

August 26, 2011

Dear Parents:

Welcome to St. Joan of Arc Parish School! May the 2011-12 school year be a blessed one, filled with Knowledge, Friendship, and Christian fellowship.

This Family Handbook clearly describes the policies and procedures of day-to-day operations at St. Joan of Arc Parish School. It has been prepared for you as a reference pertaining to general information that you may wish to access. We hope that you will read it and keep it handy throughout the year. By acceptance of enrollment at our school, you and your child(ren) agree to abide by the policies and procedures stated herein.

St. Joan of Arc Parish School reserves the right to reasonably interpret and apply the rules and procedures that are described in this Handbook. The final interpretation of all school policy is with the principal.

If you have any questions or need clarification of any of the policy related to St. Joan of Arc Parish School, please feel free to call or email me.

God's Blessings,

Mrs. Holly Cervený
Principal

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Saint Joan of Arc Parish School admits students of any race, color, 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, 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 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.

School Office	646-5821 ; Fax: 646-5861 e-mail: school@sjarc.org principal@sjarc.org website: www.sjarc.org
St. Joan of Arc Church	646-8078
Business Manager	646-8078, ext 1013
Christian Formation	646-5979
Oconomowoc Transport Co.	920-355-4040
Dousman Transport Co.	262-966-9691
Kettle Moraine School District	968-6300, Jenny Godin

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MISSION STATEMENT

*St. Joan of Arc Parish School aspires to:
Promote uncompromising **character** by example,
Educate for **academic excellence**,
Teach **servitude** for the betterment of the wider community, and
Use the gift of **spiritual development**, which fostered here guides the leaders of tomorrow.*

PHILOSOPHY OF EDUCATION

St. Joan of Arc Parish School provides, in partnership with parents and the parish community, an education that fosters an understanding and sharing of the Gospel message.

St. Joan of Arc Parish School is dedicated to academic excellence by teaching in accordance with archdiocesan and State of Wisconsin educational guidelines.

St. Joan of Arc Parish School affirms the importance of character education, including respect of self and others, as each student is challenged to achieve full potential.

St. Joan of Arc Parish School believes 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.

St. Joan of Arc Parish School strives to inspire students to assume responsibility for active and creative service to parish, local, and global communities.

Objectives

Religious Education

Religious formation through

- ❖ Participation in Liturgy and classroom instruction
- ❖ Sense of tradition through Bible History and Church History

Individuality

Concern for the individual through

- ❖ Allowance for individual need in the group structure
- ❖ Individual attention made possible by small size
- ❖ Imparting of etiquette and social skills
- ❖ Instilling respect and tolerance for individual and acceptance of differences

Communication

Opportunity for developing poise and self-confidence

- ❖ Speaking before a group
- ❖ Performing programs and assemblies
- ❖ Creative writing and recognition of good writing

Arts

Appreciation and creative expression

- ❖ Variety of art experiences
- ❖ Audience experience of drama
- ❖ Performing experience in programs
- ❖ Experiencing music in listening, singing, and playing instruments

Community

Awareness of immediate neighborhood

- ❖ Publicizing through local press
- ❖ Fund raising contacts
- ❖ Field trips
- ❖ Parent-teacher conferences

Physical Development

Development of sound body

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

Community of Faith

Increase awareness in our Catholic faith

- ❖ Faith experiences
- ❖ Group prayer
- ❖ Weekly Liturgy experience

Social Concern

Broaden our care and concern for others

- ❖ Prayer intentions
- ❖ Food for the poor
- ❖ Recycling drives
- ❖ Cooperative projects with institutions

ST. JOAN OF ARC PARISH SCHOOL FACULTY AND STAFF

Pastor..... Father Michael Strachota, ext. 1019
Principal..... Mrs. Holly Cerveney, ext. 1501

A.M. Junior Kindergarten.....Lauren Rein, ext. TBA
P.M. Junior & Senior Kindergarten.....Coleen Klapperich, ext. 1605

Grade 1/2..... Dana McEvoy, ext. 1609
Grade 2, Reading & Math.....Kim Halvorson, ext. TBA
Grades 3/4..... Kathryn Gifford, ext. 1610
Grade 3/4.....Becky Kaehny, ext. 1603
Grades 5-8..... Mary Gross, ext. 1602
Grades 5-8..... Nancy Weas, ext. 1601
Grades 5-8, Language Arts.....Kim Halvorson, ext. TBA
Grades 5-8, Religion.....Fr. Michael Strachota, ext. 1019
Music/Art.....Leisha Smith, ext. 1504
Physical Education/Health.....Melissa Brengosz, ext. 1205
Spanish.....Consuelo D'Arboleda, ext. 1611
Computers.....Jeff Sroka, ext.1029
Aide.....Cathy Donner

Administrative Assistant.....Kathleen Zwick
Secretary.....Barbara Dunn

Extended Day Care Director..... Mary Jean Andersen

Custodian..... Brad Ama

ST. JOAN OF ARC PARISH STAFF

Pastor..... Father Michael Strachota, ext. 1019
Pastoral Associate..... Judy Kaehny, ext. 1011
Business Manager..... Frank Schmanski, ext. 1013
Christian Formation Director..... Mary Evangelista, ext. 1502
CF Administrative Assistant.....Kathleen Zwick, ext. 1500
Ministers of Music.....Jeff & Leisha Smith, ext. 1015
Parish Administrative Assistant.....Marce Aicher, ext. 1016
Parish Administrative Assistant.....Renni Dunne, ext. 1010
Parish Administrative Assistant.....Laura Kukuk, ext. 1014

St. Joan of Arc School Advisory Board

		<u>Term (3 yrs/2 consecutive max)</u>
President	Bill Sturm	1 st term; term ends 6/12
Vice President	Becky Schoenauer	1 st term; term ends 6/12
Secretary	Maggie Koltermann	1 st term; term ends 6/12
Member	Sandy Dill	1 st term; term ends 6/14
Member	Timm Goodmanson	1 st term, term ends 6/13
Member	Brian Gilmore	1 st term; term ends 6/12
Member	Jason Dvorak	1 st term; term ends 6/14
H&S Representative	Kathy Keleher	
Parish Council Liaison	TBA	

School Advisory Board meetings are held in the Education Center Library on the third Tuesday of the month at 6:30 p.m. The meetings are open to parents.

