



St. Joan of Arc Parish School

Family Handbook

St. Joan of Arc Parish School
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August 14, 2025

Dear Parents,

Welcome to another year at St. Joan of Arc Parish School! May the 2025-26 school year be a blessed one, filled with knowledge, friendship, and a growing faith experience for your family.

Please note:

- 1) St. Joan of Arc Parish School reserves the right to reasonably interpret and apply the rules and procedures that are described in this Handbook.
- 2) The final interpretation of all school policies are with the Pastor, Fr. Yamid Blanco, and me, as the Principal.
- 3) By acceptance of enrollment at our school, you and your child(ren) agree to abide by the policies and procedures communicated in this Handbook.
- 4) The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.
- 4) Notice of amendments/additions to the Family Handbook will be communicated via the Wednesday newsletter.

As you read this Handbook, you will notice Archdiocesan policy numbers indicated. These notations reference the specific policies of the Archdiocese of Milwaukee that have been adapted and addressed in the policies indicated in our Parish School Handbook.

If you have questions or need clarification, please feel free to call or email me. It is my privilege to lead our remarkable Catholic school. I look forward to the year ahead!

God's Blessings,

Mrs. Holly Cerveney
Principal

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Mission Statement

St Joan of Arc Parish School aspires to:

Promote uncompromising **character** by example,

Educate for **academic excellence**

Teach the **spirit of service** for the betterment of the wider community, and

Use the gift **spiritual development**, which fostered here guides the leaders of tomorrow.

Philosophy of Education

The staff and faculty at St. Joan of Arc Parish School aspire to assist parents in the development of strong Catholic leaders through the fostering of Christian service, academic excellence, and spiritual development. We provide, in partnership with parents and the parish community, an education that fosters an understanding and sharing of the Gospel message. In addition, we are dedicated to academic excellence by teaching in accordance with Archdiocesan and State of Wisconsin educational standards. We believe that our students are tomorrow's leaders; therefore, we will provide them with the skills needed to make a positive impact on our ever-changing society. We strive to inspire students to assume responsibility for active and creative service to parish, local, and global communities.

Educational Objectives are developed and met through:

Christian Formation Development

- Participation in Liturgy and Sacramental life
- Understanding of Catholic tradition through classroom instruction and hands-on service opportunities in line with Catholic Social Teaching

Academic Excellence

- A rigorous and relevant curriculum that meets and exceeds state standards
- Growing in self-confidence, perseverance, and leadership skills

Individuality

- Allowance for individual need in the multiage learning structure
- Imparting of etiquette and respectful social skills
- Instilling respect and acceptance of differences

Communication

- Opportunity for developing self-confidence through speaking before a group and performing programs and assemblies
- Creative writing

Arts

- Variety of art experiences to foster an appreciation and creative expression
- Audience experience of drama and theatre
- Performing experience in musical programs
- Music instruction including opportunities in singing and playing instruments

Community

- Awareness of immediate neighborhood
- Publicizing through local press
- Fundraising contacts
- Field trips
- Parent-teacher conferences

Physical Development

- Physical education classes
- Health and nutrition education
- Family life and sexuality education
- Awareness of drug and alcohol abuse

Social Concern

- Broaden our care and concern for others through service
- Daily prayer with an awareness of both parish and global needs
- Food for the poor through collection and growing of food in our parish garden
- Care of the environment through hands-on cooperative projects

Rights & 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 the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

Admissions/Enrollment (Archdiocesan Policy #5110)

Nondiscrimination policy

St. Joan of Arc Parish School admits students of any race, color, religion, national, and ethnic origin to all rights, privileges, programs, and activities accorded or made available to students at the school. The school does not discriminate on the basis of race, color, religion, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship or loan programs, and athletic and school administered programs. St. Joan of Arc Parish School respects the dignity of each child.

St. Joan of Arc Parish School does not discriminate on the basis of sex in its educational and employment policies and practices, except where the school is exempt from compliance by religious tenets.

St. Joan of Arc Parish School recognizes and respects the parents as the primary educators of their children and provides an atmosphere which reinforces the educational and formation priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship.

Families admitted into the school community are accepted following a personal interview with the Principal who assesses their interest and motivation. As St. Joan of Arc Parish School respects the dignity of every child, neither race, color, religion, nor nationality will prevent a child from being accepted into the parish school.

Enrollment: Current Families

New student registrations from families who already have a child or children attending St. Joan of Arc Parish School will be accepted for Grades 3K-8 via the registration forms sent home in January. These registrations will be accepted in the order in which they are received until the class limit has been met. Up to five (5) additional registrations per class will be placed on a waiting list. Conscientious effort is made to make enrollment in St. Joan of Arc Parish School available to all who request it.

Enrollment: New Families

New student registrations will begin on the Sunday of Catholic Schools Week. The priority system below will be in effect for two weeks from the Sunday of Catholic Schools Week. After this period, registration will be on a first come first serve basis in accordance with the general admissions statement:

In the event that there are more students applying to a grade level than what we can accommodate, new students will be accepted according to the following priorities:

1. Children who presently have older siblings in the school
2. Children whose siblings have already graduated from the parish school
3. The children of past graduates whose families are parishioners of St. Joan of Arc or St. Catherine of Alexandria
4. The children of St. Joan of Arc and St. Catherine parishioners
5. Catholic members of other parishes
6. Non-Catholic families

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

In conformance with Wisconsin State law and Archdiocesan policy, when seeking admission to Kindergarten, the child must be the requisite age (3 years-old for 3K, 4 years-old for 4K, and 5 years-old for 5K) on or before September 1st in the year the child proposes to enter school. Admission of children reaching the appropriate age after September 1 may be granted at the Principal's discretion and following screening by the appropriate teacher. All children seeking admission to St. Joan of Arc Parish School must be working toward independence and be toilet trained (no diapers or pull-ups) before the first day of school.

New/Transfer Student Requirements

- Student records and a copy of the most recent evaluation (report card) must be provided. Transfer students will be placed according to the last grade level completed successfully at the previous school. (i.e. A student that completed 2nd grade will be placed in 3rd grade.)
- All students must meet the immunization requirements (see pg. 8) as stated in the Wisconsin Statute and Archdiocesan Policies.
- A birth certificate (to be returned) and Baptismal certificate must be provided

- An evaluation of academic and behavioral progress (report card) will be shared at the end of each quarter. Final evaluation will take place at the end of the first year.
- If there is a custody arrangement, a copy of the legal custody document must be submitted and the Confidential Custody Form completed (available in our school office).
- Any student expelled from a previous school will only be admitted to St. Joan of Arc Parish School under the following conditions at the discretion of the Principal and Pastor and may be provisional under conditions including but not limited to:
 - On-going counseling is required.
 - Documentation of treatment will be required.
 - Probationary period will be one year.

Any student expelled from a previous school due to or because of possession of a weapon/firearm will not be admitted to St. Joan of Arc Parish School.

Transfer of Credits Policy

St. Joan of Arc School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with St. Joan of Arc School's academic standards as adopted under 118.30(1g)(a)3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

Grade placement will be determined by post application testing and evaluation of student records.

Application Appeal Process

Wisconsin Parental Choice Program (WPCP) application: By May 1

Schools may only reject a Choice applicant if the application does not meet the Private School Choice Program's (PSCP) residency, income (if applicable), and age requirements for applicants if the student is participating in the WPCP.

Under St. Joan of Arc School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection, or by May 1, (whichever date is earlier) to provide written evidence to the school's choice administrator that the applicant was improperly rejected. If the applicant thinks their entry was denied wrongfully by the school's choice administrator, they may appeal in writing to the school's board president. The school's board president shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal. The board president's decision regarding the appeal will be final.

Probationary Period (Archdiocesan Policy #5220(a))

The first year of attendance at St. Joan of Arc Parish School is a probationary period. During this first year the school shall determine if it is able to meet the needs of the student using the tools of quarterly behavioral and academic progress reports. If a problem is identified, it will be communicated via report card and a conference with the Principal.

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

St. Joan of Arc Parish School follows the Archdiocesan Policy which states:

"In compliance with federal law called the individuals with Disabilities Education Act (IDEA) the public school district where the private school is located is required to identify children with disabilities who attend private schools in the district. Any child suspected of having a disability could be referred to the district for evaluation. The public school district will gather an Individual Education Program (IEP) team including staff from the public and Catholic school, parents and

others for all students referred from a parochial school. When making a referral for an IEP evaluation, Archdiocesan schools will follow the guidelines established by the Department of Public Instruction..."

St. Joan of Arc Parish School welcomes children who have exceptional needs and will make reasonable accommodations for students with exceptional needs. Whenever a student is admitted, the Principal and/or teacher will request observation of the student at school and/or home to assess the student needs and to assess whether the school is able to provide a program and resources to meet the needs of the student as determined by the Principal.

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the Principal through observation in the home and/or previous school. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs.

In order to best meet the needs of your child, provide current, accurate information regarding the student's needs on the New Student Information Form (with registration paperwork).

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process for the identification and intervention of their special needs with the local public school district (Lake Country School District) in partnership with St. Joan of Arc Parish School. Parents may request evaluation for special needs services at any time by contacting the Principal.

The final decision for admission, instruction, and retention of any student rests with the Principal and Pastor.

Immunization Requirements

A record of immunization history is to be maintained for every student. Wisconsin law requires that all students meet the following minimum requirements:

Jr. Kindergarten	4 DPT/DTaP/DT	3 Polio	1 MMR	3 HepB	1 Var
Kindergarten thru 5	4 DPT/DTaP/DT/Td	4 Polio	2 MMR	3 HepB	2 Var
Grades 6 thru 8	4 DPT/DTaP/DT/Td	4 Polio	2 MMR	3 HepB	2 Var 1 Tdap

Parents must update the immunization history at the beginning of each school year. In the event a parent chooses to opt out of immunizations for your child, a waiver form is required and may be obtained in the school office.

Although vision screening is not required, it is strongly recommended that all students have regular eye examinations, especially those students entering Jr. Kindergarten and Sr. Kindergarten.

Withdrawal and Transfer

The procedure for withdrawal and/or transfer is:

1. Parent informs the Principal of the pending withdrawal.
2. All school material, i.e. textbooks, library books, athletic uniforms, etc., are returned.
3. All tuition and fees are paid in full.

Tuition and Fees

Tuition is determined each year by a recommendation of the School Commission and approved by the parish Finance Commission and Pastoral Council. Any tuition increase is communicated to families on the enrollment form and via accompanying letter.

Fees: Registration and Supply Fees

A registration fee payment must be submitted with the registration form: \$75 per child, maximum of \$200 per family (if received on or before February 28). For returning families, registration fee will increase to \$150 per child, maximum of \$400 per family if received after February 28.

A school supply fee of \$75 per student is due by August 15 of each school year. This covers the cost of most school supplies for the year. Families are responsible to purchase a backpack, lunchbox, gym shoes, plastic water bottle, and any other necessary personal items.

Tuition/Fees Non-Payment

If financial obligations from the previous year have not been met, registration for the following year will not be accepted until the matter has been resolved by payment or arrangements made with the Business Administrator and Pastor.

An effort should be made to contact the Business Administrator to resolve tuition/fee payment issues. The parish reserves the right to report delinquent accounts to the appropriate credit rating agency.

“No student shall be terminated during the first semester for non-payment of tuition. Non-payment of a prior year’s tuition may however result in non-admission for the following school year” (Archdiocesan Policy #3240.(a)).”

Tuition Grants

Those unable to meet their tuition obligation must indicate their need for financial assistance on their registration form. Forms for tuition grants will be mailed with the school contract by May 15. These forms must be completed and returned to the Business Office by June 15 unless other arrangements are made with the Pastor, Principal or Business Administrator. Confidentiality is always maintained.

Procedures for the Collection of Tuition

1. The first school tuition payment will be collected by August 15th of the new school year or at the welcome back day by the Business Administrator. Payments can be made by cash or check.
2. Parents will select a payment plan with the options:
 - To pay in full.
 - To pay half in August and half in January.
 - To make 10 monthly payments using ACH. (ACH is highly encouraged.)
 - To make other payment arrangements agreed upon by the Business Administrator.

Non-Payment

1. In the event of a delinquent school account, the Business Administrator will contact the parent(s) directly.
2. If the parent(s) do not make tuition payments or set up a payment plan, upon consultation with the Pastor or Business Administrator, the legal representative for the parish will send a collection letter resulting in small claims court if tuition is not received.
3. If financial obligations from the previous year have not been met, registration for the following year will not be accepted until payment or arrangements have been made with the Pastor and Business Administrator.
4. "No student shall be terminated during the first semester for non-payment of tuition. Non-payment of a prior year's tuition may however result in non-admission for the following school year" (Archdiocesan Policy #3240.(a).

Tuition Refund

Families who leave St. Joan of Arc during the school year will have any paid but unused portion of their tuition refunded on a prorated basis.

For withdrawals prior to the first day of school, full tuition refund, minus the nonrefundable registration fee, will be granted.

School Day Schedule

A.M.	7:00	Students can be dropped off (must wait in the building)
	7:15	Teacher work time in the classroom
	7:25	Students may enter classrooms
	7:40	Classes begin
	10:00	Recess (Grades 1-4)
	11:35	Dismissal - half-day 3/4K
	11:35	Lunch – grades 3-8, Recess – grades 3k-2
P.M.	11:55	Recess – grades 3-8, Lunch – grades 3k-2
	12:15	Classes resume
	1:45	Recess (Grades 1-4)
	2:45	Dismissal - full day 3/4K – Grade 8

Bike-riders and walkers are expected to leave the premises at dismissal time. Bike-riders and walkers must have a permission slip on file in the office annually.

Students waiting for pick-up will wait in the school building. The playground is not supervised before 7:40 A.M. or after 2:45 P.M. Students who remain on school premises and are not under the direct supervision of a parent or teacher after 3:00 p.m. will be assigned to Extended Care. Parents will be charged for this service per the guidelines of the Extended Care Program. Parents retain responsibility for their children before and after school hours.

Student Attendance/Absences

It is the role of the school and the home to assist students to develop habits of attendance and punctuality. Students are required to attend school regularly in compliance with the law for compulsory attendance. Absences are sometimes necessary due to illness, medical appointment, or bereavement time.

A student is considered tardy when he/she is not in his/her seat at 7:40 a.m. Funerals and doctor or dentist appointments are not marked as absent or tardy. Students leaving school for reasons other than doctor or dental appointments prior to 1:00 p.m. will be counted as absent.

In the case that an absence is necessary, the following procedure must be followed:

1. Call the school office before 7:40 a.m. Indicate child's name and the reason for the absence.
2. All absences are documented in the legal attendance records maintained by the school.
3. It is the child's responsibility to meet with the teacher regarding assigned work missed due to absence. Teachers are not required to provide student assigned work prior to a family vacation.

Students are not to be released during the school day without the approval of the Principal and those approved must be signed out from the school office by a parent or parent designated guardian.

Compulsory School Attendance (Archdiocesan Policy #5112, 5113)

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

- Process and potential consequences school may impose for excessive tardiness and/or absences
 - In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.

- There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
- ***A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.***

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. ***A student who is absent from school is normally not allowed to participate in after school or evening activities.*** The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

Early Departure/Appointments

A child picked up early or leaving for an appointment must be signed out at the school office. If anyone other than the parent/guardian is to pick up your child, written release from the parent/guardian must be provided. Identification will be required if the adult is not recognized by office staff. Children will be picked up in the school office and not at the classroom.

Students are to be signed in at the school office upon return to school. Parents are encouraged to make appointments after school hours.

Late Arrival/Tardy

All students must be in their seats at 7:40 a.m. Arriving on time for the school day is important as a school rule as well as a life-long responsibility. When tardiness is necessary, the parent must notify the school office.

Change of Address

Maintenance of accurate emergency records is of the utmost importance when it comes to communication. As such, the school office must be notified of changes of address, telephone number, e-mail or emergency contact person immediately.

Illness/Emergency

The Emergency Information Record is required each year and is one of the most important records requested by the school. Current information is vital to the proper care of children in case of illness or injury during school hours.

- In cases of an acute emergency when a parent/guardian is unreachable, the child will be taken directly to the nearest hospital by ambulance.
- Students must remain home from school for 24 hours following vomiting or a fever of 101.0 F.
- If a child should become ill while on a field trip, the parent/guardian will be contacted by the school and arrangements will be made for the child to go home. Generally, the

parent/guardian will meet the child and a chaperone at the field trip location. The parent/guardian will put in writing that he or she picked up his/her child as a record for the school.

Pre-arranged Absence

Planned absences of more than two days due to trips must be reported to the teacher at least one week prior to the trip.

Student/parents must realize that in certain circumstances, classroom learning experiences cannot be repeated. It is for this reason that family vacations must be communicated with the teacher.

When a parent/guardian feels it is necessary for a child to miss school for a planned family vacation, please follow this procedure:

1. Complete the prearranged absence form found in the appendix and return the completed form to the homeroom teacher one week prior to the absence.
2. The student/parent resumes full responsibility for obtaining all assignments and all assignments must be completed within the same number of school days the student was absent, but up to a maximum of 5 school days unless special arrangements have been made between the parent and teacher.
3. Examinations, class work, and lab work makeup times are to be scheduled with the appropriate teacher immediately upon return to school.

Calendar for Academic Year

A school calendar outlining days school is in session is made available to all parents/legal guardians at the end of the previous school year. A detailed calendar is sent home at the beginning of the school year via the Wednesday newsletter.

Curriculum

St. Joan of Arc Parish School is dedicated to providing a quality Catholic, multi-aged grouping educational experience to the community children. All students are given formal instruction in religion, reading/literature, language arts/writing, mathematics, science, and social studies. Additionally, specialists provide instruction in the areas of art, music, physical education, and health to enhance our curriculum offerings.

The St. Joan of Arc Parish School curriculum meets all Archdiocese of Milwaukee and Wisconsin Department of Public Instruction guidelines and is aligned with state standards. The Principal and staff select text and instructional materials based on those guidelines.

Academic Standards

St. Joan of Arc School has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998.

Student Academic Progress

The progress of each student toward goals adopted by the school will be of central concern to the principal and staff. Student progress will be viewed comprehensively, taking into consideration all aspects of child growth: age, mental ability, personal and social needs, physical development, spiritual growth and faith development, academic achievement, and environmental factors which

influence all of these dimensions. Progress determinations will be based on the philosophical belief that recognizes the worth and dignity of each individual.

St. Joan of Arc School tracks student accommodations and modifications longitudinally and year-to-year. Accommodations and modifications are used to help students achieve curriculum goals based on his/her individual abilities.

Continuity of Instruction and Learning (Archdiocesan Policy #6135)

All instruction will take place in a face to face format. Students not in attendance will be provided materials and be required to make their according to the attendance policy.

Religious Formation

Students participate in daily all school prayer, and classroom prayer and reflection. A School Liturgy Calendar will be provided to families at the beginning of the school year via Wednesday newsletter. Masses and prayer are scheduled for liturgical seasons and special events. Parents/families are encouraged to join us for liturgy and prayer.

It is our hope that the prayer experiences and service opportunities at St. Joan of Arc Parish School help the students to continue practice of prayer at weekly Mass and at home, to know and have a personal relationship with God, to learn the faith through personal experience with Jesus and his message, and to recognize Christ in all others.

Religious Instruction

Religious instruction is the highest priority in the school curriculum. All students in grades 3K -8th grade participate in age-appropriate religion class. Our faith cannot be separated from who we are at St. Joan of Arc, therefore faith is integrated throughout our entire curriculum. Religious instruction is provided as indicated below:

- The homeroom teacher provides religious instruction for children in 3K-8.
- Families are invited to participate in the Parish Family Formation Program to continue the formation of the entire family.
- Middle school children will join Christian Formation for a religious retreat annually.

Sacramental Preparation

Sacramental Preparation of the child is the responsibility of the parents with the parish. Second grade students will prepare to celebrate the Sacraments of Reconciliation and First Communion during the school year. Sacramental preparation is done in conjunction with Christian Formation and under the direction of Todd Weissenborn Family retreats are conducted to assist with the preparation for the sacraments. These dates are communicated at the beginning of the school year and via Wednesday newsletter.

Service Hours-Middle School

As a mark of our Catholic faith and as part of the spiritual and religious formation of all students at St. Joan of Arc Parish School will participate in a variety of service projects as part of our school curriculum. Additionally, students in grades 5-8 are expected to complete hours of Christian service. Students in grades 5-6 will complete 8 hours and students in grades 7-8 are to complete

12 service hours. These hours may be in service to the school, to the parish or to the greater community. Service hour forms and listings of recommended Christian service activities are provided to students in grades 5-8 and are available through the school office. Students who have not complied with the service hour requirement will be mandated to perform service-based activities with the school or parish.

Service Project Proposals

Students are encouraged to propose service projects to their classes and to the school as a whole. These types of projects enhance the curriculum and support our Catholic mission.

There are many worthwhile charities and charitable organizations as well as deserving individuals. In order to be good stewards of resources, the following process must be followed:

- Service projects/fundraisers should be proposed in writing by a child to his/her homeroom teacher for a class project or to the Principal for a school-wide project.
- The homeroom teacher will meet with the Principal regarding the project.
- No money may be collected on behalf of St. Joan of Arc Parish School for any purpose without the permission of the Principal.

Physical Education

Physical Education is an important part of our school curriculum as it supports overall health and wellness which, in turn, supports the social, emotional, and academic growth of the students. Like all other subjects at St. Joan of Arc Parish School, Physical Education is both a privilege and a requirement. Students attend Physical Education twice per week unless a doctor's excuse or parental excuse is approved by the Principal.

Library

We believe that a quality Library Media Center is a strong predictor of student achievement. The Mission of the St. Joan of Arc Library program is to ensure that students become responsible users of ideas and information. This includes acquiring the technological skills necessary to access information and communicate ideas.

Books in our Library have been purchased or donated and accepted to enhance the resources available for student learning. All donations of books have been subject to a selection process as supervised by the Principal. Donated books that are not accepted will be donated to another charitable organization.

Reconsideration Procedure

Should a parent or community member request that an item be permanently removed from the library collection, therefore denying access to all students, the following procedure will be implemented:

The person requesting the removal of material from the library collection will complete the "Request for Reconsideration" form (in the appendices). The decision to remove or maintain an item for which removal has been requested lies solely with the Principal.

Homework

Students in Grades 1-8 may have homework. The amount of time varies according to age, but should not exceed one hour per day. If this guideline is consistently exceeded, please make your child's teacher aware.

While homework is generally not assigned for holidays, some exceptions apply. A student who has been absent due to illness or travel or who has multiple incomplete or missing assignments may have to use these times to accomplish these tasks.

Homework is extending the learning opportunities and an opportunity to continue the learning at home. Incomplete homework assignments will need to be completed

Field Trips (Archdiocesan Policy #6153)

Field trips are meant to be educational and related to the curriculum. A field trip or service experience must have a clear educational purpose and link to specific standards; this includes an 8th grade class trip. Field trips are an integral part of the total educational process and are considered to be part of the school day. They are scheduled by the classroom teacher with the consent of the Principal. Transportation may be by bus or using other modes as appropriate and according to the policies of the Archdiocese of Milwaukee.

Teachers will send home a permission form prior to the trip that will include the purpose and circumstances of the trip. Parents must give written permission for a student to attend a field trip. Students are not allowed to leave a field trip unless signed out and removed by a parent.

The cost of transportation and admission for the field trip will be the responsibility of the parents. If assistance is needed, financial arrangements may be made with the Principal. If a child, for any reason, is unable to participate in a field trip, that student will be assigned tasks at school. Any child representing a supervision concern will be required to remain at school and do assigned work.

Those interested in chaperoning a field trip will notify the teacher via the checkbox on the permission slip. Chaperones must have completed all components of the Safeguarding All God's Family program to be considered. The supervising teacher will select chaperones through a lottery system. A list of those selected as chaperones will be maintained to ensure that all parents that would like to chaperone have the opportunity to do so at a minimum of once every other year.

Chaperone guideline and adult liability and medical information forms will be provided by the teacher and must be completed and sent to the school office by the chaperone prior to the field trip.

Chaperones may not bring other children on a field trip.

Fundraising for Field Trips (Archdiocesan Policy #3282)

Certain Field trips will require fundraising activities to cover their costs. ('Field trip' includes service opportunities and mission trips.) In these situations, all fundraising activities must have pre-approval from the pastor/parish director/president and the principal/religious education director. All funds raised must pass through the parish/school and must be used for costs associated with the Field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

In the event that the Field trip is cancelled for any reason, all funds raised are the parish/school's and may not be disbursed to individual students or families. The principal/religious education director is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal/religious education director on the use of the funds is final.

Computer/Technology Use (Archdiocesan Policy #6161.2(a))

Students have access to and use of the telecommunications resources at St. Joan of Arc Parish School for academic/curricular purposes. These tools enhance the education of our students and the use of technology tools is a skill that will be necessary for high school and beyond. Teachers will guide students toward appropriate materials for class when technology is used. Our computers at St. Joan of Arc Parish School are firewalled to prevent the access of inappropriate material.

An Acceptable Use Policy for Computers and Telecommunications form is required for students, parents, visitors, volunteers, and employees to use the computers. The Acceptable Use form is provided for each student at the beginning of each school year in your folder on Welcome Home Night.

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

Personal cell phones may not be used during the school day. We realize that families may need for a child to have a cell phone for activities outside of the school day. Every child that has a personal phone in the building must have a form signed by the parent and it must be kept in a locker until the end of the day. The school/parish is not responsible for content already existing on student owned devices

The school will not be held liable for any lost, stolen, or damaged personal devices. For students needing to contact a parent, guardian, or other, the office phone is able to be used with the assistance of office staff.

Unauthorized Use of Technology

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

- Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
- Transmitting school materials for unethical purposes such as cheating.
- Any activity which may be in violation with the St. Joan of Arc Parish School's Bullying Prevention policy.

Telephone

The office telephone must be available for necessary incoming and outgoing school business calls. Students may make necessary calls home with the assistance of the school office staff.

Lunch

Students are to eat lunch at school. Lunch is from 11:35 – 11:55. Students can purchase a lunch on the days it is offered or they may bring a bag lunch. Snack milk is available in the morning for Junior Kindergarten through Grade 2 and is paid for annually at the beginning of the school year. Lunch milk is available to all students. Tickets are available for purchase in the school office. Lunch is ordered via the order forms that are sent home via Wednesday e-packet. No refunds will be issued for ordered lunches nor snack milk.

Achievement Testing (Archdiocesan Policy #5120)

Per Archdiocesan policy, students in grades 3, 5, and 7 are tested annually using the Iowa Tests of Basic Skills. Test scores are used to help teachers, parents, and students assess skills and abilities. Parents will receive a report of test scores.

Promotion/Retention

Students will be placed in a grade level with children of similar chronological age and will progress annually. When in a particular case, according to the judgment of the Principal and teacher, it is in the best interest of a child to be retained, this will be recommended. Parents will be contacted concerning possible retention by February 15. Ongoing conversation will occur between parent, teacher, and Principal. The final decision will rest with the Principal.

Promotion Policy: Grade 3 to Grade 4

This policy is adopted to comply with 2023 Wisconsin Act 20 and is effective September 1, 2027.

All 3rd grade pupils scoring at or above grade-level in reading on the Wisconsin Forward Exam may be promoted to 4th grade. For any pupil(s) scoring below grade level in reading on the Wisconsin Forward Exam, our school will provide to that/those pupil(s) the following services, per 2023 Wisconsin Act 20:

- Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency;
- Notification to the pupil's parent or guardian, in writing, including a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency;
- An intensive summer reading program each summer until the pupil scores at grade-level in reading on a summative assessment.

According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any pupil who meets the following or similar criteria:

- Is limited-English proficient. (According to state statute, "limited-English proficient pupil" means a pupil whose ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, non-school surroundings, and who has difficulty, as defined by rule by the state superintendent, in performing ordinary classwork in English as a result of such limited English language proficiency.)

- Is a pupil who has a individual education plan (IEP) that indicates that taking the statewide 3rd grade standardized reading assessment is not appropriate for the pupil.
- Is a pupil who scores as proficient on reading on an alternative standardized assessment approved by DPI. (According to the DPI, as of March 2025, the approved alternative standardized assessment is Dynamic Learning Maps (DLM)).
- Is a pupil who has an individual education plan (IEP) or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the pupil has received intensive intervention in reading for more than 2 years if the pupil continues to demonstrate a deficiency in reading and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.
- Is a pupil who has received intensive intervention in reading for 2 or more school years, continues to demonstrate a deficiency in reading, and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

Adopted: 4/23/25

Graduation

Students must complete all requirements for 8th grade to be eligible for graduation. All students graduating from the grade schools of the Archdiocese of Milwaukee receive the official diploma issued by the Office for Schools. Graduation is handled in the spirit of Mass and prayer with a celebration to follow.

Communications

Communication is the bridge between home and school. We will make every effort to keep you informed about your child's education as well as the happenings at St. Joan of Arc Parish School. The Wednesday e-packet is our weekly communication. Occasionally an envelope will be sent home with items that are only available in paper format.

All materials sent home, posted on a bulletin board, or posted to our website by any organization or individual must be approved by the Principal. Materials to be included in the Wednesday e-packet must be submitted to office staff by Tuesday noon. If information is to be printed at school, it must be in the office by Monday noon. The "Wednesday Envelopes" are not designated as a vehicle for personal communication between families/students.

Any communications including the name of the school must be approved by the Principal.

Reports to Parents

Student grade report cards are issued four times a year. Progress reports are also sent quarterly to parents, as need arises. Prior to issuing an unsatisfactory grade, a progress report is sent informing the parent of the deficiency. The parent is required to sign and return the progress report to the teacher.

Parent/Teacher Conferences

Education is a process that involves the parent, student, and teacher. It is important for all involved in this process to work together for the benefit of the student. Parent/Teacher conferences are held

at the end of the first quarter of school. Parent or teacher requested conferences are held after the second quarter. Students are invited to be present at conferences with their parents. Parents and teachers are encouraged to keep lines of communication open throughout the school year. Parents are encouraged to make contact with the teacher if there are questions or concerns about progress or procedures.

Staff/Parent Communication (Archdiocesan Policy #1312.1)

In addition to making use of the scheduled Parent-Teacher conferences, parents are encouraged to communicate with teachers regarding any questions. Teachers may be reached via email to schedule a time agreeable to both parties to meet regarding any question or concern. Business of any nature between a parent and a teacher is not to be addressed in school hallways or classrooms where children are present.

In keeping with the teaching of Jesus, as well as the Universal Catholic Church, members of the community shall respect the dignity of others. All members of the community shall also respect the right of students to learn and educators to provide effective education. Behavior by any educator, administrative staff member, or parent that fails to respect these rights will be considered a breach of this policy.

Communication between parents and staff shall follow the channels of communication stipulated in procedures. Employees are to aim to conform to a '24 hour response' policy during the school week. Although the response could vary based the nature of the request made, the employees shall at least acknowledge receipt of the request within 24 hours during the school week.

Communication shall follow the teaching of the Gospel, requiring that questions and concerns be brought directly to the teacher first. If it is unable to be resolved there, both parties shall meet with the Principal for mediation to assist in reaching resolution. If a resolution is then not able to be reached, it may be directed to the pastor. Communications between parents and staff shall be conducted at a time and in a manner that allows full and proper discussion of the issues under consideration. This time must be scheduled and agreed upon by both parties.

Educators, administrative staff, and parents are expected to treat one another with courtesy at all times. Confrontations, particularly public confrontations, unprofessional and/or provocative behavior between any person within the community, will, by its nature have a negative impact on an environment conducive to effective learning at the school, and will be viewed in a serious light.

Members of the community will respect the dignity of others in and outside of school and are expected to be respectful in communication with and about others.

Parents, volunteers, staff and students will conduct themselves in a proper manner at all times when attending sporting and extracurricular activities.

Any parent who contravenes the provisions of this policy will be required to meet with the Principal and/or Pastor immediately.

Social Media Guidelines

Effective communication with other SJOA families and the community is vital for a thriving school environment. It is an effective way to keep our community informed and engaged. However, there are certain restrictions necessary to ensure student/family privacy and safety. Therefore, the SJOA Principal posts all SJOA school social media communication for the school. At the same time, we encourage families to respectfully share and like these postings from your personal media. However, children of SJOA (other than your own children) may not be tagged.

Social Activities

Understandably, it is not always possible to invite all others to participate in social opportunities such as Birthday celebrations. To keep unity and prevent hurt feelings of others in the community, Birthday parties and other similar social events are not to be discussed and drop-off/pick-up may not occur at school unless all are involved.

Student Behavior/Knight's Code

Students at St. Joan of Arc Parish School are required to follow the values and behavioral expectations outlined in the St. Joan of Arc Knight's Code. The Knight's Code is posted in each classroom and is the cornerstone of student behavioral expectations and classroom management systems. The Knight's 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

Teachers and staff are responsible for maintaining a learning environment that is conducive to effective learning and one that upholds these values. Teachers are given full responsibility to issue consequences for any student behavior that is deemed inappropriate.

Playground Expectations

Safe play is an essential part of a child's life and development. With a large number of students playing in a given area, the following rules exist to provide a safe environment for all.

- Expectations of The Knight's Code carryover to the playground.
- Children play in designated areas only.
- Respect must be shown at all times.

- Rough play and/or fighting is not permitted
- During the winter season, throwing snow is not permitted. Playing in the snow is strongly encouraged.
- Only touch football is allowed
- Although outdoor play is by far one of the greatest ways to keep children healthy, for an extreme illness or injury, children who are to remain indoors are required to bring a note signed by a parent or guardian.
- Supervisors will help children resolve conflicts. They will offer suggestions for the prevention of future problems. They will issue natural consequences for offenses and they will remind children that inclusion is expected.
- Jump ropes and playground balls to share are provided outside.
- Creative play including running, jumping, skipping, and dramatics are all encouraged on the playground.

Children are to dress appropriately for Wisconsin weather, including slacks, gloves, caps, scarves, boots, snow pants, etc. for cold weather. A winter coat and gloves to cover a child's body, head, and hands, are expected at 30 degrees and below. If there are no extras available, a parent will be called. When the weather is inclement, either due to rain or temperatures/wind chills below 10 degrees, students will have indoor recess periods at the discretion of the Principal.

Mandatory Respect for Each Person

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to our Catholic tradition. Any behavior, either physical or verbal, that hinders the learning environment or that can be interpreted as threatening to others will not be tolerated.

Each day, our teachers promote esteem and provide their students with the tools necessary to respond to hurtful behavior in a productive manner. Our students are encouraged to be understanding, to have respect, to show compassion, and to accept others. The skills they learn throughout their daily lives are reinforced in the educational process; the values that are learned will impact the lives of our children/young people now and in the future.

Gender Identity (Archdiocesan Policy #4470)

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun".

Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student. Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender assignment".

Harassment/Bullying (Archdiocesan Policy #5131.1)

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

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

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

Sexual Harassment

Sexual harassment means unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Any student who feels she/he has been subjected to sexual harassment must report the incident to the Principal.

Academic Honesty

At St. Joan of Arc Parish School, we expect honesty in all things as we are called to “do that which is honest” (2 Corinthians 13:7). As such the school regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted represent the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in our school community. Students who compromise the honesty policy will lose credit for the assignment and are subject to our Discipline policy (see page 22).

Academic Dishonesty is defined as, but not limited to:

- copying from others
- having or using notes, formulas, or other information in either written or programmable calculator or other technology based format without teacher permission
- having or using a communication device to obtain unauthorized information
- providing or receiving information about all or part of an exam
- having or using a “cheat sheet” that is not specifically authorized by the teacher
- giving or getting improper assistance on an assignment meant to be individual work

Discipline (Archdiocesan Policy #5144)

Genesis 1:27 tells us, “God created human beings in his own image.” We know we were created good and any form of discipline must be respectful and avoid embarrassment and/or humiliation for the child. Therefore, St. Joan of Arc Parish School uses a positive disciplinary approach with children. Children are informed of appropriate behavior and what is expected in our Knight’s Code, redirected to more constructive activities, or allowed to spend some quiet time to themselves in an area designated in the classroom.

We strive to promote self-control and appropriate social behavior in children. We use positive methods and guidance to encourage the development of these behaviors. Our goal is to teach children to respect themselves, others and their environment.

When a child displays a disrespectful behavior we utilize the following techniques:

Redirecting the Child

The teacher will verbalize with the child what he/she has done and how it affects the other children in the classroom. Together, they will find a more appropriate activity.

Natural Consequences/Logical Consequences

Understanding that inappropriate behaviors have consistent, logical consequences encourages the child to have appropriate behaviors. If the inappropriate behavior continues, the child may lose the privilege that is being abused. For example, if a child were using a basketball to harm another child, then the child would forfeit the privilege of using that ball. If a child's behavior is unsafe on a field trip, then the child will not be allowed to participate on the next trip. Redirection is used if loss of privilege occurs.

Time Apart from the Group/Time for Self-Control

If the above methods are not effective, it may be necessary to separate the child from the group for a few short moments. Removal from the situation is used when children engage in behavior that is harmful to self, others, or property. He/she may rejoin the group as soon as he/she is able to behave appropriately and gain self-control.

A serious infraction of school or classroom policy will require a conference with the parent and Principal. At the conference, student behavior goals will be drawn up by the student with the guidance from the teacher and/or Principal. These goals will be monitored by the teacher and provided to the Principal.

In the event of serious misbehavior as judged by the Principal (even for a first offense) such as bullying, parents will be notified in person and in writing and an in-school or out-of-school suspension (removal from classroom environment) will be enacted for one, two, or three days.

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

Disciplinary Plans

The local discipline plan or program shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.

- Consequence for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

Probation, Suspension, and Expulsion

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

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

The actions and procedures for probation, suspension, and expulsion must be published in the school handbooks.

Probation

A student may be placed probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

All students new to a school are considered on probation for a minimum of one semester.

Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity to the greatest degree possible
 - o Parish-sponsored school: members may include current or former parish trustees or council (pastoral and / or finance) members; parents of former students; or at-large parishioners. Current members of the School Advisory Commission, members of School Advisory Commission committees, or parents of current students are not allowed to serve on the Expulsion Hearing Committee.
 - o High school or Network school: members may include former School Board Directors or School Board committees; parents of former students; or at-large community members, such as, but not limited to, pastors or parish trustees of supporting parishes, or principals of Archdiocese of Milwaukee Elementary schools. Current School Board Directors, School Board committee members, or parents of current students at the school

/ network are not allowed to serve on the Expulsion Hearing Committee. Although not recommended, a school may use current employees, but the number of current employees should not constitute a majority of the Expulsion Hearing Committee.

- The Expulsion Hearing Committee is chaired by a committee member who may be appointed by the pastor or chief school administrator (president or principal) or discerned by the committee members.

- o A school may hire an individual to preside over the Expulsion Hearing. This person may, but is not required to, be a voting member of the Expulsion Hearing Committee. The school is responsible for any expenses related to the hiring of this individual.

- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.

- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.

- The following is required to be present for the entirety of the Expulsion Hearing:

- o Parish-sponsored school: the pastor/parish director must be present

- o Separately Incorporated High School or PreK – 12 School: the principal must be present

- o Network Schools: The Chief Academic Officer, or equivalent, must be present

Each of the above may be present during the discussion of the Expulsion Hearing Committee to decide upon their recommendation

- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee.

- The school officials (e.g., elementary school principal, high school dean of students, vice principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.

- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.

- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.

- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.

- The hearing has ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.

- The pastor/high school administrator can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level/school administrator at the high school level has the final responsibility for the decision to expel or not.

- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the pastor and principal no

later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision. A student who is withdrawn during this phase is considered expelled.

Appeal

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/network/school president in writing with rationale for appeal. The pastor/parish director or network/school president will review the hearing procedures to determine whether Archdiocesan and local school policy was followed. If procedures were not followed, the pastor/parish director or network/school president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Advisory Commission (parish school), School Board of Directors or Board of Trustees (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion:

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students • Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

Suspension/Expulsion (Archdiocesan Policy #5144)

After all other reasonable means of correction have been taken without resolution or it is in the best judgment of the principal that the welfare of the student and/or others would be impaired by retaining the student, the Principal may initiate the suspension process.

Prior to any suspension, the student and parent/guardian will be advised of the reason for the proposed suspension.

The parent or guardian of a suspended student is given immediate notice of the suspension and the reason for the action.

Suspension may be in or out of school. During in-school suspension, a student is required to report to school and complete academic work and assigned tasks while separated from the homeroom. During an out of school suspension, the student will complete any academic work and assigned tasks at home and is not allowed on the premises. Students may not participate in co-curricular activities during an in or out of school suspension.

Upon return from a suspension, the student and a parent will meet with the Principal and the student will provide behavior improvement goals. This must be completed before the student may return to the classroom environment.

Expulsion is considered a termination of enrollment permanently or for an extended period of time and may be the result in cases of conduct, which seriously endanger the welfare of the group: carrying a weapon-knife or gun; being in possession of a controlled substance; being in possession of obscene or pornographic material.

A student may be expelled when procedures satisfactorily verify that the best interest of the school demands such measures.

- Prior to an expulsion, the Superintendent of Catholic Schools in the Archdiocese of Milwaukee must be consulted about the advisability of the expulsion.
- A hearing must be held prior to an expulsion and is to be arranged with the student and his/her parents/legal guardian. Notification of the hearing is made at least five days in advance.
- If the decision to expel the student is made, parents are notified in writing of the action. The right to appeal is made known to the parents.
- The student or his/her parent or guardian may, within five school days following commencement of the expulsion, have a conference with the Superintendent of Catholic Schools.
- The Superintendent will assure that due process was provided as defined by policy and review the factors related to the expulsion for the purpose of seeking possible alternative solutions. However, if, after dialogue with the Superintendent of Catholic Schools, the school affirms the expulsion, the decision will stand.

School Property

Students are responsible for the proper care of all books, supplies, furniture, and equipment. If there is intention to damage school property, the parent will be responsible to pay for repair and/or replacement of the item.

School lockers, "hook areas", and desks are the property of the school and at no time does the school relinquish its exclusive control of lockers, "hook areas," and desks provided for the convenience of students. Periodic general inspections of lockers, "hook areas," and desks and

any items in the lockers, “hook areas,” and desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Lockers, Locks, and Desks

School lockers and desks are the property of St. Joan of Arc Parish School. At no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. Periodic general inspections of lockers and desks will be conducted by the Principal for any reason at any time, without notice, without student consent, and without a search warrant.

Locker Regulations:

- No student may change his/her locker assignment without permission from the assigning classroom teacher.
- Outside decorating of lockers must be approved by the Principal 24 hours in advance.
- Inside decorating of lockers must be in accordance with school rules.
- Any locker damage will be assessed accordingly.

Personal Property Lost and Found

Articles that have been found are placed in the Lost and Found located in the Nurse’s Office/Health Room. It is important that children inquire about lost items as soon as the loss is realized. Articles not claimed at the conclusion of each academic quarter will be donated to St. Vincent de Paul Society.

Articles Prohibited in School

Firearms and knives are prohibited at school. Additionally, water guns, bean shooters, and hard balls are prohibited at school. These articles, and any others deemed unsafe by the Principal, if brought to school, will be impounded and returned to the parent at his/her request. Personal laser pointers are not permitted.

Dress Code

St. Joan of Arc Parish School has adopted a mandatory uniform/dress code to further accomplish our goal of educating the whole person, physically, mentally and spiritually. A dress code requires all students to dress similarly and eliminates competition or focus on clothing choices so the focus may be on faith and academic growth. The dress code will be enforced by the Principal, faculty and staff. Cooperation by both parents and students with this policy is essential. When students violate the dress code, parents will receive a copy of the “Parent Notification of Dress Code Violation” form. See Appendix

All students Grades 1-8

Shirts: Knit shirt with collar and buttons (polo style) in white, navy blue, forest green or maize yellow (like that from Land’s End). Only the SJOA approved logo is acceptable. Shirts may be short or long sleeved.

Pants: solid color tailored uniform style pants in Navy Blue or Dark Tan/Khaki. Cotton twill or poly blend, fly and button or elastic waistbands are acceptable. No extra pockets or zippers. Only full-length pants will be allowed in October through April.

Sweater/Sweatshirt: selected and communicated style may be worn with no other logos nor insignia and may be navy blue with or without the school logo or heather grey with a logo.

Shorts: solid-colored, tailored uniform style cotton and/or poly blend in navy blue or dark tan/khaki. Shorts must come to the knee and have no extra zippers or pockets. Shorts may be worn in May, June, and September, and other times at the discretion of the Principal.

Belts optional: if worn, solid color black, brown or navy blue.

Girls Grades 1-8

Jumpers and Skirts: solid color navy blue or khaki plain, tailored uniform style in cotton twill and/or poly blend. Jumpers and skirts may be no shorter than 2" above the knee.

Plaid jumper/skirt: Land's End White plaid. Grades 1-8 may wear jumper or skirt. Jumpers and skirts may be no shorter than 2" above the knee.

Socks/tights with jumpers and skirts, socks or tights must be white or navy blue and may be anklets, knee socks or tights when worn with a skirt or jumper.

Leggings: may be navy blue or white and must be full length (to the ankle). Leggings may be worn under jumpers and skirts only.

Junior Kindergarten (3K & 4K) / Senior Kindergarten (5K) Dress Code

Gross Motor development is an integral part of the learning curriculum. Therefore children need to wear shoes and clothing that allows safe, comfortable movement.

Shirts should be a comfortable length. Elastic waistband cotton pants are encouraged and are easier for young children to handle.

Skirts, jumpers, or dresses are also acceptable.

Shoes should be closed-toe and closed back or have a heel strap and suitable for all aspects of gross motor development and play.

Students in all kindergarten levels are welcome to wear the school uniform as an option.

General Rules: All Grade Levels

1. Uniforms must be worn on school grounds during the school day at all times unless:
 - A. A scout uniform may be worn on the day of a scout meeting.
 - B. A non-uniform day has been announced by the Principal.
 - C. A Spirit Wear Day will be held each Friday.
2. Spirit wear clothing is to include shirts with school logos. Comfortable pants or skirts of the appropriate length may be worn with spirit wear.
3. Non-uniform day clothing is to be appropriate to a learning atmosphere. Students may not wear offensive clothing. Shirts may not carry a logo promoting any person or business. No crop tops or sleeveless items are to be worn. Dresses, skirts and shorts must be no shorter than 2" above the knee.
4. All clothing shall be size and age appropriate on both uniform and non-uniform days.
5. Shoes must be safe and practical for school and playground use.
All shoes must have a heel strap.
No shoes with heels and soles higher than 1½".
Socks or hosiery must be worn with shoes.
No opened toe shoes or sandals.
6. Shorts may not be worn on days the students attend Mass. Jeans Day/Non-uniform Day passes may not be used on days when students attend Mass.
7. No hats, caps or scarves may be worn in the building during the school day. Students who are sensitive to sunlight are allowed to wear hats during PE when outside. Baseball hats are preferred. Approval from the teacher must be given.
8. Make-up is not permitted except light makeup at the 7th and 8th grade levels as determined by the principal. Hair must be the natural color.
9. Piercing must be limited to the earlobe.
For safety reasons, earrings may not be dangling.
No visible tattoos or body art.

The final determination of the acceptability of any item, whether or not specifically covered here, shall be made by the Principal.

Physical Education (PE) Dress Code

All students in grades 3K-8 are required to wear non-marking shoes for physical education class. These shoes are to remain at school.

Shoes: Shoes, which are activity appropriate, are needed for each individual student's safety. Tennis, cross training, running, and basketball shoes are all examples of acceptable shoes. Crocs or similar style shoes are not acceptable outdoor or gym shoes.

Socks: For the safety, well-being, and comfort of each student, socks are to be worn

Grades 4-8: Students in Grades 4-8 must bring a change of clothes for Physical Education. In addition to the shoe and sock requirements above, this clothing should fit the following requirements:

Shorts: must be loose-fitting and no shorter than mid-thigh. No denim.

T-Shirts: Plain t-shirts or shirts with an athletic logo are acceptable. T-shirts must have sleeves.

General PE Dress Guidelines:

1. All clothing and uniforms shall be clean and in good repair.
2. Students should bring clothes and uniforms for PE in a separate bag, which will hold the clothes for school during class, and will keep them separate from other student's clothes.
3. Clothing worn should be comfortable for activity.
4. Any item containing advertisements for drugs, alcohol, rock groups, or which are objectionable, are not acceptable.
5. Shirts may not be tied or rubber banded at the shoulders or at the waistline. No attachments of any kind may be made to the shirt. No cut-off clothing will be accepted.
6. If a gym uniform is forgotten, the general dress code of the day is to be worn.

Non-compliance with the Dress Code:

Non-compliance with the uniform/dress policy undermines the educational environment at St. Joan of Arc Parish School. Accordingly, violations of the Dress Code Policy will be addressed as follows:

First or second offense: Dress Code Violation form sent home from office; requires parental signature.

Habitual Offenses: Will be addressed by the Principal. Parental conference will be required.

Determination of whether a student is in/out of compliance with this dress policy will be at the discretion of the Principal. St. Joan of Arc is a parochial educational institution and reserves the right to determine and insist upon a norm of appearance for its students. School time is a time for serious academic purpose. Not adhering to the guidelines set by the school undermines the climate. Clothing and accessories, which draw unusual attention to the wearer, are not appropriate.

Co-Curricular and After School Activities and Offerings

After School Programming

Extended care is available for all students enrolled at St. Joan of Arc Parish School from 3:00pm-5:30pm or 4:30pm on Fridays. Information regarding the Extended Care Program is available from the school office.

Co-Curricular Activities

St. Joan of Arc students are invited to participate in the following co-curricular activities:

- Athletics
- After school clubs
- Spring play

The Principal has ultimate responsibility for all school sponsored co-curricular activities. The following information must be provided to the Principal for all co-curricular activities:

- Names of adults responsible for each group
- Meeting times and places
- Names of students in each group
- The requirements of Safeguarding All God's Family are held for co-curricular activities and all adults must complete all components of the program prior to work in the program

A student must meet the following criteria in order to be allowed to practice or participate in any athletic program or co-curricular activity: (Arch policy number)

- Completes assignments on a regular basis
- Displays an attitude of cooperation
- Demonstrates effort to achieve
- Maintains an overall "C" average (a 2.0 GPA) at each marking period, unless an exception has been made by the principal on a case-by-case basis.
- Must attend at least one half day of school on the day of the activity
- Sign the Student Sportsmanship Pledge (volleyball, basketball, track)

The Principal will make the final decision on a student's eligibility to participate in a St. Joan of Arc co-curricular activity. The Principal will communicate this decision to the parents, athletic director, and advisor of the activity.

If a student is absent from school because of illness, the student is **not** allowed to participate in a practice, game, or any other school co-curricular activity that same day.

Athletics

The school athletic program is administered and financially supported by the St. Joan of Arc Parish School Athletic Association, under the supervision of the Principal and Pastor. Adult parishioners and St. Joan of Arc Parish School parents are eligible for membership in the Athletic Association.

The purpose of the Association is to encourage and enable total participation of all St. Joan of Arc Parish School and Christian Formation students, with instruction in all aspects of each sport. This includes sportsmanship, teamwork, proper conduct, and respect for fellow competitors, coaches, and officials.

Athletes in grades 4-8 participate in all St. Joan of Arc sports free of charge. Uniforms and equipment are provided to all athletes at no charge with the exception of T-shirts purchased for cross-country or track that are then the property of the athlete. Academics are the participant's primary responsibility.

Meetings of the Athletic Association are held monthly and are published on the parish calendar and in the parish bulletin.

New Co-Curricular Activities

Adults interested in promoting a new co-curricular activity for the student body must complete and present a St. Joan of Arc Parish School Extracurricular Activity Application to the Principal for review and approval four (4) weeks prior to commencement. This form can be found in the appendices.

Health and Safety

Snacks

All snacks must be free of peanuts and tree nuts. Students are welcome to bring a snack to enjoy during the time set aside by classroom teachers. We request that snacks be nutritious. The following snacks are recommended for a healthy learning environment: fruits or veggies, applesauce, meats, and cheese/dairy products. Students are also invited to bring a plastic water bottle to school. Nothing may be added to flavor, color, or caffeinate the water.

Food Allergies (Archdiocesan Policy 5140.4 (d))

Some students in attendance at our school have life-threatening allergies to certain foods such as peanuts. For this reason the school's environment must be as free as possible from life-threatening allergens. The school will establish allergy free zones in the lunchroom and other instructional areas where appropriate.

Emergency Closing

In the event of school closing due to disaster or inclement weather, St. Joan of Arc Parish School will follow the decision of the Pastor and Principal. The closing of school will be announced on local radio and television stations. In general, St. Joan of Arc Parish School follows the decision of Oconomowoc School District when it comes to closure for inclement weather.

If an emergency condition warrants early closing, media will be notified and a telephone relay system will be used. Electronic communications via email and app notification may also be used.

Transportation

Parent Drop-off/Parking Lot Safety

Following our traffic pattern is of the utmost importance to ensure the safety of all children in our parking lot before and after school. Please proceed according to the following guidelines:

1. Enter parking lot from west entrance only and exit the parking lot at the east end.
2. Do not park in parking areas on the south side of the parking lot (parking spaces closest to the school building) and the row immediately across the drive to the north.
3. When dropping off or picking up your child(ren), he/she/they will enter/exit the vehicle on the passenger side only.
4. If you need to park your car, park in spaces on the north side of the parking lot—closest to the church and escort your child(ren) to the building using the designated crosswalk.
5. Speed limit in the parking lot should not exceed 5 mph.
6. Children who are exiting parked vehicles must remain in close proximity to parent.
7. Keep your child(ren) informed of safety precautions at all times.
8. A notice will be placed on vehicles that do not comply with our established guidelines (See Appendix).

Bicycles

A permission slip signed by parents at the beginning of the year designates whether the student will ride a bicycle to or from school. Bicycles are parked in the racks immediately upon arrival at school. Bicycles are to be locked when parked in the racks; the school is not responsible for damage or theft. Bicycle riders must leave school promptly in a safe, orderly manner.

Bus

Bus transportation is provided through the Oconomowoc School District. Parent Contracts are offered by the Kettle Moraine School District and the Arrowhead District. Parents should check

with their public school district to verify their qualification for busing/contracts. Parents are responsible to contact the bus companies or school districts directly regarding eligibility, route information, and schedule changes.

Wellness Policy

Purpose

St. Joan of Arc Parish School recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. St. Joan of Arc Parish School is committed to providing a healthy school environment that promotes student wellness, nutritious foods and beverages, physical activity, and nutrition education as part of the total learning experience. Our healthy school environment provides students with the skills, social support, and environmental reinforcement they need to adopt long-term healthy eating, physical activity, and other healthy behaviors.

The components of the school's wellness policy include nutrition education, physical education, nutrition guidelines for all foods available during the school day, and other activities that promote student wellness.

Procedures

A. Nutrition Education

Students receive nutrition education that provides the knowledge they need to adopt a healthful lifestyle through a balanced diet and regular exercise.

The lunchroom environment provides students with a relaxed, enjoyable climate.

There is adequate space to eat and pleasant surroundings. Adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch).

There is convenient access to hand-washing facilities before meals.

B. Physical Education and Activities

Physical education is an instructional program that is taught by a certified physical educator and focuses on developing skills, knowledge, and attitudes necessary to participate in a lifetime of healthful physical activity.

Other physical activities are provided during and after the school day outside of the school's physical education program. Recesses, interscholastic athletics, and extra-curricular programs offer diverse and developmentally appropriate activities for students in competitive and non-competitive formats.

C. Foods and Beverages Served and Sold During the School Day

All foods and beverages served reflect a healthy and nutritious diet.

Items that might be sold that do not meet nutrition standards may be acceptable for student consumption within moderation and on an intermittent basis.

- D. Wellness policy goals are considered and supported in the planning of all school-based activities, i.e., field trips, celebrations, and school events.

School Injuries

Volunteers staff the Health Room. Students who are injured or ill report to the Health Room or School Office. Students must not leave the building because of illness without authorization from the Principal.

Except for basic first aid of providing bandages and ice packs, treatment for illness or bodily injury may not be given by school personnel. All communicable, contagious diseases must be reported to the Health Department.

Medication Policy

Students are not permitted to keep prescriptive or over-the-counter medications in their desks or on their person. Any medications that must be given during the school day must be kept in the school office. Parents are required to complete all necessary forms pertaining to medication for their child(ren) and grant permission for trained school personnel to dispense medications. Exceptions to this policy are at the discretion of the Principal.

Communicable Diseases

It is the policy of St. Joan of Arc Parish School, pursuant to federal, state, and local laws and regulations, and in cooperation with the Waukesha County Department of Health, to establish and maintain appropriate health standards for the school environment.

In recognition that an individual's health status is personal and private, the school will handle information regarding students with suspected or confirmed communicable diseases in accord with Archdiocesan policies regarding the confidentiality of student records.

The following diseases are of urgent public health importance. Parents must report immediately by telephone to the local health officer upon identification of a case or suspected case:

Cholera	Measles	Tuberculosis
Diphtheria	Pertussis	Yellow Fever
Food or water borne outbreaks	Rabies (human)	Mumps
Hepatitis, viral type A	Rubella	Swine Flu (H1N1)

Students must remain home from school and/or school related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others.

Head Lice

Head lice are an infestation of the scalp by a parasite and can be found especially in school age children. Lice infestations are not a major health threat but they are communicable and may create embarrassment and panic reaction within the school community. When a case of head lice is confirmed in school, a screening for additional cases of head lice will be indicated. Contacts will be screened such as siblings, classmates, and teachers of the infected student. Volunteers or designated school employees do the screenings.

We discourage students from sharing personal items such as head coverings, combs, brushes, headbands, etc. When parents diagnose lice through early detection, they are required to report the finding of lice to school. Follow-up weekly inspections of the child's head are recommended. If a parent suspects a case of head lice, the child should remain at home, obtain treatment, and immediately report the case to school so screening procedures can be initiated.

St. Joan of Arc has adopted a "No Nit Policy." If a child has a case of lice, he/she will be kept home from school until completely free of all nits and/or lice. A screening will be conducted on the day the child returns to school. If lice or nits are found, the child will not be allowed to remain at school. In individual cases, an "all clear" from the health department may be required.

Concussion

In response to the growing concern for concussions, all school faculty and staff members complete training dealing with concussion, its signs, symptoms and management. For the safety of all, parents will be notified of any and all head injuries.

Acquired Immune Deficiency Syndrome (AIDS)

Each student reported to have reliably diagnosed AIDS shall be evaluated on an individual basis.

The evaluation of an infected student shall be conducted by a team composed of the parent/legal guardian, the physician of the student, a representative of the local health department, principal and pastor.

Recommendation from the placement team regarding the type of education and care setting for the AIDS infected student shall be based on the behavior, neurological development and physical condition of the student, and the expected type of interaction in that particular setting.

Fire/Tornado/Safety Drills (Archdiocesan Policy #6114.41)

Wisconsin law requires that fire and tornado drills be conducted as to alert students to the proper procedure to follow in case of such emergency. Exit routes are clearly posted. In addition, the school will hold one lockdown drill per year to practice our school safety plan.

Pet Policy

For health and safety reasons, family/household pets are only allowed with advance permission granted by the Principal for academic purposes. Anyone who wishes to bring a pet into the school

building must have furnished the Principal with a Pet Visit Form (see Appendix) one week before the pet will arrive and receive approval verification.

Safeguarding All God's Family Program Requirements

In order to insure a safe environment for all children in our parishes, schools and religious education programs, the Archdiocese of Milwaukee has initiated a program called *Safeguarding All of God's Family*. This program includes a three-hour awareness session entitled, "Protecting God's Children." The program offers a wonderful opportunity for us to increase our awareness and knowledge of child sexual abuse in order to prevent any child from suffering this trauma, whether from school or church personnel, family members, or other adults. Participating in this program will help all who work with children to be more attuned to the warning signs of abuse, learn strategies for handling suspicions of abuse, and identify ways to respond to abuse. All parish employees, catechists, and volunteers are required to attend a session and complete their paperwork before beginning their service. For information concerning programs throughout the Archdiocese or to register for upcoming sessions, visit www.archmil.org/safeguarding.

Child Welfare and Safety (Archdiocesan Policy Number 5140.1)

St. Joan of Arc Parish School will follow the guidelines and meet the requirements for reporting suspected child abuse, sexual abuse, or neglect as stated in the Archdiocese of Milwaukee Policies and Regulations Manual and according to Wisconsin Statutes.

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Mandatory Reporting of Child Abuse and Neglect

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employee, or volunteer to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

Mandatory Reporters

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies • Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both (Wis. § 48.981 (6)). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.

- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.
- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, work place (if applicable).
- Names and ages of siblings.

- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission.

Report of Suspected Parish/School Employee

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed. ©2021 – Archdiocese of Milwaukee 109
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.

8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.

9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.

10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.

11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.

12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.

13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.

14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

Screening, Background Checks, and Training

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
- Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse and neglect.
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities
- Read and sign the Social Media & Digital Communication Policy acknowledgement
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years.

All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

School Violence Threat – Mandatory Reporting (Archdiocesan Policy #5140.2)

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

Police Questioning and Apprehension (Archdiocesan Policy #5145)

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

Search and Seizure (Archdiocesan Policy #5145.2)

Parishes/schools reserve the right to search anything brought onto parish/school property.

Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

Suicide Prevention and Awareness (Archdiocesan Policy #6164.12)

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in

imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

Visitor Policy

Visitors to School Programs

In order to ensure the safety and well-being of students and staff, school administrators shall regulate all visitors to their buildings and grounds.

All visitors to the school shall report to the office when entering and must receive authorization before visiting classrooms and other parts of the building. Visitors must also sign in at the front office, receive and wear a guest pass while in the building. This requirement does not apply when visitors are attending an athletic event or other public program in areas typically used for large group assembly, such as the gymnasium, or when parents are attending activities clearly for the purpose of parent involvement, such as an open house or parent-teacher conferences.

The school administrator or designee has the discretion to request that a visitor leave the premises if he/she believes that the visitor's presence presents a danger to students, staff, or property or if that person's presence is disruptive to the operation of school or program. Law enforcement shall be called if persons refuse to comply.

Students may not bring guests to school unless the student's parent/legal guardian and authorized school representative have granted permission to do so in advance.

A student is never released from school programs to anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose.

Parents are welcome to visit during the school day. All parents and visitors enter at the main doors and are required to report to the office to sign in and receive a visitor's badge. Parents and visitors are required to wear a badge in the Educational Center during the school day. This policy is necessary for the safety of all.

Volunteers are not only welcome and a support to the operation of our school. Volunteers follow the visitor policy of reporting to and signing in at the school office. All volunteers work under the supervision and direction of a certified staff member.

Parent Volunteers

School Related Associations – Structure and Function (Archdiocesan Policy #3570)

An "affiliated organization" is any group of parishioners/school parents or a group sponsored by parishioners/school parents that is participating in the mission of the parish/school, uses the name of the parish/school for identification, and is not organized separate from the parish/school. It is specifically sponsored by the parish/high school. All parish/school affiliated organizations are established in the parish/school bylaws or by separate action of the Pastoral Council/School Board. Affiliated organizations are accountable to the parish/school, usually through the Pastoral Council/School Board or one of its commissions/committees.

Organizations such as the Home and School Association, Athletic Association, Holy Name Society, Christian Women Society, Ski Club, Debate Club, Drama Club, etc., are usually established as affiliated organizations. Organizations that have their primary affiliation with another organization, such as Boy Scouts, Girl Scouts, Knights of Columbus or St. Vincent de Paul, yet use the parish or school as a sponsor or for identification are not considered affiliated organizations. Any other group that is not sponsored or authorized by the Pastoral Council or School Board is not an affiliated organization.

St. Joan of Arc Home and School Association

Upon enrollment at St. Joan of Arc Parish School, all parents become part of the Home and School Association. The major aim of the Home and School Team is to foster a positive partnership and collaboration between the school and home. We count on Home and School, under the direction of the Principal, to take the lead with the following events: 8th Grade Graduation gifts, Teacher Appreciation and Birthdays and End of the Year Family Picnic.

The Home and School holds regular meetings. Additionally, Parent Education Nights are offered throughout the school year for parish families and the general public. All families are encouraged to attend. In order that parents may participate fully in parent education evenings and Parent and Teacher Home and School Meetings, childcare is provided whenever possible.

Fundraising

School fundraisers take place annually to offset the operating cost of the school. Participation by all families in some way in our fundraising efforts is critical to meet the fundraising goals. Among these fundraisers is our annual *Boots and Bling* fundraiser and the Scrip program. Scrip is a gift certificate rebate program. Families are encouraged to purchase fifty dollars of Scrip per week, as well as to participate in other fundraisers.

No fundraisers may be held on behalf of the school without the permission of the Principal and Pastor.

All funds raised by, through and for St. Joan of Arc Parish School will be used for their designated purpose.

Events

A variety of special parent and/or family events approved by the Pastor and Principal are offered each year to meet the needs of SJOA school community. Times and locations of these events will

be arranged in advance and parents are notified on the school calendar and will be reminded throughout the year via the weekly E-Wednesday Communication Folder.

For all scheduled events, planning, including marketing, purchasing, and contracts, is done with the Principal in the month of August, giving the Pastor and Finance Council ample time to review and approve.

Purchasing

When assisting with the organization of an activity or event:

- Any purchases, whether for spirit wear, marketing, athletics, or fundraising, must first be approved in writing by the Principal.
- All purchases must be on a separate receipt, with no personal purchases on the same receipt, and all must be tax exempt. A copy of the tax exempt certificate will be provided. Reimbursement will not be provided for any purchases including sales tax.
- All receipts need to be submitted within five business days of purchasing.

Cash Handling for Events

To ensure that cash handling practices are consistent and transparent across the school. Cash transactions are one of the most vulnerable areas of the school. The school will implement the measures outlined below to safeguard and protect the staff involved in receipting and collection of monies and minimize the risks associated with cash handling.

- No monies are to be kept or received in the classrooms.
- Money/checks collected away from the school office are to be handed to the Business Administrator on the day of receipt unless circumstances make this impossible.
- Money collected away from the school/event are to be supervised by an employee of the school or parish and delivered to the school or parish safe directly following collection. Monies of the parish or school are not to be taken to a personal residence.
- Monies are to be kept in either a controlled access safe or cash drawer during the day. If funds are kept on the premises overnight, they must be locked in the secured safe.
- No monies are to be left on the premises over the school vacation periods.
- Discrepancies that cannot be accounted for must be reported to the Principal, the Business Administrator and Pastor.

Segregation of duties will be maintained so that where possible no individual has the responsibility for more than one of the following:

- receipting of cash and issuing receipts
- preparing the bank deposit slip
- taking the monies to the bank
- completion of the bank reconciliation
- Monies received at the office will be entered and an official receipt issued immediately to the payer.
- Money collected at a Fundraising Event is to be overseen by the Business Administrator and transported to the parish safes on the day of receipt.
- The Business Administrator or two staff /two parents will be designated as 'Responsible Persons' for all school fundraising or sanctioned events for the collection of monies.
- Money received away from the parish is to be double counted at the point of collection and a cash deposit transmittal form should be completed.

- Monies are to be kept in either a controlled access safe or cash drawer during the day. If funds are kept on the premises overnight, they must be locked in the secured safe with a cash deposit transmittal form.
- The Business Administrator will prepare the Bank deposit slip and verify totals on deposit transmittal form.

School Commission

St. Joan of Arc Parish School Commission is a panel of discerned parishioners whose function is to advise the principal in the operation of the parish school, and are dedicated to the promotion and welfare of Catholic education. It assists with policy development, identifying and expressing the educational goals and objectives of the parish community, budget planning, and public relations. The pastor and the Principal are ex-officio members of the Committee. The President of the Home and School Association and a Pastoral Council Liaison are members of the Commission.

Stewardship

St. Joan of Arc School participates in the Parish Stewardship Program. We truly believe that stewardship is a way of life, helping children to grow into cheerful receivers and nurturers who share God's gifts. This belief is central to the stewardship educational process. Our hope is that our stewardship curricular component provides new opportunities to welcome children into the life-long journey of stewardship.

Volunteer Program

Parental and volunteer support is both welcome and necessary to our school program. A minimum of 40 hours per year is expected of each enrolled family.

In order to volunteer in the school, all components of the Safeguarding All God's Family program must be completed prior to volunteering.

Families are able to sign up for areas of interest and volunteer opportunities on the Welcome Home Night and as opportunities become available throughout the school year. Volunteer activities include, but are not limited to:

- Hot Lunch/Playground Supervision
- Marketing Committee
- Birthday Board
- Health Room Aide
- Scrip
- School Library Assistant
- Bakers/Treat Makers
- Room Mothers & Fathers

- Baptism Ministry

Keys for Events/Activities

- School keys are issued to Head Coaches with the Athletics/CYM programs by the Principal.
- Keys are only to be used during the approved dates and times. Separate permission must be secured to use keys to enter the facility outside of the scheduled practice and game times.
- School keys are not issued for any other co-curricular activities including tutoring, clubs, plays, etc.



St. Joan of Arc Parish School

120 Nashotah Road † Nashotah, Wisconsin 53058
262-646-5821 † Fax 262-646-5861 † hcerveny@scsjcluster.org
www.scsjcluster.org.org

Character † Academic Excellence † Service † Spiritual Development

PARENT NOTIFICATION OF DRESS CODE NONCOMPLIANCE

Date: _____

Student Name: _____

Violation of the St. Joan of Arc Parish School Dress Code was found in the following:

- () Shirt _____
- () Slacks _____
- () Skirt/jumper _____
- () Sweater/Sweatshirt _____
- () Shorts _____
- () Accessory _____
- () Other _____

Success of a dress code requires the cooperation of everyone. Thank you for your immediate attention to this matter. This notice must be signed and returned to your child's teacher before _____.

Teacher signature: _____

Parent signature: _____

Appendix



**120 Nashotah Road
Nashotah, WI 53058**

St. Joan of Arc Parish School

Pet Visit Form

Student's Name _____

Today's Date _____

Pet: _____

Date of Visit: _____

Time of Visit: _____

Owner: _____

Visit Approved by: _____

Holly Cervený, Principal

Date

The owner is responsible for any accidents and clean up.

Dangerous/wild animals are not permitted in the building nor on school grounds.

**St. Joan of Arc Parish School
New Co-curricular Activity Application**

***This form must be completed and submitted to the School Principal for review and approval four (4) weeks prior to commencement.**

Activity: _____

Organizer: _____ **Parent** _____ **Parishioner** _____ **Other** _____

Outline of Program: _____

(Please explain purpose, eligible ages, adult chaperones, etc.)

On Site _____ **Please complete and attach the St. Joan of Arc Building Use Request Form.**

Off Site _____ **Please complete and attach the Parent/Legal Guardian Permission Slip**

Bus capacity = 71

Number of Buses needed: _____ *****

Cost of Bus: _____

If Parents are driving, please ask the school office to verify "Volunteer Driver Information Sheet" is current.

Office: Driver Form Current

Yes

No

Chaperon Name: _____ **Safeguarding:** _____

_____ **Safeguarding:** _____

Please use reverse to list additional names.

Cost per student: _____

Equipment/Maintenance Needs: _____

Approved by:

Principal

Date

Pre-Planned Absence Form

Please provide the following information to assist the school administration in determining whether your child's proposed absence will be excused:

Student Name _____ Grade _____

Homeroom Teacher Name _____

Parent/Guardian Name _____

Address _____

Phone (Home) _____ (Cellular) _____

Dates of planned absence _____

Reason for planned absence _____

How many days has the student been absent due to other trips during this school year? _____

I certify that this information is correct. I understand that it is my responsibility to arrange for any make-up work and that certain activities and lessons may be impossible to make-up, such as field trips, labs, guest speakers, class discussions, etc.

Parent/Guardian Signature

Date

For Office Use Only:

_____ Request Submitted 5 school days prior to absence

_____ Academic Status _____

_____ Attendance Record _____

_____ Accepted _____ Accepted though not recommended

Administrator Signature

Returned to parent/guardian on: _____

Request for reconsideration of school library materials

Request initiated by: _____

Type of material (book,periodical,other)_____

Title: _____

Author: _____

Did you read the entire work?

What is your objection? Please be specific.

What do you believe is the purpose of this work?

Is there a resource that you know of that gives reviews or additional information about this work?

Is there an item that you would recommend in its place that conveys a similar theme?

Signature: