St. Catherine of Alexandria
4. Catholic families from other parishes
5. Non-Catholic families

Enrollment is processed on a first-come, first-served basis after the priority enrollment periods end, based on available space, student readiness, and the school's capacity to meet the student's educational needs.

Enrollment: Current Families

Registration materials for returning families are distributed each year during the January enrollment period.

Families are encouraged to complete registration promptly to help ensure placement availability for the upcoming school year.

Enrollment: New Families

New family enrollment begins during Catholic Schools Week and continues throughout the year as openings become available.

Families interested in learning more about St. Joan of Arc Parish School are encouraged to contact the school office to schedule a tour, a shadow day, or an informational meeting.

Kindergarten Admission Requirements *(Archdiocesan Policy #5111 and Wisconsin Statute 118.14)*

Under Wisconsin state law and Archdiocesan policy, students must meet the following age requirements by September 1 of the enrolling school year:

- 3K: Child must be 3 years old
- 4K: Child must be 4 years old
- 5K: Child must be 5 years old

Children who reach the required age after September 1 may be considered for admission at the Principal's discretion, subject to a developmental screening.

All students entering 3K, 4K, or 5K must demonstrate readiness for school independence and be fully toilet-trained before the first day of school.

3K Rolling Admission

Our 3K program offers rolling admission throughout the school year as space permits. Families may apply at any time. Enrollment decisions are made on an individual basis to ensure each child is developmentally and socially ready for a successful start.

New and Transfer Student Requirements

Families enrolling a new or transfer student may be asked to provide:

- Birth certificate
- Baptismal certificate (if applicable)
- Immunization records
- Most recent report card or academic records
- Custody or legal documentation, when applicable

Placement decisions are based on academic records, developmental readiness, teacher recommendations, and, when necessary, school evaluation.

The Principal reserves the right to determine final grades and admission decisions.

Probationary Period *(Archdiocesan Policy #5220(a))*

The first year of enrollment at St. Joan of Arc Parish School is a probationary period.

Student progress, adjustment, attendance, behavior, and academic performance may be reviewed throughout the school year to ensure the school can appropriately support the student's needs.

Continued enrollment is contingent on successful adjustment to school expectations and policies.

Students who have been expelled from another school may be considered for admission only under specific conditions established by the Principal and Pastor. Admission may be provisional and may include counseling, documentation of treatment, and a one-year probationary period.

Students admitted to St. Joan of Arc Parish School on a provisional basis must satisfy the following requirements during their probationary period:

- Students must participate in counseling during probation, as required by the school.
- Parents or guardians must submit proof of counseling or treatment upon request.
- The probation lasts one year; progress will be reviewed to determine whether to continue enrollment.

Any student expelled from a previous school for possessing a weapon or a firearm will not be admitted to St. Joan of Arc Parish School.

Students with Exceptional Needs (*Archdiocesan Policies #5111.2(a) and #6164.3*)

St. Joan of Arc Parish School collaborates with the local public school district in accordance with the Individuals with Disabilities Education Act (IDEA). The public school district is responsible for identifying and evaluating children with disabilities who attend private schools.

When a student is referred for evaluation, an Individualized Education Program (IEP) team, consisting of public and private school staff, parents/guardians, and other appropriate professionals, may convene to determine eligibility and recommend supports or services.

St. Joan of Arc Parish School strives to support students with exceptional needs through reasonable accommodations, given available resources and educational programming. When appropriate, a Student Accommodation Plan may be developed to outline the accommodations and support services the school can provide.

Parents/guardians are expected to provide accurate and timely information about their child's academic, behavioral, emotional, medical, or learning needs throughout the admissions and enrollment process.

Students who may need specialized instruction, curriculum modifications, or assessment accommodations may participate in the Child Find process through the Lake Country School District, in collaboration with St. Joan of Arc Parish School.

Parents/guardians may request a special-needs evaluation at any time by contacting the Principal.

Final decisions regarding admission, accommodations, support services, and continued enrollment remain at the Principal's and the Pastor's discretion.

Transfer of Credits Policy

Transfer credits from accredited schools may be accepted if supported by appropriate academic records and documentation, in accordance with Wisconsin Statute 118.30(1g)(a)3.

The Principal has final authority over transfer credits, grade placement, and academic evaluation.

Withdrawal and Transfer

Parents requesting a student's withdrawal or transfer should notify the school office promptly.

Before records are released:

- All tuition and financial obligations must be addressed
- School property and materials must be returned
- Technology devices, uniforms, library materials, or other school property must be returned

Student records are maintained and released in accordance with Wisconsin law and Archdiocesan policies.

Immunization Requirements

St. Joan of Arc Parish School complies with all immunization requirements established by the State of Wisconsin and the Archdiocese of Milwaukee.

Parents/guardians must provide current immunization records or an appropriate waiver (medical, religious, or personal conviction) before the start of school in accordance with state law.

Students who do not meet immunization requirements may be excluded from school attendance in accordance with the law.

Families are encouraged to maintain regular wellness, vision, and dental checkups to support student health and learning success.

Families seeking more information about immunization requirements or exemptions may contact the school office or visit the [Wisconsin Department of Health Services Immunization Requirements Page](#).

Tuition, Fees, and Financial Aid

Parish Tuition Support and Active Membership

Families who are active members of St. Joan of Arc Parish or St. Catherine of Alexandria are eligible for the parishioner tuition rate. St. Joan of Arc Parish subsidizes our Catholic school. Without this support, operating our school would be impossible.

Parents/guardians should take seriously their responsibility of financial stewardship to the parish.

In accordance with the Archdiocese of Milwaukee's guidelines, active parish membership includes:

- Regular participation in weekend Mass
- Stewardship through sharing of time, talent, and treasure
- Active involvement in parish life and ministry

The difference in the rates below reflects the amount to be added to your existing Sunday Offering to St. Joan of Arc Parish. This can be setup through our online giving portal:

<https://giving.myparishsoft.io/app/giving/WeShare-3150?tab=home>

Parish participation and stewardship may be reviewed annually to determine eligibility for parishioner rates. Families experiencing financial hardship are encouraged to contact the parish or school office to discuss available support or special circumstances.

Tuition and Fees

Tuition and fee schedules are reviewed annually and approved by parish and school leadership. Current tuition rates and annual fees are provided during enrollment and registration.

ST. JOAN OF ARC PARISH SCHOOL

Tuition Rates & Fees 2026–2027

Grade Level	Tuition - Active Parishioners	Amount to add to Sunday Giving	Tuition - Non-Parishioners
3K / 4K Half-Day**	\$3,350	\$1,060 (\$20/week)	\$4,410
One Child (includes Full-Day 3K and 4K)	\$4,650	\$2,820 (\$55/week)	\$7,470
Two Children	\$8,370	\$3,030 (\$58/week)	\$11,400
Three Children	\$11,160	\$7,340 (\$141/week)	\$18,500
Four Children	\$13,200	\$9,600 (\$185/week)	\$22,800

****Please note:** Half-day 3K/4K tuition is a separate program and is not eligible for the K–8 multi-child tuition discount.

Parishioner Tuition Rate

At St. Joan of Arc, we will consider extending parishioner tuition rates to families who are actively involved in their faith community. If you belong to another church or parish, please include a letter from your Pastor or faith leader confirming your active membership with your registration form.

Additional Annual Fees May Include:

- Home & School Fee: \$75 per child, with a \$200 maximum per family.
- Scrip Fee: \$150 per family if the requirement is not met.
- Volunteer Fee: \$200 per family if the requirement is not met.

Registration Fee

The following annual fees apply to enrolled students.

- Registration Fee: \$75 per child, with a maximum of \$200 per family for registrations submitted by February 28.
- Late Registration Fee: Registrations received after February 28 will incur a \$150 per-child fee, with a \$400 maximum per family.

Volunteer Requirement

- St. Joan of Arc values the partnership between our school and families. To support our school community and events, each family is expected to complete 20 volunteer hours during each volunteer year.
- The volunteer year runs from August 1 through July 31.
- Families who do not complete the required 20 volunteer hours by the end of the volunteer year will be charged a \$200 Volunteer Fee, which will be added to their tuition account.
- If your family is experiencing circumstances that make it difficult to fulfill the volunteer requirement, please contact the Business Office to discuss your situation. We are committed to working with families whenever possible.

Personal School Supplies

St. Joan of Arc Parish School does not charge a fee for personal school supplies. Instead, families are responsible for purchasing the required school supplies for their child's grade level before the start of the school year.

Throughout the year, teachers may request additional classroom supplies as needed. Families are expected to provide these requested items to support student learning and classroom activities.

Families are also responsible for providing personal items, including backpacks, lunchboxes, water bottles, gym shoes, and any other items on the grade-level supply list.

Extended Care Fees

St. Joan of Arc Parish School offers an Extended Care Program that provides a safe, supervised, and welcoming environment for students before and after school.

Daily Fees

- \$8 per hour for the first child
(One-hour minimum charge applies, with additional time billed in 15-minute increments.)
- \$7.00 per hour for the second and third child in the family

Snack Expectations

- Parents/guardians are responsible for providing a healthy snack for students attending the Extended Care Program after school.

Late Pick-Up Fee

- A late fee of \$1.00 per minute, per child will be charged for pick-up after 5:30 P.M. Monday–Thursday and after 4:30 P.M. on Fridays.
- Families are expected to pick up their children on time and keep all Extended Care fees current.
- Repeated late pickups or unpaid Extended Care fees may result in contacting the local police and/or dismissal from the Extended Care Program for the remainder of the school year, at the discretion of the school administration.
- Families with an outstanding Extended Care balance may not be permitted to enroll in or continue using the Extended Care Program until their account is brought current or payment arrangements have been made with the Business Office.
- If a parent or guardian is experiencing financial hardship, we encourage them to contact the Business Office as soon as possible to discuss their situation.

St. Joan of Arc Parish School Scrip Program Fee Policy

The St. Joan of Arc Parish School Scrip Program is an important fundraising initiative that supports our school and enables families to contribute through everyday purchases.

Each school family is expected to earn at least \$150 in Scrip rebates for the school year (July 1–June 30).

- Families who earn \$150 or more in Scrip rebates will have met their annual Scrip commitment.
- Families who do not earn \$150 in rebates by June 30 will be charged a \$150 Scrip Program Fee, billed to the family's school account.

- Participation in the Scrip Program is voluntary; however, families who opt not to participate are responsible for paying the \$150 Scrip Program Fee.

Thank you for supporting St. Joan of Arc Parish School through the Scrip Program. Your participation helps provide our students with valuable resources and opportunities.

Stewardship and Parish Contributions

St. Joan of Arc Parish encourages all families to live out Christian stewardship through prayer, participation, service, and financial support for the parish community. The recommended annual parish stewardship contribution for school families ranges from approximately \$1,000 to \$10,000 based on the table above.

The active stewardship and involvement of school families support the mission of St. Joan of Arc Parish and enable the School to continue offering a high-quality, faith-filled Catholic education.

Families who do not demonstrate regular parish stewardship and participation may be subject to adjustment to the non-parishioner tuition rate.

Tuition Assistance

St. Joan of Arc Parish School is committed to making Catholic education accessible to families whenever possible.

Families experiencing financial hardship may apply for tuition assistance or financial aid through parish, school, Archdiocesan, or state-supported programs.

Tuition assistance applications should be submitted with the registration forms by July 31 unless otherwise arranged with the Pastor, the Principal, or the Business Manager.

All requests for financial assistance and supporting information are kept confidential.

Wisconsin Parental Choice Program (WPCP)

St. Joan of Arc Parish School participates in the Wisconsin Parental Choice Program (WPCP), administered by the Wisconsin Department of Public Instruction. The program enables eligible families to attend participating private schools tuition-free through state-funded vouchers.

Eligibility Requirements

To qualify for the Wisconsin Parental Choice Program, families must:

- Reside in Wisconsin outside the Milwaukee and Racine Unified School District boundaries
- Meet the annual household-income eligibility requirements established by the State of Wisconsin
- Meet student eligibility requirements, including prior school attendance criteria or first-time enrollment in 4K, 5K, or Grade 1

Application Process

Families may apply online through the Wisconsin Department of Public Instruction during the annual application period, typically from early February to mid-April.

Wisconsin DPI Choice Application Portal:

[Wisconsin DPI Choice Parent Application Portal](#)

Applicants must provide documentation verifying residency and household income during the application.

Voucher Coverage and Fees

For eligible students in grades K–8, the state voucher covers full tuition. Families may still be responsible for certain non-tuition expenses, such as fees for supplies, athletics, extracurricular activities, lunches, uniforms, and other optional programs.

Continuing Eligibility

Once accepted into the Wisconsin Parental Choice Program, students generally remain eligible as long as they are enrolled at a participating private school and meet program requirements. Annual income requalification is typically not required, but enrollment verification must be completed each year.

Compliance and Additional Information

St. Joan of Arc Parish School complies with all policies, procedures, and reporting requirements established by the Wisconsin Department of Public Instruction for participation in the Wisconsin Parental Choice Program.

Families are encouraged to visit the Wisconsin DPI website for the latest program information and updates: [Wisconsin DPI Private School Choice Programs](#) or <https://dpi.state.wi.us/parental-education-options/choice-programs/student-applications>

Questions may also be directed to the school office or the Wisconsin Department of Public Instruction at (888) 245-2732.

Procedures for the Collection of Tuition

The first tuition payment for students enrolled at St. Joan of Arc Parish School is due by August 15 or on Welcome Back Day and should be submitted to the Business Manager.

Tuition Payment Options

Families may choose from the following payment options:

- Payment in full by August 15
- Two-payment plan (August and January)
- Ten monthly ACH payments
- Alternative arrangements approved by the Business Manager

Tuition payment schedules and deadlines are communicated through enrollment materials and financial agreements.

Questions regarding tuition accounts, payment arrangements, or billing should be directed to the Business Manager.

Tuition and Fee Non-Payment

Families are expected to keep their tuition and fee accounts current throughout the school year.

Families experiencing financial hardship are encouraged to contact the Business Manager promptly to discuss payment arrangements or available assistance.

In accordance with Archdiocesan policy: #3240(a):

- Students will not be removed during the first semester solely for non-payment of tuition.
- Outstanding balances may affect future enrollment or re-enrollment eligibility.
- The school and parish reserve the right to pursue collection procedures consistent with Archdiocesan policy and applicable law.

Non-Payment Procedures (*Archdiocesan Policy #3240(a)*)

If a tuition or fee account at St. Joan of Arc Parish School becomes overdue, the following procedures may apply:

- The Business Manager will contact the parent(s) or guardian(s) regarding the outstanding balance.
- Families are encouraged to set up a payment plan if financial difficulties arise.
- If no payment arrangements are made, the Pastor or Business Manager may issue a formal collection notice and, when necessary, pursue collection in small claims court.
- Families with unpaid tuition balances from prior school years may not be eligible for re-enrollment until satisfactory payment arrangements are in place.

Tuition Refunds

Families who withdraw a student from St. Joan of Arc Parish School after the start of the school year may receive a prorated refund of unused tuition, based on the withdrawal date and any outstanding financial obligations.

Families who withdraw before the start of the school year will receive a full tuition refund, except for any non-refundable registration or enrollment fees.

Attendance Policies and Procedures

Student Attendance and Absences

Regular attendance and punctuality are essential to a student's academic success, personal responsibility, and overall development. The school and family share responsibility for helping students build positive habits of attendance and punctuality.

Students are expected to attend school regularly in accordance with Wisconsin compulsory attendance laws and school policies. Absences should be limited to necessary circumstances, including illness, medical or dental appointments, family emergencies, or bereavement.

Daily Schedule

Time	Activity
7:00 A.M.	Students may be dropped off
7:30 A.M.	First Bell Rings
7:40 A.M.	Tardy Bell Rings
7:45 A.M.	Classes begin
9:45 A.M.	Recess (Grades 1–4)
11:35 A.M.	Half-day students leave
11:30 A.M.–12:15 P.M.	Recess/Lunch
1:45 P.M.	Recess (Grades 1–4)
2:45 P.M.	Dismissal

Procedures for Student Absence and Tardiness

If a student will be absent, parents/guardians should follow these procedures:

- Notify the school office before 7:45 A.M. of the student's name and the reason for the absence.
- All absences will be recorded in the student's official attendance record.
- Students are responsible for contacting teachers about missed assignments and classroom work.
- Teachers are not required to provide assignments in advance for family vacations or non-emergency absences.

Late Arrival / Tardy Policy

A student is considered tardy if they are not seated and prepared for class by 7:45 A.M.

Funerals and medical or dental appointments will not be counted as absences or tardiness if properly communicated to the school office.

If a student arrives late, parents or guardians must notify the school office. Students who leave school before 1:00 P.M. for reasons other than medical appointments may be marked absent for the day.

Early Departure and Appointments

Students leaving school early for appointments or other reasons must be signed out by a parent or legal guardian at the school office.

If someone other than a parent or guardian will pick up a student, written permission from the parent or guardian must be provided to the school office in advance.

Students returning to school after an appointment or an early departure must have a parent or guardian sign them back in at the school office before returning to class.

Pre-Arranged Absences

Families planning a student absence lasting more than two consecutive school days must notify St. Joan of Arc Parish School at least one week in advance.

Parents/guardians are required to complete and submit a pre-arranged absence form to the student's homeroom teacher before the absence.

Students are responsible for completing all missed assignments and coursework within the same number of school days as the absence, up to a maximum of five school days, unless otherwise approved by the teacher or Principal.

Excused Absences May Include:

Illness
Medical or dental appointments
Funeral attendance
Religious observances
Family emergencies
Pre-approved family absences

Unexcused Absences May Include:

Oversleeping
Transportation issues
Vacations without prior approval
Leaving school without permission

Compulsory School Attendance (*Archdiocesan Policies #5112 and #5113*)

St. Joan of Arc Parish School complies with Wisconsin compulsory school attendance laws as set forth in Wis. Stat. § 118.15. Wisconsin law requires all children between the ages of six and eighteen to attend school unless they are legally excused, have graduated, or are enrolled in an approved alternative educational program or a homeschooling program.

Parents or guardians are responsible for providing the school with the reason for each student's absence.

In accordance with Wisconsin law:

- A written notice may be issued when a student accumulates five days of unexcused absences or tardiness within a semester.
- A second notice may be issued for habitual truancy after ten or more unexcused absences in the school year.

Students will be permitted to make up missed assignments and coursework following an absence, whether excused or unexcused, within the timelines set by the teacher.

Extracurricular Eligibility

Students absent for more than one-half of the instructional day may not participate in extracurricular activities, athletics, or school-sponsored events that day unless the administration approves.

Illness and Emergency Procedures

An updated Emergency Information Record must be completed annually for each student enrolled at St. Joan of Arc Parish School. Accurate emergency contact and medical information is essential to ensure appropriate care in the event of illness or injury.

If a parent or guardian cannot be reached during a medical emergency, emergency personnel may transport the student by ambulance to the nearest hospital for treatment.

For the health and safety of all students and staff:

- Students must remain home for at least 24 hours after vomiting or after developing a fever of 101°F or higher without taking fever-reducing medication.
- Parents/guardians will be contacted if a student becomes ill at school or on a field trip and may be required to pick up their child.
- If a student becomes ill during a field trip, parents/guardians must provide written confirmation of pick-up arrangements when requested by the school.

Academic Programs & Student Learning

Academic Standards

St. Joan of Arc Parish School adheres to the academic standards established by the State of Wisconsin and the Archdiocese of Milwaukee to ensure that students receive a rigorous, well-rounded education across all subject areas.

The school is committed to helping students achieve academic excellence through faith-based instruction, high expectations, individualized support, and developmentally appropriate learning experiences.

Curriculum

Core instruction supports students' spiritual, academic, social, and emotional growth through a multi-age Catholic educational environment.

Core instruction includes:

- Religion
- Reading and Literature
- Language Arts and Writing
- Mathematics
- Science
- Social Studies

Students also participate in enrichment and specialty courses, including:

- Art
- Music
- Spanish
- Physical Education
- Health

The curriculum at St. Joan of Arc Parish School aligns with the educational guidelines and standards established by the Archdiocese of Milwaukee and the Wisconsin Department of Public Instruction. The Principal and faculty select instructional materials and academic resources to ensure consistency, rigor, and academic excellence across all grade levels.

Early Elementary Bilingual Enrichment Program

St. Joan of Arc Parish School may offer an Early Elementary Bilingual Enrichment Program that provides students with meaningful exposure to the Spanish language and culture while preserving the school's strong English-based academic curriculum and Catholic identity.

The program may include conversational Spanish, songs and storytelling, hands-on learning activities, centers, cultural experiences, and faith-based vocabulary and prayer, all within a joyful, developmentally appropriate environment.

Participation in the program may be available to current or incoming 4K and Kindergarten students. Current 1st- and 2nd-grade students may also have the opportunity to participate, based on student interest, staffing, and program availability.

Students not participating in the bilingual enrichment program will continue to receive English-language enrichment, literacy support, centers, and individualized learning opportunities through the regular classroom program.

Program structure, scheduling, and availability may vary depending on enrollment, staffing, and school needs.

Continuity of Instruction and Learning (*Archdiocesan Policy #6135*)

Instruction at St. Joan of Arc Parish School is primarily delivered through in-person instruction.

Students who are absent are responsible for completing missed assignments and coursework within the timelines established by teachers and school policies.

Teachers will provide reasonable access to assignments and instructional materials; however, classroom instruction, discussions, labs, and collaborative learning experiences may not be fully replicated outside the classroom.

Student Academic Progress

Student growth and progress are regularly monitored through:

- Classroom performance
- Assessments and testing
- Work habits and participation
- Developmental readiness
- Social and emotional growth
- Individual learning needs

Teachers and school administration collaborate with families to support student success through communication, conferences, intervention strategies, and individualized support as appropriate.

Homework (*Archdiocesan Policy #6154*)

Homework is intended to reinforce classroom instruction, strengthen academic skills, foster responsibility, and promote independent learning.

Homework assignments are designed to be age-appropriate and aligned with instructional goals. In general, homework for students in grades 1-8 should not regularly exceed one hour per evening.

Students are responsible for:

- Completing assignments on time

- Bringing necessary materials home and back to school
- Communicating with teachers regarding missing assignments or questions

Teachers will communicate homework expectations and classroom procedures at the start of each school year.

Homework is typically not assigned during extended school breaks or holidays unless students are making up missing or incomplete work.

Assessment of Student Learning

Students at St. Joan of Arc Parish School are regularly assessed with developmentally appropriate tools and practices to support academic growth and inform instruction.

Criterion-referenced assessments, such as the Wisconsin Forward Exam, measure student performance against established Wisconsin academic standards and are typically administered each year.

Norm-referenced assessments, such as the Measures of Academic Progress (MAP), compare student achievement to national performance benchmarks and can be administered multiple times during the school year to monitor growth and progress.

In addition to standardized assessments, teachers use ongoing formative and summative classroom assessments to evaluate student understanding, monitor progress, and guide instructional decisions.

Assessment data is reviewed by school leadership and faculty to support student achievement, instructional planning, curriculum development, and continuous school improvement. Assessment information may also be shared with families and other appropriate school stakeholders.

All assessment practices and procedures are conducted in accordance with Archdiocese of Milwaukee Policy #5120 and the guidelines established by the Wisconsin Department of Public Instruction.

K–8 Scoring Indicator

Score	Indicator	Description
4	Advanced	Demonstrates understanding of concepts and skills extending beyond grade-level standards. Can independently complete self-directed studies.
3	Proficient	Consistently understands and applies concepts and skills aligned with grade-level standards. Can complete assigned tasks independently.
2	Developing	Demonstrates partial understanding of grade-level standards. Can sometimes complete learning tasks without assistance.

1	Emerging	Needs more time to develop understanding of grade-level standards. Can complete learning activities with assistance.
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Achievement Testing (*Archdiocesan Policy #5120*)

Students at St. Joan of Arc Parish School take standardized achievement tests to assess academic progress, inform instruction, and support student learning.

Students in designated grade levels may take nationally norm-referenced assessments, such as the Iowa Tests of Basic Skills (ITBS), as determined by the school and the Archdiocese of Milwaukee. Teachers and school leadership use assessment results to evaluate student growth, identify instructional needs, and inform academic planning.

Parents/guardians will receive and review their child's assessment results. Additional state assessments, including the Wisconsin Forward Exam, may be administered in accordance with Wisconsin Department of Public Instruction requirements.

Promotion and Retention

Student promotion and retention decisions are based on the student's overall academic achievement, developmental readiness, work habits, social-emotional growth, attendance, and ability to meet grade-level expectations.

Student progress is evaluated annually in consultation with teachers, parents/guardians, and school administration. Retention may be recommended if it is deemed in the student's best educational interest.

If retention is under consideration, parents/guardians will generally be notified by February 15. The Principal makes the final decision on promotion or retention.

Grade 3 Promotion Policy (Effective September 1, 2027)

In accordance with Wisconsin literacy requirements, third-grade students who meet established grade-level reading benchmarks on state assessments may be promoted to fourth grade.

Students identified as below-grade-level proficiency may receive additional instructional support, intervention services, parent notification, and summer reading support. Exceptions may apply to students who qualify under Wisconsin Department of Public Instruction criteria, such as certain English learners and students with individualized educational plans or documented accommodations.

Graduation

Students must successfully complete all academic and school requirements to participate in eighth-grade graduation exercises and to receive a diploma.

Graduation activities may include:

- Graduation Mass
- Recognition ceremonies
- Class celebrations and events

Diplomas are issued through the Archdiocese of Milwaukee.

Physical Education

Physical Education is an important part of the curriculum at St. Joan of Arc Parish School, promoting physical health and wellness, teamwork, sportsmanship, and personal responsibility.

Students participate in Physical Education classes twice each week unless excused for medical or other approved reasons. Written documentation from a parent/guardian or a physician may be required for extended participation exemptions and must be approved by the Principal.

Library

The St. Joan of Arc Library Media Center supports student learning by fostering information literacy, research skills, responsible use of technology, and a passion for reading.

Students are given opportunities to develop research, technology, and critical-thinking skills that support lifelong learning and academic success.

Library materials and resources are carefully selected to support curriculum goals, student development, and the school's mission. All donated materials must be approved by the Principal before they are added to the library collection. Items not accepted for use may be donated to charitable organizations or other community programs.

Reconsideration Procedure

If a parent, guardian, or community member requests reconsideration or removal of library materials at St. Joan of Arc Parish School, the following procedures apply:

- The individual must complete and submit a formal “Request for Reconsideration” form, available at the school office.
- The Principal will review the request, evaluate the material in question, and determine the appropriate course of action regarding its continued use or its placement in the school library collection.

The school reserves the right to make final decisions regarding instructional and library materials in accordance with the mission, values, and educational goals of St. Joan of Arc Parish School and the Archdiocese of Milwaukee.

Field Trips (*Archdiocesan Policy #6153*)

Field trips, educational excursions, and service-learning experiences are considered important extensions of the curriculum at St. Joan of Arc Parish School. These

experiences provide students with hands-on learning opportunities that support classroom instruction and student growth.

All field trips must:

- Serve a clear educational purpose aligned with curriculum standards and learning objectives.
- Receive prior approval from the school administration
- Require written permission from a parent or guardian before a student's participation

Transportation for field trips will be provided through approved methods in compliance with the Archdiocese of Milwaukee's policies and safety requirements.

Students who cannot attend a field trip may be required to complete alternative assignments.

All field trip chaperones:

- Must complete the required Archdiocesan Safeguarding All God's Family training and any additional volunteer requirements.
- May be selected through a lottery or a teacher-administration selection process, as necessary
- Required medical, liability, and volunteer documentation must be submitted before participation
- May not bring additional children or non-participating siblings on field trips.

Fundraising for Field Trips (*Archdiocesan Policy #3282*)

Any fundraising activities for field trips, service projects, retreats, or mission experiences must be approved in advance by parish and school leadership.

All funds raised:

- Must be processed through the parish or school's financial system
- Must be used exclusively for approved trip-related expenses.
- May not be distributed directly to students or families

If a trip or activity is canceled, the Principal will determine the appropriate allocation or reassignment of any remaining funds in accordance with school and parish policies.

Faith Formation & Catholic Identity

Religious Formation

Religious formation is an integral part of student life at St. Joan of Arc Parish School. Students engage in daily prayer experiences, including all-school and classroom prayer, liturgical celebrations, and personal reflection.

Weekly participation in school Mass is an important part of the spiritual life and of the Catholic identity of St. Joan of Arc Parish School.

A School Liturgy Calendar is shared with families at the start of each school year through school communications and newsletters. School Masses and prayer services are celebrated throughout the liturgical year and on special occasions. Parents and families are encouraged to participate in school liturgies and prayer experiences whenever possible.

Through prayer, worship, faith formation, and service opportunities, the school strives to help students achieve the following:

- Develop a personal relationship with God
- Grow in understanding of the Catholic faith
- Recognize Christ in others
- Practice prayer both at school and at home
- Live out Gospel values through service and daily life

Religious Instruction

Religious instruction is central to the mission and identity of St. Joan of Arc Parish School. All students in grades 3K–8 receive age-appropriate religious instruction and faith formation.

Catholic values and teachings are integrated throughout the curriculum and the school environment.

Religious instruction includes:

- Religion classes provided for students in grades 3K–8
- Daily integration of faith throughout classroom instruction and school life
- Participation in liturgical celebrations, prayer services, and Sacramental preparation as appropriate
- Opportunities for Christian service and faith-centered leadership

Families are encouraged to actively participate in parish faith formation opportunities and to support their children's ongoing spiritual development.

Middle school students may also participate in Christian formation activities, retreats, service opportunities, and other faith-development experiences throughout the school year.

Sacramental Preparation

The preparation of children for the Sacraments is a shared responsibility among parents, the parish, and St. Joan of Arc Parish School.

Second-grade students prepare to receive the Sacraments of Reconciliation and First Holy Communion throughout the school year. Sacramental preparation is conducted in collaboration with parish Christian Formation programs and guided by the parish faith formation leader.

Family retreats, meetings, and preparation activities are scheduled throughout the year to support students and families during the sacramental preparation process. Dates and additional information are shared at the start of the school year.

Service Hours - Middle School

As part of its Catholic mission and commitment to faith in action, St. Joan of Arc Parish School encourages students to serve others through Christian service opportunities.

Students in grades 5–8 must complete annual Christian service hours as follows:

- Grades 5–6: 8 service hours
- Grades 7–8: 12 service hours

Service hours may be completed through activities that support the school, parish, local community, or other approved charitable organizations. Service forms, expectations, and suggested opportunities are available at the school office.

Students who do not complete the required service hours may be assigned additional service-related responsibilities within the school or parish community.

Service Project Proposals

Students at St. Joan of Arc Parish School are encouraged to develop and participate in service projects that support the school, parish, and broader community, consistent with the school's Catholic mission of faith, stewardship, and service.

To ensure proper planning and oversight, all service projects must comply with the approval procedures set forth below:

- Service project proposals must be submitted in writing to the homeroom teacher for classroom-based projects or to the Principal for schoolwide initiatives.
- The homeroom teacher and the Principal will review all proposals before granting approval.
- No fundraising activities or collections may be conducted on behalf of St. Joan of Arc Parish School without the Principal's prior approval.

Communications

Calendar for the Academic Year

A school calendar listing instructional days, holidays, breaks, and other important dates is provided to parents and guardians at the end of the previous school year. A more detailed calendar of school events and activities is distributed at the beginning of each school year through the school newsletter and other school communications.

Website

Clear and consistent communication between home and school is essential to the success of our students and school community. The St. Joan of Arc Parish School website provides families with current information on calendars, forms, school news, policies, events, and important updates.

School Website: <http://school.scsjcluster.org/>

Teachers may also use classroom communication platforms or webpages to share assignments, classroom updates, upcoming assessments, and other important information with families.

Newsletter

The Wednesday newsletter is the primary weekly communication for families at St. Joan of Arc Parish School. It features important announcements, upcoming events, reminders, calendar updates, and other school-related information.

Items for inclusion in the newsletter should be submitted by noon on Tuesday, if possible.

The school newsletter is intended solely for official school and parish communications and may not be used for personal messages, advertisements, or outside promotions without prior administrative approval.

Change of Address and Contact Information

Families are responsible for promptly notifying the school office of any changes to the following:

- Home address
- Phone numbers
- Email addresses
- Emergency contact information
- Custody or legal arrangements

Maintaining accurate, up-to-date information is essential to ensure effective emergency communication, student safety, and timely correspondence with families at St. Joan of Arc Parish School.

Report Cards

Student academic progress at St. Joan of Arc Parish School is reported in accordance with Archdiocesan grading practices and report card standards. Teachers maintain assessment records and supporting documentation to accurately reflect each student's academic growth.

Report cards are issued at the end of each trimester. Additional progress reports, conferences, or communications may be provided as needed throughout the school year.

Parents/guardians will be notified of significant academic concerns whenever possible, prior to report card distribution.

Parent-Teacher Conferences

Parent-teacher conferences at St. Joan of Arc Parish School are held twice during the school year, following the first and second trimesters.

- Fall conferences are required for all families.
- Spring conferences are available upon request from parents/guardians or teachers.
- Students may attend conferences with their parents or guardians when appropriate.

Open, respectful, and ongoing communication between families and teachers is encouraged throughout the school year to support students' growth and success.

PowerSchool Parent Alert System (Middle School)

St. Joan of Arc Parish School uses the PowerSchool Parent Alert System to share important information with parents and guardians.

Notifications may be sent through:

- Email
- Text message
- Phone call alerts

Parents/guardians are responsible for keeping all contact information current throughout the school year to ensure timely receipt of emergency notifications, school closings, weather alerts, and other important school communications.

Staff/Parent Communication (*Archdiocesan Policy #1312.1*)

Parents/guardians are encouraged to communicate directly with teachers regarding student concerns, questions, or classroom matters. Meetings may be scheduled by email or other approved communication methods.

School-related concerns should not be discussed in hallways, classrooms, or in the presence of students. All members of the St. Joan of Arc Parish School community are expected to communicate respectfully and professionally, consistent with Christian values and the teachings of Jesus Christ.

Concerns should generally be addressed through the following process:

1. Communicate directly with the teacher
2. Contact the Principal if concerns remain unresolved
3. Contact the Pastor if additional review is necessary

The school values respectful collaboration between families and staff to foster a positive learning environment and student success.

Telephone Use

The school office telephone is reserved for official school business and emergency communication. Students who need to contact a parent or guardian during the school day may do so through the school office, with assistance from school staff.

Student Records & Custody

Child Custody (*Archdiocese of Milwaukee Policy #5124.2*)

When a student is subject to a court order or custody agreement, the custodial parent or guardian must provide St. Joan of Arc Parish School with current copies of all applicable legal documents, including custody and placement orders, restraining orders, and any other legal restrictions.

The school complies with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, regarding access to student records and information.

Unless otherwise restricted by court order or applicable law, non-custodial parents retain the right to access student records and information pursuant to Wisconsin Statute 118.125.

If a court order limits or denies a parent's rights to physical placement, school access, or access to educational records, the school will fully comply with the order and all applicable Wisconsin laws.

Technology, Communication, and Social Expectations

Computer and Technology Use (*Archdiocesan Policy #6161.2(a)*)

Students at St. Joan of Arc Parish School have access to computers, internet resources, telecommunications systems, and educational technology to support academic instruction and curriculum goals.

Technology resources are intended to enhance learning, promote responsible digital citizenship, and prepare students for future academic and professional success. Teachers guide students in the appropriate and responsible use of technology and help them access educationally appropriate materials and resources.

School devices and internet access are protected by filtering and firewall systems designed to block inappropriate or harmful content; however, no filtering system can guarantee complete protection against all unsuitable material.

All students, parents/guardians, employees, volunteers, and visitors who use school technology resources must annually complete and sign the school's Acceptable Use Policy agreement. The form is distributed at the start of each school year.

Cell Phone Use (*Archdiocesan Policy #6161.2(b)*)

Personal cell phones and electronic devices are not permitted during the school day unless specifically authorized by school staff for educational purposes or emergencies.

Families may allow students to carry a cell phone for after-school communication or activities, subject to the following:

- A signed permission form is on file at the school office
- Devices remain powered off or silenced and are stored in lockers or designated areas during school hours

St. Joan of Arc Parish School is not responsible for lost, stolen, or damaged personal devices.

Students who need to contact a parent or guardian during the school day may do so through the school office, with staff assistance available.

Unauthorized Use of Technology

Unauthorized or inappropriate use of technology includes, but is not limited to, the following:

- Accessing, possessing, viewing, creating, or distributing inappropriate, sexual, violent, threatening, or offensive content
- Sharing or distributing school materials for dishonest academic purposes, such as cheating or plagiarism
- Using technology or social media in violation of the school's Bullying Prevention Policy.

- Harassing, threatening, or impersonating others through electronic communication
- Attempting to bypass school internet filters, security systems, or technology restrictions

Violations of technology policies may result in disciplinary action, loss of technology privileges, or other consequences as determined by the school administration.

School Right to Monitor

St. Joan of Arc Parish School reserves the right to monitor, inspect, access, and review school-owned technology devices, internet usage, school email accounts, files, communications, and other electronically stored information at any time, as deemed necessary for educational, safety, disciplinary, or administrative purposes.

Students and families should not expect privacy when using school technology resources, school networks, or school-issued devices.

Social Media Guidelines

School administration may monitor official school-related social media activity to help protect student privacy and maintain a positive school environment.

Families are encouraged to support and share official school communications and social media posts. To protect student privacy and promote respectful online interactions, please follow these guidelines:

- Families should avoid tagging students other than their own children unless given permission.
- Online communication within the school community should remain respectful, appropriate, and aligned with the school's Catholic mission and values.

Parents/guardians are expected to model respectful online communication and to refrain from posting content that harms the reputation of students, families, faculty, staff, or the school community.

Student Photos and Media

St. Joan of Arc Parish School may use student photographs, video recordings, artwork, names, or student work in school publications, newsletters, social media, websites, promotional materials, or local media for educational, informational, or marketing purposes.

Parents/guardians who do not wish their child to be photographed or featured must notify the school office in writing each year.

Student Behavior and Discipline

Students at St. Joan of Arc Parish School are expected to uphold the values and behavioral expectations set forth in the St. Joan of Arc Knights' Code, which serves as the foundation for student conduct, classroom expectations, and community life.

The Knights' Code calls students to:

1. Love God
2. Listen with your heart
3. Stand against injustice
4. Protect the weak
5. Respect all others
6. Don't give offense
7. Speak truth
8. Be generous
9. Persevere
10. Pursue excellence

Students are expected to demonstrate respectful, responsible, and Christ-centered behavior throughout the school day and at all school-sponsored activities and events.

Teachers, staff, and administration are responsible for maintaining a safe, orderly, and respectful learning environment. They may address inappropriate behavior through disciplinary action and restorative practices that align with school policies and Catholic values.

Playground Expectations

Safe, respectful, and inclusive play is an important part of student development at St. Joan of Arc Parish School. The following expectations apply during recess and on the playground:

- The expectations of the St. Joan of Arc Knights' Code always apply.
- Students must remain within the designated playground and recess areas. Respectful behavior toward fellow students, staff, and playground supervisors is always expected.
- Rough play, fighting, unsafe behavior, and inappropriate physical contact are prohibited.
- Snow throwing is not permitted in the winter months.
- Only touch football is permitted during recess.
- Playground supervisors will assist students with conflict resolution, problem-solving, and promoting inclusion among peers.

Students should dress appropriately for Wisconsin weather, including coats, gloves, hats, boots, snow pants, and other winter clothing as needed.

Indoor recess may be held at the Principal's discretion during severe weather or unsafe outdoor conditions.

Respect for the Dignity of Every Person

Respect for the dignity of every person is central to the Catholic mission and values of St. Joan of Arc Parish School. Students, families, staff, and visitors are expected to treat one another with kindness, compassion, respect, and Christian charity.

Physical, verbal, written, social, or electronic behaviors that interfere with learning, threaten safety, demean others, or disrupt the school environment are unacceptable.

Faculty and staff strive to foster students' self-esteem while teaching them to respond to conflict, disagreement, and challenges with understanding, responsibility, compassion, and respect for others.

Gender Identity (*Archdiocesan Policy #4470*)

St. Joan of Arc Parish School adheres to the Archdiocese of Milwaukee's policies and teachings on human dignity, biological sex, and Catholic identity.

School records, official documents, pronoun usage, participation, and access to facilities such as restrooms and locker rooms will reflect a student's biological sex in accordance with Archdiocesan policy.

Harassment and Bullying (*Archdiocesan Policy #5131.1*)

St. Joan of Arc Parish School is committed to maintaining a safe, respectful, and Christ-centered educational environment free from harassment, bullying, intimidation, and cyberbullying.

Bullying or harassment may include physical, verbal, social, written, or electronic conduct that creates a hostile, intimidating, threatening, or offensive environment.

Prohibited behaviors may include:

- Physical aggression or threats
- Teasing, name-calling, or discriminatory remarks
- Social exclusion or rumor spreading
- Cyberbullying or inappropriate electronic communication
- Intimidation through gestures, actions, or online activity

All staff members who observe or receive reports of bullying or harassment must report the matter to the school administration. Students, parents/guardians, and community members are encouraged to report concerns verbally or in writing.

Retaliation against any individual who reports bullying or harassment is strictly prohibited and may result in disciplinary action.

Threats and Threatening Behavior

Threats of violence, intimidation, bomb threats, school threats, or threatening statements, whether verbal, written, online, or implied, are taken seriously and may result in immediate disciplinary action, including suspension, expulsion, and/or referral to law enforcement.

Sexual Harassment

Sexual harassment includes unwelcome physical contact, sexual advances, comments, jokes, gestures, or other communications of a sexual nature.

All allegations of sexual harassment must be reported immediately to the Principal for investigation and appropriate action, in accordance with Archdiocesan policies and applicable law.

Academic Honesty

Students are expected to demonstrate honesty, integrity, and responsibility in all academic work and in school-related activities.

Cheating, plagiarism, unauthorized collaboration, misuse of technology, or the use of unauthorized materials is prohibited.

Unauthorized use of artificial intelligence (AI), online generators, or digital tools to complete assignments dishonestly may constitute plagiarism or academic dishonesty.

Violations of academic honesty policies may result in loss of credit, disciplinary action, or other consequences as determined by the school administration.

Discipline (*Archdiocesan Policy #5144*)

Discipline at St. Joan of Arc Parish School is grounded in Christian values and aims to help students develop responsibility, self-control, respect, and sound decision-making skills.

Teachers and staff may utilize:

- Redirection
- Logical consequences
- Temporary removal from activities
- Parent communication
- Behavior plans
- Restorative practices

Serious or repeated behavioral concerns may require conferences with parents or guardians and may lead to probation, suspension, or expulsion.

Off-Campus Conduct

Students may be subject to disciplinary action for off-campus conduct, including online behavior, if that conduct negatively affects the school community, student safety, or the mission and reputation of St. Joan of Arc Parish School.

Probation, Suspension, and Expulsion

Students may be subject to probation, suspension, or expulsion for serious misconduct, including but not limited to the following:

- Possession of weapons, drugs, tobacco, or alcohol
- Fighting or physical aggression
- Bullying or harassment
- Vandalism or theft
- Hazing or threatening behavior
- Actions that endanger the safety of others

Suspension Procedures

Before any suspension, the student and parent/guardian will be informed of the reasons for the disciplinary action.

Suspensions may include:

- In-school suspension
- Out-of-school suspension

Students serving suspension:

- Must complete assigned academic work
- May not participate in extracurricular or co-curricular activities during the suspension

Before returning to class, the student and parent/guardian may be required to meet with the Principal to discuss behavioral expectations and goals for improvement.

Expulsion Procedures

Expulsion is considered only in serious situations when continued enrollment is not in the best interests of the school community.

Expulsion procedures include:

- Proper documentation and adherence to Archdiocesan procedures
- Written notification to parents/guardians
- A formal hearing before a hearing committee
- Opportunity for voluntary withdrawal before final action
- Written notification of the final decision and appeal rights

Appeals

Parents/guardians may appeal an expulsion decision in writing within five school days, in accordance with Archdiocesan procedures. Appeals are limited to reviewing whether proper procedures and policies were followed.

Alternatives to Suspension and Expulsion

When appropriate, alternatives to suspension or expulsion may include the following:

- Counseling or behavioral support
- Parent conferences
- Behavioral contracts or probation
- Community service
- Restorative practices
- Loss of privileges or extracurricular participation
- Conflict resolution or intervention programs
- Adjusted schedules or classroom placement

Grievance Procedures for Parents

Parents and guardians of St. Joan of Arc Parish School are encouraged to address concerns respectfully and collaboratively, in accordance with Archdiocesan procedures and Christian principles of communication and reconciliation.

Step 1: Informal Meeting

Parents/guardians should first communicate directly with the employee involved to resolve the concern informally and constructively.

Step 2: Formal Written Grievance

If the concern remains unresolved, a formal written grievance may be submitted to the employee's supervisor. The grievance should include the following:

- A description of the concern
- Relevant facts or circumstances
- Previous attempts at resolution
- Proposed solutions or requested outcomes

A meeting may then be scheduled with the parties to discuss the matter further.

Step 3: Appeal to the Principal or Pastor

If resolution is still not achieved, the parent or guardian may submit written documentation to the Principal or Pastor for further review, discussion, and possible reconciliation.

Step 4: Timely Filing

Whenever possible, formal grievances should be submitted within ten school days of the initial concern, incident, or meeting.

Step 5: Scope and Limitations

These grievance procedures:

- Apply to concerns involving school or parish employees.
- Are intended to promote respectful communication and conflict resolution
- Are administrative procedures, not legal proceedings
- Do not apply to allegations of criminal conduct, mandatory reporting obligations, or situations governed by civil law or by Archdiocesan reporting requirements

All parties are encouraged to work together respectfully and collaboratively to foster a positive Catholic school environment rooted in Christian values.

Lockers, Personal Property, and Prohibited Items

Lockers, Hook Areas, and Desks

Lockers, desks, hook areas, and other student storage spaces remain the property of St. Joan of Arc Parish School and are provided for students' use.

School administration reserves the right to search lockers, desks, backpacks, electronic devices, and other personal property when there is reasonable suspicion that school policies or safety expectations have been violated.

Locker Regulations

- Students may not change their locker assignments without teacher approval.
- Exterior locker decorations require Principal approval at least 24 hours in advance.
- Interior decorations must remain appropriate and consistent with school expectations.
- Damage to lockers or other school property may result in disciplinary action and/or financial responsibility for repair or replacement.

Personal Property and Lost and Found

Students are encouraged to clearly label all personal belongings brought to school. Lost and found items are managed by the school office or a designated lost-and-found area. Students should promptly report any missing items.

At the end of each academic trimester, unclaimed items may be donated to the St. Vincent de Paul Society or another charitable organization.

Articles Prohibited at School

Students may not possess items that are unsafe, disruptive, illegal, or inconsistent with the school's mission and safety expectations.

Prohibited items include, but are not limited to the following:

- Firearms or weapons of any kind
- Knives or sharp objects
- Water guns or toy weapons
- Bean shooters or projectile devices
- Hard balls used inappropriately
- Personal laser pointers
- Any item determined by the Principal to pose a safety concern or disruption

Confiscated items may be returned only to a parent or guardian, at the school administrator's discretion.

Student Life & Behavioral Expectations

Dress Code

St. Joan of Arc Parish School maintains a mandatory uniform and dress code policy to support its mission to educate the whole child in the spiritual, academic, social, and physical domains.

The dress code promotes modesty, unity, school pride, and a learning environment with fewer distractions. Parents/guardians and students are expected to fully comply with all uniform and appearance requirements. School staff and administration are responsible for enforcing the dress code.

Additional dress code details and procedures for violations are available on the school website under the forms section.

UNIFORM REQUIREMENTS

Uniform Requirements (Grades 1–8)

Item	Requirements
Shirts	Knit polo-style shirts with collars and buttons. Colors: White, Navy Blue, Forest Green, or Maize Yellow. Short- and long-sleeve styles permitted. Only official St. Joan of Arc school logos are permitted.
Pants	Solid Navy Blue or Khaki. Tailored uniform-style pants only. Elastic or traditional waistbands permitted. No cargo pockets, decorative zippers, or embellishments.
Shorts	Navy Blue or Khaki uniform-style shorts. Approximately knee length. No cargo pockets. Permitted in May, June, and September or as approved by the Principal.
Sweaters/Sweatshirts	Solid Navy Blue. Only official St. Joan of Arc school logos are permitted.
Belts	Optional. Must be solid Black, Brown, or Navy Blue.

Girls' Uniform Options (Grades 1–8)

Item	Requirements
Jumpers & Skirts	Solid Navy Blue or Khaki. Tailored uniform styles only. Hem length may not be more than 2 inches above the knee.
Plaid Jumper/Skirt	Approved Lands' End plaid uniform only. Must follow the same length requirements.
Socks & Tights	White or Navy Blue.
Leggings	Navy Blue or White. Must be full length and worn only under skirts or jumpers.

Early Childhood (3K–5K)

Requirement	Details
Clothing	Comfortable, properly fitting clothing appropriate for active play.
Pants	Elastic-waist pants encouraged.
Shoes	Closed-toe and closed-back shoes or shoes with heel straps.
Uniforms	Students may wear the school uniform.
Mass Days	School-appropriate uniform-style pants required. Sweatpants are not permitted. Khaki or Navy chino-style pants are recommended.

General Dress Code (All Students)

Area	Requirements
Uniform Days	Uniforms must be worn unless a non-uniform or Spirit Wear Day is designated.
Spirit Wear Days	Approved spirit wear shirts may be worn. Bottoms must remain within the school's dress code and be school appropriate.
Not Permitted	Offensive graphics or language, crop tops, sleeveless shirts, excessively tight or revealing clothing.
Length Requirements	Dresses, skirts, and shorts must be no more than 2 inches above the knee.
Shoes	Must be safe for school and playground use. Open-toe shoes and sandals are not permitted. Socks or hosiery are required. Heels may not exceed 1½ inches.
Mass Days	On Mass Days, students must wear full-length uniform pants, skirts, jumpers, or approved plaid uniforms. Shorts are not permitted.
Hats & Scarves	Not permitted indoors unless approved for medical or special needs.
Makeup & Hair	Makeup is generally not permitted. Light makeup for grades 7–8 may be allowed with Principal approval. Hair color must remain natural-looking.
Jewelry	Earlobe piercings only. Earrings may not dangle. Visible body piercings, tattoos, and body art are not permitted.

Final Administrative Decision

The Principal reserves the right to determine whether any clothing, hairstyle, accessory, or appearance complies with school expectations, including items not specifically covered by this policy.

Non-Compliance with the Dress Code

Failure to comply with the dress code policy may result in disciplinary action.

Consequences may include:

- First or second violation:

- Parent/student signature on a Dress Code Violation form
- Repeated violations:
 - Mandatory parent conference with the Principal

Clothing or accessories that attract excessive attention or disrupt the educational environment are inappropriate for school.

Physical Education and Health Policies

Physical Education (PE) Dress Code

Students in grades 3K–8 at St. Joan of Arc Parish School must wear appropriate footwear and attire during Physical Education classes to ensure safety, comfort, and active participation.

Shoes and Socks

- Students must wear non-marking athletic shoes in PE classes.
- Appropriate athletic shoes include tennis, running, cross-training, or basketball shoes.
- Crocs, sandals, slides, or similar footwear are not permitted during gym or outdoor PE activities.
- Socks are required for all PE classes.
- PE shoes should be kept at school whenever possible.

Grades 4–8: Change of Clothes

Students in grades 4-8 must bring a change of clothes for Physical Education.

PE clothing guidelines include:

- Shorts must be loose-fitting and at least mid-thigh length.
- Denim shorts or jeans are not allowed.
- T-shirts must have sleeves.
- Plain shirts or those with athletic logos are acceptable.

General PE Dress Expectations

1. All PE clothing and uniforms must be clean and in good condition.
2. Students should keep PE clothing in a separate bag from their regular school materials and personal belongings.
3. Clothing should allow safe and comfortable movement during activities.
4. Clothing displaying advertisements or images of drugs, alcohol, inappropriate language, or objectionable content is prohibited.
5. Shirts may not be tied, altered, cut, or otherwise modified.
6. If PE clothing is forgotten, students must adhere to the regular school dress code for that day.

Chewing Gum

Chewing gum is prohibited on school grounds and during school activities.

This policy helps maintain a clean, safe, and sanitary environment for students, staff, and visitors. Improper disposal of gum can damage school property and create unsanitary conditions in classrooms and common areas.

Social Activities

To promote inclusion, kindness, and positive peer relationships, personal social activities, such as birthday parties or private events, should not be planned, discussed, or distributed at school unless every student in the class or group is invited.

Extended Care and Co-Curricular Programs

Extended Care and Student Supervision

Students waiting for pickup must remain inside the school building unless they are directly supervised by a parent, guardian, or authorized adult.

The playground is not supervised before 7:40 A.M. or after 2:45 P.M. Students remaining on campus without direct adult supervision after 3:00 P.M. will be enrolled in the Extended Care Program, and families will be billed according to program rates and policies.

St. Joan of Arc Parish School offers an Extended Care Program for enrolled students.

- Monday–Thursday: Until 5:30 P.M.
- Friday: Until 4:30 P.M.

Additional information about Extended Care policies and registration is available from the school office and on the school’s websites.

Co-Curricular Activities

Students are encouraged to participate in co-curricular programs that foster leadership, teamwork, creativity, faith development, and engagement with the school.

Activities may include:

- Athletics
- After-school clubs
- School performances and plays
- Service opportunities
- Other approved student activities

The Principal is ultimately responsible for all school-sponsored co-curricular programs and activities.

For each activity, the following information must be submitted to the school administration:

- Names of supervising adults
- Meeting dates, times, and locations
- Student participant lists

All adult volunteers, coaches, moderators, and supervisors must complete all required Safeguarding All God's Family Program requirements before participating.

Eligibility Requirements for Participation

Students participating in athletics or co-curricular activities are expected to demonstrate responsible academic and behavioral conduct.

Eligibility expectations include:

- Consistent completion of assignments
- Cooperative and respectful behavior
- Positive effort and participation
- Maintain an overall "C" average (2.0 GPA), unless otherwise approved by the Principal
- Attendance for at least half of the school day on the day of the activity
- Completion of any required participation forms or sportsmanship pledges

The Principal reserves the right to make final decisions regarding student participation and eligibility for all co-curricular activities. Parents/guardians, coaches, moderators, and activity advisors will be notified of eligibility decisions as needed.

Students absent from school due to illness may not participate in practices, games, performances, or school-sponsored activities on the day of their absence.

Athletics

The athletic program is supported and overseen by the St. Joan of Arc Parish School Athletic Association, with guidance from the Principal and the Pastor.

The Athletic Association promotes student participation, sportsmanship, teamwork, leadership, and Christian values through athletic opportunities and instruction.

Students in grades 4-8 may participate in approved school athletic programs. Uniforms and most equipment are provided, though some personal items or optional team apparel may need to be purchased.

Academic success remains the top priority for all student-athletes.

Athletic Association meetings are held regularly and communicated through parish and school calendars and announcements.

New Co-Curricular Activities

Adults interested in starting a new co-curricular activity or club must submit a St. Joan of Arc Parish School Extracurricular Activity Application to the Principal for approval at least four weeks before the proposed start date.

Application forms and additional information are available from the school office and on the school website.

Student Health & Wellness

Communicable Diseases

In partnership with the Waukesha County Department of Health and in accordance with federal, state, local, and Archdiocesan policies, St. Joan of Arc Parish School upholds health standards to safeguard the well-being of students and staff.

Health information regarding students with suspected or confirmed communicable diseases will be handled confidentially in accordance with Archdiocesan student record policies and applicable privacy laws.

Parents/guardians are responsible for immediately notifying the school and the appropriate health authorities of suspected or confirmed cases of communicable diseases of public health concern, including cholera, diphtheria, food- or water-borne illness outbreaks, hepatitis A, measles, mumps, pertussis (whooping cough), rabies, rubella, tuberculosis, yellow fever, and influenza strains of public concern, such as H1N1 (Swine Flu).

Students suspected of having or diagnosed with a contagious illness that may put others at risk must remain home from school and all school-related activities until they are medically cleared to return.

When required, parents/guardians must provide either a written medical release or a return-to-school note from a licensed healthcare provider before the student can return to class. This documentation confirms that the student is no longer contagious and may safely resume school activities.

Head Lice

Head lice are a common scalp infestation caused by a parasite and are most frequently seen in school-age children. Although head lice are not considered a serious health concern, they are highly contagious and can disrupt the learning environment.

St. Joan of Arc Parish School follows a “No Nit Policy.” Students found to have live lice or nits (lice eggs) may be excluded from school until appropriate treatment is completed and the student is determined to be lice- and nit-free under the school’s guidelines.

Parents/guardians will be notified if lice or nits are identified. Students may be required to be rechecked by school personnel before returning to the classroom.

Concussion Awareness and Response

In response to increased awareness and concern about concussions and head injuries, faculty and staff at St. Joan of Arc Parish School receive training in recognizing, identifying, and managing concussions, including their signs and symptoms.

To ensure the safety and well-being of students, parents/guardians will be notified whenever a student sustains a head injury during the school day or during school-sponsored activities.

Students suspected of having a concussion may be required to undergo medical evaluation and receive clearance from a licensed healthcare provider before returning to school activities, including athletics or physical education.

Medication Policy

Students at St. Joan of Arc Parish School are not permitted to keep prescription or over-the-counter medications in desks, lockers, backpacks, or other personal belongings unless the Principal authorizes it.

Any medication that must be administered during the school day must be securely stored in the school office. Parents/guardians must complete all required medication authorization forms and provide written permission for trained school personnel to administer medication.

Exceptions to this policy may be made at the Principal's discretion in health or emergency situations.

All medication brought to school must:

- Be delivered in the original pharmacy-labeled or manufacturer-labeled container
- Include the student's full name
- Clearly identify the medication name and dosage
- Include instructions regarding the time and method of administration
- Include the prescribing physician's name and phone number when applicable
- Students may not carry medication unless authorized

The school reserves the right to refuse to administer medication that does not meet these requirements or is not properly documented.

Snacks

All snacks brought to St. Joan of Arc Parish School must be free of peanuts and tree nuts to protect students with food allergies.

Students may bring a snack to enjoy during classroom snack times designated by the teacher. Families are encouraged to provide nutritious snacks that support a healthy learning environment. Recommended snacks include fruits, vegetables, applesauce, meats, cheese, and other healthy dairy products.

Students are encouraged to bring a refillable plastic water bottle to school each day. Only plain water is permitted in water bottles. Additives used to flavor, color, sweeten, or caffeinate water are not allowed during the school day.

Lunch Program

Lunch for students at St. Joan of Arc Parish School is scheduled from 11:30 A.M. to 12:15 A.M. Students may either bring lunch from home or purchase lunch on designated days.

Snack milk for students in Junior Kindergarten through Grade 2 is purchased annually at the start of the school year. Refunds are not issued for missed lunches, absences, or unused milk.

Allergy Awareness Policy (*Archdiocesan Policy #5140.4(d)*)

St. Joan of Arc Parish School is committed to providing a safe learning environment for students with life-threatening allergies, including those to peanuts, tree nuts, and other potentially hazardous allergens.

To support student safety, the school may establish allergy-aware or allergy-restricted areas in classrooms, lunchrooms, and other instructional spaces, as feasible. While the school will make reasonable efforts to minimize allergen exposure, it cannot guarantee a completely allergen-free environment.

Parents/guardians of students with severe allergies are required to provide:

- A completed Allergy Action Plan should be kept on file at the school
- Any prescribed emergency medication, including an EpiPen or other emergency treatment devices, as directed by the student's healthcare provider.

Students with severe food allergies that may trigger anaphylaxis must have appropriate emergency medication available at school.

In accordance with Wisconsin Act 398, students with asthma may carry and self-administer prescribed emergency inhalers at school if the required authorization forms are completed and signed by both a parent/guardian and a healthcare provider. Appropriate documentation forms are available from the school office.

Wellness Policy

St. Joan of Arc Parish School recognizes that student wellness, nutrition, and physical activity are essential to a child's overall health, development, academic success, and readiness to learn.

The school is committed to fostering a healthy learning environment that promotes nutritious eating, physical activity, emotional well-being, and lifelong healthy choices. Wellness education is integrated throughout the school experience and supports the school's mission to educate the whole child in the spiritual, academic, social, and physical domains.

Wellness Procedures

Nutrition Education

Students are given opportunities to learn age-appropriate skills and habits that promote healthy eating, nutritional awareness, and overall wellness.

Physical Education

Certified staff members provide instruction to promote lifelong physical activity, healthy habits, teamwork, and personal wellness.

Foods and Beverages

Nutritious food and beverage choices are encouraged during the school day and at school-sponsored activities, when possible.

Wellness Integration

Wellness goals are integrated throughout school activities, including classroom celebrations, field trips, physical education programs, and other school-sponsored events.

Smoke-Free Environment

St. Joan of Arc Parish School and St. Joan of Arc Parish always maintain a smoke-free environment.

Smoking, vaping, and the use of tobacco or nicotine products are prohibited in all parish and school buildings, on all school and parish grounds, and at all school-sponsored activities and events.

Pet Policy

To ensure the health, safety, and well-being of students and staff, family or household pets are not permitted on school grounds or in school buildings without the Principal's prior approval.

Pets may be approved for educational or academic purposes when they are appropriate for classroom instruction or school activities.

Anyone requesting to bring a pet to St. Joan of Arc Parish School must submit a completed Pet Visit Form to the Principal at least one week before the planned visit. Approval must be granted before the animal is brought onto school property.

Safety, Security & Student Protection

Asbestos Hazard Emergency Response Act (AHERA) (*Archdiocesan Policy #5140.11*)

In compliance with Environmental Protection Agency (EPA) asbestos regulations, accredited and state-certified asbestos inspectors have inspected St. Joan of Arc Parish School to identify and locate asbestos-containing materials within the building.

The school's Asbestos Management Plan complies with federal regulations and is available for review at the school office upon request.

Emergency Closing

In the event of severe weather, a natural disaster, utility failure, or another emergency requiring school closure, decisions about school operations will be made by the Pastor and the Principal.

Whenever possible, families will be notified via:

- Local television and radio stations
- Email notifications
- School communication apps or alert systems
- Other electronic communication methods

During severe weather, Oconomowoc Area School District closure decisions will generally be followed unless otherwise announced.

Emergency Evacuation of School

If an emergency requires the school building to be evacuated, students and staff may be relocated to an approved emergency site.

The primary evacuation site for St. Joan of Arc Parish School is:

- Nashotah Fire Department, located at N44W32787 Rasmus Road, Nashotah, WI 53058.

Parents/guardians will be notified as quickly as possible via phone calls, email, school communication systems, or emergency alerts about student safety and reunification procedures.

Families should ensure that emergency contact information is up to date throughout the school year to enable timely communication during emergencies or school closures.

Fire, Tornado, and Safety Drills (*Archdiocesan Policy #6114.41*)

In accordance with Wisconsin law and Archdiocesan policy, St. Joan of Arc Parish School conducts regular fire, tornado, and safety drills throughout the school year to prepare students and staff for emergencies.

Emergency exit routes and procedures are clearly posted throughout the building. Students are instructed in appropriate safety procedures and are expected to follow staff directions promptly and respectfully during all drills and emergencies.

In addition to required fire and tornado drills, the school conducts lockdown and other safety drills to enhance emergency preparedness and campus security.

Safety Lockdown Drills

St. Joan of Arc Parish School routinely conducts lockdown drills throughout the school year to help students and staff prepare for emergencies that may occur inside or outside the school building.

During a lockdown:

- Students and staff must remain in designated secure areas until authorized personnel issue further instructions.
- Students will not be released from the building unless authorized by the Principal and, when necessary, by emergency personnel.
- Families are asked to fully cooperate with school and law enforcement procedures during emergencies.

These procedures are intended to help protect the safety and well-being of all students, staff, and visitors.

Building Security

To help maintain a safe learning environment, all exterior doors at St. Joan of Arc Parish School remain locked during the school day and extended care.

Visitors must enter through designated entrances and follow the school's visitor check-in process.

Unauthorized individuals or visitors who disrupt the educational environment or fail to comply with school procedures may be denied access to school property.

Parent Drop-Off and Parking Lot Safety

The safety of students, families, staff, and visitors at St. Joan of Arc Parish School depends on all drivers following established traffic patterns and parking lot procedures during arrival and dismissal periods. Parents/guardians are expected to follow these parking lot safety guidelines:

1. Enter the parking lot via the west entrance and exit via the east entrance.
2. Do not park in the areas on the south side of the parking lot near the school building or in the row directly across from the north drive lane.
3. Students must enter and exit vehicles only from the passenger side when being dropped off or picked up.

4. Families needing to park and walk students to the building should park on the north side of the lot, closest to the church, and use the designated crosswalks.
5. The parking lot speed limit is always 5 miles per hour or lower.
6. Children should stay close to their parents or guardians when walking through the parking lot.
7. Families are encouraged to regularly review parking lot safety expectations with their children.
8. Vehicles that do not follow school traffic and safety procedures may receive a parking lot safety notice or a warning.

These procedures are intended to help maintain a safe, orderly environment for all members of the school community.

Bicycles

Students who ride bicycles to and from St. Joan of Arc Parish School must have a signed permission form from a parent or guardian on file with the school office at the start of the school year.

Bicycles must be parked promptly in the designated bicycle racks upon arrival at school and should remain there until dismissal. Students are encouraged to lock their bicycles while parked on school property. The school is not responsible for lost, stolen, or damaged bicycles or personal property.

Students riding bicycles are expected to leave school grounds promptly and to follow safe, respectful, and orderly riding practices at all times.

Bus Transportation

Bus transportation for students attending St. Joan of Arc Parish School is provided by local public-school districts when students are eligible.

The Oconomowoc Area School District provides bus transportation for eligible students. Families living within the attendance areas of the Kettle Moraine School District or the Arrowhead Union High School District may qualify for parent transportation contracts or reimbursement programs.

Parents/guardians are responsible for contacting their local public school district directly to:

- Confirm transportation eligibility
- Obtain route and schedule information
- Arrange transportation services or contracts
- Receive updates regarding delays, cancellations, or route changes

Transportation policies and eligibility are determined by the resident public school district.

Safeguarding All God's Family Program Requirements

To help ensure a safe environment for all children and vulnerable individuals in the Archdiocese of Milwaukee, participation in the Safeguarding All God's Family Program is mandatory.

As part of this initiative, all employees, catechists, coaches, chaperones, and volunteers who work with children must complete the required "Protecting God's Children" awareness session and submit all required documentation before beginning service.

This training program is designed to:

- Increase awareness of child sexual abuse prevention
- Help adults recognize warning signs of abuse
- Provide guidance on responding appropriately to concerns or suspicions
- Support safe environments in schools, parishes, and religious education programs

Participation in the program is mandatory for all individuals who serve in roles involving children or youth at St. Joan of Arc Parish School.

Additional information about training sessions and Archdiocesan requirements is available through the parish or school office or the Archdiocese of Milwaukee Safeguarding Program:

<https://intranet.archmil.org/offices/safeguarding/Safeguarding-Events.htm>

Child Welfare and Safety (*Archdiocesan Policy #5140.1*)

St. Joan of Arc Parish School is committed to safeguarding the health, safety, and well-being of all students.

The school complies with all requirements and procedures established by the Archdiocese of Milwaukee and the State of Wisconsin for reporting suspected child abuse, neglect, or sexual abuse.

School personnel must comply with Archdiocesan policies and Wisconsin mandatory reporting laws regarding suspected abuse or neglect. Reports will be handled promptly and confidentially in accordance with applicable legal and Archdiocesan guidelines.

Child Protection, Safety, and Reporting Policies

Mandatory Reporting of Child Abuse and Neglect (*Archdiocesan Policy #5140.1*)

All children and youth have the right to live, learn, and grow in an environment free from abuse, neglect, and maltreatment. St. Joan of Arc Parish School and the Archdiocese of Milwaukee require all employees, volunteers, and adults working with children to comply with all applicable laws and Archdiocesan policies regarding the reporting of suspected child abuse or neglect.

All suspected cases of abuse, neglect, maltreatment, or threatened harm involving a minor must be reported immediately under Wisconsin law and Archdiocesan policy, regardless of when or where the suspected abuse occurred.

School employees, clergy, teachers, administrators, counselors, coaches, childcare workers, and other mandatory reporters are legally required to report suspected abuse or neglect to local Child Protective Services (CPS) or to law enforcement authorities as soon as possible, but no later than 24 hours after reasonable suspicion arises.

Definitions of Abuse and Neglect

Child abuse may include non-accidental physical injury, sexual abuse or exploitation, emotional abuse, or exposure to sexually explicit conduct. Neglect includes the failure, refusal, or inability of a parent, guardian, or caregiver to provide necessary food, shelter, medical care, supervision, education, or protection for a child, except when due to poverty.

Procedures for Reporting

Any employee or volunteer who suspects abuse or neglect should immediately report it to:

- Local Child Protective Services (CPS), or
- Local law enforcement authorities

Consultation with supervisors may occur, but it must not delay reporting. If a child is believed to be in immediate danger, emergency authorities should be contacted.

Reports should include, when known:

- The child's name, age, and address
- Parent or guardian information
- A description of the suspected abuse or neglect
- Statements or observations supporting the concern
- Any prior related concerns or reports

If a parent or guardian is suspected of abuse or neglect, they should not be notified until the report is made.

Reports Involving School or Parish Personnel

If allegations involve a parish or school employee, volunteer, or representative, civil authorities must be notified immediately. School or parish leadership may also initiate internal administrative procedures in accordance with Archdiocesan policy and applicable law.

Screening, Background Checks, and Training

All school employees, parish personnel, and volunteers who work with minors are required to:

- Complete state and national background checks
- Attend Safe Environment/Safeguarding training
- Sign required ethical conduct and digital communication policies

Background checks and required training must be renewed periodically in accordance with Archdiocesan requirements.

School Violence Threat Reporting (*Archdiocesan Policy #5140.2*)

In accordance with Wisconsin law, school personnel must immediately report to law enforcement any credible threats of violence directed toward students, staff, or school property when there is concern for safety or imminent danger.

Police Questioning and Apprehension (*Archdiocesan Policy #5145*)

Law enforcement officers may question students at school in accordance with Wisconsin law and Archdiocesan policy. School administration will cooperate with lawful investigations and court orders while safeguarding student safety and rights.

Search and Seizure (*Archdiocesan Policy #5145.2*)

School lockers, desks, technology, and other school property remain under the authority of St. Joan of Arc Parish School and may be inspected as necessary for safety, maintenance, or disciplinary reasons.

Illegal or prohibited items found on school property may be confiscated and turned over to law enforcement.

Suicide Prevention and Awareness (*Archdiocesan Policy #6164.12*)

Any staff member who believes a student may be at risk of self-harm or suicide must immediately notify school administration and the student's parent or guardian. If a student appears to be in immediate danger, emergency services (911) will be contacted without delay.

The school is committed to responding promptly and compassionately to concerns regarding student mental health and safety.

VISITOR POLICY

Visitors Policy

To help maintain a safe and secure environment for students, staff, and visitors, all visitors to St. Joan of Arc Parish School must report to the school office upon arrival.

Visitors are required to:

- Sign in at the school office
- Receive and wear visitor identification while on school grounds
- Receive administrative approval before entering classrooms or other student areas

Visitors attending public school programs, performances, athletic events, or other open community events may be exempt from standard sign-in procedures unless directed otherwise by the school administration.

The Principal or designated administrator reserves the right to deny access to school property or to ask any visitor to leave if their presence is deemed disruptive, unsafe, or inconsistent with the school's mission and policies.

Students may not bring guests or visitors to school during the school day without prior approval from both a parent or guardian and the school administration.

Students will be released only to parents/guardians or to other individuals authorized by the school's records and emergency contact information.

All volunteers must comply with school visitor procedures, complete the required Archdiocesan safe environment requirements, and work under the supervision of school staff or administration.

Family Partnerships and School Community

School-Related Associations (*Archdiocesan Policy #3570*)

An affiliated organization is any group of parishioners, school parents, or individuals sponsored by the parish or school that participates in and supports the mission of the parish or school and uses the parish or school name for identification. These organizations operate under the guidance and approval of the parish, school, Pastor, Principal, School Commission, or Pastoral Council.

All affiliated organizations at St. Joan of Arc Parish School exist to support Catholic education, strengthen the school community, and advance the mission and values of the parish and the school.

St. Joan of Arc Home and School Association

All parents and guardians of students currently enrolled at St. Joan of Arc Parish School are automatically members of the Home and School Association.

The Home and School Association fosters communication, partnership, and collaboration among families, faculty, and school leadership. In partnership with the Principal, the organization supports school programs, staff appreciation, family activities, volunteer opportunities, and community-building events.

Examples of Home and School activities may include:

- Teacher and staff appreciation
- Family events and school celebrations
- End-of-year family picnic
- 8th-grade graduation support
- Volunteer coordination
- Community engagement activities
- School fundraising support

The Home and School Association is expected to hold at least four meetings each school year. All parents and guardians are encouraged to participate.

Note: Current parents and guardians are members of the Home and School Association. Alumni and former families are encouraged to stay connected through the school's Alumni Association and community events.

Fundraising

School fundraising activities help support the operating expenses, programs, and mission of St. Joan of Arc Parish School.

Families are encouraged to participate in year-round fundraising opportunities, including:

- The annual Roots and Wings fundraiser
- Scrip rebate programs
- School-sponsored fundraising events and campaigns

All fundraising activities conducted on behalf of the school must receive prior approval from the Principal and the Pastor.

School Events

Parent, student, parish, and family events are scheduled annually with approval from the Principal and the Pastor. Event details, including dates and locations, are communicated via school calendars, newsletters, and school communication platforms.

All major school event planning, purchasing, marketing, and contractual arrangements must be coordinated with the Principal and reviewed in accordance with parish and school procedures.

Purchasing Procedures

Individuals organizing school-related activities or events must:

- Obtain written approval from the Principal before making purchases
- Submit separate tax-exempt receipts for all approved purchases
- Exclude personal items from reimbursement requests
- Submit receipts within five business days whenever possible

All purchases must align with the school's mission and policies.

Sales tax paid on purchases is not reimbursable.

Cash Handling for Events

To support financial accountability and transparency:

- Two adults or volunteers must be present when handling cash or checks.
- Funds may not be kept in classrooms
- Money collected outside the school office must be promptly submitted to the Business Manager or to designated office personnel

School Commission

The St. Joan of Arc Parish School Commission serves in an advisory capacity to support and advance Catholic education and the school's mission.

The School Commission's responsibilities may include:

- Assisting with policy development
- Supporting strategic planning and school goals
- Advising on budget planning and public relations
- Promoting and strengthening the school community

The Pastor and Principal serve as ex officio members. Additional representation may include Home and School leadership and parish representatives.

Volunteer Program

Parent and volunteer involvement is an important part of the St. Joan of Arc Parish School community. Families are encouraged to share their time, talents, and gifts to support students and school programs.

Volunteer opportunities may include:

- Playground or lunch supervision
- Marketing and outreach support
- Scrip program assistance
- Library assistance
- Baking or event support
- Room parent coordination
- Committee participation
- School and parish events

Volunteer opportunities are communicated throughout the school year and at Welcome Back events.

Volunteer Expectations

Volunteers at St. Joan of Arc Parish School play a vital role in supporting students, staff, and the school community. All volunteers are expected to model Christian values, professionalism, and respectful behavior while serving at the school or at school-sponsored events.

Volunteers are expected to:

- Maintain confidentiality regarding students, families, staff, and school matters
- Demonstrate professionalism and respectful communication
- Maintain appropriate boundaries and conduct with students
- Follow school expectations regarding social media, photography, and the sharing of student information or images
- Complete all required Safeguarding All God's Family training, background checks, and Archdiocesan compliance requirements before volunteering

Failure to meet volunteer expectations or Archdiocesan policies may result in suspension or removal of volunteer privileges.

Keys for Events and Activities

School keys may be issued only with the administration's approval and for approved school-related activities.

- Head coaches for athletic or CYM programs may receive building access, as approved by the Principal.
- Keys may be used only during authorized times and scheduled activities.
- Additional approval is required for access outside scheduled practices, games, or events.

School keys are generally not issued for non-curricular activities, tutoring, clubs, performances, or other activities unless the administration specifically approves them.

School Forms & Resources

School forms, agreements, and additional resources are available on the St. Joan of Arc Parish School website.

Forms and resources may include:

- Family Handbook Acknowledgment Form
 - Pre-Arranged Absence Form
 - Acceptable Use Policy Agreement
 - Student Photo/Media Opt-Out Form
 - Medication Authorization Forms
 - Allergy or Medical Action Plans
 - Emergency Information Form
 - Volunteer Expectations Agreement
 - Athletic Participation Forms
 - Extended Care Registration Forms
 - Field Trip Permission Forms
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