St. Joan of Arc Home and School Association

President.....	Kathy Keleher
Vice President.....	Colleen Warren
Dinner Auction.....	Jodi Ritter

There will be a minimum of four Home and School meetings for parents during the 2011-12 school year. All parents are members of Home and School and are encouraged to attend meetings.

St. Joan of Arc School Technology Committee

Chris Hugi, Member	Keith Kummer, Member
Holly Cerveny, Principal	Ty Sarajian, Member

History and Growth of St. Joan of Arc Parish

On August 12, 1923, Archbishop Messmer brought the parish into existence with the laying of the church cornerstone in Okauchee. The first pastor, Monsignor Bernard Traudt, determined the style of architecture for the new church, a Spanish mission stucco type. After many pastors, Fr. Joseph Konkel came to St. Joan of Arc in 1967. Extensive repair work and considerable renovation of the interior of the church took place. It seated approximately 225.

There was rapid growth during the 1980's and 1990's. These were the years Monsignor John F. Murphy was at St. Joan of Arc. As St. Joan of Arc Parish grew, so did the need for a larger building for worship. Father James Loehr became pastor in 1992. Property was purchased in Nashotah and construction of the new church began in May of 1997. Many of the religious and artistic items from the original church were incorporated into the new church. The first mass in the new church was Christmas Eve, 1997.

The new church seats approximately 600. We are still experiencing an increase in new membership due to population growth in this area. With this in mind, a Parish Education Center was constructed in 2002 to hopefully accommodate our various ministries and growing needs. —St. Joan of Arc Parish Directory, 2008

History and Growth of St. Joan of Arc Parish School/ Education Center

St. Joan of Arc Parish School is an educational ministry of the parish. The school is accredited with Exemplary Recognition by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent Schools Association. Staffed by certified, experienced teachers, the Catholic identity of the school is clearly articulated in instruction, activities and environment. The mission of St. Joan of Arc Parish School is: to promote uncompromising character by example; teach servitude for the betterment of the wider community and to use the gift of spiritual development, which fostered here, guides the leaders of tomorrow.

There are currently 116 students in Jr. Kindergarten through 8th Grade, Multi-Aged Groupings. Our students score well above the national average in academic achievement tests. In addition to classrooms with shared computer labs, the facility has a two-story library, full-sized gym, a science lab and a technology lab. Religion, Reading, Math, Language Arts, Social Studies, Science, Spanish, Art, Music, Computers, Physical Education, and Health are taught. Opportunities exist for extracurricular activities, i.e., Athletics, Boy and Girl Scouts, Student Council, Homework Club, Chess Club, Bitty Basketball, Robotics, etc.

Curriculum

St. Joan of Arc Parish School is dedicated to providing a quality Catholic, multi-aged grouping educational experience to the community children. The basic organizational structure of the school's educational program is:

Kindergarten	Students in Senior Kindergarten (5K) attend a full day program. Students in Junior Kindergarten (4K) may attend a morning session from 7:40 to 11:15 a.m. or a full-day program. Both classes are instructed through Multi-Age Grouping strategies.
Grades 1-4	Multi-Age Grouped classrooms with the use of specialists in the areas of Music, Physical Education, Spanish, and Computers.
Grades 5-8	Multi-Age Learning is implemented in the middle school program with specialists incorporated in the areas of Music, Physical Education, Spanish, and Computers.

The following factors enhance the learning environment:

1. State of Wisconsin Certified Principal and Teachers
2. Accreditation with the Archdiocese of Milwaukee and Wisconsin Religious and Independent Schools Association, awarded Exemplary Recognition.
3. Integrated Computer Education Program (JK-8)
4. Environmental Education (JK-8)
5. Fine Arts Program (JK-8)
6. Spanish Instruction (JK-8)
7. Library (JK-8)

Religious Instruction

Students participate in daily classroom prayer and Scriptural reflection. Scheduled school liturgies are celebrated at 8:00 a.m. Masses and prayer services are scheduled for special events and liturgical seasons. Father Michael Strachota provides religious instruction for students in Grades 5-8 on a regular basis. Preparation for First Reconciliation and First Communion are part of classroom instruction and parish Christian Formation. Parents and children are involved in the preparation.

Textbooks

Religion	Sadlier Plaum, Jr. K
Family Life	Benzinger
Language Arts/Reading	McGraw Hill; Grades K-8
Literature	Glencoe McGraw-Hill, Grades 6-8
Reading	McGraw Hill; Grades K-5
Phonics	Modern Curriculum Press
Mathematics	Houghton Mifflin; Grades K-5 Glencoe-McGraw Hill; Grades 6-8
Spelling	McGraw Hill
Spelling-Vocabulary	Houghton-Mifflin, Gr. 3-4
Spelling-Vocabulary	Sadlier, Gr. 5-8
Penmanship	Zaner Bloser
Science	McGraw-Hill; K-5 Glenco McGraw-Hill; 6-8
Social Studies	Houghton Mifflin/McDougal Little
Music	Silver Burdett Ginn
Spanish	
Art	Milwaukee Archdiocese Curriculum
Physical Education	Milwaukee Archdiocese Curriculum
Health	Macmillan/McGraw-Hill, Grades 1-8
Computers	
Writing	Write Source, Grades k-3 Inside Writing, Grades 4-8

POLICIES AND PROCEDURES

Absences/Attendance

- ❖ When a child is absent, call school (#646-5821) before 7:40 a.m. Indicate child's name, grade, and reason for absence.
- ❖ Childhood communicable diseases must be reported to the local Health Department.
- ❖ Longer absences due to trips should be reported to the teacher well in advance of the trip.
- ❖ Early dismissal for any reason must be requested in writing and signed by the teacher before the child may be dismissed. A child picked up early must be picked up and signed out at the school office rather than the classroom.
- ❖ All pupils 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, parents are requested to write a note of explanation to the teacher.

- ❖ Perfect Attendance is awarded quarterly and annually to students with zero absences and tardies per quarter/per year.

Administration

- ❖ The pastor is ex-officio the chief administrator of the school.
- ❖ The specific direction of the school is delegated to the principal.
- ❖ The specific direction of the classroom is delegated to the teacher.
- ❖ The specific direction of the outside activities, lunch, and playground supervision is delegated to the supervisor in charge in compliance with directives from the principal.

If a question regarding procedures should arise:

- 1) Consult the person (teacher) concerned.
- 2) Consult the principal only if, after reasonable time, further assistance is deemed necessary.
- 3) Consult the pastor only if, after reasonable time, further assistance is deemed necessary beyond that given by the teacher and the principal.

Admissions Statement

Families admitted into the school community are accepted on the basis of a personal interview with the principal who judges their interest and motivation in accord with the highest order of Catholic education. St. Joan of Arc Parish School respects the dignity of every child; therefore, neither race, color, religion, nor nationality will prevent a child from being accepted into the parish school.

❖ **In House Registration**

New student registrations from families who already have a child or children attending St. Joan of Arc Parish School will be accepted for Grades 4K-8 via the registration forms sent home in early 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.

❖ **New Students' Registration**

New student registrations will begin on the Sunday of Catholic Schools Week (usually the last week in January). Date and time will be noted on each registration form. The priority system will be in effect for two weeks commencing with 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:

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 Parish.
4. The children of St. Joan of Arc parishioners.
5. New students from a non-parishioner but Catholic family who want to attend St. Joan of Arc Parish School.
6. Non-Catholic family.

❖ Kindergarten Admission Requirements

When seeking admission to Junior Kindergarten, the child must be four (4) years of age on or before September 1st in the year the child proposes to enter school. When seeking admission to Senior Kindergarten, the child must be five (5) years of age on or before September 1st in the year the child proposes to enter school.

❖ New Student Requirements

1. Student records and a copy of the most recent evaluation (report card) must be on file.
2. All students must meet the immunization requirements as stated in the Wisconsin Statute and Archdiocesan Policies.
3. An evaluation of academic and behavioral progress will take place at the end of each quarter. Final evaluation will take place at the end of the first year.
4. If a student's parents are separated or divorced, a copy of the legal custody document must be submitted and the Confidential Custody Form completed.
5. Any student expelled from a previous school due to or because of drugs or alcohol will not be admitted to St. Joan of Arc Parish School unless the following steps have been taken:
 - a. On-going counseling is required.
 - b. Documentation of treatment will be required.
 - c. Probationary period will be one year.
6. Any student expelled from a previous school due to or because of possession of weapons/firearms will not be admitted to St. Joan of Arc Parish School.

Announcements

Announcements are a part of the morning routine and are communicated at 7:40 a.m. Persons requesting announcements concerning an activity must have it in writing and in the office prior to 1:45 p.m. the day prior to the day of the announcement. Notices posted on the bulletin boards must be approved by the principal. All written announcements from the school must be approved by the principal. Website material must be approved by the principal who will forward it to the school webmaster.

Articles Prohibited in School

The usage of cell phones on school premises is discouraged. If a parent deems that a cell phone is necessary, the parent will notify the teacher and receive permission from the principal.

Items such as knives, water pistols, bean shooters, hard balls, tennis balls, etc., are unsafe and hazardous on the playground area. 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 music/media players and laser pointers are not permitted. All contraband items such as alcoholic beverages, controlled substances, knives and weapons will be confiscated by the principal.

It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone.

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 pastor and principal. 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 participate in all sports free of charge. Uniforms and equipment are provided to all athletes. Academics are the participant's primary responsibility. Meetings of the Athletic Association are held monthly. Special meetings may be called by the director, as required. Notice of all meetings is published in the parish bulletin.

2011-12 Athletic Association Officers

Director	Todd Clausen
Secretary	Julie Kneiser
Treasurer	Dawn Rowe

2011-12 Athletic Coordinators

Volleyball	Dawn Rowe
Basketball	Brian Gilmore
Track and Field	Dawn Rowe

Nine, Wine and Dine Chairpersons Julie Kneiser, Dawn Rowe

Attendance

Leaving school without permission is classified as truancy. Teachers are not to release pupils from school without the prior approval of the principal. A pupil will be released during the school day upon written request of a parent or legal guardian after verifying that a valid reason exists for the pupil's release. Students who leave school during the day for appointments or illness, etc. must be signed out from the school office by a parent or parent designated guardian.

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. 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.

The following rules apply to riders:

- 1) Children are to walk to and from the bus.
- 2) Children are to be seated at all times while the bus is in motion.

- 3) Quiet conversation is permitted.
- 4) Loud, disruptive behavior is not permitted.
- 5) Eating is not permitted.

In the event of a case of misbehavior on the bus:

- 1) The principal will confer with the child.
- 2) The principal will communicate with the parents concerning the behavior.
- 3) Should the misbehavior recur, bus riding may be denied the pupil.

If a pupil wishes to get off the bus at a different location than usual, a note to that effect, signed by the parent, is to be presented to the teacher and the driver. If a regular bus rider is being picked up by car, a note to the teacher is required and the parent is responsible to cancel service with the bus company.

Calls/Visits

Upon entering the school building, all parents and visitors are required to report to the office to sign in and receive a badge. Parents and visitors are required to wear a badge in the Educational Center during the school day. Teachers may not be interrupted during a class period or immediately before a class period. Communication between parent and teacher is not to be conducted in the school corridor, in the classroom when students are present, nor at the home of the teacher. An appointment should be made in advance of a school conference.

Change of Address

Please inform the School Office if you are moving or changing address, telephone number, e-mail or the emergency contact person.

Child Welfare and Safety

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.

Class Size Policy

The maximum class size guidelines at St. Joan of Arc Parish School are:

Junior Kindergarten/Senior Kindergarten.....	16
Grade 1 – 2.....	21
Grades 3 – 4.....	23
Grades 5 – 8.....	25

In multi-age classrooms, the maximum number of students will be consistent with the smallest maximum per grade level.

Conscientious effort is made to make enrollment in St. Joan of Arc Parish School available to all who request it. (adopted 5/20/03, revised 5/17/11).

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	Pertusses	Yellow Fever
Food or water borne outbreaks	Rabies (human)	Mumps
Hepatitis, viral type A	Rubella	Swine Flu (H1N1)

Students may be excluded 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 or that renders them unable to adequately pursue their studies.

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 encourage students not to share personal items such as head coverings, combs, brushes, headbands, etc. When parents diagnose lice through early detection, they are requested 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 excluded from school until the child is completely free of all nits and/or lice. A screening of the individual 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.

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, and a representative of the school.

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.

Communications

An email will be sent with correspondence from the school each Wednesday and occasionally an envelope will be sent home with forms that need to be filled out and returned. Parents/guardians are to sign and date the envelope and return it by Friday. This envelope is for school and school related information. **Materials sent home by any organization or individual must be approved by the principal. These materials will 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.

Computer Usage

Students have access to and use of the telecommunications resources at St. Joan of Arc Parish School. Teachers of students in classes will guide them toward appropriate materials. An **Acceptable Use Policy for Computers and Telecommunications** form is required for students, parents, visitors, volunteers, and employees to use the computers.

Conduct/Discipline

Children are expected to extend courtesy and respect to every person with whom they relate in school.

Teachers and staff are responsible for maintaining a learning environment that is conducive to effective learning. They are given full responsibility to issue consequences for any pupil behavior that is deemed inappropriate.

Classroom Etiquette

- ❖ Students are expected to be quiet and attentive and to obey all rules outlined by the teacher.
- ❖ Students must comply with all teacher expectations and procedures.

Building and Grounds Etiquette

- ❖ Wrestling, pushing, grabbing, physical contact, etc. are considered unacceptable and contrary to the St. Joan of Arc code of conduct.
- ❖ Running is prohibited in the school building at all times.
- ❖ Students should speak in conversational tones in the school building.
- ❖ Vulgar language is unacceptable and considered to be a cause for disciplinary action.
- ❖ Gum chewing is prohibited in school and on the school premises during school hours.
- ❖ The throwing of snow is prohibited on school premises at all times.
- ❖ Possession of pornographic material on the school premises and/or at school activities will result in disciplinary action.

Lunchroom Etiquette

- ❖ Students must remain seated at one table during lunch.
- ❖ Students will eat only the items in their personal lunch.

- ❖ Students will remain seated until properly dismissed by the lunchroom supervisor. Tables and floor area must be clear of any food debris before students are directed to exit the lunchroom for recess.
- ❖ Students may not remain in the lunchroom after 11:55 a.m..
- ❖ Students may not take any food outside for consumption on the playground.
- ❖ The supervisors are the persons who have the authority to oversee that rules are followed in the lunchroom.

Harassment

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, and to have respect, compassion, and acceptance of 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.

The following scriptural passage from Ephesians 4:31-32 teaches children and young people to focus upon Christian values as they relate to their peers:

Never have grudges against others, or lose your temper, or raise your voice to anybody, or call each other names, or allow any sort of spitefulness. Be friends with one another, and kind, forgiving each other as readily as God forgave you in Christ.

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 Christian tradition. Any behavior, either physical or verbal, that hinders the learning/teaching environment, or that can be interpreted, as threatening to others, will not be tolerated.

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

- ❖ Threatening behavior
- ❖ Bullying
- ❖ Derogatory ethnic slurs
- ❖ Racial slurs
- ❖ Physical or mental abuse
- ❖ Cyber bullying

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 should contact the Principal. If the problem cannot be resolved at the local level or consultation is needed, the Principal should contact the Director of the Office for Schools.

Discipline

The conduct of the children is supervised primarily by the classroom teacher. Admittedly, self-direction and self-discipline are desirable.

When a pupil fails to observe acceptable norms of behavior, that pupil may be required to:

- ❖ perform a written assignment
- ❖ perform a service at school, particularly if disorder or defacing has resulted
- ❖ make a monetary restitution
- ❖ be detained during morning and/or noon recess periods or after the school day.

Repeated offenses or offenses of a more serious nature will be referred to the school principal:

- ❖ conference with pupil and an appropriate consequence
- ❖ conference with parent, pupil and principal

If serious misbehavior continues, an in-school or out-of-school suspension--removal from classroom environment--will be enacted for one, two, or three days. Parents will be informed concerning the suspension.

Dress Code Policy

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. This 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, placket and buttons (polo style) or turtleneck in white, navy blue, forest green or maize yellow (like that from Land's End). Only the SJOA approved logo is acceptable (no other logos, emblems or insignia). Shirts may be short or long sleeved. No ribbed shirts, ruffles or contrasting trim.

Pants: solid color tailored uniform style pants in Navy Blue or Dark Tan/Khaki. Cotton twill or poly blend, regular and/or elastic waistbands are acceptable. No jean style, denim, cargo, drawstrings, hip huggers, skinny, tapered or flare pants. No extra zippers or pockets. Stone color not allowed. Only full-length pants will be allowed.

Sweater/Vest: tailored uniform style cardigan or pull-over in white, navy blue or forest green. Crew neck, V-neck and sleeveless vests are acceptable. No fleece, velour, chenille or shaker knit sweaters will be allowed.

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 extra zippers or pockets are not acceptable. No cargo shorts. Shorts may be worn in May, June and September.

Belts: solid color black, brown or navy blue. Belts must be worn with belt loops. No studded or decorative belts will be allowed. Belt loops may not be cut off of pants.

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. No cargo pockets.

Plaid jumper/skirt: Campbell plaid jumper (#08811A) or skirts (#008680-two pleat or #01886A-knife pleat). Grades 1-8 may wear jumper. Skirt may only be worn by grade 5-8. Jumpers and skirts may be no shorter than 2” above the knee. Please note that the Campbell plaid jumper and skirt are only available at The Uniform Place (811 68th Street, Milwaukee, WI; 414-258-7888; theuniformplace.com).

Socks/tights: with jumpers and skirts, socks or tights must be white or navy blue and may be anklets, knee socks or tights.

Leggings: may be navy blue or white and must be full length (to the ankle). Leggings may be worn under jumpers and skirts only and may not have any lace or decorations.

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

Pants: Pants need to be a more tailored style (cotton, Dockers, khaki, etc.). Elastic waistband cotton pants are permitted and are easier for young children to handle. No sweatpants or wind pants allowed.

Girls may also wear skirts, jumpers, or dresses with an appropriate hemline.

Shirts: Shirts need to have a collar; they may be turtleneck or crew neck style. They should be a comfortable length for young children to tuck in by themselves. Sweaters and vests that fit comfortably are permitted.

Students in both grade levels are welcome to wear the school uniform as an option as well.

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 Gray Spiritwear Day has been announced by the principal. Gray Spiritwear Days take place monthly.
2. Non-uniform day clothing is to be appropriate to a learning atmosphere. Students may not wear offensive or inappropriate clothing. No shirts with inappropriate logos, crop tops or sleeveless items. Dresses, skirts and shorts must be no shorter than 2” above the knee.
3. Uniforms are optional for Junior Kindergarten and Senior Kindergarten.
4. All clothing shall be size and age appropriate. Sloppy, baggy or tight fitting clothing is not permitted as part of the uniform, nor on non-uniform days.

5. Shoes must be safe and practical for school and playground use.
All shoes must have a heel strap.
No platform shoes with heels and soles higher than 1 ½ ".
No light-up shoes.
Socks must be worn with shoes.
No opened toe sandals. Closed toe sandals are allowed with socks.
No shoe skates.
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 and fingernail polish are not permitted.
Girls may not wear dangling earrings.
Boys may not wear earrings.

Piercing must be limited to the earlobe and there are no piercings allowed for boys.
No visible tattoos or body art.
9. All shirts must be tucked in at all times.
10. Hair for both boys and girls should be neat and should not cover the eyes. Boy's bangs should be shorter than their eyebrows, and the back trimmed so no hair touches the collar. Hair that is colored or styled in a manner that distracts others is not permitted.
11. Students in fourth grade and up are encouraged to use deodorant.

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

Students in Grades 4-8 are expected to change into uniforms for physical education class and must adhere to this policy.

****All students grades 4K-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 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, no shorter than mid-thigh, may be plain, have an athletic team logo, or have Nike, Adidas, Reebok or other shoe endorsement on them. No denim.

T-Shirts: Plain t-shirts or shirts with St. Joan of Arc's logo on 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. The previous gym uniform will be acceptable attire for PE as long as it is the appropriate fit for the student.
7. Shorts may not be rolled at the waistline.
8. If a gym uniform is forgotten, the general dress code of the day is to be worn.

Non-compliance with the Dress Code:

The failure of students to follow the uniform dress policy undermines the educational environment at St. Joan of Arc Parish School. Accordingly, violations of the ***Dress Code Policy*** will result in the following penalties:

First or second offense: Referral to parents. Dress Code Violation form sent home, requires parental signature.

Habitual Offenses: Responsibility of the principal. Parent conference requested; consequences may be appropriate per individual offense.

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.

Revised 5/08, 5/17/11

Educational Field Trips

Field trips are an integral part of the total educational process and are considered to be part of the school day. They will be directly related to the curriculum. Transportation and admission costs where they apply will be defrayed by asking each child to pay his/her own way. In the event that a child is unable to do this, arrangements will be made with the principal. If a child, for any reason, is unable to participate in a field trip, that student will be given tasks to do at school. Any child who represents a supervision problem will be required to remain at school and do assigned educational work.

Emergency/Illness

- ❖ The Emergency Information Record 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.
- ❖ A form with current information is required each year.
- ❖ The emergency contact should be someone who is available with transportation during the school day.
- ❖ In cases when a parent cannot be contacted, the child will be taken directly to the hospital by rescue squad if the seriousness of the accident or illness warrants immediate medical treatment.

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.

If it is necessary that school be closed because of weather conditions, the announcement will be made on the following TV and radio stations:

<u>AM</u>		<u>FM</u>		<u>TV</u>
WTMJ (Major station)	620	WKTI	94.5	Ch. 4
WOKY	920	WRIT	95.7	Ch. 6
WISN	1130	WLTQ	97.3	Ch. 12
		WMIL	106.1	

If an emergency condition warrants early closing, a telephone relay system will be used. Every child should know a plan of action in case the parent is not at home. An email alert system will be in place during the 2011-12 school year.

Extended Day Care

- I. **Statement of Purpose:** This service is designed to provide supervision and safety under a structured program of activities for our school-aged children while parents are at work.
- II. **Description:** The program will be located in the Display/Lecture Room (Rm. 109). The gymnasium and outside play area will also be available to the program. Additional space may be allocated by the principal.

The program will be held on all full school days. The 2011-2012 program will begin Monday, August 29, 2011. The Extended Day Care Program (EDC) will not be held on days when school is not in session or on Early Dismissal days.

The program will be under the direction of the school principal; however, it will have a paid staff member responsible for the program itself. The 2011-2012 Program Director is Mrs. Mary Jean Andersen.

The program activities will vary from day to day, with opportunities for children to play outdoors or in the gym, to have an after school snack, to have a quiet place to study or for reading, and to engage in group planned activities.

Emergency calls to the school office may be made only if someone other than authorized person(s) will pick up child(ren).

- III. **Admission:** Only children enrolled at St. Joan of Arc Parish School and potty-trained children of Parish staff members are eligible. Registrations are accepted on the basis of available space. Special circumstances concerning this policy can be appealed to the St. Joan of Arc Parish School Advisory Board.
- IV. **Scheduling:** Consistency is the key ingredient to this program's success. The Weekly Planner for Extended Care is sent home in the Wednesday e-folder. Hard copies are available in the school office. The completed planner is due in the school office on Thursday.

In the event that a child participates in any school-sponsored after-school (Homework Club, Scouts, athletics, etc.) activity, he/she may leave the EDC to participate and return to the program upon its completion. A signed permission slip from the parents stating the time he/she should leave and return to the program must be given to the principal.

The EDC staff will assume full responsibility for a child from the time he/she arrives at the designated room until dismissal time. Dismissal time is 6:00 p.m. or earlier upon parents' written permission. The child must sign in upon arrival and sign out with an authorized person upon departure.

- a. If your child is given written parental permission to leave the EDC premises to participate in an after-school activity and return upon the activity's completion, the staff will not be responsible for your child during his/her absence.
- b. If a child does not return to the program upon completion of the activity, staff members will contact the parents.
- V. **Policies and Procedures:** A \$40.00 per child nonrefundable registration fee is required for all families in the program.

The hourly cost per child is \$5.00. Hourly rates are based on ¼ hour increments rounded off to the nearest quarter-hour. For example: 2:45 P.M. to 3:45 P.M. = 1 hour; 2:45 to 4:00 P.M. = 1 ¼ hours.

The school office will send invoices for the previous month's EDC usage on the first Tuesday of the month with payment expected on Thursday along with the Weekly Planner for the following week. Late payment of fees is highly discouraged.

Late fee: There will be a late fee for pickup after 6:00 P.M.: \$5.00 for each 15 minutes.

Health: All health forms must be submitted and properly updated in the school office. Emergency Information Records filled out for the school will be used for this purpose.

Medicine may not be administered without explicit directions of the parents. A “Permission to Dispense Medicine” form must be filled out by the parent.

Children who become ill while at the center will be isolated from the group but within sight and hearing of an adult while parent/guardian is called to come for the child.

First aid supplies will be on hand in a designated area at all times.

VI. **Insurance:** St. Joan of Arc Parish School carries liability and property damage insurance.

VII. **Termination of Enrollment:** A late payment of fees is highly discouraged and can be cause for dismissal from the program.

Upon the discretion of the director and after reasonable effort on the part of the program staff to integrate a child into the program, a child’s participation may be terminated if that child is deemed chronically disruptive to the functioning of the program.

Consistently picking up students after the 6:00 P.M. deadline is grounds for termination or participation in the program.

The **Extended Day Care Program** is designed to be a self-supporting program. It is a program providing an optional service to those parents who wish to place their child in a safe and a supervised atmosphere until they are able to pick up their children. EDC is an extension of St. Joan of Arc Parish School. The program reserves the right to amend the guidelines for just cause. Parents will be promptly notified in writing if changes are made.

Extra-Curricular Activities

A student must meet the following criteria in order to be allowed to practice or participate in any athletic program or extra-curricular activity:

1. Completes assignments on a regular basis
2. Displays an attitude of cooperation
3. Demonstrates effort to achieve
4. 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.

N.B. If a student is ineligible to participate because of not meeting the standards, he/she has a period of ten (10) days to improve. The principal will notify in writing the parents and the pertinent activity director(s) of student ineligibility. If, after talking with the relevant teachers, it is apparent that the above-mentioned standards are being met, the student will then be allowed to participate. Only the school principal may make the final decision which he/she will communicate to the parents, athletic director, and advisor of the extra-curricular activity.

If sufficient progress has not been made, the principal will re-evaluate the student's situation every ten (10) school days.

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

Adults interested in promoting an extra-curricular activity for the student body must complete and present a St. Joan of Arc Parish School Extracurricular Activity Application to the School Advisory Board and School Principal for review and approval four (4) weeks prior to commencement. Adults participating in any extra-curricular activity must complete Safeguarding All God's Family training prior to the commencement of the activity.

Archdiocesan Policy #6145

The principal has the ultimate responsibility for all extra-curricular school activities. The immediate supervision of an activity may be delegated to qualified staff members or competent adults. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the principal or his/her delegate in all activities that are school based.

The pastor has the ultimate responsibility for all extra-curricular activities in parish-based programs. The immediate supervision of an activity may be delegated by the pastor to a qualified staff member or other competent adult. Parents and other adults who serve as coaches, moderators and chaperones are accountable to the pastor or his delegate in all activities that are parish-based.

Fees: Book 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 2/28/10) and \$150 per child, maximum of \$400 per family (if received after 2/28/10).

Tuition:

Full-day Kindergarten – Eighth Grade	\$2,900.	1 child;
	\$5,400.	2 children;
	\$7,500.	3 children;
	\$9,300.	4 children.
	\$5,100.	non-parishioner rate/per child.
Half-day Junior Kindergarten	\$2,175.	1 child, M-F
	\$3,900.	non-parishioner rate/per child

Tuition does not include a book fee of \$50.00 per student. Supplies and additional supply fees are listed on the St. Joan of Arc Parish School supply list.

Tuition payment options are available. Financial aid information is available in the business office.

Each family must complete a registration form and a contract. 40 hours of service per family per year is required. A \$1,000 fee per family in lieu of service hours is allowed. Active participation in the Scrip program and other fundraisers is required.

Fire Drills

Wisconsin law requires that fire drills be conducted. Drills will be conducted monthly except during time of inclement weather. A report is submitted to authorities in Madison and to the local Fire Department.

Food Allergies

Archdiocese of Milwaukee Regulation 5140.4 (d)

Some students in attendance at our schools have a dangerous allergy to certain foods such as peanuts, chocolate, etc. For this reason the schools' environment must be as free as possible from the allergy producing food products. In these grade levels, all families need to consider this in preparing lunches, treats and snacks. The school will establish allergy free zones in the lunchroom and other instructional areas where appropriate.

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

Graduation

Pupils graduating from the elementary schools of the Archdiocese receive the official diploma issued by the Office for Schools. Public ceremonies for graduation are to be kept simple. The principal is responsible for coordinating graduation.

Simplicity is the guiding factor in matters of dress for graduation. Attire for boys and girls is to be kept simple and dignified.

Health Services

Volunteers staff the Health Room. Pupils 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.

The Health Room Coordinator for the 2011-2012 school year is Joan Johnson.

Home and School Association

The Home and School Association has as its objectives:

- 1) Promote effective communication and cooperation between parents and educators
- 2) Promote the spiritual and educational formation of adults
- 3) Provide well-planned programs of information and interest to parents
- 4) Encourage high standards of family life.
- 5) Create a greater appreciation of Catholic education.
- 6) Promote cooperation between all approved Archdiocesan organizations working to advance Catholic education (Knights of Columbus, Catholic Social Services, etc.)
- 7) Organize and/or support appropriate fund raising activities.

Homework

Pupils in Grades One through Eight have homework. The amount of time varies according to age:

Primary Level:	15 - 30 minutes
Intermediate Level:	30 - 60 minutes
Upper Level:	60 - 90 minutes

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

Honor Roll

St. Joan of Arc Parish School will maintain an Honor Roll for students in grades 5 – 8 as a means of recognizing high academic performance. The number of points will be divided by the number of classes to determine the grade point average. To determine quarterly Honor Roll, the following grade points will be used:

<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>
A+	4.33	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
		U	0.00

High Honors:	3.67-4.33
Honors:	3.33-3.66
Honorable Mention:	2.67-3.32

Weighted GPA determines the Weighted Average Letter Grade (WALG).

Examples:	3.32 is rounded down to 3.00
	3.34 is rounded down to 3.00
	1.66 is rounded down to 1.33

It should be noted that if any grade is below a C-, the student will be ineligible for honor roll status.

Immunizations

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

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

Parents must update the immunization history at the beginning of each school year.

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.

In-School Suspension

For serious infractions and/or repeated referrals to the principal, the pupil will attend school, but will not remain with the homeroom group. Assignments will be given in writing for each subject area. The pupil will not participate in any extra-curricular activity during this time. The principal will inform parents concerning the pupil's isolation from the group.

Library

Library books may be drawn out for one week. The pupil must present the book when renewing. If a book is lost or damaged, the pupil must pay the replacement cost of the book. Reference books are not to be removed from the library or classrooms.

Liturgy

St. Joan of Arc Parish School provides the pupils with prayer experience daily. Prayers are recited daily in the classrooms. The pupils attend planned liturgies throughout the year.

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:

1. No student may change his/her locker assignment without checking with the principal.
2. Outside decorating of lockers must be approved by the principal 24 hours in advance.
3. Inside decorating of lockers must be in accordance with school rules.
4. Any locker damage will be assessed accordingly.

Lost and Found

Articles that have been found are placed in the hallway adjacent to the JK/SK classroom. 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 given to the poor.

Lunch

The lunchroom is closed (pupils are required to eat lunch at school) and is observed from 11:35 – 12:15. Pupils can purchase hot lunch or bring a bag lunch. Hot lunch, lunch milk, and snack milk can be ordered monthly through Taher School Lunch Management Services. Snack milk is available in the morning for Junior Kindergarten through Grade 2.

Medication Policy

1. Pupils are discouraged from bringing medication to school unless absolutely necessary.
2. Pupils are not permitted to keep prescriptive or over-the-counter medications in their desks or on their person.
3. The medication must be kept at the office.
4. Parents must complete all necessary forms pertaining to medication for their child(ren) and grant permission for school personnel to dispense.
5. Exceptions to this policy are at the discretion of the principal.

Perfect Attendance

Perfect attendance is counted as zero absences and tardies per quarter. A student is considered tardy when he/she is not in their 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.

Pet Policy

For health and safety reasons, family/household pets are not allowed in the school building. 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.

Physical Education

All pupils are required to participate in the Physical Education Program. The program is taught according to the Milwaukee Archdiocese Curriculum. Pupils in Grade JK have class once weekly, and pupils in SK through Grade 8 have class two periods per week under the direction of a licensed and certified physical education instructor. Grades are issued. Pupils will not be excused from Physical Education classes unless they present a doctor's excuse or a parental excuse with approval by the principal.

Playground Rules/Recess

- ❖ Children are encouraged to play in designated areas.
- ❖ Unnecessary roughness, tackling, snatching caps, etc. are not permitted.
- ❖ During the winter season, throwing snow is not permitted.
- ❖ Children who are to remain indoors are required to bring a note signed by a parent or guardian.
- ❖ A first aid pouch and two-way radio must be available on the playground at all times.
- ❖ Supervisors will help children resolve any conflicts. They will offer suggestions for the prevention of future problems. They will issue consequences for offenses and they will remind children that inclusion is expected.
- ❖ Children are permitted to bring balls and jump ropes outside and to share these items with others. No other toys should be brought out for recess.
- ❖ The playground equipment on the large playground is available to children in SK through Grade 8. The general rule for "one child at a time" prevails, when children/young people are on the slides or bars. Hanging upside down on the bars is not acceptable.

When the weather is inclement, pupils will have indoor recess periods at the discretion of the principal. All pupils should be dressed for cold weather with slacks, gloves, caps, scarves,

boots, etc. Younger children should wear snow pants for warmth. All items should be labeled with the pupil's name.

Probation

A Probationary period extends through the first year's attendance at the school. Determination for continued probationary status and attendance shall be made by consultation conducted between principal and teacher(s). The pastor will be apprised of the assessment. Scholastic, social, and physical capability will be considered.

Promotion/Retention

Generally, pupils will be placed in a grade level with children of similar chronological age and will progress annually from level to level. In view of allowances made for grouping within the grade, retention at one level is an infrequent occurrence. However, when in a particular case, according to the considered judgment of the professional staff, the best educational interest of the pupil warrants retention, this will be recommended. Parents will be contacted concerning possible retention by February 15. The final decision will rest with the principal.

Report to Parents

- ❖ Report cards are issued four times a year.
- ❖ Parent-Student-Teacher conferences are conducted twice annually. At the Middle School level, conferences may also be scheduled at mid-term. Every family is to attend the first conference; the second conference is discretionary according to teacher's assessment.
- ❖ Special conferences may be requested at other times.
- ❖ Parents are asked to make an appointment to see the teacher *after* school. These appointments may be made by means of a note to the teacher or a call to the School Office. It is a policy of the school not to publish the telephone numbers of the faculty members. *The teachers should not be called at their homes with regard to school matters.*
- ❖ Progress reports are sent quarterly to parents, if need arises. Deficiency in completing assignments or failure in quizzes/tests may warrant such a report. Prior to issuing an unsatisfactory grade, a progress report is sent informing the parent of the deficiency. The parent is expected to sign and return the progress report to the teacher.

Sacraments

The preparation of the child for the reception of the sacraments is the responsibility of the parish and the parents. The pupils attending the parish school have daily opportunities to grow in understanding the doctrine and traditions of our faith. Penitential celebrations are held periodically. The children are formally prepared for the reception of First Communion and First Reconciliation.

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 member, or other adult. 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.

School Advisory Board

St. Joan of Arc Parish School Advisory Board is a panel of elected members whose function is to recommend policy for the operation of the parish school and to serve as an advisory resource to the Executive of the Committee, the school principal. The pastor and the principal are ex-officio members of the Committee. The President of the Home and School Association and a Parish Council Liaison are non-voting members of the Committee.

School Day Schedule

A.M.	7:00	Pupils can be dropped off (must wait in the building)
	7:15	Teacher work time in the classroom
	7:35	Pupils allowed in classrooms
	7:40	Classes begin
	10:00	Recess (Grades JK-4)
	11:15	Dismissal, half-day JK
	11:35	Lunch/recess
P.M.	12:15	Classes resume
	1:30	Recess (Grades JK-4)
	2:45	Dismissal, SK – 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.

Bus pupils will be dismissed from the school building when the bus arrives.

Pupils waiting for drivers 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 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 the children before and after school hours.

School Property

Pupils are responsible for the proper care of all books, supplies, furniture, and equipment. Pupils responsible for damage or loss will be required 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.

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.

Student Responsibilities

- ❖ To know what is expected of each student as stated in the handbook and act accordingly.
- ❖ To respect the rights and needs of others---classmates, teachers, and other adults in authority.
- ❖ To be an example of Christian behavior to other children in the school.
- ❖ To care for school property and report any damage or defacing.

Substance Abuse

All violation of school rules and regulations of state and federal law concerning drug and alcohol abuse will be enforced by school officials. Students in possession of illegal substances shall be referred to the principal. The parent shall be informed of the illegal possession. The local police shall be informed. Upon the second offense, counseling will be required as a condition for continued attendance in school. A further offense will warrant expulsion from the school, following due process procedure regarding expulsion.

Suspension/Expulsion

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

Suspension is justified only in unusual circumstances. The principal is the only person authorized to suspend a student. After all other reasonable means of correction have been taken without resolution and 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 must 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.

Expulsion may 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 School/Designee 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 Schools/Designee.
- ❖ The Superintendent/Designee 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/Designee, the school affirms the expulsion, the decision will stand.

Technology Committee

The purpose of the Technology Committee is to assist faculty and students with improved integration of instructional technology.

Members of the 2011-12 Technology Committee are: Holly Cerveney, Chris Hugi, Keith Kummer, and Ty Sarajian.

Telephone

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

Students are discouraged from bringing cell phones to school. If a parent deems that a student needs to have a cell phone on school premises, the parent must notify the teacher and receive approval from the principal.

Testing

According to the Archdiocesan practice, Iowa Tests of Basic Skills are administered in Grades Three, Five, and Seven during March. The Wisconsin Knowledge and Concepts Examination (WKCE) is administered to students in Grades 4 and 8 in November.

Tornado Drills

Tornado drills are conducted annually. Shelter areas have been established for each group of children.

Traffic Pattern

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 are not in compliance with our established guidelines (See Appendix).

Tuition Assistance

Those unable to meet their tuition obligation must indicate their need for financial assistance on their contract. Forms for Tuition Assistance can be picked up at the Business Office by May 1. These forms must be completed and returned to the Business Office by June 1. Confidentiality will be maintained.

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 Manager. Student records will not be transferred until all agreed upon tuition and fees are paid in full.

An effort should be made to contact Fr. Michael Strachota and/or the Business Manager 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 Refund

Families who leave St. Joan of Arc during the school year shall 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.

Volunteer Program

Parental support is necessary to our school program. A minimum of 40 hours per year is required.

In order to comply with the United States Conference of Catholic Bishops’ Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, all volunteers will:

- Submit to a Criminal Background Check carried out by St. Joan of Arc Parish.
- Attend a “Safeguarding All God’s Children,” awareness session prior to volunteer service.
- Complete the necessary paperwork, including but not limited to a Volunteer Enrollment Form and the Acknowledgement of *The Code of Ethical Standards for Church Leaders* and *Mandatory Reporting Responsibilities*.

A reporting form for service rendered will be required every month. If this commitment is not possible twenty-five dollars per hour as a “buy out” is required.

St. Joan of Arc Parish School participates in the Scrip program. This is a gift certificate rebate program. Families are required to purchase fifty dollars of Scrip per week, as well as to participate in other fundraisers.

Volunteer activities include, but are not limited to:

- Tutoring – Assist students who just need some one-on-one tutorial instruction. Schedules can be flexible to meet both student and volunteer needs.
- Hot Lunch/Playground Supervision – Parent volunteers are need to serve hot lunch to students and supervise the playground during lunch recess, 11:35-12:15 daily.
- Fundraising Committee – Plan and coordinate fundraising ideas for our school. Improve our existing fundraisers and develop new ideas to present to H&S. Assign chairpersons and coordinate volunteers for fundraisers. Reports to the H&S Association.
- Marketing Committee - Promote our school, plan ways to attract new families, contact new and prospective families. Reports to/works with school principal, and as needed, to School Advisory Board.
- Birthday Board – Update our birthday board in the multipurpose room.
- Health Room Aide – Help our sick or injured students. A first-aid course is required. Contact Joan Johnson, 262-367-0063, with any questions.
- Scrip – Help sell and promote the SCRIP Program. *This could be our school's biggest fundraiser if everyone would use it!!* SCRIP is gift certificates or cash cards purchased to use at grocery stores to gas stations and everything in between. It costs nothing extra: a \$10.00 certificate costs \$10.00. Merchants pay our school a percentage (2% to 15%) when you buy and use SCRIP from our school. Please use SCRIP; it pays!!
- School Library Committee – Organize and file books. Help children with checkout on library day.
- Dinner Auction Committee – Plan our annual dinner auction.
- Teacher's Treat Coordinator – Call volunteers to bring a treat for our teachers on the 1st and 3rd Tuesday of each month. Treats can be home baked or store bought.
- Bakers/Treat Makers – Make or bake treats, as needed by various committees. Committee Chairpersons will let you know what and how much to make.
- Spiritwear/Uniform Committee – Coordinate dates for Spiritwear and uniform sales. Send out notices, setup displays at functions, recycle gently used Spiritwear and uniforms. Collect, process and distribute orders.
- Market Day – Volunteers are needed one Tuesday afternoon per month to help sort food and assist customers with their orders.
- Room Mothers & Fathers – Help our teachers plan holiday parties and special events.

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 through the school's hot lunch program reflect the U.S. Government's Nutrition Standards.

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.

Withdrawal and Transfer

The procedure for withdrawal and/or transfer is:

- ❖ Parent informs the principal of the pending withdrawal.
- ❖ Release of records form is completed by the parent.

- ❖ All school owned material--textbooks, library books, athletic uniforms, etc.--are returned.
- ❖ All tuition, fees, et al are paid in full.

Revised 7/19/11

St. Joan of Arc Parish School

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



PARENT NOTIFICATION OF DRESS CODE VIOLATION

Date: _____

Student Name: _____

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

- () Shirt/blouse _____
- () Slacks _____
- () Skirt/jumper _____
- () Sweater _____
- () 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



**St. Joan of Arc Parish School
120 Nashotah Road
Nashotah, WI 53058**

Pet Visit Form

Student's Name _____

Today's Date _____

Pet: _____

Date of Visit: _____

Time of Visit: _____

Owner: _____

Visit Approved by: _____

Holly Cerveny, 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
Extracurricular Activity Application**

***This form must be completed and submitted to the School Committee and 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 certification:** _____

_____ **Safeguarding certification:** _____

Please use reverse to list additional names.

Cost per student: _____

Equipment/Maintenance Needs: _____

Reviewed by:

_____ **School Committee** _____ **Date**

Approved by:

_____ **Principal** _____ **Date**

Notes: