

2018 - 2019
STUDENT-PARENT
HANDBOOK



ST. JOAN OF ARC
CATHOLIC SCHOOL

5950 Heatherdowns Blvd.
Toledo, Ohio 43614

School office ~ 419-866-6177

School Fax ~ 419-866-4107

School Attendance/clinic ~ 419-866-9051

ASP Tutors ~ 419-866-1604

Parish/Business Office ~ 419-866-6181

Parish/Business Fax ~ 419-866-6142

Website ~ school.joanofarc.org



*St. Joan of Arc
5950 Heatherdowns Blvd.
Toledo, Ohio 43614
Phone: 419-866-6177
joanofarcschool.org*

Dear Parents and Students,

*“ If I am not, may God put me there; and if I am, may God so keep me.”
~St. Joan of Arc*

Welcome to St. Joan of Arc Catholic School! In choosing St. Joan of Arc, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Joan of Arc for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Joan of Arc during the 2018-2019 school year.

The faculty and staff of St. Joan of Arc look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Blessings,

Jennifer Guzman, M.Ed
Principal

Table of Contents

Forward	7
Mission Statement of St. Joan of Arc	8
Philosophy	8
Statement of Goals	9
Accreditation	9
Faith and Worship	10
Catechesis	10
Weekday Liturgies	10
Sacramental Preparation	10
Works of Mercy	11
Attendance	11
Absence	11
Absence due to Illness (excused absences)	11
Planned Absences (unexcused absences)	12
Absence During the School Day	12
Tardiness	13
Excessive Tardiness	13
Daily Schedule	13
Arrival	13
Dismissal	13
Car Line	14
Afternoon pick-up Preschool:	14
Afternoon pick-up K-8:	14
Recess	14
After School Activities	15
Extended Day- Before/ After School Program	15
Academic Program	15
Courses of Study	16
Religion	16
Fine Arts	16
Grades 6-8 Math/ Language Arts Program	16
Algebra	19
Assessments	19
Academic Honesty	19
Academic Probation	20

Awards	20
SJA Merit Scholarship Award	21
Spirit of St. Joan of Arc Award	21
Scholastic/Service Saint Awards	21
Grading Scale.....	24
Promotion/ Placement/ Retention	24
Report Cards	24
Behavior Expectations	24
Recess Expectations:.....	25
Lunchroom Expectations:	26
Discipline	26
Major Infractions	26
Detention.....	27
Suspension	27
Expulsion	27
Dress Code	28
Boys	28
Girls.....	28
Junior High.....	28
General.....	28
Optional Items.....	29
Dress Down/ Spirit Days	29
Dress Up Days	30
Dress Code For Physical Education.....	30
Admission Information	31
Nondiscriminatory Policy	31
Preschool Admission	31
Kindergarten Admission	31
First Grade Admission	31
Initial Entry	31
Student Transfers	32
Financial Obligations.....	33
Student Health	33
Allergy Policy	33
Asthma Medication.....	33
Medical Record Keeping	34

The School Environment	34
Food Allergy Policy	34
Classrooms	34
Allergies & Field Trips/ Special Events	35
First Aid/ Clinic	35
Immunizations.....	36
Medication	37
Student Safety	37
Bullying and Cyberbullying.....	37
Child Abuse Laws.....	39
Crisis Plan	39
Emergency Drills	39
General Information	39
Birthday Observances	39
Bus Service	40
Cell Phones	40
Texting:.....	40
Classroom Movie Policy.....	41
Counselor	41
Custodial Rights.....	41
Emergency Closing.....	41
Field Trips.....	42
Items Brought To School	43
Library.....	43
Lockers.....	43
Lost and Found	43
Lunch Program.....	43
Money	44
Teacher Request Policy.....	44
Telephone.....	44
Home-School Communication	44
Parents As Partners	45
Parent’s Role in Education.....	45
Protocol for Parent Concerns	46
Classroom-Related Issue.....	46
Non-Classroom Related Issue.....	47

Athletics- Related Issue	47
Parent-Teacher Nights	47
Parent-Teacher Communication	48
Parent-Teacher Conferences	48
Parent-School Organization: PSO.....	48
School Advisory Council: SAC	48
Homework	49
Homework Policy	49
Homework due to Vacations/Planned Absences	49
Homework Policy Due to Illness	50
Office Records	50
Photo Likeness Release.....	52
Student Directory	52
Student Records	52
School Property	52
Search and Seizure	53
Social Media	53
Sexting	53
Visitors	53
Family “All In” Volunteer Program	53
Volunteers	54
Auxiliary Services Program	55
ASP Clerk	55
Counselor	55
Intervention Specialist	55
Math Intervention.....	55
Reading Recovery.....	55
Speech & Language Specialist.....	55
OTHER SERVICES/PROGRAMS	55
St. Joan of Arc Parish Athletic Board.....	55
WSJA	55
Enrichment Program	56
SPECIAL STUDENT ACTIVITIES	56
Right to Amend	64
TECHNOLOGY	57
Technology Mission Statement.....	57

Technology and Internet Acceptable Use Policy	57
Internet Safety Policy	61

Forward

St. Joan of Arc School shall be administered according to an adopted Catholic philosophy of education and statement of goals which reflect the philosophy for education by the Diocese of Toledo, the educational standards for the State of Ohio, and the local identity of the parish community. The philosophy, goals, and policies contained in this handbook shall be reviewed on a regular basis.

St. Joan of Arc

St. Joan of Arc is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School. Our curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teachers. Vatican II texts are used so that the St. Joan of Arc’s theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of Christian life. At St. Joan of Arc, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Ohio guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology.

History

In July 21, 1978, Bishop John Donovan decreed the birth of a new Christian community be formed in south Toledo, due to the rapid growth of Toledo to the southwest. St. Joan of Arc was established as a parish and has steadily increased in size and faith.

Our new church was completed in the fall of 1984 and a school building opened in the 1980-81 school year, laying the foundation for a solid Christian community. While classes were held at St. Joan of Arc since the 1980-81 school year, the school structure itself was actually completed in August of 1983.

The building consists of 19 classrooms, administrative offices, faculty lounge, music/band room, video and broadcasting room, clinic, library, extended day room, and gym. The STAR (State Tutoring and Auxiliary Resources) center is used for tutoring. Approximately 400 children are served by a dedicated staff of over 40 teachers, administrators, and support personnel.

St. Joan of Arc is made up of people who care. They care about God, themselves, and others. It is that feeling that makes St. Joan of Arc stand out as a community of Christian commitment.

Mission Statement of St. Joan of Arc

Following the Lord Jesus, our Master Teacher, St. Joan of Arc Catholic School is committed to partnering with parents in the faith-filled education of children. We provide an environment that empowers students to be creative, self-disciplined, courageous learners who demonstrate life-long service to God and others. (Proposed statement for 2018 Accreditation)

Philosophy

The Christian philosophy of St. Joan of Arc School emphasizes the strong conviction that Catholic schools make a vital contribution to the teaching mission entrusted by Jesus to the people.

As religious educators, we recognize our responsibility and privilege to assist parents in educating their children to grow in understanding, love, and reverence for God, themselves, and others.

Gospel values based on charity, respect, trust, personal responsibility, and social concern are integrated into the instructional programs and school atmosphere.

We are committed to academic excellence appropriate to the individual needs, skills, and abilities of each student. Guided by Christian wisdom, our educational efforts prepare students to become contributing, mature members of the Church and responsible citizens in an ever-changing society.

In a faith filled community, students, faculty, and staff experience frequent prayer and worship as all members are guided toward pursuit of the ultimate goal of eternal happiness with God.

Statement of Goals

The educational goals of St. Joan of Arc School are based on the nature of the child and the child's relationship with God, with self, and with others.

WITH GOD

- To help students develop a personal relationship with Jesus, the model for their lives, both in word and example.
- To grow in understanding of what it means to be a baptized member of the Catholic Church.
- To bring the school and parish communities together especially through liturgical celebrations of Word and Sacrament.
- To awaken a critical sense, this distinguishes the true and good from their opposites, and to develop these values into a way of life.
- To understand the universe as God's creation and to nurture a respect for God's gifts.

WITH SELF

- To develop positive attitudes of self-worth, self-discipline, and self-esteem.
- To cultivate intelligence through scholastic work, curiosity, and creative thinking.
- To offer a program of service projects, cultural experiences, and sports, and extracurricular activities to develop the total human person.
- To accept and deal with human emotions in a responsible manner.
- To learn care for our body and its health.

WITH OTHERS

- To seek sincerity, tolerance, and goodness in all relationships, especially with family members and fellow students.
- To respect the dignity and rights of others.
- To promote peace and justice among nations, groups, and individuals.
- To instill in students a social consciousness and responsibility toward others.
- To foster an atmosphere where students of all ethnic, racial, religious, and socio-economic backgrounds grow and accept each other with an increased awareness of their common human condition and destiny.

Accreditation

The Ohio Catholic Schools Accrediting Association commends St. Joan of Arc School on their Full Accreditation designation.

The purpose of the accreditation process is to involve Catholic schools in an ongoing "comprehensive process of evaluation, accountability, and enrichment." O.C.S.A.A. seeks to obtain and maintain an accreditation status for all Catholic schools within the state of Ohio. Catholic schools are required to maintain specified standards and to develop, implement, and monitor a school improvement plan based upon goals identified by the schools.

Principal's Discretion

The St. Joan of Arc Student-Parent Handbook states the general academic and disciplinary policies and procedures. Because they are general, the use of discretion is often necessary. The ultimate interpretation and decision-making must rest with the principal as the chief educational leader. The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

Faith and Worship

Catechesis

As a school, we subscribe to a non-discriminatory policy. We insist, however, on the religious training in Catholicism for all students admitted to St. Joan of Arc School. Non-Catholic students are not exempt from religion classes, liturgical classes, and all-school celebrations. The non-Catholic students become familiar with Catholicism as part of their education here at St. Joan of Arc School. This exposure to and awareness of the Catholic faith has led a number of students to embrace the faith.

Weekday Liturgies

Families are always welcome to worship with the students. All-School Liturgies are held weekly as noted on the school calendar. Students in grades 2-8 participate in reconciliation several times during the school year.

Parents are strongly encouraged to observe weekend worship by attending Eucharist (Mass) or church services regularly. This practice reinforces what our children are taught at St. Joan of Arc School and has a significant role in the faith formation of all St. Joan of Arc students.

Sacramental Preparation

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Joan of Arc. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Parent/guardian classes are held before the Sacraments are received. Attendance by at least one parent/guardian is mandatory unless parents/guardians have taken the class within the previous two years.

First Eucharist– Grade 2
First Reconciliation – Grade 2
Confirmation – Grade 8

Works of Mercy

All classes will incorporate works of mercy into the religious education program. Completing acts of mercy will provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs.

In preparation for the sacrament of Confirmation, students in 7th and 8th grade are required to complete a *Works of Charity* booklet. One activity for each of the 14 works of mercy, must be completed as prior to Confirmation.

Attendance

Absence

In compliance with the school Attendance Laws of the State of Ohio, if a student is absent from school for any reason, the parents/guardians are required to send a written excuse or call the school at **419-866-9051** before 9:00 a.m. on the day of absence. A written excuse, signed by the parent/guardian and stating the reason for absence, is required upon the child's return to school.

According to the School Attendance Laws of the State of Ohio, absence from school is excused ONLY in cases of illness and family emergencies. In very rare circumstances, other absences may be excused at the discretion of the school administration. All other absences are considered unexcused.

Please also note, five (5) unexcused tardies equal one (1) unexcused absence. Excessive absence thirty (30) days or the equivalent of thirty (30) days including tardies, can be cause for a student to be retained in the current grade for another year.

Students and parents are responsible for work missed as a result of excused or unexcused absences.

When the school does not receive a note or telephone call explaining the child's absence, a reasonable effort will be made by school personnel to notify the parent/guardian at home or at work. If telephone contact cannot be made, written notice of the absence will be mailed home.

Parents who leave their child/children in the care of others for such reason as vacations or hospitalizations are requested to notify the office in writing of the name of the person who is responsible for the child/children during the parents' absence.

Absence due to Illness (excused absences)

Absent work due to illness will be prepared and available in the school office **no earlier than 3:00 p.m.** The student will be allowed to make up tests and complete work missed due to an excused absence. The student will be responsible for completing his/her missed work in a period of time equal to the number of days absent not to exceed 5 days. For example, 3 days absent = 3 days to make up work. These days include weekends, holidays, snow days, and the like.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Planned Absences (unexcused absences)

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Due to the variability of a typical school day, specific assignments will not be given prior to planned absences. At their discretion, teachers may give **general** instructions about material which will be covered during the student's absence (e.g. finish chapter, finish reading novel, work on times table, etc.). For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*) Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Absence During the School Day

Whenever possible, appointments should be scheduled outside of regular school hours. If it is necessary for a child to be dismissed before the end of the school day, a written excuse indicating the time and the reason for early dismissal is required from the parent/guardian. This note will be sent to the school office and approved by an administrator or office personnel.

The child will be dismissed from class when an authorized designee comes into the school office. After completing the "Attendance Log", the child will be released to the custodial parent/guardian or other adult named in writing by the parent/guardian. When returning to school after an appointment, the student must sign the "Attendance Log" once again.

Students who arrive late in the morning or leave prior to dismissal at the end of the day will be marked tardy (or) absent ½ day in RenWeb; depending on the time of arrival or early dismissal. Arriving later than 9:30 or leaving prior 2:15 is considered a half day absence. Ohio law requires a child to be in attendance for the full time that the school is in session, and not less than thirty-two weeks per school year. Therefore, excessive absences may be cause to notify the Lucas County Attendance Officer.

Tardiness

School begins at 8:10. A student is considered tardy if he/she is not in the first period class when school begins for the morning and for the afternoon. Exceptions are made when tardiness is due to the late arrival of a school bus. If tardy, a student must report to the school office **WITH a parent/guardian to be signed in**. If tardy due to an appointment, a doctor's note is required. **Five (5) unexcused tardies will constitute one (1) unexcused absence. Excessive absence thirty (30) days or the equivalent of thirty (30) days including tardies, can be cause for a student to be retained in the current grade for another year.**

Excessive Tardiness

If a student is tardy to school ten times in one year their parent/guardian must meet with the principal or associate principal to develop a plan of action. Success of the agreed upon action plan will determine whether or not grade retention or discontinued enrollment at SJA is warranted. Students who are tardy more than 30 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved.

Daily Schedule

- 7:45 a.m. Doors open and students may be seated in line outside their classroom door.
- 8:00 a.m. First Bell- Students enter classroom
- 8:10 a.m. Second Bell – School day begins
- 2:50 p.m. Announcements and Dismissal

Arrival

Students arriving at school by car are to be dropped off at the main entrance no earlier than 7:45 a.m. Students arriving prior to 7:45 a.m. will be required to check into the Extended Day Program.

The central area of the parking lot is reserved for busses and our students. Anyone wishing to park their car to come into the school building may do so in the southern part of the parking lot near Heatherdowns Blvd.

Dismissal

Any student going home other than the usual way designated by the parent/guardian must present a note giving permission. The teacher will send the note to the school office for approval by the administration or office staff. Due to overcrowding on some busses and other restrictions, permission to ride a different bus will be denied to students not on the regular route.

Pick up of students at the close of the day may be made at 2:50 p.m.. **Students who are not picked up by 3:20 will be placed into our Extended Day program at a cost to the parents.**

When driving in the parking lot after school please follow the designated traffic pattern and watch your speed. All drivers must respect these regulations for the **SAFETY** of the children. Students who are dismissed earlier will be marked “tardy”. The school does not provide supervision for the safety of the students off school premises.

Car Line

Morning drop-off K-8:

Drop-off begins at 7:45. Students arriving prior to 7:45 will need to check into Extended Day. Students will enter the classrooms at 8:00 and our school day begins at 8:10. Morning car-line for drop off will continue as usual. We do ask those in car line to circle around to allow for 4-5 cars to unload at one time. All parents wishing to walk their child into school will need to park and walk their child up to the sidewalk and/or into the building.

Morning drop-off/ pick-up Preschool:

Preschool drop-off begins at 8:15. Car-line will drop off at the main school doors. A preschool teacher will be at that door to greet your child. The preschool school day begins at 8:30. Morning pick-up is at 11:00, please follow the same procedure as you did for drop-off.

Afternoon pick-up Preschool:

Preschool pick-up begins at 2:40. We ask preschool parents to begin using a “secondary” car-line. The secondary car-line will run alongside the original car-line for the K-8 students. Preschool parents should loop around and pick up their child at the main school doors. If you have a preschooler and an older student, please pick up the preschooler in the preschool car-line and then circle around and enter the K-8 car-line.

Afternoon pick-up K-8:

Pick-up begins at 2:55. Continue to use the car-line per usual. Please ask your child to be on the look-out for your car. If students are paying attention, the whole procedure will run much smoother. Students are not allowed to walk to a parked car without a parent or adult escort. Please note: Preschool parents will be forming a “secondary” car-line, next to the K-8 car-line.

- Parents are asked to remain in their cars and to proceed through the regular carpool process.
- Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.
- Homeroom teachers should be advised in writing if a child is to go home in a different carpool or by a different means on a given day.

Recess

Students will go outside for recess when the temperature outside is above 20 degrees, including wind chill, and it is not raining, or at the discretion of the administration. It is not recommended

that a child remain indoors for recess unless there is a serious or unusual reason. Requests must be made in writing to the child's teacher and approved by the administration. If a child is well enough to attend school, he/she needs to go outside for recess.

After School Activities

Parents are asked to remind children about scheduled after school activities and to talk about the transportation arrangements for the student the day before. Student phone calls are reserved for emergencies only.

Extended Day- Before/ After School Program

St. Joan of Arc School offers an Extended Day Program. Extended Day is available beginning at 7:00 a.m., the students in Extended Day join the other students in the hallway at 7:45 a.m. Extended Day is also available immediately after school until 6:00 p.m. All Extended Day fees are paid through FACTS automatic withdrawal.

For safety reasons every student using the program MUST be registered. Registration forms along with additional information are available in the school office. The fees to use the Extended Day Program include a family registration fee, of \$60, and an hourly rate with a multiple child discount. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM. Students who are chronically not picked up by 6:00 PM may be denied use of the Extended Day Program. Please refer to the 2018-2019 Extended Day Handbook for a complete list of policies.

Students not picked up by the end of carpool (approximately 3:15 PM) will be sent immediately to the Extended Day Program and will be charged accordingly.

Academic Program

St. Joan of Arc's philosophy concerning academic achievement is based upon the premise that children have diverse capabilities and individual patterns of growth and learning.

Because resources for special services are limited, we cannot always meet the special needs of some students. In this situation, every effort will be made to assist the family with enrollment in another Catholic school with specialized programs to meet individual needs.

Courses of Study

At SJA we use our own set of instructional standards, entitled Graded Courses of Study, for all subjects in preschool through eighth grade. For years, the Graded Courses of Study in all subjects (except Religion) have been based upon the Ohio State Standards. We essentially take the Ohio Standards, make them more rigorous, and infuse them with the Catholic faith.

Religion

SJA uses the Alive in Christ series through Our Sunday Visitor to support our teaching of the Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held weekly for the entire school community.

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in October.

Fine Arts

SJA offers Music, Visual Arts, Art, Performing Arts, and Band. Students in grades 5 – 8 have the option to take general music or band class. If band is chosen it should be a year-long commitment.

Grades 6-8 Math/ Language Arts Program

In grades 6-8, we offer Standard Math classes/ Standard ELA or Reading classes and Enriched Math classes/ ELA or Reading classes. Students in both classes will be taught all the concepts required in the state and diocesan math/ELA curriculum. The Enriched classes will accelerate the standard curriculum and will include in-depth enrichment activities. We feel this approach will benefit all students, as each student will be enrolled in a class that best matches their educational needs.

The following criteria will be used to determine a student's placement in **Math class**:

Standard Math	Enriched Math
<p><u>Academic Performance</u></p> <ul style="list-style-type: none"> • A cumulative, average grade of 92% or lower in the previous year's Math class • Average combined grade-level percentile scores on standardized tests (STAR and MAP) • Computational skills are satisfactory. • Understanding and retention of math concepts is satisfactory. 	<p><u>Academic Performance</u></p> <ul style="list-style-type: none"> • A cumulative, average grade of 93% or better in the previous year's Math class • Consistently (year to year) Above average combined grade-level percentile scores on standardized tests (STAR and MAP). • Computational skills are consistently accurate. • Understanding and retention of math concepts is excellent.
<p><u>Reasoning/Thinking Skills</u></p> <ul style="list-style-type: none"> • Performs satisfactorily on routine word problems • Uses a standard approach to solving non-routine problems • Needs teacher guidance in using higher level thinking skills in problem solving situations 	<p><u>Reasoning/Thinking Skills</u></p> <ul style="list-style-type: none"> • Performs well on routine word problems • Uses creativity in non-routine problem solving situations • Independently uses higher level thinking skills in problem solving situations
<p><u>Personal Characteristics</u></p> <ul style="list-style-type: none"> • Tends to be a "memorizer" of mathematical procedures rather than an "analyzer" 	<p><u>Personal Characteristics</u></p> <ul style="list-style-type: none"> • Typically enjoys a challenge and doesn't give up easily • Asks thoughtful, intuitive questions
<p><u>Work Habits</u></p> <ul style="list-style-type: none"> • Homework, in general, is completed on time and satisfactorily. • Generally average, to above average organizational skills 	<p><u>Work Habits</u></p> <ul style="list-style-type: none"> • Homework is completed on time and with excellent accuracy. • Generally well-organized • Works well independently

*SJA Math intervention services will not be available for students in Enriched Math.

** Algebra readiness test scores will also be considered for 8th grade Algebra placement.

The following criteria will be used to determine a student’s placement in **Language Arts class**:

Standard ELA or Reading	Enriched ELA or Language Arts
<p><u>Academic Performance</u></p> <ul style="list-style-type: none"> • A cumulative, average grade of 92% or lower in the previous year’s Language Arts class • Average combined grade-level percentile scores on standardized tests (STAR and MAP) • Reading, Writing and Grammar skills are satisfactory • Understanding and retention of Language Arts concepts is satisfactory 	<p><u>Academic Performance</u></p> <ul style="list-style-type: none"> • A cumulative, average grade of 93% or better in the previous year’s Language Arts class • Consistently (year to year) above average combined grade-level percentile scores on standardized tests (STAR and MAP) • Reading, Writing and Grammar skills are consistently accurate • Understanding and retention of Language Arts concepts is excellent
<p><u>Reading/ Writing/Grammar Skills</u></p> <ul style="list-style-type: none"> • Writes satisfactorily using the writing process • Needs teacher guidance with writing organization and use of detail • The understanding and use of grammar skills are generally average 	<p><u>Reading/Writing/Grammar Skills</u></p> <ul style="list-style-type: none"> • Strong understanding and use of the writing process • Writing is organized and includes great detail • Grammar skills are excellent and incorporated into writing
<p><u>Personal Characteristics</u></p> <ul style="list-style-type: none"> • Typically is content with meeting grade-level writing criteria 	<p><u>Personal Characteristics</u></p> <ul style="list-style-type: none"> • Typically enjoys a writing challenge, goes above and beyond grade-level expectations, and doesn’t give up easily
<p><u>Work Habits</u></p> <ul style="list-style-type: none"> • Homework, in general, is completed on time and satisfactorily. • Generally average organizational skills 	<p><u>Work Habits</u></p> <ul style="list-style-type: none"> • Homework is completed on time and with excellent accuracy. • Generally well-organized • Works well independently

*SJA intervention services will not be available for students in Enriched ELA.

Placement:

We anticipate that most students will be enrolled in the same Math or ELA/Reading class for the year. However, Math and ELA/Reading class placement will be evaluated at the end of each quarter. Students enrolled in the Enriched Math or Enriched Language Arts/ Reading class are expected to earn quarter grades of at least 90%. A student earning quarter grades of

less than 90% for two consecutive quarters will be transferred to the Standard Math or Standard Language Arts/Reading class at the semester. Students enrolled in the Standard Math class or Standard Language Arts/Reading will have the opportunity to advance to the Enriched Math or Enriched Language Arts/Reading class if the student's performance meets the criteria for the Enriched classes.

Algebra

At the end of Grade 7, students in **7th Grade Enriched Math** will be eligible to **take 8th Grade Algebra** if the following criteria have been met:

- Final average of at least 90% in 7th Grade Enriched Math
- Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra course material.

Upon meeting the criteria listed above, students will be placed in **8th Grade Algebra** in their eighth grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class. This is a high school level course taken for high school credit. **Students in Grade 8 Algebra take the State End of Course Algebra Test in May.** This course brings with it an elevated expectation of time and effort.

Students **not eligible** to take **8th Grade Algebra** according to the criteria outlined above will be placed in **8th Grade Math**.

Assessments

The *Northwest Evaluation Association's* Measure of Academic Progress (MAP) Test will be given to grades K-8 in the fall and spring as required by the Diocese.

The ACRE test, which measures knowledge in Religion, will be given to grades 5 and 8 in the fall.

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day**.

Eighth grade students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Academic Honesty

Saint Joan of Arc regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted to the purpose of meeting class requirement represent the original efforts of the individual student. Administration, faculty, students and their families are important contributors to upholding the academic integrity of the school community. To this end, it is important that all involved understand their integral role in helping to promote a climate of academic honesty. All forms of academic dishonesty are considered serious discipline

offenses, at minimum an academic consequence of zero credit is applied. Athletic participation penalty, detention, or suspension are also possible outcomes.

Examples of academic dishonesty include, but are not limited to, the following:

- Plagiarizing (using the ideas of another as one's own work without acknowledgement of the source) in written, creative or oral work.
- Submitting work that is not original. Copying from another source and giving it as one's own work or resubmitting work from another person or another class.
- Give or receive unauthorized assistance on exams.
- Provide notes, signature or other documents that are forged.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who *can* learn, but choose *not* to learn. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any extra-curricular activity or academic competition until the grade has improved to a passing grade of D (70% or higher).

Awards

At St. Joan of Arc we consider good citizenship and academic achievement to be very important. We know that a certain amount of intelligence is necessary to receive an academic honor, but we also realize that determination, hard work, and living the Christian faith we profess are also necessary ingredients.

Academic Honor Awards are awarded to students in Grades 3 – 8 at the end of each school year. Graded subjects include, but are not limited to: Math, Science/Health, Social Studies, Reading, Language Arts, Religion, Spanish, Art, Music/Band.

ACADEMIC HONORS Grades 5 through 8

First Honors - All A's each quarter in each of the graded subjects.

Second Honors- All A's and B's each quarter with five (5) or more A's in the graded subjects.

Third Honors - All B's or better each quarter in the graded subjects

Grades 3 & 4 follow the criteria above, however, they award honors based on a yearly average.

Grades K - 2 receive recognition, based on their subject guidelines, at the end of the year.

SJA Merit Scholarship Award

Students entering 6th, 7th, and 8th grade in the 2019-2020 school year: St. Joan of Arc will award a \$1,000 achievement scholarship, applied solely toward the 2019-2020 SJA tuition, to one boy and one girl at each grade level (entering 6-8).

*Student demonstrates academic merit.

Criteria:

- +Overall GPA
- +Appropriate conduct
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm

Spirit of St. Joan of Arc Award

Grades Pre-K through Grade 2: One boy and one girl in each homeroom.

Grades 3 and 4: One student per homeroom.

Grades 5 through 8: One award per grade.

*Student exemplifies the spirit of the mission of St. Joan of Arc.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm

Scholastic/Service Saint Awards

St. Pope John Paul II Award for Excellence in Religion

Grades 2 – 8 (one per Homeroom)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in the Catholic faith
- +Goes above and beyond the norm

St. Vincent de Paul Service Award

Grades 6 – 8 (one per grade)

Criteria:

- +Commitment to service outside of school above and beyond

St. Cecelia Award for Excellence in Music

Grades 2 – 5 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +True love for Music performance and learning
- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the curriculum

St. Francis of Assisi Award for Excellence in Science

Grades 2 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas More Award for Excellence in Social Studies

Grades 2 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas Aquinas Award for Excellence in Math

Grades 2 through 4: (one per homeroom)

Grades 5 through 8: (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Paul Award for Excellence in Language Arts

Grades 2 through 5: (one per homeroom)

Grades 5 through 8: (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Language Arts
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Sebastian Award for Excellence in Physical Education

Grades 3 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Physical Education
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Joseph Award for Excellence in Art

Grades 3 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Art
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Clare Award for Excellence in Computer

Grades 3 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Computer
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

Our Lady of Guadalupe Award for Excellence in Spanish

Grades 3 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Spanish
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

Grading Scale

Grades K & 1

E = Excellent
S+ = Above Avg. Satisfactory
S = Satisfactory
S- = Below Avg. Satisfactory
N = Needs Improvement
U = Unsatisfactory

Grades 2-8

A = 100 - 93%
B = 92 - 85%
C = 84 - 77%
D = 76 - 70%
F = 69 - 0%

Effort

E = Excellent
S+ = Above Avg. Satisfactory
S = Satisfactory
S- = Below Avg. Satisfactory
N = Needs Improvement
U = Unsatisfactory

Physical Education, Computer and Art (K-3) will be assessed based on effort and participation consistent with our focus on development. Art and Music/Band in grades 4- 8 will receive a grade based on the scale above.

Promotion/ Placement/ Retention

Students who have met the educational requirements of this school will be promoted/ passed to the next grade level. These requirements are based upon the Ohio Minimum Standards and the Toledo Diocese Courses of Study. Parents/guardians of students not meeting these requirements will be notified by the school in reasonable time prior to the decision to place or retain a child. A student placed in the next grade level must meet the educational requirements as stated by the Diocesan Course of Study before promotion will take place. If the student is unable to meet these requirements the teacher and administration will meet with the parent(s)/guardian(s) to discuss alternative measures. Diplomas will be awarded to eighth grade students who have successfully completed course requirements in the areas of Language Arts, Math, Religion, Science, and Social Studies. (“Successfully completed” means that the student’s average, based on quarter grades, in each of these areas is 70% or higher).

Report Cards

With RenWeb, parents can see their student’s grades and teacher comments at any time. It is expected that parents will check RenWeb often to monitor the progress of their children and to contact teachers with any questions or academic concerns.

Report cards are officially posted on RenWeb at the end of each quarter (approximately every nine weeks).

Behavior Expectations

At SJA, we strive to maintain a positive environment where students and staff enjoy school and treat each other with mutual respect. The school atmosphere should be one which allows the teacher to teach and every student to learn. We believe in the success of every student and know that all students have the potential for making good choices and behaving in a positive manner. To this end we have developed the following behavior expectations and discipline plan.

All staff members are responsible for developing good discipline and all are accountable to the administration. The discipline policy applies to students at all grade levels. The age and

maturity of the students as well as special circumstances will be taken into consideration when violations occur.

Each classroom teacher will post Behavior Expectations within the classroom. Behavior Expectations will be discussed, modeled, practiced, reinforced, and reviewed periodically. All students will follow these rules as expected or consequences will be enforced.

To achieve the kind of learning environment which these goals require, home and school must be mutually supportive. St. Joan of Arc Catholic School requires complete conformity to all recognized, accepted, and appropriate standards of dignified, civilized, Christian conduct. If an irate parent or any disrespectful person threatens to disturb the harmony necessary to a calm and Christian school environment, school authorities have the power (and duty) to take positive action to restore and maintain good order and discipline.

Recess Expectations:

1. Follow adult directions the first time.
2. When you hear the whistle - ALL play STOPS. Walk quietly to your line.
3. Recess is a privilege which is earned through making appropriate choices.
4. No physical contact of any kind. This includes pushing, kicking, hitting, biting, or play fighting. Absolutely NO FIGHTING - you will be sent to the principal's office and your parents will be called. At SJA we know how to solve our disagreements in a positive, peaceful, and respectful manner.
5. Always clean up after yourself. Keep our school looking clean.
6. During outdoor recess, students are not allowed inside the school building unless given permission by a staff member.
7. No playing or loitering in the restrooms.
8. Play in designated areas only. Students will play on the blacktop or grassy areas (except islands) only. Students may not play in the driveways, stone area, behind the garage and portable buildings, or any other areas out of view.
9. Be a good sport. Everyone is welcome when playing games - No closed games.
10. Always use appropriate language. Name-calling, put-downs, threats and or slurs of any kind are not tolerated and are not a part of the SJA culture.
11. Play games that are safe (at adult's discretion):
 - Flag or touch football only.
 - Physical contact sports are not to be played.
 - Tag will be played on the grass.

*In consideration for allowing students of St. Joan of Arc School to use the playground and the playground equipment, each student and/or parent(s)/guardians(s) will save and hold harmless St. Joan of Arc School and St. Joan of Arc Parish for any and all injuries that may arise out of use of the playground and/or playground equipment.

Lunchroom Expectations:

1. Students should remain in their seats, except for an emergency.
2. Treat lunchroom/playground supervisors with respect and follow their directions at all times.
3. Talk quietly while eating. Remember to be polite and use your manners.
4. Raise your hand to use the restroom or get a drink.
5. Table areas must be completely cleaned prior to being dismissed to your teacher.

Discipline

St. Joan of Arc School, grades 2 – 8, uses a **merit/ demerit policy**. Each grade level has their own criteria for issuing merits or demerits. Demerits are issued for inappropriate behavior in the classroom, on the bus, or anywhere on school grounds. This policy is discussed at the Parent night each fall. For a written copy of your child’s grade level policy please contact the homeroom teacher. Rules for all areas of the school day may not be listed in this handbook. Be assured that your child will be informed and reminded periodically. The consequences for breaking the rules will be covered as well.

Based on grade level policy, an accumulation of demerits may result in after school detention. Repeated after school detentions will result in students being placed on disciplinary probation. If this is required, notification will be made to the parent/guardian by the administration.

Note: Detentions may be issued directly when circumstances warrant such action. Discretion in this regard rests with the school administration.

SJA strives to recognize the positive behaviors that the majority of our students do display. Rewards for good behavior will be throughout the school year.

We feel that a child’s education is an extremely important aspect for his/her life. **Self-discipline** is the goal of our school. Hopefully, the school and parent/guardian working together as a team will help us achieve the goal of every child being a success in school, behaviorally as well as academically.

Major Infractions

****Some examples of major infractions, which may result in suspension or expulsion, include the following:**

- | | |
|---|----------------------------|
| Conduct unbecoming of an SJA student | Serious disorderly conduct |
| Drugs/Alcohol | Serious disrespect |
| Fighting | Technology misuse/ abuse |
| False fire alarm | Theft |
| Forgery | Threats (oral or written) |
| Harassment/Bullying | Vandalism |
| Profanity or obscenity by words or gestures | |

Possession of, or promoting the use of drugs, alcohol, tobacco, explosive materials, weapons, knives, guns, drug paraphernalia, or pornographic material may also result in expulsion. Any other good and just cause of expulsion is determined by the principal

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with emailed notification of the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Joan of Arc. The expulsion of students will be considered only when, in the estimation of the principal and pastor, all other means of correction fail to change unacceptable conduct. Expulsion may also result from a single major disciplinary infraction, inside or outside of school. **The principal and/or pastor retain discretion in deciding such matters. The principal and/or pastor may expel or suspend students for conduct inside or outside of school that is damaging to the reputation of the school or is conduct unbecoming to an SJA student.**

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Joan of Arc.

All expulsions and suspensions shall result in exclusion from all school-related activities during this period of expulsion or suspension unless specifically given an exception. **An appeal of the administrator's decision will be permitted only with the pastor's consent. The Catholic Youth and School Services Office shall be notified in all cases of expulsion.**

Dress Code

It is the responsibility of parents/guardians and students to take pride in the school by dressing appropriately to maintain an atmosphere conducive to learning.

The students at St. Joan of Arc School are required to wear the school uniform which consists of the following:

Boys

- Uniform style navy or khaki twill pants or walking shorts (cuffed or uncuffed)
- White or navy blue banded knit shirt with or without crest from Schoolbelles
- White or navy collared knit shirt, or turtle neck
- Navy ¼ zip sweatshirts, embroidered with school crest, may be purchased through the school office and worn as part of the uniform.
- Navy, brown, or black belts
- Solid (**no logos**) white, navy, or black socks. SJA logo socks are considered part of the uniform.

Girls

- Red plaid jumper – K-4
- Red plaid skirt or skorts – grades 4-8 (SKIRT LENGTH MUST BE NO SHORTER THAN 3” ABOVE THE KNEE and may not be rolled at the waist.)
**Please note, 4th grade girls now have the option of either plaid jumper OR plaid skirt.
- Uniform style navy or khaki twill pants or walking shorts (cuffed or uncuffed)
- Navy, brown, or black belt
- White or navy, collared knit shirt, or turtleneck (No “peter pan” collars or ruffles)
- White or navy blue banded knit shirt with or without crest from Schoolbelles
- Navy ¼ zip sweatshirts, embroidered with school crest, may be purchased through the school office and worn as part of the uniform.
- Solid (**no logos**) white, navy, or black tights or socks. SJA logo socks are considered part of the uniform.
- Solid Navy or black leggings may be worn under uniform jumper or skirt. (No stripes, logos, or mesh/see through fabric)

Students may wear shorts when designated by school administration and may also wear approved SJA wear, such as 1/4 zip pullovers.

Junior High

Junior high students have the option to wear a ¼ zip athletic pullover with school crest. The junior high girls also have the option of wearing a navy kilt skirt or skort in addition to the above-stated uniform.

General

- Low-top tennis shoes may be worn. (High-top tennis shoes may not be worn.)
- The predominate color of the tennis shoe, dress shoe, or deck shoe must be white, black, brown, grey, or navy in color.

- Low-top tennis shoes must be in good condition and clean. Shoes which are meant to be laced up, and tied, must be done so. “Open back” and “open toed” shoes are not permitted.
- Shoes must have low heels- no more than 2 inches including the sole.
- Boots may not be worn during the school day.
- Belts must be worn with shorts and pants.
- Shirts must be tucked in at all times – except banded shirts.
- Navy uniform sweatshirts must be worn with a uniform shirt underneath.
- Slacks may not be rolled up or cuffed and must be worn at the waist (not around the hips). “Cargo” style pants or shorts may not be worn.
- T-shirts, worn under the school uniform shirts, must be solid white with no designs or logos.
- No “Peter Pan” collars permitted. No ruffled trim on shirts or turtlenecks.
- Uniforms must be in good repair.
- Girls may not wear makeup or excessive jewelry. Earrings may not be more than 1 inch in length. Hoop earrings may not be more than 1 inch in diameter.
- Students must keep their hair neat, clean, and of a natural color. Ornamental cuts, partly shaved heads or patterns shaved in the hair are unacceptable. Head-scarves and bandanas are not permitted.
- Any hairstyle, ornamentation, braiding, etc. that is outlandish or inappropriate is prohibited.
- Boys’ hair may not reach the top of the shirt collar and bangs should be above the eyebrows.
- All boys must be clean shaven.
- Boys may not wear earrings to school.
- No body piercings or hats permitted.

On scout meeting days, the full scout uniform may be worn in place of the school uniform.

Dress code violations may subject students to the disciplinary policy.

Optional Items

The following must be purchased through Schoolbelles or SJA.

- Banded knit collared shirt with or without the school crest.
- Navy sweatshirt with school crest(can be worn during school)

Dress Down/ Spirit Days

Students should follow these guidelines for “Dress Down” days:

- Students are allowed to wear jeans, pants, Capri’s, shorts and sweats.
- Yoga pants are not allowed for middle school students.
- Clothing should not have holes or display inappropriate language or pictures.
- Words or writing on the seat of the clothing item is not allowed.
- Shorts and skirts must meet uniform length guidelines.

- No spaghetti strap or tank tops may be worn.
- Socks must be worn at all times.
- Sandals/ flip-flops may not be worn.
- If it is Spirit Day and you are not in “Spirit Day” clothing or proper uniform, it will count as an “out of uniform” offense and demerits will be issued

If in doubt, don’t wear it.

Dress Up Days

- Sunday best
- Ladies: No spaghetti straps, a sweater must cover bare shoulders, skirt length must follow uniform dress code guidelines, and dress shoes must be a 2 inch heel or less.
- Gentlemen: shirts must be tucked, a belt must be worn, dress shoes should be worn on “dress up” days

Dress Code For Physical Education

GRADES K-1

Boys and girls will not change for gym.

Tennis shoes

Shoes must have strings or Velcro closures.

Girls

It is recommended that girls wear uniform slacks or shorts on gym days. GYM SHORTS may be worn under their uniform jumper on gym days.

GRADES 2-8

Sweats

Sweats are optional and may be worn in place of, or in addition to, shorts and shirt.

Shirts

T-shirt or other shirt NOT worn to school that day. It should NOT contain any negative or lewd messages and must have sleeves.

Shorts

Loose fitting shorts no shorter than 5 inches above the knee. Tight fitting/ spandex shorts are not allowed. Gym/ Basketball style shorts are preferable.

Socks

No tights. White sweat socks are permitted.

Tennis shoes

Shoes must have string or Velcro closures.

Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

Admission Information

Nondiscriminatory Policy

St. Joan of Arc holds to the policy adopted by the Toledo Diocesan School Advisory Council: “St. Joan of Arc School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.”

As openings become available, the following priorities will be used to accept students to St. Joan of Arc:

1. All enrolled students have priority of registration for the following school year, as long as they register within the time frame announced each year.
2. New students belonging to a registered supporting member of St. Joan of Arc Parish with siblings already in school.
3. New students belonging to a registered supporting member of St. Joan of Arc Parish.
4. A sibling of a non-parishioner student already in school.
5. Children of registered members of neighboring parishes.
6. Children of non-parishioners.

Preschool Admission

St. Joan of Arc Preschool welcomes children ages 3, 4 and 5. Children must turn three by September 1st to be enrolled in our youngest preschool program. Children must turn 4 or 5 by August 1st to be enrolled in our upper preschool programs. ALL preschool students must be toilet-trained before beginning school.

Kindergarten Admission

A child must be five years old by August 1st.

First Grade Admission

A child must be six years old before August 1st. To enroll a child who is six years old between August 2 and December 31, a recognized early entrance assessment must be given before admission. There must also be evidence of prior achievement.

Initial Entry

At the time of a child’s initial entry to school, the person responsible for the child shall present to the person in charge of admission the child’s original birth certificate, baptismal certificate, information for completion of health records, and written evidence that meets or exceeds the minimum immunization requirement. In lieu of a birth certificate, a passport showing the age of the child or a birth affidavit will be accepted.

If satisfactory evidence cannot be produced within fourteen days of the child's entry into school, the appropriate law enforcement agency will be notified of the possibility that the pupil may be a missing child.

No student at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days without written evidence of immunization.

In lieu of this requirement, a physician's statement may be presented stating that compliance is in process or that immunization may be detrimental to the student's health.

Student Transfers

St. Joan of Arc Catholic School requires all new students to present current grades, standardized testing results, and if applicable, all intervention paperwork prior to acceptance. If a parent cannot provide standardized testing information, SJA reserves the right to administer an entrance exam prior to acceptance.

Transfer students will be admitted to St. Joan of Arc at any time throughout the year as long as there are openings in that particular grade. A parent/guardian of students who transfer from another school must request a transfer of academic, behavior, attendance, and health records from the previous school of attendance, and have them forwarded to St. Joan of Arc.

Parents are also required to present all documentation of a student's Intervention Service Plan (ISP), Modified Adjustment Plan (MAP), Evaluation Team Report (ETR), and/or Individualized Education Plan (IEP) for review by SJA's Intervention Team prior to acceptance for enrollment.

If a student is transferring to St. Joan of Arc in grades five through eight, the principal or assistant principal may conduct an informal interview with the parent/guardian and student before admittance is accepted.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joan of Arc. The recommendation and decision of the school is final. St. Joan of Arc is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Joan of Arc cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from St. Joan of Arc. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Joan of Arc is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. Joan of Arc will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

Financial Obligations

Recognizing the sacrifice and investment that families make to send their children to St. Joan of Arc School, we offer several payment options. Families may pay tuition in full by June 30th, have a loan application made with a financial institution by June 30th, or participate in the monthly tuition payment plan through FACTS. You can visit www.factsmgt.com for further details. Students will not be assigned to a class until tuition payment arrangements have been made with the business office. **All tuition questions should be directed to the Parish Business Office at 419-866-6181.**

Tuition assistance may be available, but families must apply in March or April for consideration. SJA also participates in a tuition reduction program. Information is available in the school office.

Families will receive a 7% discount for the second student and a 13% discount for the third student enrolled. Families with four children attending St. Joan of Arc School in the same school year will be billed for 50% of their fourth child's tuition for each year that all four students continue to attend SJA. For families with five students attending SJA in the same school year their fifth child's tuition will be completely waived, and the fifth child will be admitted at no charge. This waiver will continue as long as the five siblings continue to attend SJA. Once that family drops to four students attending SJA in the same year, the above fourth child reduction rule will apply.

Student Health

Allergy Policy

St. Joan of Arc recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies. Training is updated as needed.

Asthma Medication

Immediate access to reliever inhalers is vital. Children may keep their reliever inhaler in the classroom or in the school clinic. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name and proper medical release information must be on file in the school clinic.

Medical Record Keeping

At the beginning of each school year, or when a child joins St. Joan of Arc Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. St. Joan of Arc makes no claim to be a peanut-free school.

Food Allergy Policy

St. Joan of Arc recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Joan of Arc will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy. A "tree-nut/peanut restricted" table is available in the lunchroom for students requiring a allergy-safe space.

Classrooms

Classrooms are now a nut-free zone! All snacks and treats must be peanut/nut-free for the safety of all children. In the case of the rare days when lunch is in the classroom, an allergy-safe space will be provided, and a special protocol will be followed to clean up the classroom to avoid exposure.

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

- In the event of a suspected allergic reaction (where there is no known allergic history), the school health coordinator will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- The classrooms have easy communication with the school health coordinator.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Allergies & Field Trips/ Special Events

Students with allergies who participate in school sponsored field trips/ special events may face challenges to their physical health. St. Joan of Arc will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. School sponsored events will offer peanut/nut-free food choices. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. In the event that a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

First Aid/ Clinic

Students must be fever free without medication and/or have not vomited for at least 24hrs. before returning to school.

Our school clinic is not staffed by a registered nurse, rather, our Student Health Coordinator assesses the students' needs and makes a determination based on parent input/ permissions.

Every effort will be made to provide a safe, healthy environment within the school setting. Parents are required to sign and submit an Emergency Medical Authorization form which will indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.

In the case of emergencies or accidents, the school clinic staff will consult the student's emergency card and attempt to notify the parent/guardian of the student's condition. In extreme emergencies, arrangements usually can be made for a child's immediate hospitalization whether or not the parent/guardian can be reached.

If an injury or serious illness occurs, the teacher/adult supervisor should immediately notify the school office. The school clinic staff will be responsible for administering first aid. In the absence of school clinic staff, other school personnel may take care of illnesses or injuries. A physician and/or emergency medical service will be called in cases of serious illness or injury.

If it becomes necessary to release a child from school because of illness or injury, a Home Release Form must be signed by the parent/guardian responsible for the care of the child. No child who is ill or injured should be sent home alone. Parents and guardians are advised to have health insurance coverage for their children in case of school injuries.

Immunizations

All students enrolled in St. Joan of Arc must have current immunizations. No student at the time of his/her initial entry, or at the beginning of each school year, shall be permitted to remain in school for more than fourteen days unless he/she presents medical documentation, signed by a licensed physician, that he/she has been immunized or is in the process of compliance, that immunization may be detrimental to the student’s health, or that immunization is objected to for good cause (e.g., religious convictions).

Ohio VACCINES	FALL 2018 IMMUNIZATIONS FOR K-8 SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	K Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required. * 1-12 Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. Grades 7-12 One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	K-8 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***
MMR Measles, Mumps, Rubella	K-12 Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
HEP B Hepatitis B	K-12 Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	K-8 Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
MCV4 Meningococcal	Grade 7-9 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.

*https://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/bid/immunizations/Ohio-Immunization-Summary-for-School-Attendance_2018-2019.pdf?la=en

Medication

Generally, all medication should be given at home. It is understood that this is not always possible.

If a child must take any medication in school which is **prescribed by a doctor**, that medication must be sent to the School Clinic in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (Tylenol, cough drops, etc.) should be taken to the School Clinic with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Our school clinic keeps a small supply of OTC medications on hand, such as Tylenol, Motrin, cough drops, etc. If a student is requesting OTC symptom relief medication during regular school hours, we must have the required medical authorization on file through ParentsWeb before we are able to dispense.

School policy also prohibits students from keeping medication in his/her possession. If an exception with this school policy is to be made, it must first be discussed with the administration and the school health coordinator.

All medication must be labeled and properly authorized. Exact dates, times, and dosage will need to be specifically noted. If a child is known to need certain medications on a regular basis, a physician's form is required, giving the school personnel permission for dispensing this medication. Only, in cases of emergency, i.e., severe allergic reaction or extremely high fever, will a verbal (phone) authorization for medication be accepted.

Student Safety

Bullying and Cyberbullying

St. Joan of Arc attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Bullying by Definition:

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

1. Causes physical or emotional harm to the target or damage to the target's property.
2. Places another student in reasonable fear of harm or of damage to property.
3. Creates a hostile environment at school for another student.
4. Infringes on the rights of another student at school.
5. Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
6. It is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
7. Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
 - a) Electronic media, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
 - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
 - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

B. Bullying is Prohibited:

1. On school grounds owned/ leased/used by a school or on property immediately adjacent to school grounds.
2. At any school-sponsored or related activity, function or program whether on or off school grounds.
3. At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
4. At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
5. Through the use of technology or electronic device owned, leased or used by a school.
6. Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
 - a. Create a hostile environment at school for the target.
 - b. Infringe on the rights of the target at school.
 - c. Materially and substantially disrupt the education process or the orderly operation of a school.

Child Abuse Laws

St. Joan of Arc abides by the Child Abuse laws of the State of Ohio. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Crisis Plan

St. Joan has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure designated location. Parents will be notified via RenWeb Parent Alert.

Emergency Drills

State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

General Information

Birthday Observances

Birthdays are very special and exciting days for all of us. It is a time to celebrate “us” with friends and family. As a school, we want to continue recognizing our students’ special day while being sensitive to student allergies and overall student health.

In lieu of edible treats for birthdays, we offer non-food celebrations. Students, teachers and parents will collaborate to choose an appropriate celebration option for each child. Please request a list of non-food celebration choices from your child’s classroom teacher, as each list may be a little different. Some examples may include: creating a birthday book or card from the class, having a guest reader come in, having the child read a special book to the class, donating a gift to the class in their honor, having a special show and tell for the birthday child, and more! In addition, students’ birthdays will be recognized during the morning announcements.

Other holiday and curriculum-based food experiences will continue to be managed by the classroom teachers. Together we can continue to celebrate our students in a healthy and positive way!

NO balloons or flowers will be accepted by the school as these are not possible for all students. No invitations to birthday parties may be distributed at school unless they will be distributed to the entire class or to all the boys or all the girls.

Bus Service

The following public school districts transport students to St. Joan of Arc School: Anthony Wayne, Maumee, and Springfield. Bus schedules are available on the main school doors in late August for the new school year. Students riding the busses are expected to observe the safety regulations set by the transportation departments. Due to liability, students may only ride their assigned bus. Any violation of the rules and regulations shall result in notification of parents/guardians in writing by the public school of residence and may require a parent-school conference and suspension of bus service.

Continued disorderly conduct or refusal to submit to the authority of the bus driver shall be sufficient reason for suspension of bus service to any student. The public school of residence shall notify parents/guardians of discontinued service with full explanation of their action. Further, the student may be subject to the school's disciplinary policy.

Cell Phones

Students are not permitted to use cell phones or communication devices, including but not limited to smart watches, during school hours. After school, students may not use cell phones or devices in any part of the building where school is still in session. (Homework Help room, detention, clubs, etc.)

Students should store cell phones and all communication devices out of sight in a backpack, purse, or locker at all times. The phone or device must be turned off at all times while in the school building. If a phone or device rings or alerts during class, the teacher will take the phone away until the end of the school day. "Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone or communication device, in any manner, during a test will be considered cheating and appropriate disciplinary action will be taken.

Students are prohibited from using cell phones or communication devices to take photographs or record video at any time on school property. This includes taking photographs or video recordings in restrooms, locker room areas, etc.

Texting:

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

If a student violates the Cell Phone Use Policy:

First Offence: The teacher or school staff shall confiscate the cell phone or communication device and take it to the office. The student will be allowed to pick up their phone at the end of the school day.

Second Offence: The confiscated cell phone or communication device must be picked up, in the school office, by a parent or guardian and a detention must be served.

ANY serious cell phone or communication device offence, including but not limited to, repeated violation of school day use, taking or sharing of inappropriate photos, video recordings, and/or cyberbullying, etc. may result in suspension or expulsion.

Classroom Movie Policy

Grades K - 4	G - rated
Grades 5 -8	PG - rated

Counselor

A certified school counselor serves the needs of students and parents through class and individual consultation.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the school office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

Emergency Closing

When it becomes necessary to close or delay school due to inclement weather, SJA parents will receive a text message through RenWeb Parent Alert. Announcement will also be made over local radio and TV stations. If **SPRINGFIELD PUBLIC SCHOOLS** are delayed or closed, St. Joan of Arc will be delayed or closed. Should an emergency arise concerning only our school, St. Joan of Arc School will be specifically mentioned. Parents are asked to refrain from calling the school and parish offices for updates on this information. **WHEN SCHOOL IS CLOSED DUE TO AN EMERGENCY SITUATION, OR BECAUSE OF INCLEMENT WEATHER, ALL SCHOOL RELATED AFTER-SCHOOL ACTIVITIES ARE CANCELLED.** If other school systems have a delay (Anthony Wayne, Maumee, and/or Toledo), it is the parent's responsibility to get the child to school.

There is **NO** Extended Day on inclement weather days when school is closed, regular school holidays noted on the school calendar, or on conference or in-service days when school is not in session.

There is **NO** Extended Day when school is closed. When there is a school delay of two hours, before school Extended Day is cancelled.

All local radio and TV stations should cover our school closing information.

Please check the parish website www.joanofarc.org or school website www.joanofarcschool.org after 1:00pm for status of **athletic practices/games**.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
11. All monies collected for the field trip are **non-refundable**.
12. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
13. Parents who are not approved chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Joan of Arc risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
14. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
15. All chaperones must be 25 years of age or older.
16. When parents/guardians are driving for field trips, all passengers must wear safety

restraints/seat belts. Students should not be transported in the front seat of any vehicle having dual airbags.

17. Volunteers who use their own car for school-related purposes must be at least 25 years old, complete and sign an Insurance Verification Form and submit a copy of their valid driver's license and proof of insurance to the school office.
18. Parent Volunteers must have completed all the Diocese of Toledo volunteer requirements, at least one week prior to the trip. (See Volunteers)

Items Brought To School

St. Joan of Arc is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices.

Library

The school has a well-equipped library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to search lockers at any time.

Lost and Found

All articles of clothing and personal belongings found in and around the school will be placed in the Lost and Found container in the lobby. Students and parents are welcome to check for lost articles. Clothing and personal items should be marked with student's name whenever possible. Unclaimed items will be donated to charity at the end of each quarter.

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program

St. Joan of Arc offers hot lunch options two days a week. Lunches are purchased through the [ParentsWeb portal](#). Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents are welcome to bring lunch for their child however; **the office will not accept deliveries from outside food vendors.**

--See Lunchroom Expectations listed under Behavior Expectations

Money

Fees for individual book orders, TRIP, raffle tickets, various collections for charities, sports participation, etc., must be sent to school in an envelope clearly marked with the student's name, amount of money sent, purpose, and the grade of the student.

Teacher Request Policy

Teachers are in the best position to make judgments about the make-up of class rosters. Being able to balance classes based on criteria and observations to which teachers have unique access creates a healthier classroom environment for all students.

Parents may request a specific teacher but should have a valid reason for doing so.

For those wishing to make a request, the following policy will apply:

1. Parents may pick up a "Request Form" in the school office.
2. Only those requests made on the "Request Forms" will be considered.
3. Incomplete "Request Forms" will not be considered.
4. Request forms will not be accepted after the posted deadline.
5. We will do our best to accommodate legitimate educational concerns.
6. Your child's current teacher will be involved in placing your child for next year – (TEACHERS WILL SEE REQUEST FORMS).
7. Requests that cannot be honored by the classroom teachers will be reviewed by an ad hoc committee comprised of four faculty members, two parent representatives from the School Advisory Council, and the administration of SJA.
8. The final decision regarding class lists rest with the administration.
9. Changes will not be made after class lists have been created.

Telephone

Students are permitted to use the school telephone when needed. When a call is made by a student, from the school phone, it requires permission of the teacher or other authorized school personnel. Students are permitted to use the school phone in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Students are not to use cell phones during school hours. Students should NEVER use the teacher's cell phone to make a telephone call.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Joan of Arc emails a weekly school-wide newsletter. Parents also have 24/7 access to student's grades, attendance, behavior, etc. through the ParentsWeb portal or app. Official school-wide emergency communications are sent using the RenWeb Parent Alert system.

Parents As Partners

As partners in the educational process at St. Joan of Arc, we ask parents to meet these expectations:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has a nutritional lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

Parent's Role in Education

We, at St. Joan of Arc, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Joan of Arc involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Joan of Arc, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Protocol for Parent Concerns

Your decision to enroll your child in our school indicates your willingness and commitment to support and cooperate with the leadership and faculty of the school. Specifically:

- To discuss disagreements and conflicts out of earshot of your child/children.
- To follow proper channels when conflicts arise. (Contact the teacher first, then the Associate Principal, and if not resolved, finally, the Principal)
- To respect teachers' and administrations' time by seeking appropriate appointments for discussion of issues.

Classroom-Related Issue

- If an issue is classroom related, the issue should be expressed to the teacher either by written note, e-mail, or by making an appointment. The teacher will not be called from class to discuss the issue.
- Notes and e-mails sent to a teacher will be responded to within 48 hours (i.e. at least notification from the teacher that he/she is working on resolving the issue) after they are received, barring unforeseen circumstances. This does not include weekends.

- Step #1: Parent/guardian and the teacher should work together to resolve the issue.
 - If there is a need to address an issue with more than one teacher (including ASP), a meeting may be arranged by one of the teachers.
- Step #2: If the issue is not adequately resolved by the parents/guardians and teacher, the parents/guardians and teacher should meet with the Associate Principal in an effort to resolve the issue.
- Step #3: Only after completing steps #1 & #2, if the concern needs further mediation, the Principal will meet with the parent(s), teacher, and Associate Principal to develop an action plan or reach a final outcome.
- Meetings granted with Parish Pastor only after all steps have been exhausted.
- If the issue is addressed by a parent/guardian to a member of the School Advisory Council, the Council member will recommend that the parent/guardian follow the procedure mentioned above.
- The administrator and/or teacher will take the appropriate action needed to resolve the issue.
- Confidentiality will always be maintained.
- Anonymous issues will generally not be addressed.

Non-Classroom Related Issue

- Any school issue that is not a classroom related issue should be addressed to an administrator.
- If a non-classroom related issue is addressed to a member of the School Advisory Council, the Council member will contact an administrator in an effort to resolve the issue.

Athletics- Related Issue

- If an issue is related to athletics, the lines of communication are with the coach, then the commissioner of the sport, then the President of Athletic Board, and finally with the Athletic Director.

Parent-Teacher Nights

The Parent-Teacher Night is a grade level meeting intended to give teachers and parents an opportunity to discuss major projects, expectations for the year, grading, evaluation and assessment of students, classroom concerns, homework policy, etc. Time will be allotted for a question and answer period. Individual parent/guardian conferences will not be held on this evening. The presence of at least one parent/guardian is expected as an overall general agenda is discussed rather than personalized student information.

Parent-Teacher Communication

Teachers are expected to alert and confer with a parent/guardian as soon as possible when a child's performance or attitude becomes unsatisfactory or show marked or sudden deterioration. A sharing of information among parents, teachers, and the student is essential.

Parents, teachers and administration may also request a teacher conference. To schedule a conference, please send a note, e-mail, or leave a voice mail with the teacher. The teacher will respond by the end of the following school day or the teachers next day at school. Teachers may also choose to communicate electronically with parents via email regarding classroom issues or homework.

Parent-Teacher Conferences

Formal Parent-Teacher Conferences are held once a year after the first quarter has ended. Conferences provide an opportunity to discuss each child's progress and to assist the parent/guardian in understanding the school program. Conferences are not limited to this particular period and are encouraged whenever the parent/guardian or teacher feels it necessary.

Parent-School Organization: PSO

St. Joan of Arc Parent-School Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Membership includes all parents/guardians of children attending St. Joan of Arc School. All parents/guardians are invited to and may attend any or all of the PSO meetings. There shall be no membership dues.

Committee membership consists of volunteers from the general membership. Suggestions and ideas from the general membership may be given to any member of the Executive Committee for consideration at the regular meetings.

School Advisory Council: SAC

The School Advisory Council is composed of appointed members of the parish, plus the Pastor and the Principal who are ex-officio members. The purpose of the Council is to advise the Pastor and Administration on matters concerning the parish elementary school; to assist in formulating and defining school policy and to serve as the liaison between the school and parish community. The term of office is three years with no member serving more than two consecutive terms.

Meetings are scheduled monthly during the school year. Concerns that affect the school may be brought before the Council by the administration or any other member of Council. Individual parishioners may submit particular matters in writing through members of the Council. If a parishioner and/or parent/guardian wishes to be on the agenda of a School Advisory Council meeting, prior written notice of his/her intent and the subject of this intent must be given to the Administration for approval ten days in advance of the Council meeting.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. While it may be written work, it could also consist of practice, drill, oral and silent reading, or time spent in studying.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each Grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 – 30 minutes, etc. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. In order to give ample time for reading and studying over the weekend, written homework will **not** be assigned, to students in grades K-6, on Friday evening or during Christmas or Spring Break. **No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week.**

Parents can assist their children with homework and promote good study habits in several ways:

1. Provide a study area that is free of distractions.
2. Set aside a specific time each day during which homework is to be done.
3. Belongings and book bags should be packed and ready for school the night before.
4. Be sure that your child uses his/her assignment notebook as intended.
5. Provide the supplies necessary for your child to be organized.
6. Communicate with your child about daily assignments and long-term projects, but allow your child to do his/her own work.
7. Should an emergency situation arise at home making it impossible for a student to complete a given assignment, parents should notify the teacher(s) in writing with the appropriate reason.

Homework Policy

Teachers in grades 1-4 will institute a policy within their own classrooms regarding students who do not complete homework assignments. Teachers will discuss this policy with students and parents, post the policy in the classroom, and follow-up with disciplinary action as outlined in their classroom regarding students who do not turn in homework.

In grades 5-8, students will follow the homework policies as distributed by their homeroom teacher. Copies of the policy are posted in the classroom, on RenWeb, and a paper copy will be provided to parents at Parent-Teacher Night.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Office Records

Parents/guardians are required to keep the St. Joan of Arc School office current on the address, phone number and legal guardianship of their students.

In the case of a change in custody, unless and until SJA receives a probate court order changing a child's name, the legal name will not be changed on any school records.

St. Joan of Arc will release educational data records to non-custodial parents, as well as custodial parents/guardians, unless the custodial parent presents the school with evidence that the student's other parent is denied access to such information.

Public release of student information will not be released to anyone without prior notice given to the parents regarding:

1. Types of information that the school has designated as directory information.
2. The period of time within which a parent/guardian or eligible student has to notify the school in writing concerning the information about the student.

Directory information may not be released to anyone using it for profit making purposes.

Release of the student information other than directory information is prohibited for purposes other than:

1. Administrative use in school record keeping or transfers.
2. Legitimate law enforcement investigation of missing children.
3. Any proper court order directed to the school.

“Directory Information” is defined as:

1. Name, Address, telephone listing
2. Participation in officially recognized activities and sports
3. Weight and height of members of athletic teams
4. Dates of attendance
5. Awards received

SJA complies and maintains students' records for a 5 year period after the student has left the school. The information maintained includes, but is not limited to:

- Scores on standardized intelligence and aptitude tests
- Scores on personality, interest tests, and individually administered psychological tests and reports
- Family background information
- Record of extracurricular activities
- Health data
- Objectively gathered teacher-minister or counselor ratings and observations
- Reports of serious or recurrent behavior patterns, provided that the reports contain only factual information and not subjective information
- Disciplinary data
- Attendance data
- Description of student progress including grade level completed, schools attended, academic certificate, baptismal record, hospital record, or passport

The above student data may be provided to the following entities without the parent's/guardian's consent:

1. All certified members of the staff who have legitimate educational interests.
2. School officials of other schools who have legitimate educational interests.
3. Financial aid officers.
4. Those processing a subpoena for such data.
5. Accrediting organizations.
6. Legitimate researchers, as determined by the judgment of the administration.
7. A law enforcement officer who is conducting an investigation to determine whether the student may be a "missing child".
8. A court, attorney, or law enforcement officer investigating whether the student is "an abused, neglected or dependent child".

In the case of emergencies where it is necessary to protect the health and safety of a student in which no parental consent is possible, the administration should consider the seriousness of the matter and whether the data being sought would help alleviate the emergency more quickly.

SJA maintains a record of all individuals and agencies, which have obtained access to a student's records. The record indicates specifically the legitimate interest such a person, agency, or organization has in obtaining the information, as well as the date and time of the request.

A student's health record is maintained in a separate file from his/her academic record. This file contains all health information and accurate records of all immunizations required by law. Psychological test results are also kept in a separate file. Express written permission must be sought from parent before forwarding this information to anyone, unless under direct court order. Only professional psychological test results or documentation from such professionals may be kept in such files, not personal opinions.

Photo Likeness Release

From time to time, St. Joan of Arc School and Parish desires the use of a student's photographic likeness for promotional purposes. Photographic likeness includes, but is not limited to, still photographs and video recordings. Promotional purposes may include, but are not limited to, publications, news releases, newsletters, and/or internet/website. As such, the St. Joan of Arc student and parent(s)/guardian(s) understands and agrees that St. Joan of Arc School and/or parish may use said photographic likeness as described above and identify said student by his/her first and last name, class, and/or grade level. Parents are required to sign a Photo Likeness Release form stating their consent or non-consent of this policy.

Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Under the laws of FERPA, parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

Student Records

St. Joan of Arc adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Joan of Arc Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

St. Joan of Arc reserves the right to withhold academic records of students whose financial commitment is in arrears.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Search and Seizure

The school reserves the right to search personal property brought on school grounds or at school functions. This includes cell phones, other electronic devices, students, student lockers, student desks, student possessions, and/or seize possessions at any time.

Social Media

Engagement in online social media forums such as, but not limited to, Facebook®, Instagram, Twitter, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's postings/remarks includes defamatory comments regarding the school, the faculty/staff, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Independent creation of any social media page/site that is connected to SJA school or parish without written consent from school/parish administration is strictly prohibited and may result in the children of the parent being separated from the school. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page (Facebook®, Instagram, Snapchat, etc.) may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Toledo Police Department will be notified.

Visitors

All school visitors, including parents/guardians, must first report to the school office when entering. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. **No one may go directly to a classroom.**

Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Family "All In" Volunteer Program

Community is at the heart of Catholic Education not simply as a concept to be taught, but as a reality to be lived. The experience of community leads naturally to service. God gives people different gifts, not only for themselves, but to share with others.

At St. Joan of Arc Catholic School, we have truly been blessed with supportive families! Parents' active, positive participation in the life of the school and the ideas, energy, and expertise

this involvement brings, sends a strong message to our children about a parent's commitment to them, their education, and the community which we are all called to serve.

The simple goal of SJA "All In!" is to equitably distribute volunteer hours across ALL of our school families. **From June 1, 2018–May 31, 2019, we are requiring a minimum commitment of 15 volunteer hours per family.** Each of you is a vital resource, and your children are the beneficiaries. We are truly grateful for your willingness to share your time and talent with the students of the St. Joan of Arc Catholic School community.

Volunteers

A Volunteer Handbook is available online. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

The Diocese requires ALL parents or others who want to volunteer with, coach, or chaperone students at St. Joan of Arc to complete the following:

1. Appropriate Background Check, renewed every 5 years
 - All **new volunteers** must complete an online Social Security Number background check via Selection.com
 - All **current volunteers** must complete an online Social Security Number background check via Selection.com, within 5 years of their last fingerprinting
2. Protecting Youth Course, renewed every 5 years
3. *Expectations for All those who Minister to Youth Form*, renewed every 5 years

Coaches must complete CYO Coaching Certification classes as a substitute for the Protecting Youth Course and the *Expectations for All those who Minister to Youth Form*.

If you have previously completed a Protecting Youth Course or a Background Check, you may have received a VIRTUS User ID and Password from your Compliance Officer. If not, check with him/her before you proceed as much of your information may have been uploaded from a former database. Please contact the St. Joan of Arc School or Parish office for Compliance Officer email information.

Auxiliary Services Program

ASP Clerk

An Auxiliary Service Clerk assists administration in the management of state funds and employees.

Counselor

A school counselor is provided through auxiliary service funds. The counselor is available to all students upon request during school hours three days a week.

Intervention Specialist

A certified teacher/tutor is employed to assist those students who have diagnosed handicaps and meet eligibility requirements. Resources for special services are limited, and we may not be able to meet special needs for some students.

Math Intervention

Specialized help is available to those students who experience difficulty mastering the grade level math objectives in the Course of Study.

Reading Recovery

The Reading Recovery program targets first grade students found to be “at risk” by providing intensive one-to-one lessons including opportunities for children to make their own links between reading and writing and discover meaning.

Speech & Language Specialist

A part-time therapist employed with the use of Auxiliary Services funds works with those students who need to develop articulation and language skills.

OTHER SERVICES/PROGRAMS

St. Joan of Arc Parish Athletic Board

This organization supports the philosophy for all athletic programs offered to the youth of our St. Joan of Arc Catholic Community. Students in our programs are given the opportunity to experience athletics through participation without over-emphasis on a win/loss record. Members must be parishioners of the St. Joan of Arc Parish. This board serves in an advisory and organizational capacity to the Athletic Director. Terms of office are unlimited.

WSJA

WSJA is a student-led, televised, morning announcement program. Student crew members for WSJA are selected by a committee, made up of faculty, staff, and administration. The following criteria is used to determine selection: teacher recommendations, classroom participation, personal responsibility and organization, student conduct, and attendance/tardies.

Student must have less than 5 tardies all year, a GPA of 3.0 or better, and fewer than 4 demerits the previous school year. WSJA members should demonstrate school spirit and should be role models for the entire student body.

Enrichment Program

The St. Joan of Arc School Enrichment Program provides accelerated and/or enrichment experiences that supplement and extend learning beyond the standard curriculum to students in grades 1-4.

The Enrichment Program is designed to:

- *Develop and strengthen students' ability to think critically
- *Nurture students' skill in the creative process
- *Expand vocabulary
- *Develop the ability to perceive relationships through critical thinking
- *Identify logical conclusions using deductive reasoning
- *Develop reasoning skills of sequence, classification, and analogy
- *Advance mathematic skills and concepts

Students who show exceptional academic ability, task commitment, positive attitude, and creativity are strong candidates; however, participation in the program can change as it is reevaluated annually.

Students who are involved with the enrichment classes will be expected upon returning to the classroom, to find out what work was missed and to complete that material, on time, as well as assignments from the enrichment lessons. This requires the students to maintain a high level of responsibility and independent work habits.

SPECIAL STUDENT ACTIVITIES

GENERAL

Camp Storer (Gr. 6)	Geography Bee (Gr. 4-8)
Wax Museum (Gr. 6)	Scouts
Drug Education & Prevention (Gr.5)	Altar Servers (Gr. 5-8)
Student Council (Gr. 7-8)	Power of the Pencil

JUNIOR HIGH

Video Crew	WSJA
Yearbook	Quiz Bowl

MUSIC

Band (Gr. 5-8)	Fine Arts Festival
Cantors (Gr. 5-8)	Christmas Program
Chorus (Gr. 3-8)	Musical/ Talent Show

PARISH SPORTS PROGRAM

Baseball (Boys Gr. 3-8)	Soccer (Gr. 1-8)
Basketball (Gr. 4-8)	Softball (Girls Gr. 3-8)
Cheerleading (Gr. 5-8)	Track & Field (Gr. 4-8)
Cross Country (Gr. K – 8)	Volleyball (Girls Gr. 5-8)
Football (Boys Gr. 5-8)	Wee Pee Baseball (Gr. K-2)

TECHNOLOGY

Technology Mission Statement

St. Joan of Arc School will utilize and integrate a variety of technologies across the curriculum enabling all students to:

- Develop the lifelong skills necessary to continue learning
- Communicate clearly
- Solve Problems
- Work in collaboration with others
- Access, evaluate, and use information and technology as responsible citizens in an ever-changing society.

In fulfillment of this mission, the St. Joan of Arc Community is committed to sound financial management, to the continued advancement of technology, and to providing training to ensure the technological competency of the administrators, teachers, staff, and students.

Technology and Internet Acceptable Use Policy

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; *Rome, 1992*).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

At St. Joan of Arc Catholic School students are not allowed to have personal electronic devices on their person during the school day. If any such device is brought to school, it must be stored either in the locker or in the student’s backpack.

The following policy applies to school computers, technological devices, and network and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of St. Joan of Arc must obtain parental permission. The signature(s) on the Parental Consent/Student Policy Agreement Form is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated, and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts.

III. Acceptable Uses

An acceptable use is one that is for educational purposes. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

A. Safe Communication

- 1) *Personal Information:* When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.
- 2) *Meetings:* Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.

B. Netiquette

- 1) *Behavior:* Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

C. Copyrights

- 1) *Honesty:* Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

IV. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of St. Joan of Arc in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following

guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher (or Technology Coordinator). Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

A. Recording devices

- 1) *Messaging*: Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
- 2) *Prohibited Areas*: Students may not take recording devices into certain areas such as bathrooms and locker rooms.
- 3) *Sexting*: Students are not permitted to “sext” or transmit other sexually oriented images.
- 4) *Permission*: Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

B. Downloads

- 1) *Games*: Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
- 2) *Viruses*: Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

C. Unauthorized Access

- 1) *Bypasses*: Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) *Other Accounts*: Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including online school resources such as RenWeb, Edmodo, or Moodle.
- 3) *Mobile Hotspots*: Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.

- 4) *Proper Action to Take:* If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
- 5) *Internet Access:* Students are not permitted to connect to the internet through a source other than the school's specified provider. Accessing the internet via a 3G connection or otherwise is strictly prohibited.

D. Other Actions

- 1) *Employees:* Students should not email or post to webpages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) *Online Activities:* Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
- 3) *Defamation:* Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) *Social Networking:* Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, and Myspace) unless for academic purposes as specified by the supervising teacher.
- 5) *Tampering:* Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 6) *Inappropriate Material:* Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 7) *Cyberbullying:* Cyberbullying is strictly prohibited.
- 8) *Jailbreaking:* Students are not permitted to "jailbreak" school-provided devices (or do any similar process that wipes clean the hard drive of a device).

V. Content of Policy

A. Review and Revisions

- 1) *Current Policy:* Signed Acceptable Use Policies will be kept on file at St. Joan of Arc.
- 2) *Updating the Policy:* Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it

becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

Internet Safety Policy

I. Introduction

The purpose of the Internet Safety Policy is to provide the school's approach to Internet safety and security and provides overarching themes for how St. Joan of Arc will handle these issues rather than presenting a guide for students on the day-to-day operations of the school network, computers, and proper usages (this can be found in the Acceptable Use Policy, which complements this document). St. Joan of Arc recognizes that students must act responsibly and will hold students accountable for their actions in attempting to uphold the Internet Safety Policy.

Successful operation of the building network facilities requires that use of Internet resources be consistent with the stated mission, goals, and objectives of St. Joan of Arc

It is the policy of St. Joan of Arc to:

- 1) Prevent user access to and transmission of inappropriate material via the Internet, email, or other forms of direct electronic communications over its computer network;
- 2) Prevent unauthorized access and other unlawful online activity;
- 3) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- 4) Comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To gain access to the Internet, all students of St. Joan of Arc must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

St. Joan of Arc reserves the right to terminate the account of any user in violation of these provisions, may result in a loss of computer access and further disciplinary action up to and possibly including suspension or expulsion, as well as legal action in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts. Key terms found in the policy are as defined in the CIPA, and several of these terms are included in the following "Definitions" section for the sake of clarity.

II. Definitions

- 1) A *user* is defined as any student, faculty, or staff member using the technology resources at St. Joan of Arc.
- 2) (CIPA) A term *minor* is defined as any individual who has not attained the age of 17.

- 3) (CIPA) The term *harmful to minors* means a picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

III. Internet Terms and Conditions

A. Safety

- 1) *Promotion of Internet Safety*: To the extent practical, steps shall be taken to promote the safety and security of users of the St. Joan of Arc online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- 2) *Personal Information*: St. Joan of Arc encourages minors to be safe and take responsibility for their actions on the Internet. When using the computer network and Internet, minors should not reveal personal information about themselves or any other minors such as home address, phone number, full name, or any other identifying information.

B. System Security

- 1) *System Bypasses*: St. Joan of Arc treats security on any computer system as a high priority. Users should notify a teacher if a problem or potential bypass of security systems is detected. St. Joan of Arc strictly forbids students from accessing another individual's account and/or tampering in any way with the personal emails, files, or data belonging to another person.
- 2) *Hacking*: As required by the CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online.

C. Inappropriate Material

- 1) *Final Say*: The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right – that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem what is inappropriate use, and their decision is final. These same authorities will be consulted to determine what matter is inappropriate for minors.
- 2) *Material*: St. Joan of Arc prohibits students from transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually

oriented, threatening, offensive, cyber bullying or illegal materials. Reasonable measures will be enforced to prohibit students from obtaining inappropriate material online.

- 3) *Liability*: St. Joan of Arc makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Joan of Arc assumes neither the responsibility nor liability for any phone charges, line costs or usage fees, or for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. St. Joan of Arc specifically denies any responsibility for the accuracy or quality of information obtained through its services.

D. Copyrights

- 1) *Plagiarism*: St. Joan of Arc's honesty policy applies to the internet as well. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

E. Technology Protection Measures

- 1) *Filters*: To the extent practical, St. Joan of Arc shall use technology protection measures (or "Internet filters") to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the CIPA, blocking must prevent against access by adults and minors to visual depictions of material deemed as obscene, child pornography, or harmful to minors. The school will enforce the operation of technology protection measures while the school computers with Internet access are being used.
- 2) *Research*: Subject to staff supervision, St. Joan of Arc will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purpose.

F. Privacy

- 1) *Monitoring*: The Computer Teacher (or Technology Coordinator) and administration will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather information insuring system integrity and responsible use of the system. A log will be kept of all Internet use by students, faculty, staff, and administration, and all activities will be monitored.
- 2) *Supervision by Staff*: It shall be the responsibility of all members of the St. Joan of Arc staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

G. Education

- 1) *Age Appropriate Training*: The Technology Director/Computer Teacher (or Technology Coordinator) will provide age-appropriate training for students who use the Internet facilities of St. Joan of Arc. The training provided will be designed to promote the school's commitment to:
 - a. The standards and acceptable use of Internet services as set forth in this policy
 - b. Student safety with regard to:
 - i. Safety on the Internet
 - ii. Appropriate behavior while online, on social networking sites, using email, or in chat rooms
 - iii. Cyberbullying awareness and response
 - c. Compliance with the E-rate requirement of the CIPA

H. Content of Policy

- 1) *Current Policy*: Signed Internet Safety Policies will be kept on file at St. Joan of Arc.
- 2) *Updating the Policy*: This policy may be updated when new or changing technology warrants.

I. Loss of Privileges

Any violation(s) may result in a loss of computer access up to and possibly including suspension or expulsion, as well as legal action. Users are considered subject to all local, state, and federal laws.

Right to Amend

St. Joan of Arc reserves the right to amend this Handbook. Notice of amendments will be sent to parents through e-mail communication. Not every situation, behavior, or protocol is "covered" in these guidelines. Questions will arise that are not covered here or special circumstances may justify a course of action inconsistent with those listed in this handbook. In any case, the principal and/or pastor have the final recourse in all matters pertaining to the school.

At St. Joan of Arc Catholic School, conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code.