

2017 - 2018
STUDENT-PARENT
HANDBOOK



ST. JOAN OF ARC
CATHOLIC SCHOOL

St. Joan of Arc School Welcomes You!



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VISION STATEMENT

Father, we desire to be a people who respond to the call of Jesus and are guided by the Holy Spirit as we strive to do Your will. We know that if St. Joan of Arc Parish is to become the community You want us to be, we must encourage full, active, and conscious participation of all generations through prayer, stewardship, and fellowship. Lord, God, bestow on us, Your people, wisdom and enthusiasm, as we continue to grow in Your love. We ask this through Christ Jesus our Lord. Amen.

ST. JOAN OF ARC SCHOOL MISSION STATEMENT

Following the example of Jesus, St. Joan of Arc is a Catholic school committed to assisting parents in educating their children. Our school strives to provide a nurturing environment which encourages students to grow and develop spiritually, intellectually, emotionally, physically and socially. Through instructional programs using a variety of techniques and resources, students will become responsible, self-disciplined, faith-filled learners who are socially conscious and positive contributors to the community.

ACCREDITATION

In June of 2013, the Commission of the Ohio Catholic Schools Accrediting Association granted St. Joan of Arc School **Full Accreditation** on their five year “School Improvement Plan.”

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.

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

FOREWORD

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.

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.

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.

PARISH/SCHOOL HISTORY AND TRADITIONS

It was July 21, 1978 when Bishop John Donovan decreed the birth of a new Christian community be formed in south Toledo, due in most part 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.

With a new church completed in the fall of 1984 and a school building opened in 1980-81 school year, St. Joan of Arc laid 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 430 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.

SCHOOL COLORS.....**SCHOOL ATHLETIC NICKNAME**
Red and Gold Warriors



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. Class Masses are scheduled on the following days:

Wednesday - Grade 1 - 4

Thursday - Grades 5 - 8

All-School Liturgies are held once a month as noted on the school calendar. Kindergarten students participate in prayer services and some special Liturgies. Liturgical music practice and prayer times are also scheduled for Grades 1 – 8. Reconciliation is offered to the students twice a year during Advent and Lent.

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.

Sacraments

Parents/guardians are involved in the sacramental preparation of their children. 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 Communion – Grade 2

First Reconciliation – Grade 2

Confirmation – Grade 8

Service Projects

All classes will incorporate some service experience into the religious education program.

The junior high students are required to complete twenty hours of service each of their two years, for a total of forty hours. The service categories they should strive for are family, parish/school, and community. They should try to do an equal number of service activities in each area so as not to limit their experience. This broadens their opportunities for learning through volunteer service work. Students are encouraged to become involved in several different ways trying new activities in which they have never participated.

Students may not gain any more than twenty hours in any one year. The reason is that as students mature their outlook on life's experiences change. Service opportunities should complement this growth experience.

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, 2017–May 31, 2018, 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.

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.

Ohio has now integrated the Common Core into the subjects of Math and English/Language Arts. Since we make the standards our own by providing more rigor and the Catholic faith, we effectively "adapt" (vs. "adopt") the standards. This is an important distinction. Adoption involves using the standards exactly as they are written.

Adaptation is modifying the standards to meet our own needs and faith identity. By adapting the Common Core (via the state standards), we are able to maintain the same standard of excellence SJA is known for.

Math/ Language Arts Program

In grades 6-8, we offer Standard Math classes/ Standard ELA or Reading classes and an Enriched Math classes/ ELA or Reading classes. Students in both classes will be taught all the concepts required in the state and diocesan math 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 Scantron). • 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 LA.

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 Stand 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.

Testing

The *Northwest Evaluation Association's* Measure of Academic Progress (MAP) Test will be given to grades 3-7 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.

Music

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.

STUDENT EVALUATION

Homework

Home study is intended as an extension of the learning begun at school. While it may be written work, it could also consist of practice, drill, oral and silent reading, or time spent in studying.

Because children are unique, some require more time than others to assimilate knowledge and skills. For this reason, home study time will vary according to the child's ability.

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.

Planned Absent work that was received ahead of time is due the day the student returns.

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.

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).

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.

School 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.

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 to 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).

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.

Academic Probation

A student can be put on academic probation if he/she fails two or more subjects in any one quarter. Academic probation gives the student notice that he/she needs to improve academically. While on probation, the student may be excluded from all extra-curricular activities. A student can be taken off probation only at the discretion of the administration.

PROCEDURE FOR PARENT/SCHOOL COMMUNICATION

Parent/ Guardian Code of Conduct

A Catholic school is most successful when the administration, the teachers and the parents partner for the good of the child. The school is a community of faith where the dignity of each person is respected. Mutual support and cooperation among all those guiding the lives of the children are essential for effective formation and education.

Saint Joan of Arc is committed to working with you for the good of your child. We are committed to open, honest communication. We will treat both you and your child with dignity and respect.

For your part, 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 speak with a civil and respectful tone of voice at all times.
- 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 Principal or Associate 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 voice mail message. The teacher will not be called from class to discuss the issue.
- Notes, e-mail, and voice mail messages to a teacher will be responded to within 24 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.
- 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.
- If the issue is not adequately resolved by the parents/guardians and teacher, the parents/guardians and teacher should meet with a school administrator in an effort to resolve the issue.

- 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.
- If, for whatever reason, the parent/guardian feels that he/she cannot address an issue with a teacher, the Council member should inform the parent/guardian that the issue cannot be resolved without having the parent/guardian talk to the teacher or an administrator.
- 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.
- Members of the School Advisory Council may assist as required in resolving issues but do not have the authority to resolve issues on their own.

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.

ADMISSIONS POLICY

Non-Discrimination 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.”

According to the general laws of the State of Ohio governing admission, the following criteria will apply:

Application Process

Parents/Guardians of students in preschool through grade 8, whether Catholic or non-Catholic, wishing to inquire about SJA are encouraged to contact the school office (419.866.6177) and visit our website (school.joanofarc.org) or stop by the school office for more information.

Enrollment Policy

Applicants are enrolled in the following order:

1. All enrolled students have priority of registration for the following school year, as long as they register within the timeframe 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.

A waiting list will be maintained, using the order of acceptance listed as follows:

1. Parishioners and non-parishioners will be determined. Vacancies will be filled by the parishioners and then by non-parishioners.
2. Length of time in the parish will determine the priority in which the children are accepted.
3. New students will be accepted to fill vacancies in grade one through eight after July 1.
4. Children of non-parishioners will be accepted in the order registrations are received as vacancies become available.
5. All obligations to previously attended schools must be satisfied before registration at SJA is completed.

Preschool Admission

St. Joan of Arc Preschool welcomes children ages 3, 4 and 5. Children enrolled must be three years of age by September 30th and must be toilet-trained before beginning school.

Kindergarten Admission

A child must be five years old by August 15th.

First Grade Admission

A child must be six years old before August 15th. To enroll a child who is six years old between August 16 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

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 transferring students who are admitted under this policy are under a 60 school-day probationary period. Academic progress, adherence to SJA's school policies, and the student's disciplinary record will be reviewed after the probationary period to determine whether or not continued enrollment at SJA is warranted.

St. Joan of Arc school has the right to decline admission based on inability to accommodate the needs of a child.

Parents of St. Joan of Arc students should notify the school office if their child is transferring to another school so that records can be sent.

Parents are required to keep the school office current on the address, phone number, and legal guardianship of their student.

Tuition

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.

SJA operates with two tuition rates. There is an active parishioner and a non-parishioner rate schedule. 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.

ATTENDANCE

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

Absence- General

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.

Five (5) unexcused absences within a school year may result in grade retention. Please also note, five (5) unexcused tardies equal one (1) unexcused absence.

Students and parents are responsible for work missed as a result of excused or unexcused absences. Specific assignments will not be given prior to unexcused absences, although 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.) When returning from an absence, the student will be allowed to make up tests and complete work missed during the 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.

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.

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

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 during the 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.

Planned Absences

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.).

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.**

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 Lucas County Attendance Officer.

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.

Truancy

If a student is suspected to be truant, the administration will contact the student's parent/guardian to report the truancy. All reasonable means will be exerted to get the student back into the educational environment.

Early Dismissal

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.

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 (morning announcements)
- 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 or normal 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 “early dismissal”. The school does not provide supervision for the safety of the students off school premises.

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

Extended Day is available beginning at 7:00 a.m., the students in extended day join the other students outside at 7:50 a.m.. Extended Day is also available immediately after school until 6:00 p.m.. The fees to use the Extended Day Program include a family registration fee and an hourly rate with a multiple child discount. All fees for Extended Day must be prepaid whenever possible. Beginning the 2014-2015 school year, a new system for payment is being implemented. For safety reasons every student using the program **MUST** be registered. Registration forms along with additional information are available in the school office.

STUDENT DISCIPLINE POLICY

In accordance with the philosophy and goals of St. Joan of Arc School, the discipline policy shall allow the child to grow and mature in self-discipline and personal responsibility. To achieve the kind of learning environment which these goals require, home and school must be mutually supportive. The school will be able to educate children only if the children abide by the school’s academic and disciplinary standards.

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.

The school atmosphere should be one which allows the teacher to teach and every student to learn. 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.

St. Joan of Arc School believes in the success of every student, the empowerment of parents/guardians through partnership with the school, and the integration of services to children by using a “team approach”.

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

The discipline policy is utilized by all faculty/staff members and the administration throughout the year. A copy of the discipline policy is sent home to all parents at the beginning of the school year. Each parent is asked to read it, review it with their child, and sign/return a slip indicating they have done so.

Minor infractions or problems will be handled at the classroom level. The teacher is expected to re-teach behaviors. If the undesirable behavior continues, the teacher will contact the parent/guardian to discuss the situation and to discuss a solution. The teacher may also ask for support and assistance from the administration.

Major infractions or serious violations are generally referred to the administration. Resolution may involve a conference with the student and/or parent/guardian, or a conference with the Crisis Intervention Team to obtain clarification of the problem and accompanying penalty or sanction. These sanctions may be in the form of a warning, suspension, some other agreed upon course of action, or expulsion. When expulsion is the only solution, the Diocesan School Policy will be followed.

It is essential to maintain a good balance between teacher expectations and student rights to effect school rules which are fair and solutions which are just.

Students are expected to abide by the following general rules:

1. Arrive at school by 8:10 a.m.
2. Listen to all adult supervisors and follow directions.
3. Be prepared...complete all assignments on time.
4. Follow the dress code policy. (see Dress Code Policy)
5. Absolutely NO pushing, kicking, shoving, running, fighting or threats at any time.
6. No vulgar or obscene language, music, or gestures will be tolerated.
7. Respect all school property during and after school hours.
8. All discipline policies will be utilized in the Extended Day program as well.

Lunchroom/ Playground Rules

(All Lunchroom and Playground Rules are posted in the cafeteria)

1. Enter and exit the lunchroom and playground in an orderly manner.
2. Reasonable talking; no shouting and screaming.

3. Treat lunchroom/playground supervisors with respect at all times.
4. No throwing food or objects of any kind
5. Students will remain seated until dismissed.

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, an academic consequence of zero credit may apply along with a drop in citizenship.

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 dishonesty

Policy for misbehavior during *each grading period*:

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.

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.

If the student continues misbehaving, he/she may be *suspended (or expelled)* for such behavior. If a student causes a severe disruption in the classroom, on the bus, on school premises, or at any school sponsored event causing unsafe or extreme interruption of the school day, the administration will assign the student to after school detention and any other appropriate disciplinary proceeding deemed necessary, including but not limited to disciplinary probation, suspension, and/or expulsion. **Fighting will be considered a severe disruption.** Consequences for fighting will result in a pink slip. Multiple pink slips may result in a suspension or expulsion at the administration's discretion.

Note: Detentions may be issued directly when circumstances warrant such action.

Discretion in this regard rests with the school administration.

Suspension

“Suspension” is a short term (10 days or less) removal from school and/or exclusion from participation in some or all school activities, served in or out of school. Suspension from school is imposed for serious misbehavior and then only by school administration. The administration reserves the right to place a student on home study for conduct deemed inappropriate and contrary to the philosophy of the school. (This includes, but is not limited to, fighting or making threats toward others).

Expulsion

St. Joan of Arc School will do all within its power to assure its students the right to just and fair treatment as it befits a Catholic institution. Sometimes, in spite of all that is done by the school personnel to guide and work with students, their continued presence in the school may be judged detrimental to their own welfare or the welfare of others. The expulsion of students will be considered only when, in the estimation of the principal, all other means of correction fail to change unacceptable conduct. “Expulsion” is a semester long or permanent removal and exclusion of the student from school. A decision to expel a student is very serious and should only occur when all other recourse and reasonable efforts to conform a student’s conduct have been exhausted. 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.**

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.**

Corporal Punishment

Corporal punishment is not consistent with the school philosophy and goals will not be used. All discipline matters will be handled with respect for the dignity of the individual and in a spirit of reconciliation.

The administration has full authority in matters of discipline, and may waive any disciplinary rule for just cause at his/her discretion.

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.

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:**

Alcohol use	Harassment/Bullying
Arson or attempted arson	Profanity or obscenity by words or gestures
Assault, battery and/or fighting	Serious disorderly conduct
Breaking and entering	Serious disrespect
Conduct unbecoming to a SJA student	Technology abuse
Drugs	Theft
False fire alarm	Threats (oral or written)
Forgery	Trespassing
Gambling	Vandalism

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

STUDENT 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 2" OR LESS FROM THE TOP OF 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.
- Navy or black leggings may be worn under uniform jumper or skirt.

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.
- Tee 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 lops 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
- If in doubt, don’t wear it.

Dress Code For Physical Education

GRADES K-1

Tennis shoes

Boys and girls will not change for gym.

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 2 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.

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.

GENERAL INFORMATION

Bankruptcy

When a parent/guardian declares bankruptcy and St. Joan of Arc School is listed as one of the creditors whose debt is to be discharged, the school will seek the parent's/guardian's agreement to reaffirm the debt. If St. Joan of Arc School is not listed as a creditor in the bankruptcy, the parent's/guardian's obligation remains. In any event, we do not acknowledge an obligation to provide a diploma unless the school is satisfied as far as the payment of tuition, fees, etc. are concerned.

Birthdays

Although students may bring treats to celebrate birthdays, these treats will be distributed at the discretion of the teacher. We also suggest birthday books to celebrate the occasion. Money normally spent on a treat could be used to buy a hard cover book for our school library. When the student brings the book to school, an announcement will be made and the student's name, age, and birthday will be noted on the inside cover. Books may be purchased through the school library.

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.

Student Cell Phone Use Policy

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 anytime on school property. This includes taking photographs or video recordings in restrooms, locker room areas, etc.

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.

Third 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.

Class Size

“Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs.” (Mark 10:14). As a Catholic school it is our greatest challenge to educate our children in matters of faith and set an example of Christian life. “We are dedicated to the development of each student’s spiritual academic, emotional, cultural, social, and physical potentials through participation and immersion in an atmosphere of lived Christian Community.” (Parent Handbook “Philosophy”)

We need to keep in mind that the primary concern in educating our children is to pass on the faith; to offer as many as possible the opportunity to learn, grow, and live the faith that Jesus brought to us. Sometimes we lose sight of our true reason for offering a Catholic education. This opportunity should not be denied to anyone.

There is not a diocesan norm for the number of pupils per teacher-minister in elementary and high school. Kindergartens will ideally have a ratio smaller than the ordinary elementary classroom. If there are more than twenty students in a kindergarten class, the utilization of an aide is strongly advised.

It is the policy of St. Joan of Arc School that each grade level will be limited to a maximum of 55 students. For those grade levels that exceed 50 students, in addition to

each classroom teacher, a certified teacher assistant is available to assist with classroom activities. Students can be added to a classroom only if a vacancy occurs in that classroom anytime throughout the school year.

Classroom Movie Policy

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

Emergency Closing

When it becomes necessary to close or delay school due to inclement weather, an announcement will 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 AFTER SCHOOL ACTIVITIES AND EVENING MEETINGS ARE ALSO 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.

Field Trips

Field trips sponsored by school will be educational in nature and related to the subject matter and objective of the instruction at the particular grade level. Trips must be approved by the administration. A Diocesan permission slip must be completed by the parent/guardian in order for a student to participate. Permission slips include time, place, type of transportation, cost and general information about the scheduled activity. Permission slips may be faxed to the school.

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.

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.

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 organizations that serve the needy at the end of each quarter.

Lunch

Lunches are purchased through the [ParentsWeb portal](#) . New menus are made available each month.

Parents are welcome to bring lunch for their child however; the office **will not** accept or sign credit cards receipts for deliveries from outside food vendors.

Lunchroom Expectations

While eating:

1. Students remain in their seats, except for an emergency.
2. Students should have an extra napkin to use as a place mat.
3. Students may talk in acceptable levels – loud talking, loud noise, or rowdy behavior is not acceptable.
4. Students are to eat the lunch that has been packed for them and must not trade food.
5. Students are responsible for picking up paper and garbage from their table and the floor area before being dismissed.
6. Students are expected to respect and follow directions of the lunchroom supervisors.

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.

Playground Expectations

Rules of Behavior:

1. Students are expected to follow the directions of the playground supervisors.
2. Students are expected to respect others and observe safety rules at all times.
3. Students shall act in an appropriate manner; fighting, pushing, shoving, and threats are **NEVER** acceptable.
4. 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.
5. Use only approved playground materials and equipment. For health and safety reasons, the following items are not permitted on the playground: radios, MP3 players, Ipods, cell phones, electronic hand held games (DS, PS3, etc.), hard balls (tennis, baseballs, etc.), skateboards, Frisbees, gun and radio-controlled vehicles.
6. At the sound of the bell, students will stop their activity and follow the directions of the playground supervisors.

7. Students who do not follow these rules could be suspended from playground activity.
8. 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.

School Supplies

Grade level lists of school supplies needed for the following school year will be sent home at the end of the school year. Any updated supply listings may be sent home prior to the beginning of the next school year or throughout the school year as needed.

Inappropriate supplies, as determined by the administration (including but not limited to supplies promoting alcohol, smoking, or drug related messages) are not permitted at St. Joan of Arc School. Students bringing inappropriate supplies to school will face disciplinary action.

All textbooks must be covered and kept in good condition. A fee will be charged for damaged or lost books. Report cards will be withheld if the fee is not paid.

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 can 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 not to use cell phones during school hours.

Visitors

Parents/guardians and other interested parties are encouraged to visit classrooms to observe and to learn what the school is doing. To avoid classroom disruptions and for safety reasons, all visitors including parents/guardians, must first report to the school office when entering. All visitors must stop in the school office and sign-in. No one may go directly to a classroom. If parents/guardians wish to visit a classroom, they must notify the teacher at least 48 hours in advance because the class may be having other activities taking place (i.e., field trips, testing).

Volunteers/ Working with Students

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.

HEALTH AND SAFETY

Bullying Prevention Policy and Plan

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

A. 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.

H. Minimum Required Actions:

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

1. Take appropriate disciplinary action as stated in the plan.
2. Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

Threat to School Safety

Any student who acts in such a way as to threaten the safety of him/herself or any other person in the school building, or is in possession of or brings onto school property any article or substance that endangers him/herself or any other person in the school building will be suspended immediately and may be subject to expulsion.

Search and Seizure

The administration of the school and/or their designee retains the right to search: students, student lockers, student desks, student possessions, and/or seize possessions at any time.

Speech and Publications

St. Joan of Arc has the right to determine what is appropriate in school and at school sponsored or school related activities or events with regard to verbal or written expression. The school also reserves the right to control all publications which directly or indirectly pertain to school, school staff, or school related issues.

Lockdown Procedures

In case of an emergency, St. Joan of Arc School has a lockdown procedure in place. Each teacher has a copy of the safety plan in his/her classroom. Every employee is required to go through training each year. A copy of the safety plan is also on file in the school office.

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 school administration 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 school administration 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.

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.

Immunization Requirements

A type of vaccine and number of required dosages must immunize students against certain diseases. 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 written evidence 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).

Updated for 2014-2015 school year by the Ohio Department of Health
The minimum requirements are:

Vaccine	Age/Grade	Comments
Diphtheria, Tetanus, Pertussis (DTaP/DTP/DTTdap/Td)	K-12	<p>K: Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th 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 4th birthday, a fifth (5) dose is not required. Recommended DTaP or DT minimum intervals for Kindergarten students: four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended, but not required.</p> <p>Grades 1 - 7: Four (4) or more 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.</p> <p>Grades 7 - 11: One (1) dose of Tdap vaccine must be administered prior to entry. Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. For students in 10th or 11th grades, one dose of Td (Tetanus and diphtheria) is acceptable. Tdap can be given regardless of the interval since the last tetanus- or diphtheria-toxoid containing vaccine.</p>
Hepatitis B	First Grade	K-12: 3 doses.
Measles, Mumps, Rubella (MMR)	K-12	K-12: 2 doses required. Dose 1 must be administered on or after the 1st birthday. The 2nd dose must be administered at least 28 days after dose 1.

Polio	K-12	<p>K - 4: Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th 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</p> <p>Grades 5 - 12: Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
Varicella	K-4	<p>K -2 doses of varicella vaccine must be administered prior to entry.</p> <p>Grades 1-4 - 1 dose of varicella vaccine must be administered on or after the first birthday</p>

Epidemic

In case of a school epidemic situation, those students who have not been vaccinated against the epidemic cause must be excluded from the building until two weeks after the last reported case in the school and/or surrounding area.

Assuming the local Health Department does not close the school due to a possible epidemic, the administration has the authority to make the decision. All relevant factors such as the nature of the illness, its communicability, and the number of teachers and students absent, as well as present, will be taken into consideration.

Medication

Generally, all medication should be given at home. It is understood that this is not always possible. Any student who is required to take prescribed medication, including over the counter drugs such as Tylenol, cough drops, etc., during regular school hours must have the required medical authorization forms, available at the St. Joan of Arc School nurse’s office, completed and on file. Written permission from the physician and the parent/guardian of the student must be received before any medication may be administered. School personnel require proper authorization and information before medication can be administered.

School policy also prohibits students from keeping medication in his/her possession. This is a totally unsafe practice and would pose a dangerous situation to the entire student body. If an exception with this school policy is to be made, it must first be discussed with the administration and the school nurse.

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.

Crisis Management

The people of the St. Joan of Arc Community view each human life as precious and significant. Therefore, when human life is affected negatively, even fatally, it is important to have a plan in place to address the crisis. Since the whole community is touched in some way by the crisis, it is difficult to expect its members to respond in a healthful fashion when individual needs are so great. As a result, a standard crisis management plan is in the best interest of the community, in that it provides decisive action, accurate information, and coping strategies.

CRISIS DEFINITION:

Crisis is a broad term. It will have a four-fold general meaning in the St. Joan of Arc Community. Crisis is defined as follows:

1. When a student at SJA is nearing expulsion because of academic and/or behavioral issues. This situation indicates that other measures were taken before the student reached this point (e.g. IATs, parent meetings, conferences, and probationary periods).
2. When a situation of suspension of a student at SJA is especially sensitive and/or requires special attention.
3. When there is a death, fire, flood, violence, etc. in the SJA community.
4. When administration decides it is necessary to call the Crisis Intervention Team together to review the progress of students who may not be meeting the academic standards at SJA.

This plan was formed with the intention of providing some flexibility in how it is implemented. For example, one student's reason for academic and/or behavioral problems may not be the same as another student's. Also, a community would not handle a tragic death due to natural causes the same way it would handle a tragic death due to an accident or suicide. Variations within this policy will be determined by the pastor and administration in cooperation with the Crisis Intervention Team.

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

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.

WSJA Criteria

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.

Library

Classes have scheduled weekly library periods for selection of reading materials or reference work. Volunteers assist the librarian with library duties.

St. Joan of Arc School Advisory Council

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.

St. Joan of Arc Parent-School Organization

This organization provides service to the school. It shall seek to bring about good understanding between the administration, faculty, and parents/guardians. It will provide an opportunity for adult education, aid the faculty with non-teaching chores when possible, and raise money to purchase needed supplies and equipment. PSO will do whatever it can to help give our children the best possible education, both religious and academic, in order to prepare them for a full life as good citizens.

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.

St. Joan of Arc School 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.

SPECIAL STUDENT ACTIVITIES

GENERAL

Camp Storer (Gr. 6)
Wax Museum (Gr. 6)
Drug Education & Prevention
Franciscan Life Center Performances
Geography Bee (Gr. 4-8)

Safety Assemblies
Scouts
Altar Servers (Gr. 5-8)
Student Council (Gr. 5-8)
Young Author's Night/Math Day

JUNIOR HIGH

Video Crew
Yearbook

WSJA
Quiz Bowl

MUSIC

Band (Gr. 5-8)
Cantors (Gr. 5-8)
Chorus (Gr. 3-8)
Handbell Choir (Gr. 6-8)

Fine Arts Festival
Christmas Program
Musical/ Talent Show

PARISH SPORTS PROGRAM

Baseball (Boys Gr. 3-8)
Basketball (Gr. 4-8)
Cheerleading (Gr. 5-8)
Cross Country (Gr. K – 8)
Football (Boys Gr. 5-8)

Soccer (Gr. 1-8)
Softball (Girls Gr. 3-8)
Track & Field (Gr. 4-8)
Volleyball (Girls Gr. 5-8)
Wee Pee Baseball (Gr. K-2)

CONCLUDING STATEMENT

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.

NOTES